

DEANS' COUNCIL MINUTES

December 9, 2013– 1:00-3:30 pm – Charles Hunter Room, HCC

Present: Julie Taylor, Tom McFarland, Carl Templin, John Allred, Deb Hill, Grant Corser, Robert Eves, Shauna Mendini, Christian Reiner, Jim McDonald, Raymond Grant, Bill Byrnes, Brad Cook, John Eye, Patrick Clarke, Bruce Tebbs, Bailey Bowthorpe, Mark Atkinson.

Review of Minutes

Motion to approve minutes from the 11.26 Deans Council. Seconded. **APPROVED**

II. Provost's Report

The Provost announced that the next K-16 Alliance meeting will take place on December 11th, in St. George. Shalini Kesar will give a small presentation about the Aspiration Award for women in technology. Provost asked Dean Robert Eves to discuss the Board of Trustees meeting that took place on December 4th.

Dean Eves reported that he presented the Masters of Science in Critical Infrastructure Protection to the Trustees. This new degree will be in partnership with Condition Zebra, an international cyber security industry leader based in Utah. All of the curriculum proposals required for the degree have been submitted and have gained approval. This program does not require any new resources. CSIS 1000 will no longer be a required course at SUU. Faculty that used to teach CSIS 1000 will now teach courses that pertain to this new degree. CSIS will no longer be a required course at SUU. The Trustees also voted to discontinue the Master of Science in Forensic Science degree.

Removing CSIS 1000 from the list of required courses would drop the total for General Education credits by 3. We need to determine if we want to drop the 3 credits entirely, or reallocate them to a different area, such as elective. The General Education Committee will meet on January 15, 2014- and this will be a topic of discussion. Julie Taylor will discuss this with Faculty Senate, and Bailey Bowthorpe will get feedback from SUUSA & Students.

Discussion:

- CSIS was a means of demonstrating digital competency. Will we require students to take a test to determine this, now that they aren't required to take a course? Other USHE institutions require students to take a test to determine competency.
- Several other programs in the state have a 30 credit General Education program. Removing CSIS from General Education requirements will put us closer in alignment with them.
- We need to ensure that credits from our General Education program can easily transfer to other accredited institutions.
- If we remove the General Education requirement for digital literacy, could we require other courses that introduce components of digital literacy? Could we imbed the digital literacy requirements into programs/majors?

III. Why Student's Leave (Stephen Allen, Jake Johnson)

Presidents Council tasked Student Services with finding out why students leave SUU. Student services put together a subcommittee, which conducted a series of surveys to find the answer to this question. The survey targeted students that registered for fall but have not registered for spring, and also students that have registered over the past several years and then stopped out. So far, about 1/3 have responded

(75 students). 40% say they are coming back, but haven't gotten around to registering; and an estimated 10% will register for next summer or next fall. Primary reasons that students didn't register include financial difficulties (32% of respondents), life changes (marriage, divorce, birth of a child), and church service. Reasons that students decided to leave SUU include financial difficulties (loss of employment, couldn't find a job, insufficient financial aid), completion of degree, moving out of state, or because they were offered a scholarship at another institution. The survey also gave students the option to be contacted by someone that would help get them back to SUU.

Deans requested that a document be posted to canvas with further information about the survey, and that the results of the survey also be shared with the Student Success committee.

III. Associate Provost's Report

UUCC/UGCC Proposals (posted to Canvas)

Both curriculum committees met last week. In the Graduate curriculum committee, two new programs were approved, and the MSFS was discontinued was approved. There were one or two issues to follow up for the UUCC meeting.

The General Education (GE) committee met last week. They have a new mission statement for GE, and have developed preliminary three rubrics for assessing GE Classes. There was also continued conversation about creating GE "sets" or groups of GE courses that fall under a common topic of theme.

Bill asked the council for feedback about how we can make our Essential Learning Outcomes (ELO's) more available to our Faculty. The council suggested creating a generic ELO course that all Faculty could enroll in for access to the ELOs.

Bill reminded the council that E-catalog is coming up, and that designated points of contact will be getting information about how to download, edit, and submit changes to the E-catalog.

Assistant Provost and Director of IR & Assessment Report

How to create good syllabi and learning outcomes

Christian Reiner has meet with several faculty to discuss syllabi and learning outcomes, and how both can be used to make sure that learning is occurring. The limit on the amount of characters in course descriptions has been lifted, and faculty can use the curriculum process and revise course description. Learning Outcomes can be incorporated into both course descriptions and syllabi. The course description can show how the course content connects with the overall curriculum of a program, and the syllabus can show how course content will help students with a specific Learning Outcome. Learning Outcomes can be the completion of a task.

