

# DEANS' COUNCIL MINUTES

November 7, 2016 – 1:00-3:30 pm – Charles Hunter Room, HCC

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**Present:** James Drury, Jason Ramirez, Patrick Clarke, Matt Zufelt, Robert Eves, Richard Saunders, Bruce Tebbs, Jim McDonald, John Taylor, Marvin Dodge (guest), David McGuire (guest), Sheila Johnson (proxy for John Allred), Brandon Street (guest), Mark Walton (guest), Erick Kirby (guest), Brad Cook, Bart Reynolds, Shauna Mendini, Mark Atkinson, Julia Anderson, Bruce Howard, Carl Templin, James Sage, Steve Meredith, Aimee Uchman.

**Excused:** Stephen Allen, Christian Reiner, John Allred

## I. Review of Minutes

Motion to approve the minutes from the 9/12 Deans Council by Jim McDonald, Shauna Mendini seconded the motion. **APPROVED**

## II. Visitors/Guests- Information & Discussion Items

### **Two-Factor Authentication for MySUU, Banner & Canvas (Matt Zufelt & Mark Walton)**

IT will be rolling out two-factor authentication for sensitive data, including MySUU, Banner, Canvas, and email. SUU already uses first-factor authentication – a username and password. Second-factor authentication uses a token or a message sent to a phone that will generate a random code which must be entered by the user in order to access the data. In September, the Board of Regents approved modifications to R 345, which requires two-factor authentication for all faculty and staff when accessing sensitive data. Mandatory use of two-factor authentication starts on February 1, 2017. Employees may opt-in earlier than that by contacting IT. For employees that do not have smart phone or would prefer not to use their phone code generating tokens and USB drives (which require only that you plug them in to your computer and press a button) can be purchase from IT. Tokens and USB drive will be registered to an individual, and cannot be used by multiple people. Once logged in, two-factor authentication will be good for 8 hours or until your close your browser. If employees usually get authentication code on their smart phone, but leave their phone at home, they can call the IT help desk to get a 1 time code.

Matt Zufelt requested that the Deans share this information with their faculty. Matt and Mark Walton will present this information at Faculty Senate and would be like present it a department or college meetings. More information will be posted on the MySUU and the mandatory implementation date gets closer.

### **CUPA (David McGuire)**

Salary equity has been a topic of significant discussion this year. David McGuire, from Human Resources, distributed a handout about Faculty and Staff Salary Equity Study. The study is prepared by Human Resources each year, and compares SUU faculty and staff salaries against the CUPA- HR National Faculty Survey, CUPA-HR Administrative Staff Survey, CUPA-HR Mid-level Staff Survey, and USHE Non-Exempt Salary Survey. Salary equity models are based on University Budget Size, and years of equivalent experience and years in position. Salary equity models were developed with input by faculty and staff committees, and approved by Presidents Council. The other 5 USHE institutions use similar models.

Provost Cook reminded the Council that compensation is more than just salaries. It should also include benefits and retirement. Marvin Dodge noted that the SUU's non-compensation retirement contribution is much higher than most higher education institutions.

John Taylor proposed that when discussing compensation with potential new hires, SUU should discuss medical benefits and retirement benefits as part of the compensation package.

Shauna Mendini explained that compensation can also be discipline driven, and difficult to benchmark with our typical peer institutions.

The Council requested access to more information in the CUPA database for salary planning purposes. Provost Cook recommended that the Salary/Compensation Committee for Faculty and Staff be reconvened.

### Career Fair (Brandon Street & Erik Kirby)

Brandon Street asked the Council for feedback about how we could increase attendance at Career Fairs. The Career Center holds four Fairs throughout the year. The goal of these events is to make connections between students and employers, whether students are seeking employment during their academic career, or post-graduation. For future events, the Career Center will have a google drive document where they can view all the companies that will be present at the fair. Companies will be able to upload a 90 second video discussing what kind of majors they are looking to employ. The Center will also work with SUUSA and SUU Alumni to increase marketing efforts. SUU may also join a Consortium with Dixie State and UNLV career centers, to have employers that visit those institutions also visit ours.

Councilmembers recommended that students have an orientation to help them feel more prepared, addressing things like how to dress and creating an effective resume. Other recommendations included inviting state and federal offices to participate, as well and Non-Government Organizations.

## III. Reports

### Provost

#### Academic Officer Evaluation & Feedback Surveys (examples)

Last year, the evaluation of Academic Officers was a significant topic of discussion. Policy 6.2 was modified to require a formal evaluation of Academic Officers every three years, and an annual survey, both to be administered electronically by third parties. Provost Cook directed the Council to two documents posted to Canvas, a bank of questions for the evaluation survey and for the feedback survey. Once a set of questions is agreed upon, Provost Cook will work with Matt Zufelt to set up the third party evaluation process.

