

Undergraduate Curriculum Committee
Meeting Minutes
April 9, 2015
University Center Room 222
3:30 PM

Chair Chapin called the meeting to order at 3:31.

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), Scott Kessler (Physical and Environmental Sciences), Jessica Herrick (for Erika Jackson, Social and Behavioral Sciences), Jennifer Daniels (Teacher Education), Jill Van Brussel (Theatre), and Carolyn Ferreira-Lillo (for Michael Carsten, WCCC).

Committee members unable to attend: Monte Atkinson (Music).

Ex-Officio members present: Jeff Grossman (Library), Kurt Haas (Chair, Essential Learning Committee), Steve Werman (Academic Affairs), and Holly Teal (Registrar's Office).

I. Announcements

- a. UCC and WCCC sections of Annual Report to be approved at the first meeting of Fall 2015

Chair Chapin made the above announcement.

II. New Business

- a. Changes to Curriculum Policies and Procedures Manual (see handout)

Motion: to adopt the changes listed in the handout to the Policies and Procedures Manual and any others of a clean-up nature that are discovered in the revision process (Carpenter/Hawkins); motion passed.

- b. Returning committee members for 2015-16

Committee members whose terms expire this semester are: Don Carpenter, Michael Carsten, Jennifer Daniels, Erika Jackson, and Susan Longest.

Chair Chapin asked that any committee members not returning would remind the head of their departments that a new member needs to be identified.

- c. Approval of 2015-16 UCC Dates and Deadlines

Discussion included whether or not the December meeting would be at the same time as the CMU Faculty and Staff holiday party. It was stated that the date for the holiday party has not yet been announced, and the per the policy manual, the UCC meets the 2nd Thursday of December.

d. Needed changes for curriculum forms for 2015-16:

i. Separate program addition and program modification forms?

Discussion included whether or not the lengthier form is really needed for most program modifications. Carpenter stated that if the program is changing its SLO's, then those need to be noted and that changes to any other aspect of the program could need to be included. For example, if a program is challenged in its enrollment numbers and there are changes being made that are anticipated will improve those numbers, then the section on program demand may be necessary. Carpenter suggested that the lengthier form could continue to work for program additions, but that a shorter program modification form could be used, with one text box to cover any of the possible changes that a program might need to describe.

ii. Add text box for EL outcomes to course addition/modification form?

Chair Chapin noted that this seems straightforward and will be added.

iii. Add justification text boxes to program modification form and change memo

The committee indicated that having those justification boxes added to the very beginning of the forms would be preferable.

iv. Remove the "deactivation, reactivation, and deletion" options from the change memo

These three options have already been included in a new form. They will be removed from the change memo for next year.

v. Changes requested by Registrar's Office (see handout)

The committee discussed making the following changes to the forms to make it easier for the Registrar's Office to track changes in Degree Works:

- Adding a field to the intradepartmental change memo to note the term that the change will take effect.
- Adding a field to the program modification form for faculty to provide instructions on whether the current change to the program sheet will be accepted for previous years' program sheets.
- Adding instructions on the course addition form above the corequisite and prerequisite sections for faculty to include "or higher" next to the course name being listed as a corequisite or prerequisite, if applicable.

- Adding a field for the course deletion and deactivation options for faculty to recommend to students which program to consider instead.
- vi. Other changes needed to next year's forms?

There were not any additional changes noted.

Driskell inquired how to get catalog language adjusted to note that MATH 135 Engineering Calculus 1 (4 credits) would meet Essential Learning math requirement in addition to MATH 151 Calculus 1 (5 credits). Werman noted that if the department did not initially request for MATH 135 to fulfill the General Education/Essential Learning requirement, it must be submitted as a course modification for it to be considered as an Essential Learning course.

e. Program Reviews 2014-15

Chair Chapin informed the committee that she and vice-chair Hawkins had reviewed the curriculum section of all five of the program reviews and did not identify any potential curriculum issues or any curriculum deficiencies. Other committee members made the following comments:

i. Computer Information Systems

Carpenter stated that this program will be revamping the curriculum in the next year or two in order to adopt the 2016 national model curriculum pending its release.

ii. Construction Management

Carpenter stated that all related changes were just made in the February 2015 meeting.

iii. Mathematics

Driskell stated that the department is considering adding 1-2 new concentrations but is not sure how soon.

iv. Psychology

Herrick stated that there were not any potential curricular issues resulting from the program review.

v. Spanish

Hancock stated that there were not any potential curricular issues resulting from the program review.

vi. Visual Communications

Ferreira-Lillo stated that she is not aware that the program will be making any major changes.