On the Syllabus, the Course Assessment Table needs to outline which specific learning outcomes each assignment or test is going to assess. Also, how things are weighed in the grading policy should match up with how things are assessed.

It is not always self-evident how courses connect to learning outcomes, and how it all relates to the overall program. Students need help drawing the connection between the Essential Learning Outcomes and what their courses and majors are helping teach the ELO's. If Faculty would like assistance, contact Christian.

IV. Action Items

Policy 5.56- Policy Development Authority (Finance)

The Office of Finance added text to section III F. 2. requiring any policy with a broad impact on University Staff be forwarded to the Staff Association. Bill Byrnes added Graduate Council to list of organizations that should receive a review copy of a policies being changed. Deans Council recommended that Graduate Council only be added to the list of organizations to review policies in III.G- *Corrections or non-Substantive Changes to Approved Policies.*

Motion to approve policy, as Amended. Seconded.

APPROVED

Policy 6.1- Faculty Evaluation, Promotion and Tenure (Faculty Senate)

Changes to improve consistency in language, to include “currency in their field’ as a requirement for non-tenure-track faculty, to define scholarly/creative expectations for Professional-in-Resident faculty, and to clarify who determines the documentation required for non-tenure-track reviews and tenure-track reviews.

Discussion:

- Are Deans conducting a three-year review for non-tenure-track faculty? This is a requirement that was implemented this past year.
- Should the three year review be only for those that attain Associate Professor (NTT)? Then the third-year review could act in a capacity similar to a post-tenure review. It would be a summative, rather than formative review.
- NTT are at-will employees. Every annual review, Deans determine whether they want to continue or not.

Motion to approve the policy with the following changes: strike the last sentence of Part I in 6.1.2- *Three-Year Review Process*, strike all of Part II, and remove the three-year review column from Appendix B.

Seconded. **APPROVED**

Goes back to Faculty Senate for their consideration

Policy 6.10-Faculty Senate Constitution (Faculty Senate)

Page 6, Section C-2 has been modified to include a reference to policy 6.27, where the load reduction for Faculty Senate President & Vice-President has been added. Language requiring that the reduction must be approved by the Faculty Senate President or VP, the Department Chair, and the Provost, has also be added.

Motion to approve. Seconded. **APPROVED**

Will move forward to President’s Council

Policy 6.27- Faculty Workload (Faculty Senate)

Language has been added to III. C. 3 to specify load release for the president and vice-president of Faculty Senate. Policy 6.10 and 13.12 refer to this policy language. Language has been added to III.D.1-to specify ICH load for Professional-in-Resident. This language was approved in May of 2013, but never made it into the policy.

Motion to approve. Seconded. **APPROVED**

Will move forward to President’s Council

Policy 13.12-Faculty Senate (Faculty Senate)

Section III has been modified to include a reference to policy 6.27, where the load reduction for Faculty Senate President & Vice-President has been added.

Motion to approve. Seconded. **APPROVED**
Will move forward to President's Council

V. Information/Discussion Items

Optimal Resume: How do we support Faculty in going electronic for Faculty Evaluations? (Thom McFarland)

After some investigation, Thom McFarland determined that while Optimal Resume is a good tool for students, it is not the best tool for faculty to use when moving to electronic faculty evaluations. Documents uploaded to Optimal Resume stay in the software cloud, and the cloud has a hard time connecting to documents that are already on a Faculty's computer. Also, documents have to be moved one at a time to the Optimal Resume Server, and users have to log in to Optimal Resume if they want to view the documents.

Thom proposed Adobe Acrobat Pro 11 as an alternative. Acrobat Pro 11 offers the ability to create PDF portfolio/E-portfolio. Documents can either be extracted (downloaded) or viewed/previewed. Pro 11 could also include signature blocks & would allow digital signatures. Faculty would also be able to integrate media using Pro 11. Portfolios could be saved as a stand-alone website, or exported to a PowerPoint. Acrobat Pro 11 would also allow us to make electronic versions of our current forms.

Thom asked the council if the Deans or Faculty Senate would be willing to pilot this program. **Test group volunteers include: John Eye, Adam Lambert, Mark Atkinson, Grant Corser, and Deb Hill.**

Computer Labs (Thom McFarland)

labuse.suu.edu is getting a lot of popularity. The site refreshes once a minute, and shows students which labs have available seats.