The Council recommended the changes reflected below:

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	no basis for evaluation
<b>Leadership Skills</b>						
Motivates Encourages and supports others to perform to their full potential						
Fosters a positive work environment						
Makes decisions with the input of others						
Makes decisions in a transparent manner						
Demonstrates ability to meet current and future challenges						
<b>Communication Skills</b>						
Communicates expectations accurately and clearly						
Employs oral and written communication strategies to convey information that is accurate, substantial, and complete to ensure faculty and staff are informed						
Employs oral and written communication strategies that conveys information in a timely manner to ensure faculty and staff are informed						
Demonstrates effective oral communication skills						
Demonstrates effective written communication skills						

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	No basis for evaluation
<b>Organizational Skills</b>						
Effectively establishes strategic priorities						
Establishes sound priorities						
Effectively uses available resources						
Maintains an appropriate balance between attention to details and broader responsibilities						
<b>Management Skills</b>						
Delegates responsibilities to others in a reasonable manner						
Utilizes effectively employees' talents and abilities						
Helps new faculty/staff make positive transitions to SUU						
<b>Human Relation Skills</b>						
Is sensitive to the needs of faculty						
Is sensitive to the needs of staff						
Is approachable and willing to discuss concerns						
Demonstrates good effective conflict resolution skills						

Shauna Mendini and Carl Templin suggested that separate questions be developed for each level of administration being evaluated (Deans, Department Chair, etc.) that are generated by each job description. Shauna Mendini volunteered to develop a set of sample questions.

*Provost Cook requested that this topic be added to the agenda for the next Deans (small group) Meeting.*

### **NWCCU Mid-Cycle Evaluation**

SUU's Mid-Cycle Evaluation is underway, and we will host accreditors from NWCCU on campus April 24-25<sup>th</sup>. The Mid-Cycle Evaluation mandates that we address 2 of the 4 recommendations from the 2014 accreditation visit and submit them as addenda. For the 2017 Mid-Cycle Evaluation, SUU will address:

- **Recommendation 1:** The evaluation committee recommends that the institution articulate institutional outcomes that represent an acceptable threshold of mission fulfillment. In addition, it is recommended that the institution establish assessable and verifiable indicators of achievement of each of the core themes that encompass its mission (Standard 1.A.2 and 1.B.2).
- **Recommendation 2:** The evaluation committee recommends that the University engage faculty, staff and students in a data-driven, strategic planning process that utilizes the core themes to inform the strategic plan, which, in turn, informs the budget process through funding initiatives (Standards 3.A.1, 3.A.2, 3.A.3, 3.A.4 and 3.B.3).

The remaining 2 recommendations will be addressed in the 2021 Seven Year Comprehensive Review. James Sage is the liaison for NWCCU, and Steve Meredith is chairing the planning committee for the Mid-Cycle review. The planning committee has set a soft deadline of March 1 for a draft version of the Mid-Cycle report. Provost Cook will keep the Council posted as the deadline draws near.

### **Associate Provost**

#### **Curriculum approvals: UCC and UGCC**

Associate Provost James Sage brought the Council's attention to the complete minutes for the University Undergraduate Curriculum Committee and University Graduation Curriculum Committee, posted in Canvas. The minutes indicate which items received approval from the two committees.

For the items that were not approved, James is working with the departments to correct their forms and re-submit for the December meeting. The following R401s were proposed and approved by the university level curriculum committees.

- ❑ Name Change for Administrative Unit: from Department of Physical Education and Human Performance (PEHP) to Department of Kinesiology and Outdoor Recreation (KOR)
- ❑ New Degree: Master of Athletic Training (COEHD)
- ❑ New Degree: Master of Interdisciplinary Studies (SGCS)

Members of the Council questioned in the name change for administrative unit would confuse students or limit the scope of what the department could office. Associate Provost James Sage directed their attention to the memo submitted with the R-401, which documented that the new name is the common term in the field, and with research to justify the requested change.

At the graduate level, there were concerns from the College of Education and Human Development about the duplication of courses and competition with existing programs for the Master of Interdisciplinary Studies. Documents addressing the concerns are posted to Canvas. The UGCC did approve the Master of Interdisciplinary Studies proposal.

*All curriculum items approved by the UGCC and the UGCC were **APPROVED** by the Deans Council.*

James reminded the Council that the next submission deadline for curriculum items is December 18<sup>th</sup>, by noon. Completed and signed forms can be submitted any time before then.

