

Undergraduate Curriculum Committee  
Meeting Minutes  
January 22, 2015  
University Center Room 222

**Meeting was called to order by Chair Tonya Chapin at 3:32.**

**Committee members present:** Carolyn Quinn-Hensley (Art), Don Carpenter (Business), Susan Longest (Biological Sciences), Lisa Driskell (Computer Science, Mathematics, and Statistics), Tonya Chapin (Health Sciences), Jeremy Hawkins (Kinesiology), Jennifer Hancock (Languages, Literature, and Mass Communication), Monte Atkinson (Music), Scott Kessler (Physical and Environmental Sciences), Erika Jackson (Social and Behavioral Sciences), Jennifer Daniels (Teacher Education), Jill Van Brussel (Theatre), and Michael Carsten (WCCC).

**Ex-Officio members present:** Jeff Grossman (Library), Paula Nichols (Academic Schedule Coordinator), and Steve Werman (Academic Affairs).

**Guests:** Denise McKinney (Biological Sciences); Carolyn Ferreira-Lillo, Dan Kirby, John Sluder, and Jack Yon (Western Colorado Community College).

I. Announcements

Chair Chapin thanked the committee for their work last semester.

The committee was asked to take a moment to remember Regis Tucci and his many contributions to the curriculum committee.

- a. The next meeting is February 26, 2015; the proposal deadline is February 5, 2015. This is the last meeting to submit changes that will appear in the summer/fall course schedule, in the 2015-16 Catalog and in program sheets.

The above announcement was made. Expected proposals for February were discussed. Chair Chapin asked the committee to schedule extra time for the February meeting. If the agenda is not completed, the committee is required to reconvene the following Thursday.

The February proposals for subcommittees to review are expected to be distributed on Monday, February 9, with feedback due back on Thursday, February 12.

- b. New form "Proposal to Modify Program Based on the Essential Learning Curriculum"

Chair Chapin explained the new form that departments will use to document the changes to the program sheets related to the addition of the Maverick Milestone and Essential Speech courses. These forms will be completed by the department head and the curriculum committee representative, and will only be in use for the March and April meetings. Discussion followed, to include:

- The departments will choose either to delete one credit of Health and Wellness or one elective credit hour.
- Alternatively, most departments could choose to reduce the internship by one credit hour (Teacher Education does not have this option).

- If the internship is reduced the major must still include the minimum number of upper-division credits.
- Total credit hours must not exceed 120, except for PTO programs.
- If the program sheet has a named applied studies course, the department will need to consider whether to incorporate that course into the major requirements.
- If all of the concentrations of one major have the exact same changes, then they can be included on one form.

c. Other announcements – position of course description evaluator

Don Carpenter announced that Faculty Senate is working on a replacement for the course description evaluator position formerly held by Regis Tucci. Faculty Senate will be sending out an email request to faculty for self-nominations, and will vote electronically in an effort to have the position filled in time for the February workload to be completed. The Chair and Vice-Chair will ensure that all new course descriptions are reviewed by the end of the semester.

## II. New Business

- a. Changes to Curriculum Policies and Procedures Manual
  - i. Pg. 6- approval sequence

The change on pg. 6 is in section II.A.2. The need for the change is to allow the approval sequence to indicate that Financial Aid only needs to review new program proposals, rather than new program and new course proposals.

One “\*” will now designate “for creation of programs” instead of “for creation of programs and courses.” Two “\*\*” will designate “for creation of programs and courses” instead of “for creation and modification of courses.” Three “\*\*\*” will now designate “for creation and modification of courses” instead of “for creation of new academic programs and other substantive changes.” Four “\*\*\*\*” will now designate “for creation of new academic programs and other substantive changes” instead of “for majors only.” Five “\*\*\*\*\*” will designate “for majors only.”