Canvas (Thom McFarland)

There is a minimal use of Canvas for several face-to-face courses. Students have expressed frustration about not being able to access a course syllabus or assignment schedule on Canvas. The IT department will create a shell for every face-to-face course on Canvas, and will help with the creation of assignments. Course shells will not go 'live' until the faculty member sets themselves as the instructor-of-record and publishes the course. One of the larger goals for the IT department is to have students be able to undertake all administrative tasks at University using a tablet.

Discussion:

- Faculty are hesitant to migrate their information to a learning management system when we've have three different learning systems over the past few years.
- Anything submitted to canvas should be able to be submitted to any kind of electronic platform.

Temporarily reducing evaluation threat when trying new teaching methods (Grant Corser)

Faculty members are concerned about being penalized by student evaluations when they test a new innovation in class. Grant Corser proposes that Faculty be allowed, for one course a year, to not have student evaluations count towards Leave, Rank, and Tenure when new teaching methods are being tested. Faculty would have to apply for this program, present a plan, and obtain approval from the

Department Chair before the 'test' semester began. Faculty would also with CETL and the instructional design team to make sure their proposed process is viable, and would have a conditional assessment at the end of the course to evaluate the change of the new teaching method. The council agreed to try-out this concept. Grant Corser will follow up with further details.

Discussion:

- This would encourage faculty to try a new teaching method on a controlled basis
- This would help prevent mid-stream changes in course teaching.
- We want to reduce barriers faculty members might feel with being innovative.

VI. Reports (2 minutes per report)

Shauna Mendini: The Music department collaborated and held a single concert event Dec 6th that included the symphony, choir, Opus, and other parts of the department. The concert was beautiful, and well-coordinated.

Jim McDonald: Jim thanked Elise Leahy for filling in as interim chair while he was in Morocco. Morocco has several opportunities for students to intern with non-government organization. The Master of Public Administration is undergoing accreditation review, and a team will do an onsite visit in January 2014.

Ray Grant: In the coming week, watch for an announcement of next semester's Convocation lineup. Upcoming guests include a former secretary of the Navy. Convocations and SUUSA will cosponsor a singer-songwriter convocation with Bluebird Café.

Grant Corser: Peer mentoring is getting a good response About 30 faculty member were interested and are getting involved.

Bill Byrnes: Bill reminded the council that edits on the E-catalog for 2014-15 are underway. He recommended that General Education & Experiential Education, which are currently listed a single navigation link in the E-catalog, be broken out into two pages and two links. Bill encourage the council to examine their catalog content, including course descriptions, and submit any changes they'd like made at the February 2014 Curriculum Meeting.

Patrick Clarke: So far there have been 2 public forums about EDGE. The experiential learning committee has met, and is being proactive about creating an "EDGE 3.0" program. The committee will have recommendations to Deans Council by January. The final EDGE form, for staff, will take place on December 12. Faculty and students are also welcome to attend.

Mark Atkinson: Mark is putting together a six-point plan for SUU online that he hopes to present to Deans Council. SUU Online needs to align better with national standards- it's critical for our accreditation. SUU Online will be using a program called "Quality Matters" which is the closest thing to an online accrediting program.

John Allred: Next Wed is the deadline for grading.

Deb Hill: PISA (Programme for International Student Assessment) was recently released. PISA focuses on 15 year olds academic capabilities in areas such as reading literacy and math literacy in 65 different

countries. The United States has below average scores in Math, and average score in reading. If you'd like further information about PISA, please contact Deb.

Carl Templin: School of Business just got funding for to cover three years of bringing ethics speaker to campus.

Thom McFarland: The Braithwaite Gallery, along with the Arts Administration Program, has launched a program where they bring students to the gallery, and then allow them to create their own interpretation of each piece of art on an IPAD.

John Eye: If anyone would like a copy of Sharon Weiner's report about Digital Literacy at SUU, contact John. The Library is also working to put together delivery options for LM 1010.

Julie Taylor: As a follow up to a previous Deans' Council discussion, Julie asked Faculty Senate if they used NBC Learn, and if they thought it was worth continuing to subscribe to. The general response was that funds could be better utilized elsewhere, and that the subscription to this service should not be renewed. Travis Rosenberg gave a presentation to the Senate about Faculty Retention. SUU's faculty turnover is below the average. Julie will be posting statistics on canvas about new hires.

Motion for executive session- Seconded. **Approved.**
Meeting adjourned at 4:55pm.