### Update on General Education Curriculum Review Process

James presented a summary of responses from Department Chairs in fall 2016 for 13 GE courses

#### Fall 2016 – GE Curriculum Review

##### Summary of YES/NO Responses

1. Does this course continue to meet the Knowledge Area Learning Outcomes (KALOs) identified by the General Catalog?	4. Are all sections of this course reporting assessment data for the assigned and optional ELOs through the approved GE assessment system?	5. Do the syllabi for all sections of this course include which ELOs are assessed?	6. Does this course have a prerequisite?	7. Is this course required for a major?	8. Is the course number for this course common throughout the state?
YES (13) NO (0)	YES (11) NO (2)	YES (10) NO (3)	YES (7) NO (6)	YES (7) NO (6)	YES (10) NO (3)

Responses summarized from 13 courses from: American Institutions, Written Communication, Mathematics (Quantitative Literacy), and Integrated Learning (Digital Literacy & Information Literacy).

The results were discussed at the workgroup of GE Committee meeting on October 31<sup>st</sup>. A conclusion of that meeting is that, where possible, faculty should try to discuss ELO's and Course Objectives separately, so they don't get confused. Faculty could list their course objectives and provide a link to the GE ELO's.

The General Education committee wants to convey the importance of assessment and how it can information teaching, and encourage faculty to participate, not penalize them if they don't. For this reason, they request that student assessment data not play a role in faculty evaluation. The General Education Committee does not have access to section by section information about who reported course assessment data for the ELO's. The existing practice is for Christian Reiner or John Taylor to reach out to faculty that haven't submitted assessment data and offer to help. Those who have participated in training

on how to submit student assessment data are more likely to submit the data. SUU is ahead of the curve on assessment compliance.

John Taylor distributed a handout about ELOs in the GE Program. John will continue to provide updates/remind Faculty to submit via the Provost's office. Participation in using Canvas to assess ELO has slipped since last year. Continued support and training is needed. SUU's ELO are University-wide, and not specific to just General Education. If these ELO's are mapped into individual program, the information will flow into TracDat more smoothly. The GE Assessment Dashboard can be accessed through each employee's MySUU dashboard. The next training will take place on December 2<sup>nd</sup> from 11:50am-12:50pm in Yankee Meadows. CETL will announce this training as the date draws closer. Those planned to attend should RSVP.

### **New SPARC initiative – "SUU Prep" (Julia Anderson)**

SPARC is implementing a new initiative, called "SUU Prep." The summer program, for 6<sup>th</sup>–8<sup>th</sup> graders, will provide 7 week math courses for 25 students with an aptitude in Math. The goal of the program is to help these students establish a solid math foundation so they can take more challenging math courses in high school, and be better prepare for college math courses. The classes last for 6 hours each weekday. SPARC is partnering with Iron County School District, which will supply teachers. Julia is look for funding for someone to run the program during the summer, and funding to provide lunches for the student. The initiative started at UC San Antonio, and UVU currently runs this initiative in the summer.

### **AP of International Affairs**

Provost Cook excused Stephen Allen, who is currently traveling with a group of Iron County School District members to China to talk about establishing a dual-immersion Chinese program in the district.

### **Report on "What's An Educated Person?" conference (Written report from James Sage, provided after the meeting)**

### **Student Success (Jason Ramirez)**

The Inclusion & Diversity Planning committee is getting back up and running. Jason will send out a revised plan by the end of the day. While Policy 6.33–"Academic Integrity" is being modified, we need to follow the policy as it is currently written. Jason has templates for Letters of Notice and Outcomes. Faculty must provide notice to students, give the students a chance to explain their side of the story, and then provide the students with a written notification of Outcome.

Provost Cook is developing an Award of Excellence in Inclusion & Diversity for faculty/staff leadership. The award celebrates exemplar individuals or groups who are working collaboratively to build a more diverse, inclusive, and equitable climate at Southern Utah University. There will be three awards: An Outstanding Educator Committed to Inclusion, and a Distinguished Educator Award for a faculty member and a staff member.

### **Faculty Senate**

Bruce Howard reported that key Topics for Faculty Senate this year are what to do if a students are caught cheating (Policy 6.33), salary equity, and a campus Ombudsman. The faculty senate equity committee still needs a representative from the School of Business. A campus Ombudsman position has faculty support, but there is concern about what services the Ombudsman could provide within the constraints of Title IX and confidentiality. Bruce will work with Ann-Marie Allen to work out what kinds of services and Ombudsman could provide to campus.

## SUUSA

James Drury reported that SUUSA has rewritten its constitution to broaden the purpose of, and access to, SUUSA, and to include more senators from diverse groups on campus. The revised constitution was approved by SUUSA senate, and will be sent to student vote.

## V. Information/Discussion Items

### **FAARs/Evaluations/Expectations/Eligibility for Hybrid Faculty/Administrative Positions**

Provost Cook presented a draft list of questions with possible responses for faculty that are 100% administration assignment and faculty that are 25%, 50%, or 75% administrative reassignment. Questions included: The faculty members' home department, if teaching duties are expected, if they are eligible for teaching overload, rank advancement, sabbatical, etc. Provost Cook clarified that we need to be very clear, for equity and clarity, about faculty's role and what the University is expecting them to do.