III. Old Business

IV. Curriculum Proposals

a. Proposals to Modify Baccalaureate Programs based on the Essential Learning Curriculum

- i. Programs that will delete one credit hour from the activity course requirements (with no other changes to note):
 1. BA, Criminal Justice
 2. BA, English – Secondary Teaching
 3. BA, Liberal Arts – Elementary Education – Math
 4. BA, Liberal Arts – Elementary Education – English
 5. BA, Liberal Arts – Elementary Education – Social Science
 6. BA, History
 7. BA, History – Secondary Teaching
 8. BA, Political Science
 9. BA, Psychology
 10. BA, Psychology – Counseling Psychology
 11. BA, Sociology
 12. BA, Spanish – Secondary Teaching
 13. BAS, Business Administration
 14. BAS, Computer Information Systems
 15. BAS, Criminal Justice
 16. BAS, Hospitality Management
 17. BBA, Business Administration – Business Economics
 18. BBA, Business Administration – Emerging Markets
 19. BBA, Business Administration – Entrepreneurship
 20. BBA, Business Administration – Human Resource Management
 21. BBA, Business Administration – Finance
 22. BBA, Business Administration – Management
 23. BBA, Business Administration – Marketing
 24. BBA, Business Administration – Hospitality Management
 25. BBA, Business Administration – Information Systems
 26. BBA, Business Administration – Insurance
 27. BBA, Business Administration – Managerial Informatics
 28. BFA, Animation, Film and Motion Design
 29. BFA, Art – Art History
 30. BFA, Art – Studio Art
 31. BFA, Art – K-12 Teaching
 32. BFA, Graphic Design – Visual Design
 33. BS, Accounting – General Accounting
 34. BS, Accounting – Public Accounting
 35. BS, Applied Mechanical Engineering
 36. BS, Biological Sciences – Biology
 37. BS, Biological Sciences – Cellular, Molecular, and Developmental Biology

38. BS, Biological Sciences – Ecology, Evolution, and Organismal Biology
39. BS, Biological Sciences – Secondary Teaching
40. BS, Chemistry
41. BS, Chemistry – Biochemistry
42. BS, Computer Information Systems
43. BS, Environmental Science and Technology
44. BS, Geosciences – Environmental Geology
45. BS, Geosciences – Geology
46. BS, Geosciences – Secondary Teaching
47. BS, Mathematics – Secondary Teaching
48. BS, Physics
49. BSN, Nursing – RN-BSN Option
50. BSW, Social Work

Motion: to approve the above Essential Learning modification forms 1-50 (Daniels/Longest); motion carried.

- ii. Programs that will delete one credit hour from the activity course requirements and remove SPCH 102 (previously prescribed Applied Studies Course) and use ESSL 200 to fulfill the Speech requirement:
 1. BA, Music – K-12 Teaching
 2. BBA, Business Administration – Energy Management/Landman
 3. BS, Construction Management

Motion: to approve the above Essential Learning modification forms 1-3 (Hancock/Kessler); motion carried.

Daniels noted that all of the teaching programs also are removing SPCH 102. It was clarified that this change wasn't specifically noted on the EL modification forms for the other teaching programs, which is why the majority of those programs are listed under agenda item a.i. instead of agenda item a.ii. The programs listed under items 1-3 above were especially thorough in completing the EL modification form. The committee concluded that the difference in how the EL forms were completed is not an issue.

- iii. Programs with other changes directly related to the Essential Learning Curriculum:

[Tabled from 3/12/2015]

1. BA, Music, Elective Studies in Business
 - a. Delete one credit hour from the activity course requirement
 - b. ACCT 201 is currently a prescribed Applied Studies course. It will be moved to the "Business Core," which will be increased from 12 to 15 credits. The "Electives" section will be reduced from 6 to 3 credits.

Motion: to remove the proposal from the table (Carpenter/Kessler); motion carried.

Motion: As a one-time only measure, to approve the Essential Learning modification form for the BA, Music—Elective Studies in Business without the departmental representative present (Carpenter/Daniels); motion carried.

b. Proposal to Modify Associate Programs based on the Essential Learning Curriculum

i. Programs that will convert the three hours of Applied Studies to General Elective Credit (with no other changes to note):

1. AA, Liberal Arts – Administrative Office Technology
2. AA, Liberal Arts – Early Childhood Education
3. AA, Liberal Arts – Social Science
4. AS, Agricultural Science
5. AS, Liberal Arts – Physics
6. AS, Liberal Arts – Biology

Motion: to approve the above Essential Learning modification form 1-6 (Longest/Hancock); motion carried.

ii. Programs that will replace the Applied Studies credit with a particular course from the current Applied Studies options (with no other changes to note):

1. AA, Liberal Arts, Business Administration Emphasis – CISB 101 Business Information Technology
2. AA, Liberal Arts, Business Computer Information Systems Emphasis – CISB 101 Business Information Technology
3. AS, Liberal Arts, Geology Emphasis – GEOG 131 Introduction to Cartography

Motion: to approve the above Essential Learning modification form 1-3 (Van Brussel/Quinn-Hensley); motion carried.

iii. Programs not affected by the deletion of the Applied Studies category (and/or the only change is “Applied Studies” being removed from the category that read “Social Sciences, Natural Sciences, Fine Arts, Humanities or Applied Studies Courses” and the credit hours remaining the same):