UNDERGRADUATE CURRICULUM COMMITTEE MEETING

December 5, 2013

3:00 pm, AD 304H

MINUTES

CONSENT ITEMS

COSE

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
BIOL 3990	Advanced Topics in Biology	2	Course Description – Discussion and investigation of select topics in advanced Biology. One two hour meeting per week.	Spring 2014	Approved
CCET 1040	Computer Aided Design	3	Title & Prefix – Change title to Introduction to Residential Architecture using AutoCAD Course Description – An introductory course in residential architecture to apply drafting standards & terminology using CAD technology to prepare plans for the construction industry using AutoCAD. Topics include; The fundamentals of AutoCAD, Architectural Careers; Construction Procedures, Teams, & Prints; Conventions & Procedures; 2D Sketching; CAD Applications; Architectural Symbols; Floor Plans; Foundations; Wall, Stair & Cross Sections; Roofs; Elevations; Site Plans; and Electrical Plans.	Fall 2014	Approved
GEO 1010	Geology Introductory Survey	3	Course Sequencing – As Needed	Fall 2014	Postpone— Recommend course- title change 12/9-Title determined by state articulation. APPROVED
GEO 1015	Geology Introductory Survey Lab	1	Course Sequencing – As Needed	Fall 2014	Postpone— Recommend course- title change 12/9-Title determined by state articulation. APPROVED
GEO 1020	Dinosaurs & the	3	Course Sequencing – change to Spring – Odd Years	Spring 2014	Approved

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
	History of Life				
NFS 4030	Nutrition Assessment	3	Prerequisite change to NFS 1020, NFS 2020, NFS 3030 Change Course Sequencing to Fall Annually, Spring Annually Enrollment Considerations – Advanced Class Standing, Human Nutrition Major Change Course Description to Introduction to the profession of Dietetics, medical terminology, assessment of nutrition status, and the nutrition care process. Instructor signature required for enrollment. A minimum grade of "C" (2.0 or above) must be earned in this course before it can be counted in the Human Nutrition major or Minor or as a prerequisite for any other course. Must be a Human Nutrition major to enroll.	Fall 2014	Approved
NFS 4040	Nutrition Communication and Counseling	3	Change prerequisites to NFS 1020, NFS 2020, NFS 3030 Change Course Sequencing to Fall Annually, Spring Annually Enrollment Considerations – Upper Class Standing, Human Nutrition Major Course Description – Communication and counseling skills/strategies to enhance dietary change. Instructor signature required for enrollment. A minimum grade of "C" (2.0 or above) must be earned in this course before it can be counted in a Human Nutrition major or minor or as a prerequisite for any other course. Must be a Human Nutrition major to enroll.	Fall 2014	Approved
NFS 4480	Community Nutrition	3	Change prerequisites to Two UD NFS courses & instructor signature Course sequencing – Fall Annually, Spring Annually Enrollment Considerations – Upper Class Standing, Human Nutrition Major Course Description – Introduction to public health nutrition, epidemiology, food programs, and national nutrition monitoring. A minimum grade	Fall 2014	Approved

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
			of "C" (2.0 or above) must be earned in this course before it can be counted in a Human Nutrition major or minor or as a prerequisite for any other course.		
NR 3000	Management of Natural Resources and the Environment	3	Title change to Wildlife Ecology and Management Prerequisite – NR 1010 or BIOL 1010		Approved

HSS

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
ENGL 3280	Young Adult Literature	3	Title – Young Adult Literature for Educators Prerequisites – ENGL 2900 OR ENGL 4530 AND ENGL 2400 Enrollment considerations – Projected # of students 25 per year	Spring 2013	Approved
ENGL 4050	Creative Writing Conference	3	Course Sequencing – Fall – Even Years	Fall 2014	Approved
ENGL 4530	Creative Writing and Pedagogy	3	Course Sequencing – Fall – Odd Years	Fall 2015	Approved
FREN 2010	Intermediate French 1	4	Prerequisites – FREN 1020 or 1030 equivalent	Fall 2014	Approved
PLGL 1100	Introduction to Law	3	Course Sequencing – Fall – Annually, Spring – Annually, Summer – Annually	Spring 2014	Approved
PLGL 1200	Legal Ethics and Professionalism	3	Course Sequencing – Fall Annually Course Description – No changes to actual description – However, change is requested as to sequencing (See Part 8) and as to the course's method of delivery now being only online	Spring 2014	Approved
PLGL 1400	Legal Interviewing, Investigation, Case Prep	3	Course Descriptions – No changes to actual description – However, change is requested as to the course's method of delivery now being online	Spring 2014	Approved
PLGL 1500	Family Law	3	Course Descriptions – No changes to actual description – However, change is requested as to the course's method of delivery now being online	Spring 2014	Approved
PLGL	Torts	3	Course Descriptions – No changes to actual description	Spring 2014	Approved

