

**Undergraduate Curriculum Committee
Meeting Minutes
April 14, 2016
University Center Room 222**

Members Present: Diana Bailey, Geoff Gurka, Jennifer LaBombard-Daniels, Lisa Driskell, Jeremy Hawkins, Carolyn Ferreira-Lillo, Eliot Jennings, Scott Kessler, Susan Longest, and Carolyn Quinn-Hensley.

Members Absent: Monte Atkinson, Jennifer Hancock, Jill Van Brussel.

Ex-officio members present: Jeff Grossman - Library; Kurt Haas - Academic Affairs.

Guests: Rose Petralia-Library; Chris Murphy and Jane Quimby, Western Colorado Community College.

Chair Hawkins called the meeting to order at 3:30.

I. Announcements

- a. Curriculum change forms for 16-17 will be posted online by approx. July 1, 2016
- b. Next meeting: August 25, 2016
- c. UCC section of 2015-16 Annual Combined Curriculum Report

Chair Hawkins made the above announcements, asking the committee to look for a draft of the UCC annual report to review before the end of the semester. In addition, it was announced that Rose Petralia, Head of Library Public Services would be taking over for Jeff Grossman as the library representative next year.

II. New Business

- a. Essential Learning Subcommittee Minutes -- 2/11/16

Chair Hawkins noted that the EL minutes noted the approval of MUSA 267 as an addition to the Fine Arts Category, and that this committee has already approved that as well. **Motion: to approve the EL Subcommittee 2/11/16 minutes (Lombard/Daniels); motion carried.**

- b. 2016-17 Curriculum Proposal Deadlines and Meeting Calendar

The proposed Calendar was discussed. New for next year is the addition of a deadline for materials submitted to the Director of Assessment of Student Learning (DASL) added to the same step as submission of materials for library assessment, course description evaluations, and financial aid approval.

There was discussion regarding the unbalanced committee work flow throughout the year, with some fall semester meetings taking only a few minutes with an unreasonably long meeting in

February. The high volume of proposals, including many program additions, in the February meeting could have been a factor in some issues with two program sheets not being identified in this year's February meeting. Various possible solutions were discussed. It was noted that the existing policy allows for any meeting agenda to be completed the following week, a note that has been added to the 2016-17 calendar.

One idea was to assign a March meeting deadline instead of a February meeting deadline for half of the departments to make changes to be implemented the following fall, in order to allow a more thorough review of proposals. Chair Hawkins noted that waiting until March would not allow time for changes to be reflected in the fall course schedule, and that major curricular changes, such as program additions, were most likely identified in advance anyway, and that waiting to submit those major changes until February may have more to do with procrastination than actually needing the time to prepare.

One idea was that the committee representative for each department try to encourage earlier submissions.

Another idea was to move the deadline to submit proposals to add programs (and therefore courses being added to the support the programs) to the submission deadline for the November meeting. It was discussed that perhaps the deadline for all course additions should also be moved earlier, but it was expressed that if a course was being added to an existing program, that knowledge might not be known as far in advance. There was concern expressed that moving the deadline for new programs to the fall wouldn't allow for WCCC advisory committees to make suggestions for new program in time to be implemented the same year.

After further discussion, it was decided to propose a new policy in which program additions to be reviewed by the UCC must be submitted by the deadline for the January meeting. Program modifications and other changes will still have the deadline of the February meeting to be considered in time for catalog inclusion.

Motion: to approve the proposed calendar with the change of moving the deadline for submission of program addition proposals to align with deadlines for the January meeting instead of the February meeting (Longest/Gurka). Motion carried.

c. Combined Curriculum Policy and Procedures Manual Revisions

Chair Hawkins explained the proposed revision. See the marked up Manual for details. It was noted that the proposed revisions were sent to Don Carpenter, Chair of the Graduate Curriculum, for input as well. The main proposed changes are as follows:

- Pg. 5. Delete the section prescribing the UCC procedure of the subcommittee review of proposals instead of the executive subcommittee review of proposal. Chair Hawkins explained that removing the prescribed process, which was not used this year anyway, would not prevent the sitting committee each year to determine additional methods of reviewing proposals.
- Pg. 6. Add the Director of Assessment of Student Learning (DASL) into the Approval Sequence for program additions and significant program modifications.