Councilmembers expressed concern about Faculty in 100% reassignment positions being stuck at their current rank and salary (according to CUPA) until they return to faculty status. It was clarified that when HR establishes salary ranges, the years of service at the University, whether as faculty or administration or staff, are considered. Councilmembers recommended that faculty being reassigned to administrative roles have an agreement established with the Dean and Department chair specifying expectations for evaluations, rank advancement, etc.

Provost Cook will speak with HR to find out if there is any reason that faculty can't retain their status and still be an Associate Dean. There needs to be a consistent definition of what Associate Deans are expected to do.

*This item will be added to the agenda for the Deans (small group) Meeting.*

### **Associate Deans Council (Provost Cook)**

Provost Cook asked the Council if it would be useful to establish an Associate Deans Council, to be chaired by James Sage and Bruce Tebbs. The Council would help create a set of identifiable duties for Associate Deans, such as Curriculum, Assessment, scheduling, workload, accreditation, and budget. Training would be provided in these areas. Budget managers for each college could also be included in the meetings and trainings.

*This item will be added to the agenda for the Deans (small group) Meeting.*

## VI. Reports (2 minutes per report)

**Jason Ramirez:** The waitlist for CAPS is currently at around three weeks, a significant improvement over last year when the wait time was at 11 weeks in November.

**Patrick Clarke:** Patrick's office sent out brochures with listing all things that are part of SIEL. Please keep them close at hand.

**Robert Eves:** WMGCOSE is holding its 8<sup>th</sup> annual research symposium tonight, beginning with a keynote speech by Dr. Jennifer Heemstra in the Great Hall at 5pm.

**Sheila Johnson:** Registration started today

**Richard Saunders:** The library is looking at putting 8 new small scale study rooms on the second floor. SUUSA Press is up and open for business.

**Jim McDonald:** Jim will be traveling to China & Korea again in a few weeks. At least 20 students have enrolled for fall 2017 in the Communication Dual Degree program. He will then travel to Korea to work on the SUU-based General Education program.

**John Taylor:** Last week John & John Allred built the WICHE block for our institution. Once it is approved, SUU will have a way to track the students that have come to SUU with a WICHE passport. Once they earn their GE certificate here, they also get their WICHE passport.

**Brad Cook:** Brad recently attend the Educated Person Conference. SUU has a panel of students at the conference that talked about the Jumpstart program. SUU innovative programs like EDGE, Jumpstart, and Semester in the Parks are often topics of discuss at these conference. These efforts are being noticed at the Administrative Level (Provost, Presidents, etc). Continue to do innovative things will not only benefit of our students and the University- it will raise awareness on a national level about SUU.

**Shauna Mendini:** Spitfire Grill, directed by Melinda Pfundstein will wrap up its run with shows on November 11<sup>th</sup> and 12<sup>th</sup>. Shauna reminded the Council that SUMA rotates exhibits every three weeks, and has an open space for discussions, lectures, and music.

**Carl Templin:** The school in France that Business had a double-degree program with just gave up their AACSB Accreditation. Student will be able to continue until the end of this year in the double-degree program. The School of Business is establishing a partnership with ESC Rennes in Brittany area- they have AACSB accreditation- to see if a double-degree program can be set up.

*Carl Templin motioned for an Executive Session. The motion was seconded by Richard Saunders, and*  
**APPROVED** *by the Council.*

Meeting adjourned at 4:45 pm.

**UNDERGRADUATE CURRICULUM COMMITTEE MEETING**

October 13, 2016

3:00 pm, OM 106

**MINUTES**

**Present:** Kholoud Al-Qubbaj, John Allred, David Berri, Jim Brandt for Nathan Barker, Brian Ludlow, Paula Mitchell, James Sage, Brian Swanson, and Bonny Rayburn.

**CONSENT ITEMS**

**COSE**

<b>Prefix</b>	<b>Course Title</b>	<b>Credits</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
CSIS 2810	Computer Organization and Architecture		Prereqs – <b>EET 2780, CSIS 1410</b>	Fall 2017	Approved
CSIS 3000	Advanced Algorithms and Data Structures		Prereqs – <b>CSIS 2420 (intro to Algorithms and Data Structures) and CSIS 2300 (Discrete Structures)</b>	Spring 2017	Approved
MATH 2010	Math for Elementary Ed I		Course Sequencing – <b>Fall Annually, Spring Annually</b>	Spring 2017	Approved
MATH 2020	Math for Elementary Ed II		Course Sequencing – <b>Fall Annually, Spring Annually</b>	Spring 2017	Approved
NFS 1240	Culinary Arts		Course Description	Spring 2017	Approved
NFS 1245	Culinary Arts Lab		Course Description	Spring 2017	Approved
NFS 3030	Nutrition and Diet Therapy		Title & Prefix – <b>Change to NFS 4050</b>	Spring 2017	Approved
NFS 4030	Nutrition Assessment		Title & Prefix – <b>Change to NFS 3040</b> Course Description	Spring 2017	Approved
NFS 4040	Nutrition Communication and Counseling		Course Description	Spring 2017	Approved
NFS 4200	Food Science		Course Description	Fall 2017	Approved
NFS 4205	Food Science Lab		Course Description	Fall 2017	Approved
NFS 4990	Senior Seminar		Course Descriptions	Spring 2017	Approved