1. AAS, Administrative Office Technology – Administrative Professional
2. AAS, Baking and Pastry
3. AAS, Construction Technology – Supervision
4. AAS, Criminal Justice – CMU/WCCC Emphasis
5. AAS, Culinary Arts
6. AAS, Hospitality Management
7. AAS, Manufacturing Technology – Computer-Aided Design Technology
8. AAS, Manufacturing Technology – Machining Technology

9. AAS, Manufacturing Technology – Welding Technology
10. AAS, Mechanical Engineering Technology
11. AAS, Medical Laboratory Technician
12. AAS, Medical Office Assistant
13. AAS, Nursing
14. AAS, Process Systems Technology
15. AAS, Radiologic Technology
16. AAS, Sustainable Agriculture
17. AAS, Technology Integration – Network/Telecommunications Technician
18. AAS, Visual Communications – Animation Technology
19. AAS, Water Quality Management
20. AAS, Wildland Fire Management
21. AAS, Transportation Services – Automotive Technology
22. AAS, Transportation Services – Diesel Technology

Motion: to approve the above Essential Learning modification forms 1-22 (Longest/Hawkins); motion carried.

V. Other

- a. Election of Vice-Chair for 2015-16

Chair Chapin opened the floor for nominations for the position of Vice-Chair.

Carpenter nominated Hawkins. Hancock seconded the motion. **All committee members in attendance voted unanimously for Hawkins to continue as Vice-Chair for 2015-16.**

- b. Election of Chair for 2015-16

Vice-Chair Hawkins opened the floor for nominations for position of Chair.

Carpenter nominated Chapin. Quinn-Hensley seconded the motion. **All committee members in attendance voted unanimously for Chapin to continue as Chair for 2015-16.**

Motion to adjourn (Hawkins/Hancock). The meeting adjourned at 4:11.

Respectfully submitted,
Jessie Barnett, Recording Secretary

Undergraduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2015-2016-DRAFT

Dates and procedures vary with each department	Submit and discuss materials with Department Head and Department CC Rep and other affected departments.											
	Proposals to add or change Essential Learning courses, materials must be submitted to khaas@coloradomesa.edu.											
	Proposals for new/changed course catalog descriptions must be submitted to Course Description Evaluator. Proposals for new programs or courses must be submitted to Library CC Rep. Proposals for new programs must be submitted to Director of Financial Aid.											
	Curriculum proposals and Essential Learning Committee minutes due by Noon to Academic Affairs Office (submitted by email to UCC_Chair@coloradomesa.edu)											
	Approximate date proposals sent to UCC subcommittees for review											
	Approximate date suggestions and corrections sent back to department curriculum rep and to department heads.											
	Departments resubmit revisions and corrections to Academic Affairs Office (submitted by email to UCC_Chair@coloradomesa.edu).											
	UCC Chair adds proposals to agenda and distributes agenda and proposals.											
	Curriculum committee meets to discuss and act on proposals.											
	Minutes sent to Curriculum Committee for approval.											
	Curriculum Committee approves minutes. Minutes are sent to Faculty Senate											
	Faculty Senate receives minutes. (Faculty Senate approval is two weeks later.)											
	VP of Academic Affairs Acts on All Proposals											
President Acts on Substantive Changes												
Board of Trustees Acts on Substantive Changes												
Colorado Dept of Higher Education Acts on Substantive Changes.												
Curricular Changes Appear in University Catalog.												
Dates are set by appropriate authorities.												
Fall 2016												
Fall 2017												

Deadline to submit course changes that will appear in J-Term/spring course schedule.

9/3/2015

Deadline to submit course changes that will appear in summer/fall course schedule.

2/4/2016

Deadline to submit program additions and changes and course additions that will appear in the 2015-2016 catalog.

2/4/2016

Possible Changes to the forms requested by the Registrar's Office
(recommendations from Chair in red text)

- On the Interdepartmental Change form, the term that they intend to initiate the change.

Yes

- A box to mark if the new course will be accepted for old program sheets. For example will POLS 373 be accepted as an elective for the Women's and Gender Studies minor for students who are in a catalog year of 2014 and earlier?
- If a course is replacing a required course will it be accepted for older program sheets like above? Also, will the old course continued to be accepted? If so, for how long? For example, EDUC 115 & 215 replaced 211. If a student took 211 and changes their program year to 2015 for whatever reason, will 211 be accepted for 115 & 215? What about in 2016? Departments could mark no and then just use substitutions but it would be less hassle if I know to program for it.

One text box to check that says "Instructions to the registrars as it relates to past and future programs" (on course addition and course deletion)

- A checkbox if "and higher" applies. Mainly for math classes but it also applies to some other requirements. For example, if they require math 113 does it absolutely have to be 113 or can it be 454?

Additional instructions added above pre-req and co-req.

- If a program is ending, what is the most closely related program that they would like students to explore? For example, Public Admin/Safety ended. If a student runs a "what if" for 2015 for that major, it simply tells them that they had to be admitted in 2014 and to use the "what if" feature. Would the department prefer that DW gives the advice that they look at the CRMJ major?

Extra text box on course deletion "recommended program that students should consider"