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
1700			– However, change is requested as to the course's method of delivery now being online		
PLGL 1900	Civil Procedure	3	Course Sequencing – Spring – Annually Course Description – No changes to actual description – However, change is requested as to sequencing (See Part 8) and as to the course's method of delivery now being only online	Spring 2014	Approved
PLGL 2000	Legal Research and Writing	3	Course Description - No changes to actual description – However, change is requested as to the course's method of delivery now being online	Spring 2014	Approved
PLGL 2100	Estate Planning & Probate Law	3	Course Sequencing – Fall Annually Course Description – No changes to actual description – However, change is requested as to the course's method of delivery now being online and its course sequencing re Part 8	Spring 2014	Approved
PLGL 2400	Real Estate and Property Law	3	Course Sequencing – Spring – Annually Course Description – No changes to actual description – However, change is requested as to the course's method of delivery now being online and its course sequencing re Part 8	Spring 2014	Approved
PLGL 2600	Business & Corporate Law	3	Course Sequencing – Spring – Annually Course Description – No changes to actual description – However, change is requested as to the course's method of delivery now being online and its course sequencing re Part 8	Spring 2014	Approved
PLGL 2800	Law Office Management	3	Course Sequencing – Spring – Annually Course Description – No changes to actual description – However, change is requested as to the course's method of delivery now being online and its course sequencing re Part 8	Spring 2014	Approved
PLGL 2890	Internship	1-3	Course Sequencing – Fall – Annually, Spring – Annually, Summer – Annually Course Description – No changes to actual description – However, change is requested as to the course's method of delivery now being online and its course sequencing re Part 8	Spring 2014	Approved
PLGL	Administrative	3	Course Sequencing – Summer – Annually – As	Spring 2014	Approved

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
2900	Law		Needed		
SPAN 2010	Intermediate Spanish	4	Title – Intermediate Spanish I Prerequisites – SPAN 1020 or 1030 or equivalent	Fall 2014	Approved
SPAN 2020	Intermediate Grammar and Conversation	4	Title – Intermediate Spanish II	Fall 2014	Approved
SPAN 3510	Culture and History of Spain	3	Prerequisites – SPAN 2020 or SPAN 3210 or instructor permission	Fall 2014	Approved
SPAN 3512	Culture and History of Latin America	3	Prerequisites – SPAN 2020 or SPAN 3210 or instructor's permission	Fall 2014	Approved

SCPS

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
ESL 0919	Academic Writing	2	Delete	Spring 2014	Approved
ESL 0939	Academic Reading	2	Delete	Spring 2014	Approved

UNIV

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
UNIV 2010	University Passport	1	Change title to University Passport and Orientation Change to Graded course	Fall 2014	Approved

SUBSTANTIVE ITEMS

EDU

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
PE 3085	Introduction to Athletic Training Lab	1	New – This course is designed as the practical application to the concepts learned during the lecture of Intro to Athletic Training	Fall 2014	Approved –Need discussion with Christian pertaining to ELOs & Syllabus
PE 4998	Preparation for the Board of Certification (BOC) Exam	2	New – This course is designed for Students in the final semester of the athletic training program. The course will prepare students to take the Board of Certification Exam to be national certified as athletic trainers	Fall 2014	Postpone - Need discussion with Christian pertaining to ELOs & Syllabus.

					Committee would like to have more information on pass rates and other schools that offer this course.
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HSS

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
HIST 3700	Latin American Civilization	3	New – This course will add to the offerings of the Department of History, Sociology, and Anthropology, allowing history majors and non-majors to choose from a greater selection of upper-division course offerings. In 2012-2013, the UCC approved a proposal by Professor Miller that combined two courses (HIST 3000, US Indians through 1868; HIST 3010, US Indians since 1868) into one course, HIST 3000, American Indian History. As such, HIST 3700, Latin American Civilization, would not add an additional course to the History course options.	Spring 2015	Approved
SPAN 1030	Accelerated Spanish I	4	New – Students completing SPAN 1030 will be prepared to enter the second year of Spanish after only one semester of this accelerated course.	Fall 2014	Approved
SPAN 3000	Spanish Proficiency Development	3	New – Students pursuing the major or minor will be able to apply this course as an elective. The intended effect is to increase the proficiency, and therefore the retention, of students pursuing the major or minor that have not benefited from extensive exposure to the target language through long-term residence in a Spanish-speaking area or that are not native speakers.		Approved