**EDU**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
FLHD 3610	Play and Advanced Guidance		Prereqs – <b>FLHD 1500</b>	Spring 2017	Approved
FLHD 3620	Advanced Preschool Lab		Prereqs – <b>FLHD 1500</b>	Fall <del>2016</del> 2017	Approved
FLHD 4880	Child Care Teaching Practicum		Title - <b>Change to Early Childhood Teaching Practicum</b>	Fall <del>2016</del> 2017	Approved
PE 4010	Methods of Sport Conditioning and Nutrition		Prereqs/Co-requisites – <b>Remove Co-Requisite</b> <b>Did you want to remove the Prereq. too???</b> <b>No</b>	Spring 2017	<del>No implementation date</del> Approved

**HSS**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
ENGL 2320	Creative Writing in the Genres		Prereqs – <b>Change to ENGL 1010 or ENGL 2010 (Can be taken concurrently)</b>	Fall 2017	<b>Make clear that ENGL 2010 can be taken concurrently.</b> Approved
PSY 4890	Psychology Internship		Course Description	Spring 2017	Approved
SPAN 3510	Culture and History of Spain		Prereq. – <b>Change to SPAN 2020 or 3000 or 3210 or 3212 or Instructor permission</b>	Spring 2017	<b>Only Department Chair has authority to override prereqs.</b> Approved
SPAN 3512	Culture and History of Latin America		Prereq. – <b>Change to SPAN 2020 or SPAN 3000 or SPAN 3210 or SPAN 3212 or Instructor Permission</b>	Spring 2017	<b>Only Department Chair has authority to override prereqs.</b> Approved
SPAN 3610	Conversation and Special Topics		Prereq. - <b>Change to SPAN 2020 or SPAN 3000 or SPAN 3210 or SPAN 3212 or Instructor Permission</b>	Spring 2017	<b>Only Department Chair has authority to override prereqs.</b> Approved
SPAN 4000	Introduction to the Study of Hispanic Literature		Title - <b>Change to SPAN 3300</b> <b>Course Sequencing???</b>	Spring 2017	<del>Already listed as “As Needed”</del> <b>Remove check in course sequencing box</b> Approved
CJ 1070/CJ 1080	Law Enforcement Academy, Part 1/Part 2	3	Title & Prefix – <b>Change to CJ 1080 – Law Enforcement Academy</b> Credit Hours – <b>Change to 3-6</b> Course Description; Consolidations	Spring 2017	Approved

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
CJ 3510	White-Collar Crime		Course Sequencing – <b>Fall Annually, As needed?</b>	Fall 2017	Remove check in AS NEEDED box Approved
CJ 4200	Ethical Issues in Criminal Justice		Prereqs – <b>CJ 1010, CJ 2500</b>	Fall 2017	Approved
CJ 4740	Terrorism and Homeland Security		Course Sequencing – <b>Spring Annually, As Needed?</b>	Fall 2017	Remove check in AS NEEDED box Approved
CJ 4844	Cooperative Education		Course Sequencing – <b>As Needed</b> Course Description	Spring 2017	Approved
CJ 4990	Criminal Justice Capstone		Prereqs – <b>CJ 1010, CJ 1330, CJ 2500, and senior standing</b> Enrollment Considerations – <b>Senior standing</b>	Fall 2017	Approved

#### PROVOST

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 1140	Solo Pilot FW Lab		Title - <b>FW Solo Lab</b> Course Description	Spring 2017	<ul style="list-style-type: none"> <li>Existing course title (and new course title) displayed in wrong place.</li> <li>New course title also requires new course title for transcript.</li> </ul> <b>Clean up and resubmit for December meeting</b>
PILT 1150	Private Pilot FW Certification Lab		Title – <b>FW Private Certification ASEL Lab</b> Course Description	Spring 2017	<ul style="list-style-type: none"> <li>Existing course title (and new course title) displayed in wrong place.</li> <li>New course title also requires new course title for transcript.</li> </ul> <b>Clean up and resubmit for December meeting</b>
PILT 1300	FW Instrument Certification Lab		Prereqs – <b>Change to PILT 1200 and PILT 1250, or director approval</b>	Spring 2017	Only department chairs have the authority to override Prereqs <b>Clean up and resubmit for December meeting</b>