- Pg. 8. Addition of language explaining the role of the DASL in reviewing the programs SLOs.
- Pg. 9. Delete language regarding “experimental courses” as experimental courses have not been a recent practice.
- Pg. 11. Current language states that a course prefix change can be handled by submitting a memo. The current course modification form allows for the modification of a course prefix, and in order for changes to be entered into the tracking database, they must be sent in on a form compatible with the database. As the database generates the meeting agenda, proposal summary, annual report, and spreadsheet to be given to the Registrar’s office, changes submitted via a memo must be hand entered by multiple people, which allows for multiple opportunities for errors to be introduced. The language was changed to clarify that a course modification form must be used to change a course prefix.
- Pg. 14. Current languages says that “student learning outcomes” are created for courses. To differentiate the program level SLOs with the course-level SLOs, the course level outcomes will be referred to as “Course Learning Outcomes” instead. Language will also be added to clarify that minor changes faculty want to make to the course learning outcomes do not constitute a course modification. Major changes to the course learning outcomes that drastically alter the content of the course do constitute a course modification.
- Pg. 18. Clarify that topics courses are under the purview of the department head and although they must meet the requirements of any course addition, they do not need to be submitted to curriculum committee.
- Pg. 21. Inclusion of details on how individual sections of the Maverick Milestone course are approved by the EL subcommittee.
- Pg. 21. Remove language regarding course deactivations, since it has been clarified this year that there is no difference in Banner between deleting a course and deactivating a course, and the current practice is to leave deactivated curriculum in the Catalog until it is officially deleted. Therefore, the more effective action is to delete a course, noting that deleted courses can be reinstated.
- Pg. 24 Add information for recently added degree categories, including the Bachelor of Social Work, Bachelor of Music, and the Bachelor of Music Education.
- Pg. 25. Add the BSW, BM, and BME to the list of PTO programs.
- Pg. 32. Section M. deleted as the elimination of the degree distinction category has been completed.
- Pg. 32. Change reference to the “Intradepartmental Change Form” to a Delete, Deactivate, or Reactivate an Existing Program form.”
- Throughout – some reorganization of sections.
- Pg. 37. Addition of the word “average” to help with completion of this form. It was noted that this is a CDHE form.

Motion to approve the proposed revision to the Combined Curriculum Policy and Procedures Manual, making the adjustments noted during the meeting. (Longest/Quinn-Hensley); motion carried.

Through the review of the Manual, Chair Hawkins found a few issues for clarification that might fall under the Academic Policies Committee rather than this committee.

Motion: to ask the Faculty Senate to consider seeking clarification through the Academic Policy committee on the following, if not already undertaken: (Hawkins); Motion carried.

- 1) The current Policy and Procedure manual language specifies that “It is required that a minor, if selected, be outside the major so as to encourage a secondary focus to broaden the scope of the educational experience.” Yet, item E.2. states that “double counting of courses” is allowed, in particular when “the completion of a minor may include: course requirements specific to a major.” Request that Academic Policy reviews the amount of course overlap allowable between a major and a minor. Suggest that there be no more than 33% overlap.
- 2) Clarification of requirements for Professional Certificates. Add requirements for Academic Residency (see page 57 of the catalog wherein residency requirements are listed for technical certificates but not professional certificates) and clarify that professional certificates may require pre-requisite course work to be completed prior to beginning the course work for the certificate.

d. Returning Members for 2016-17

Monte Atkinson (Music), Carolyn Ferreira-Lillo (WCCC), Carolyn Quinn-Hensley (Art and Design) and Jeremy Hawkins (Kinesiology) will not be returning to the committee next year. Keith Fritz will finish the remaining year of Jeremy Hawkins’ term. Other new members are unknown at this time. Departments should coordinate with Faculty Senate to find replacements.

e. Election of 2016-17 Officers

i. Chair

As Chair Hawkins will not be returning to the committee next year, he opened nominations for the position of the 2016-17 Chair. No nominations were made. The election of the Chair will need to occur at the first meeting of Fall 2016.

ii. Vice-Chair

Motion: to nominate Scott Kessler to continue as Vice-Chair. (Hawkins/Quinn-Hensley). No other nominations were received. **Motion carried.** It was noted that in the absence of an elected committee chair, it will fall to the Vice-Chair to convene the first meeting of Fall 2016 and preside over the election of chair at that meeting.

III. Curriculum Proposals

a. WCCC

i. Course Addition

1. UNIV 102 Community College Success\

Motion: to approve the addition of UNIV 102 (Longest/Quinn-Hensley). Motion carried.

- ii. Program Modification
 - 1. Baking and Pastry
 - 2. Aviation Technology
 - 3. Wildland Fire Management 1363

Minor corrections will be made to the program modification forms.

Motion: to approve the three program modifications above pending needed corrections (Longest/Quinn-Hensley). Motion carried.

IV. Old Business

Chair Hawkins noted an issue with the newly added BA, Studio Art. Although already approved by this committee during February 2016 it was discovered that the degree prescribed an Essential Learning History course in error, and also violated the upper-limit of credit hours allowed in one primary discipline. Hawkins explained that the department was working to resolve the issues and the revisions would be approved by the executive subcommittee and the department would work directly with the VPAA to determine if there was still time to move the program through the approval process for implementation next fall.

V. Other

With no objections from the committee, Chair Hawkins adjourned the meeting at 4:41.

Respectfully submitted,
Jessie Barnett, Recording Secretary