SCPS

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
ESL 0959	Academic Reading & Writing – English as a Second Language	2	Combining Academic Reading & Academic Writing will provide consistency to the ESL Program, & bring level 9 courses into alignment with levels 1-8. All other levels in the program teach reading and writing together, which is commonly accepted as effective practice in ESL.	Spring 2014	Approved

DEGREE/PROGRAM ITEMS

COSE

Degree/Program	Change Requested	Implementation	Notes/Action
Agricultural Science and Industry, BIS	Adjust course requirements for Agribusiness Emphasis and Plant Science and Industries Emphasis within the Agriculture Science and Industry BIS degree.	Fall 2014	Approved
Associates of Pre-Engineering	To bring the Assoc of Pre-Engineering degree into compliance with Credit hour requirements as specified by the USHE Board of Regents, the number of credit hours required has increased from 60 to 68. This is to be accomplished by eliminating the Experiential Education requirement for one credit and adding two additional credit hours in the Mathematics area and seven additional credit hours in the areas of Science and Engineering electives. The degree requirements are now as listed in the Appendix.	Fall 2014	Approved
Computer Science Composite, B.S.	Update and strengthen degree requirements by removing the Program Prerequisite area from degree, changing an elective to a required course, and requiring students to take one more elective before graduating.	Fall 2014	Approved
Computer Science Composite – Forensic Science Emphasis, B.S.	The CSIS Department Curriculum Committee would like to remove the CS Forensics Science Emphasis from our degree.	Fall 2014	Approved
Minor: Computer Science Emphasis in Forensics	The CSIS Department Curriculum Committee would like to remove the CS Forensics Emphasis Minor from our degree	Fall 2014	Approved

EDU

Degree/Program	Change Requested	Implementation	Notes/Action
Athletic Training	Move from a four-semester program to a five semester program. Substitute a course to prepare students for their national certification exam for another course that is not as applicable for AT students. PE 3090 Adaptive Physical Education will be replaced with PE 4998 Preparation for the	Fall 2014	Approved

	Board of Certification Exam and PE 3085 Introduction to athletic training lab.		
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SCPS

Degree/Program	Change Requested	Implementation	Notes/Action
General Studies Major	Remove HONR 2010 from core course requirements. Reduce entry point from 90 credits to 60 credits Establish the dean of the degree-granting college as the approving authority for the GS student's proposed plan of study	Summer 2014	Approved

GRADUATE CURRICULUM COMMITTEE MEETING

December 6, 2013
3:00 pm, AD 304H
MINUTES

CONSENT ITEMS

COSE

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
MSFS 6150	Cyber Crime	3	Delete	Spring 2015	Approved
MSFS 6250	Digital Forensics	3	Title & Prefix – MCIP 6240 Prerequisites – MCIP 6010, MCIP 6020, MCIP 6030	Fall 2015	Approved
MSFS 6450	Network and Internet Forensics	3	Title & Prefix – MCIP 6250	Fall 2015	Approved

EDU

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
EDUC 5750/6750	STEAM: Engineering/Technology for Elementary Educators	3	Title & Prefix– EDUC 5750/6750 STEAM: Engineering/Technology for Elementary Educators	Summer 2014	Approve – but re-submit on Substantive Form

HSS

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
COMM 6125	Leadership in Communication	3	Delete	Spring 2014	Approved
PADM 6440	Research Methods	3	Prerequisites – Students must successfully complete 9 credit hours of MPA coursework or obtain instructor approval Course Descriptions – Students develop critical thinking skills as they apply quantitative and qualitative research methods to research projects. Ethics and public service values serve as a framework for conducting research, evaluating programs, and interpreting analyses. Students leave with the ability to	Fall 2014	HOLD for next meeting

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
			design research projects, conduct surveys, and analyze policies and programs. (on-campus, fall; online spring)		
PADM 6990	Capstone in Public Administration	3	Prerequisites – Students must complete 18 credit hours of MPA coursework, including PADM 6440 Research Methods, prior to enrollment or obtain instructor approval Course Description – Students demonstrate knowledge and competencies acquired in previous MPA coursework by completing a capstone project. Students map a personal career path and create a plan to strengthen and maintain the competencies for lifelong learning. Students integrate public service values and ethics into their projects and future pursuits. Student may complete their profession project concurrent with this class. (Online, Fall; on-campus Spring)		HOLD for next meeting