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 2210	Instrument Commercial FW Lab A		Delete	Spring 2017	<ul style="list-style-type: none"> <li>Existing course title displayed in wrong place.</li> </ul> <b>Clean up and resubmit for December meeting</b>
PILT 2260	FW Commercial ASEL Add-On		Prereqs – <b>Change to PILT 1300, and 2240, or Director approval</b> <b>Course Description</b>	Spring 2017	<ul style="list-style-type: none"> <li>Existing course title displayed in wrong place.</li> <li>Only department chairs have the authority to override Prereqs</li> </ul> <b>Clean up and resubmit for December meeting</b>
PILT 2300	FW Certified Flight Instructor Lab		Title – <b>Change to FW Initial CFE ASEL Lab</b> Prereqs – <b>PILT 2230 or PILT 2260 and PILT 2340, or director approval</b> <b>Course Description</b>	Spring 2017	<ul style="list-style-type: none"> <li>Existing course title (and new course title) displayed in wrong place.</li> <li>New course title also requires new course title for transcript.</li> <li>Only department chairs have the authority to override Prereqs</li> </ul> <b>Clean up and resubmit for December meeting</b>
PILT 2475	RW Medium Transition Lab		Delete	Spring 2017	<ul style="list-style-type: none"> <li>Existing course title displayed in wrong place.</li> </ul> <b>Clean up and resubmit for December meeting</b>

**SUBSTANTIVE ITEMS**

**HSS**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
CJ 1000	First-Year Experience Seminar	1	New Course	Spring 2017	
CJ 4500	Special Topics	3	<del>Credit Hours?</del>	Spring 2017	<del>Credit Hours not filled in</del> Remove check on Credit Hours. Repeatable up to 3 times for a total of 9 credits Approved

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
COMM 2507	Reporting & Writing for Sports Media	3	New Course	Spring 2017	Approved
COMM 4507	Sports Admin/Management	3	New Course	Fall 2017	Approved
FREN 2030	Accelerated French II	4	New Course	Spring 2017	Approved

#### LIB

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
LM 3100	School Library Media Foundations	1	New course	Summer 2016	Approved
LM 4890	Library Media Practicum	1-3	Credit Hours – <b>Change to 1-2</b>	Summer 2016	Approved

#### PROVOST

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 1160	FW ASEL Private Add-on Lab	1	New Course	Spring 2017	<ul style="list-style-type: none"> <li>• Instructor CV?</li> </ul> <b>Clean up and resubmit for December meeting</b>
PILT 1170	FW AMEL Private Add-On Lab		New Course	Spring 2017	<ul style="list-style-type: none"> <li>• Credit Hours?</li> <li>• Contact Hours?</li> <li>• Instructor CV?</li> </ul> <b>Clean up and resubmit for December meeting</b>
PILT 1200	FW Cross Country PIC Lab	1	New Course	Spring 2017	<ul style="list-style-type: none"> <li>• Instructor CV?</li> </ul> <b>Clean up and resubmit for December meeting</b>
PILT 1310	FW Instrument Add-On Lab	1	New Course	Spring 2017	<ul style="list-style-type: none"> <li>• Instructor CV?</li> </ul> <b>Clean up and resubmit for December meeting</b>

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
PILT 2200	FW Cross Country Maneuvers Lab	2	Title – <b>Change to FW Commercial Phase I Lab</b> Prereqs – <b>Change to PILT 1200, PILT 1300 or PILT 1310, or director approval</b> Co-Requisites – <b>PILT 2100, or director approval</b> Significant Content Changes	Spring 2017	<b>Clean up and resubmit for December meeting</b>
PILT 2240	FW Commercial Phase II AMEL Lab	1	New Course	Spring 2017	• Instructor CV? <b>Clean up and resubmit for December meeting</b>
PILT 2270	Instrument Commercial FW Lab B	1	Title – <b>Change to FW Commercial AMEL Add-On Lab</b> Prereqs – <b>Change to PILT 2230 or director approval</b> Significant Content Changes	Spring 2017	<b>Clean up and resubmit for December meeting</b>
PILT 2320	FW Initial CFI AMEL Lab	1	New Course	Spring 2017	• Instructor CV? <b>Clean up and resubmit for December meeting</b>
PILT 2350	FW CGI Instrument Certification Lab	1	Title: <b>Change to FW CFI ASEL Add-On Lab</b> Prereqs – <b>PILT 2320, or director approval</b> Significant Content Changes	Spring 2017	<b>Clean up and resubmit for December meeting</b>
PILT 2360	FW CFI AMEL Add-On Lab	1	New Course	Spring 2017	• Instructor CV? <b>Clean up and resubmit for December meeting</b>
PILT 2400	FW Multi-Engine CFI Certification Lab	1	Title: <b>Change to FW CFII lab</b> Prereqs: <b>PILT 2300, PILT 2320, PILT 2350, or PILT 2360, or director approval</b> Significant Content Changes	Spring 2017	<b>Clean up and resubmit for December meeting</b>
PILT 2500	FW Tailwheel Transition Lab	1	New Course	Spring 2017	• Instructor CV? <b>Clean up and resubmit for December meeting</b>