Based on the new one - five asterisk key, the following lines of the approval sequence are being modified:

- “Essential Learning Committee\*\*” changes to “Essential Learning Committee\*\*\*” (typo corrected as well)
- “Library\*” changes to “Library\*\*”
- “Course Description Evaluator\*\*” changes to “course description evaluator\*\*\*”
- “Colorado Mesa University Board of Trustees\*\*\*\*” changes to “Colorado Mesa University Board of Trustees\*\*\*\*\*”
- “Colorado Department of Higher Education\*\*\*\*” changes to “Colorado Department of Higher Education\*\*\*\*\*”

**Motion: to approve the change to pg. 6 (Daniels/Quinn-Hensley); motion carried.**

- ii. Pg.7- deadline to submit proposals is corrected to read three weeks instead of two.

The change to pg. 7 is section II.C.1. The section currently states “By Noon two weeks prior to the meeting, curriculum proposals and other agenda items must be received by ...” As a review of the UCC dates and deadlines for prior years shows, the calendar has allowed for three weeks between the proposal submission deadline and committee meeting. This section will now read “By Noon three weeks prior to the meeting...” so that the policy matches the established practice.

**Motion: to approve the change to pg. 7 (Atkinson/Driskell); motion carried.**

- iii. Additional Change

It was discovered that the Curriculum Policies and Procedures Manual states “Course Description Evaluator” instead of “Catalog Description Evaluator.” This will be updated five times in sections: I. F. Meeting Dates, Time, Agendas and Minutes, #4.a (pg. 5); II.A.2 Approval Sequence (pg. 7); II. B. C. Deadlines for Submission of Proposals, #5 (pg. 8); and III.B. Catalog Description, #1 (pg. 13) [occurs two times].

**Motion: to change the wording “Course Description Evaluator” in the Curriculum Committee Policies and Procedures Manual to “Catalog Description Evaluator” to align with the wording in the Faculty Senate’s Manual for Standing Committees (Carpenter/Carsten); motion carried.**

It was clarified that the catalog description evaluator does not review prerequisites.

### III. Old Business

- a. Pending items from 12/11/14:

- i. Completed library assessments for:
  - 1. EMDP 211
  - 2. POLS 151, 270, 353, 354, 356, 366, 372, 373, 462, 471, 472, and 482,
  - 3. SOCI 270, 401, and 470.

Chair Chapin announced that all of the pending library assessments were completed.

- ii. Corrected course addition form for ARKE 410L:
  - 1. Change Contact Hours category from “Field: 2” to “Field: 5;”
  - 2. Change Type of Instructional Activity category from “Lecture” to “Field Instruction;” and
  - 3. Change Academic Engagement Minutes for a Term category from “1500” to “3750.”

Chair Chapin stated that the above corrections were made.

#### IV. Curriculum Proposals

##### a. WCCC: Business, Applied Science, and Information Services

Jack Yon gave an overview of the changes to the Technology Integration program.

- i. Course Addition:
  1. TECI 245 Security Fundamentals

**Motion: to approve the course addition TECI 245 (Carsten/Daniels).**

Carpenter stated that the second SLO uses the verb “understand,” which is not measurable.

Driskell inquired if there was any overlap with the existing Computer Security course offered at the main campus. Yon stated that there isn’t any apparent overlap but that he hasn’t discussed the course with the Computer Science faculty.

**Amended motion: to approve the course addition of TECI 245 subject to documenting discussion with the Department Head of Computer Science, Mathematics, and Statistics and changing the verb “understand” to a measurable verb (Carpenter/Hawkins); motion carried.**

- ii. Program Modifications:
  1. Technical Certificate, Technology Integration, Certified Network Technician
  2. Technical Certificate, Technology Integration, Network Technician
  3. AAS, Technology Integration, Network/Telecommunication Technician

**Motion: to approve the program changes subject to final approval of the course addition of TECI 245 (Longest/Driskell); motion carried.**

##### b. WCCC: Hospitality, Human Services, and Education

Dan Kirby presented the proposals to the Culinary Arts and Baking and Pastry programs.