PVA

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
AA 6210	Grant Writing	3	Course Description – Students will become familiar with the process of grant research, writing, and compliance. Theory will be applied into practice as students identify real-world organizations in need of funding, locate potential funding sources (including government, corporate, and foundation grants), write grant proposal, and submit those proposals to the funding organization. (On campus: Spring / Online: Spring)	Spring 2014	Approved
AA6820	Arts Organizations in Practice	3	Delete	Spring 2014	Approved
AA6900	Final Rotation Internship	6	Title – Capstone Internship	Spring 2014	Approved
AA6980	Professional Capstone	4	Title – Degree Defense	Spring 2014	Approved

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
			Method of Grading – Pass / Fail		

SUBSTANTIVE ITEMS

COSE

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
MCIP 6000	Network Security	2	New – This course introduces students to the concepts and principles of network security. Students will gain experience in many security technologies that will enable them to apply the security concepts and principles in order to secure networks	Fall 2014	Approved
MCIP 6010	Communication, Critical Thinking & Decision Making	3	New – This course introduces students to the skills needed to solve problems in IT through critical thinking, communication, and decision making processes. This course will give participants some practical tools and hands-on experience with critical thinking and problem solving.	Fall 2014	Approved
MCIP 6020	IT Policy compliance & Disaster Recovery	3	New – The course will teach the student methods in identifying vulnerabilities, and take appropriate countermeasures to prevent and mitigate failure risks for an organization. It also provides the security \professional with a foundation in disaster recovery principles, including: development/implementation of disaster recovery policies, plans, and procedures; assessment of risks in the enterprise; etc.	Fall 2014	Approved
MCIP 6030	Advanced Persistent Threats	3 2	New – The course instructs students in how to recognize, track and mitigate APT's, based on APT trends, based on APT trends (nation-state attacks, funding, distribution models). Students learn how to evaluate the impact of targeted attacks that occur across multiple threat vectors, utilizing technologies and policy-based security research and data forensics guidelines.	Fall 2014	Approved – Correct credits on form
MCIP 6040	Balancing Project	3	This course enables students to reinforce their IT project management skills and provides a road-map for	Spring 2015	Approved

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
	Management in a Critical Infrastructure		implementing IT security in organizations. Students will learn to identify different issues arising during an organization-wide security planning process and how to avoid and eliminate those issues.		
MCIP 6060	Critical Infrastructure Risk Management	2	This course will explore the security techniques and fundamentals involved in minimizing critical infrastructure security risks including how to respond when security has been breached. It introduces student to concepts such as securing Web clients, servers, and communications. It also investigates the use of firewalls, digital certificates, and legal issues.	Spring 2015	Approved
MCIP 6200	Hacking & Security	3	This course is designed to provide the necessary skills to comprehend the overall network security posture and basic practices in vulnerability management. This includes understanding the need for constant assessment required to maintain a security edge for organizations.	Spring 2015	Approved
MCIP 6210	Pen Testing	3	This course is designed to identify and provide the necessary skills for penetration testing that aids security professionals in the ability to perform IT security assessments in a purely native environment dedicated to hacking. Students will work in environments where they can apply penetration testing skills on a live isolated network system.	Spring 2015	Approved
MCIP 6220	Mobile Hacking & Security	3	This course exposes the student to mobile hacking techniques for today's most popular cellular phones: Android, iPhone and iPad. The students will understand the platform security system and determine the vulnerabilities and possible exploits to obtain the information from the mobile device and using it as a penetration testing.	Fall 2015	Approved
MCIP 6230	Cryptography Fundamentals	3	This course will present the fundamentals of cryptography, as well as its applications and issues of how cryptography is used in practice. Students will learn about cryptographic algorithms used to secure information.	Fall 2015	Approved
MCIP 6260	BYOD & Mobile	3	The course provides a carefully articulated action plan for students who wish to understand the scope of	Fall 2015	Approved