**DEGREE/PROGRAM ITEMS**

**EDU**

Degree/Program	Change Requested	Implementation Date	Notes/Action
PE Teaching and Coaching	See Memo	Spring 2017	Approved

**HSS**

Degree/Program	Change Requested	Implementation Date	Notes/Action
English Composite – Secondary Education/Creative Writing Emphasis, B.A.	See Memo	Fall 2017	Approved

**LIB**

Degree/Program	Change Requested	Implementation Date	Notes/Action
Undergraduate Library/Media K-12 Endorsement	Add – <b>LM 3100 – Library Media Foundations</b> Credit Hours - <b>Reduce LM 4890 to 1-2</b>	Summer 2017	Approved

**PROVOST**

Degree/Program	Change Requested	Implementation Date	Notes/Action
Aviation AAS	See Memo	Spring 2017	<b>Clean up and resubmit for December meeting</b>

**PVA**

Degree/Program	Change Requested	Implementation Date	Notes/Action
BM, BMed, BA	The current catalog for all bachelor’s degrees in music lists MUSC 1010, as a Prereq. for the core courses MUSC 3500, Music History I, and MUSC 3510, Music History II. In order to comply with the direction given by the GE council, and in order to display correctly the requirements for the degree, we would like to remove this Prereq... Music students will be	Fall <del>2016</del> 2017	<b>Correct catalog mark-up re: MUSC 1010</b> Approved

	<p>required to take a different course to complete the Fine Arts GE requirement. The Prereq. listed in the course descriptions in the catalog is “permission of the instructor”, which will remain in the description. The correction will be made in the “other requirements” section as shown in the documents below. The department will give an entrance exam for music history and require those who do not pass to do some remedial work until they are able to pass the exam.</p>		
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**Adjourn:** Meeting adjourned at 3:42 p.m.

**GRADUATE CURRICULUM COMMITTEE MEETING**

October 14, 2016

3:00 pm, Yankee Meadows Room, Hunter Conference Center

**Minutes**

**Present:** John Allred, Mark Atkinson, Matt Barton, Matt Barton for Rachel Bishop, Steve Meredith for Keith Bradshaw, Kim Craft, Angela Pool-Funai, Cynthia Kimball Davis, Mark DeBeliso, Katy Herbold, Roger LaMarca, Steve Meredith, Rob Robertson, James Sage, Mariah Tucker, Andrea Stiefvater (guest), and Bonny Rayburn.

**CONSENT ITEMS**

**COSE**

<b>Prefix</b>	<b>Course Title</b>	<b>Credits</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
CSIA 6310	HIPAA-based Business Modeling and Policy Development		Title – <b>Change to Introduction to Government, Regulation, and Compliance</b> Course Description	Fall 2017	Approved
CSIA 6340	FISMA & Government Infrastructure Mandates		Title – <b>Change to Cyber Legislation and Litigation</b> Course Description	Spring 2017	Approved
CSIA 6360	Basel III – Impact on Bank Risk Management		<b>Delete</b>	Spring 2017	Approved

**HSS**

<b>Prefix</b>	<b>Course Title</b>	<b>Credits</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
CJ 6220	Serial & Mass Murder Investigations		Delete	Spring 2017	Approved
CJ 6320	Surveillance & Intelligence in the Criminal Investigations		Delete	Spring 2017	Approved



**SGCS**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
SGCS 6050	Online Teaching for Educators	3	Course Description	Spring 2017	Contact Hours Should be 3 Not 45 Approved
SGCS 6051	Instructional Design for E-Learning	3	Course Description	Spring 2017	Contact Hours Should be 3 Not 45 Approved
SGCS 6052	Creating Collaborative Communities in E-Learning	3	Prereq.– <b>SGCS 6050</b> Course Description	Spring 2017	Contact Hours Should be 3 Not 45 Approved
SGCS 6055	Practicum and Assessment Development in E-Learning	3	Title – <b>Change to Assessment in E-Learning</b> Prereq. – <b>SGCS 6050</b> Course Description	Spring 2017	Contact Hours Should be 3 Not 45 Approved

**SUBSTANTIVE ITEMS****COSE**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
CSIA 6850	Special Topics	3	<b>New Course</b>	Summer 2017	Missing Contact Hours 3 Approved

**LIB**

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
LM 6100	School Library Media Foundations	1	New Course	Summer 2016	Approved
LM 6890	Library Media Practicum	1-2	Credit Hours – <b>Change to 1-2</b>	Summer 2016	Approved - James will follow up to see about repeatability.