- i. Course Additions:
  1. CUAR 115 Introduction to Sustainable Cuisine
  2. CUAR 160 Cake Decorating
  3. CUAR 179 Wine, Spirits, and Beers

**Motion: to approve the additions of CUAR 115, 160, and 179 (Daniels/Van Brussel); motion carried.**

- ii. Course Modifications:
  1. CUAR 163 Advanced Cake Decorating – Wedding

It was noted that CUAR 163 is mistakenly noted as CUAR 161 on the program sheet for 2013-14, due to that being the originally approved course number. In the process of adding the course to the system it was discovered that 161 was a previously deleted course and couldn’t be used. The course

has been CUAR 163 in the Catalog since it was added, and was corrected to CUAR 163 for the 2014-15 Baking and Pastry program sheets.

2. CUAR 281 Internship

CUAR 281 is being modified to include a 1 credit option. The course will retain the 281 number to align with the community college system.

**Motion: to approve the modification of CUAR 163 and 281 (Monte/Jackson).**

It was noted that the course modification for 163 shows CUAR 160 and 145 as pre-requisites, and that 145 needs modified to show that it is now a prerequisite for 163.

**Amended Motion: to approve the modifications of CUAR 163 and 281 subject to a course modification form being submitted for CUAR 145 showing that CUAR 145 is a prerequisite for CUAR 163 (Hawkins/Carpenter); motion carried.**

iii. Program Modifications:

1. AAS, Baking and Pastry
2. AAS, Culinary Arts

**Motion: to approve the AAS program modifications (Carsten/Quinn-Hensley); motion carried.**

3. Technical Certificate, Baking and Pastry
4. Technical Certificate, Culinary Arts

**Motion: to acknowledge the Technical Certificate program modifications (Hawkins/Longest); motion carried.**

**c. Biological Sciences**

Denise McKinney presented the Biology proposals and noted that in addition to the proposals on the table today, the department will propose two new concentrations at the next meeting.

i. Intra-departmental Change Memo – Course Changes:

1. Modify a course prerequisite within the same department:
  - a. BIOL 341 General Physiology
  - b. BIOL 341L General Physiology Laboratory
  - c. BIOL 403 Evolution

**Motion: to approve the modified course prerequisites for BIOL 341, 341L and 403 (Jackson/Van Brussel); motion carried.**

ii. Course Additions:

1. BIOL 108 Diversity of Organisms
2. BIOL 108L Diversity of Organisms Laboratory

McKinney noted that BIOL 108 does duplicate some content of the existing course BIOL 102 Plant and Animal Biodiversity, which is approved as a CMU general education course and as statewide guaranteed transfer course. Once BIOL 108 is established as an Essential Learning course and as a statewide guaranteed transfer course, the department plans to delete BIOL 102.

**Motion: to approve the addition of BIOL 108 and 108L (Daniels/Hancock); motion carried.**

3. BIOL 316 Animal Behavior
4. BIOL 316L Animal Behavior Lab

The essential content of BIOL 316/316L has been offered as BIOL 416/416L, which is being deleted. The new course will have a title that students understand more readily and be offered at the 300 level instead of the 400 level.

**Motion: to approve the additon of BIOL 316 and 316L (Kessler/Daniels); motion carried.**

- iii. Course Deletions:
  1. BIOL 416 Ethology
  2. BIOL 416L Ethology Lab

**Motion: to approve the deletion of BIOL 416 and 416L (Atkinson/Driskell); motion carried.**

- iv. Intra-departmental Change Memo – Program Modification:
  1. BS, Biology

The program modification rearranges the core of the major to match the core of the two concentrations that will be proposed at the next meeting.

**Motion: to approve the modification of the BS, Biology program (Longest/Carsten); motion carried.**

V. Other

**Motion: to adjourn (Hawkins). The meeting adjourned at 4:37.**

**Respectfully Submitted,  
Jessie Barnett, Recording Secretary**