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
	Computing Infrastructure		influence from BYOD trends, and how to architect a functional operation guideline for an organization wanting to balance between productivity and risk management. Students develop a fundamental understanding of a BYOD methodology.		
MCIP 6300	e-Business Security and Cyber Investigations	3	This course provides students with a basic knowledge in Cyber Crime Investigation and prevention. The students learn the knowledge and technology needed to detect, examine, and prevent computer related high tech crimes.	Spring 2015	Approved
MCIP 6310	HIPAA – based Business Modeling and Policy Development	3 2	The course provides tactical breakdowns of security assessment parameters associated with the HIPAA/HITECH health care security policies. Students will learn what key components from within the security assessment and policy development sectors are necessary to help an organization maintain not only compliance, but a strident position on awareness and risk management, based on Federal guidelines.	Spring 2015	Approved – Correct credits on form
MCIP 6320	ISO/IEC 27001 – ISMS Security Frameworks	2	This course is designed to promote awareness of: the objectives and benefits of information security; the requirements of ISO 27001 for information Security Management system (ISMS) establishment, implementation, operation, monitoring, review, maintenance and improvement; the influence of ISO 27002 on information security controls; the insight into the emerging ISO 27000 series of standards.	Fall 2015	Approved
MCIP 6330	Technology Frameworks & Corporate Governance	2	This course provides an introduction to the key trends of Government, Regulation, and Compliance (GRC) planning, including the positives and negatives of GRC, as relating to Commerce-specific compliance matters. This course also includes a detailed review of the most common International IT security standards and frameworks.	Fall 2015	Approved
MCIP 6340	FISMA & Government Infrastructure Mandates	3	The National Institute of Standards and Technology published standards to guide organizations with the implementation of Federal Information Security Management Act. Students will learn how FISMA	Fall 2015	Approved

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
			compliance requires understanding of the information security risk assessment and audit process used to measure compliance with federal regulations, mandates, and policies.		
MCIP 6350	PCI/DSS and Harvard Business Review Case Study	3	This course provides an introduction of the relevance and mandate-specific parameters of the international standards for Payment Card Infrastructure (PCI) Data Security Standard (DSS). The course uses the Harvard Business Review Case Study to provide an in-depth review and analysis of how PCI activities and compromises can help mitigate risks associated with PCI non-compliance.	Fall 2015	Approved
MCIP 6360	Basel III – Impact on Bank Risk Management	3	This course provides an introduction to the impact regulation and risk management has on the banking industry. The use of the Basel Accords presents a case study approach to the issues facing the banking industry.	Fall 2015	Approved
MCIP 6500	Capstone Experience	3	This course requires the student to be engaged in either a Thesis project or approved Internship.	Spring 2016	Approved

HSS

Prefix	Course Title	Credits	Change Requested	Implementation	Notes/Action
COMM 6230	Social Media	3	New – An in depth application based course covering all the major social media platforms, SEO, responsive web design and blogging. The class will include development and promotion of a blog (content creation and curation,) SME on six platforms, proper use of listening and aggregation tools, development of an organizational SM plan with objectives, strategies, tactics, measurement, reputation and ROI	Fall 2014	Approved

DEGREE/PROGRAM ITEMS

COSE

Degree/Program	Change Requested	Implementation	Notes/Action
Master's of Science in Critical Infrastructure Protection	CSIS was approached by an outside company to partner with them to provide this degree. The Computer Security industry continues to grow creating an increase in demand for security professionals with advanced training. This	Fall 2014	Approved

Degree/Program	Change Requested	Implementation	Notes/Action
	degree will provide the advanced training and credentials that are needed to help meet the increased demand for these professionals.		

HSS

Degree/Program	Change Requested	Implementation	Notes/Action
MA in Professional Communication	Drop COMM 6125 – Leadership in Communication and move that curriculum into COMM 6120 – Seminar in Organizational Communication. Also, because we are adding a new course, COMM 6230 – Social Media, we are able to keep our catalog offerings stable while sharpening our curriculum to reflect the growing job field for social media careers.	Fall 2014	Approved

PVA

Degree/Program	Change Requested	Implementation	Notes/Action
Master of Arts	Delete – PADM 6200 (Public Sector Finance) Add – AA 6080 – Introduction to Art Gallery and Museum Studies	Fall 2014	Approved
Master of Fine Arts	Delete – MKTG 6000 – Foundations of Marketing & Market Research Delete – PADM 6200 – Public Sector Finance Reinstate – AA 6080 – Introduction to Art Gallery and Museum Studies	Fall 2014	Approved
Master of Music Education	The master of Music Education Degree is for the practicing music educator who wants to expand their knowledge and professional expertise. The degree consists of a 30-credit program, with short, focused summer sessions on campus and online courses offered year round. Critical to the program is a practicum experience where our instructors work with the student in their current position.	Summer 2015	Approved