PVA

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
MUED 6010	Professional Development in Music Education	1-2	New Course	Spring 2017	Approved
MUED 6400	Applied Individual Music Pedagogy	1-2	New Course	Spring 2017	Approved
MUED 6430	Performance Ensemble	1	New Course	Spring 2017	Approved
MUSC 6180	Survey of Music Technology	2	Course Level – <b>Change to MUSC 5180</b> Credit Hours – <b>Change to 3 credit hours</b>	Spring 2017	Approved

SGCS

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
SGCS 6038	Instructional Design for Mobile Learning	3	New Course	Spring 2017	Contact Hours Should be 3 Not 45 Approved
SGCS 6039	Adoption & Development of Mobile Applications	3	New Course	Spring 2017	Contact Hours Should be 3 Not 45 Approved
SGCS 6040	Teaching & Learning with Mobile Devices	3	New Course	Spring 2017	Contact Hours Should be 3 Not 45 Approved
SGCS 6361	Language Acquisition Theory & English Language Development Practices	3	New Course	Spring 2017	Contact Hours Should be 3 Not 45 Approved with 10 for and 1 against vote. <i>Education voiced concern regarding duplication of existing courses and resources.</i>

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
SGCS 6362	Methods & Curriculum for Teaching ELLs	3	New Course	Spring 2017	<b>Contact Hours Should be 3 Not 45</b> Approved with 10 for and 1 against vote. <i>Education voiced concern regarding duplication of existing courses and resources.</i>
SGCS 6363	Assessment & Evaluation of ELLs	3	New Course	Spring 2017	<b>Contact Hours Should be 3 Not 45</b> Approved with 10 for and 1 against vote. <i>Education voiced concern regarding duplication of existing courses and resources.</i>
SGCS 6364	Policies, Best Practices & Critical Issues for ELLs (pre-k & elem.)	2	New Course	Spring 2017	<b>Contact Hours Should be 2 Not 30</b> Approved with 10 for and 1 against vote. <i>Education voiced concern regarding duplication of existing courses and resources.</i>
SGCS 6365	Policies, Best Practices, and Critical Issues for ELLS (secondary)	2	New Course	Spring 2017	<b>Contact Hours Should be 2 Not 30</b> Approved with 10 for and 1 against vote. <i>Education voiced concern regarding duplication of existing courses and resources.</i>

Prefix	Course Title	Credits	Change Requested	Implementation Date	Notes/Action
SGCS 6366	ELAD Practicum	1	New Course	Spring 2017	Contact Hours Should be 1 Not 15; Co-requisites cannot be "OR" ... they must be "AND" (Solution = create a second Practicum course – SGCS 6367, below) Approved with 10 for and 1 against vote. <i>Education voiced concern regarding duplication of existing courses and resources.</i>
SGCS 6367	ELAD Practicum	1	New Course (added in response to the feedback provided by the Registrar regarding SGCS 6366)	Spring 2017	Contact Hours Should be 1 Approved with 10 for and 1 against vote. <i>Education voiced concern regarding duplication of existing courses and resources.</i>
SGCS 6660	Nevada School Law	1	New Course	Spring 2017	Contact Hours Should be 1 Not 15 Approved
SGCS 6661	Nevada Constitution	1	New Course	Spring 2017	Contact Hours Should be 1 Not 15 Approved

### DEGREE/PROGRAM ITEMS

#### COSE

Degree/Program	Change Requested	Implementation Date	Notes/Action
Master of Science – Cyber Security and Information Assurance	See Memo	Summer 2017	Approved

#### EDU

Degree/Program	Change Requested	Implementation Date	Notes/Action
Masters of Athletic Training	See Memo	Summer 2018	Approved

**LIB**

<b>Degree/Program</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
Graduate Library/Media K-12 Endorsement	Add – <b>LM 6100 – School Library Media Foundations</b> Credit hours – <b>Reduce Credit hours for LM 6890 – Practicum to 1-2</b>	Summer 2017	Approved

**SGCS**

<b>Degree/Program</b>	<b>Change Requested</b>	<b>Implementation Date</b>	<b>Notes/Action</b>
Master of Interdisciplinary Studies	New Graduate Program	Fall 2017	Approved with 10 for and 1 against vote. <i>Education voiced concern regarding duplication of existing courses and resources.</i>

**Discussion Items**

**Master of Interdisciplinary Studies** - There was a lengthy discussion regarding Education's concerns about duplication of existing courses and resources in SGCS courses and the Master of Interdisciplinary Studies. A document stating concerns of the COEHD Faculty was distributed to committee members. Some committee members felt this sounded like a turf war and that what is best for the students is not being considered. Steve Meredith and Mark Atkinson will write up documents addressing these concerns and documents will be shared at a later date.

**Adjourn** – Meeting was adjourned at 4:54 p.m.