

UNDERGRADUATE CURRICULUM COMMITTEE MEETING

April 19, 20012

3:00 pm

AD 304H

Minutes

Present: Bill Byrnes, Azmi Ahmad, Jim Brandt, Jeb Branin, James Gustafson, Michael Ostrowsky, Verlene Schafer, Christine Taylor (visitor), David Lund (proxy vote for Brian Lyons), Eric Brown, Sheila Johnson (on behalf of Registrar), Aimee Uchman (catalog)

Absent: John Allred

BOR Deadlines & UCC meetings

Bill distributed copy of BOR deadlines. R401's must be submitted to BOR by October 31, 2012. (must have been vetted through UCC and UGCC prior to this date.)

Degree Qualifications Profile

Bill distributed documents from SLC conference hosted by Utah System of Higher Education/Statewide General Education Task Force. Can be viewed at: http://www.luminafoundation.org/publications/The_Degree_Qualifications_Profile.pdf and <http://www.aacu.org/qc/dqp.cfm>

SUU Curriculum & Program Development Process

Bill presented a draft copy of the Curriculum & Program Development Process, and reminded committee that it is a first draft. The process outlines the journey of curriculum as it relates to policy. It will help define what our purpose is, and how we fit into the system.

CONSENT ITEMS

COSE

Prefix	Course Title	Credits	Change Requested	Notes/Action
AGSC 1120	Crop Production Lab	3	Change to AGSC 1115	<i>To be consistent with COSE lab numbering.</i> Approved Committee requested clarification on the “Justifications” & “Effect of Change.” Jim Brandt submitted updated forms with more specific information about why the changes are being made.
AGSC 2615	Ruminant Livestock Production Practices I	2	Title /Course #	<i>Change title to Livestock Production Practices I and course number to 2640 to be consistent with COSE lab numbering.</i> Approved Committee requested clarification on the “Justifications” & “Effect of Change.” Jim Brandt submitted updated forms with more specific information about why the changes are being made.

Prefix	Course Title	Credits	Change Requested	Notes/Action
AGSC 2625	Ruminant Livestock Production Practices II	2	Title /Course #	Change title to <i>Livestock Production Practices II</i> and course number to 2650 to be consistent with COSE lab numbering. Approved Committee requested clarification on the “Justifications” & “Effect of Change.” Jim Brandt submitted updated forms with more specific information about why the changes are being made.
AGSC 3040	Forages Lab	1	Course #	Change course # to 3035 to be consistent with COSE lab numbering. Approved Committee requested clarification on the “Justifications” & “Effect of Change.” Jim Brandt submitted updated forms with more specific information about why the changes are being made.
AGSC 3100	Beef Management3		Title	Change title to <i>“Beef Cattle Management”</i> Approved. Committee requested clarification on the “Justifications” & “Effect of Change.” Jim Brandt submitted updated forms with more specific information about why the changes are being made.
AGSC 3150	Genetics of Livestock & Horse Improvement	3	Title	Change title to <i>“Animal Breeding”</i> Approved. Committee requested clarification on the “Justifications” & “Effect of Change.” Jim Brandt submitted updated forms with more specific information about why the changes are being made.
AGSC 3240	Pests & Pest Management Lab	1	Course #	Change Course # to 3235 to be consistent with COSE lab numbering. Approved. Committee requested clarification on the “Justifications” & “Effect of Change.” Jim Brandt submitted updated forms with more specific information about why the changes are being made.
AGSC 3250	Sheep & Wool Management	3	Title/Prefix	Change title to <i>“Sheep Management”</i> Approved. Committee requested clarification on the “Justifications” & “Effect of Change.” Jim Brandt submitted updated forms with more specific information about why the changes are being made.
AGSC 3410	Feeding & Nutrition of Horses & Livestock Lab	1	Course #	Change Course # to 3405 to be consistent with COSE lab numbering. Approved. Committee requested clarification on the “Justifications” & “Effect of Change.” Jim Brandt submitted updated forms with more specific information about why the changes are being made.

Prefix	Course Title	Credits	Change Requested	Notes/Action
AGSC 3500	Applied Reproduction in Livestock & Horses	3	Title/Prefix	<i>Change title to "Animal Reproduction"</i> Approved. Committee requested clarification on the "Justifications" & "Effect of Change." Jim Brandt submitted updated forms with more specific information about why the changes are being made.
AGSC 3510	Applied Reproduction in Livestock & Horses Lab	1	Title/Prefix	<i>Change title to "Animal Reproduction Lab"</i> Approved Committee requested clarification on the "Justifications" & "Effect of Change." Jim Brandt submitted updated forms with more specific information about why the changes are being made.
AGSC 3570	Soil Science Lab	1	Course #	<i>Change course # to 3565 to be consistent with COSE lab numbering.</i> Approved.
AGSC 3710	Principles of Irrigated Soils Lab	1	Course #	<i>Change course # to 3705 to be consistent with COSE lab numbering.</i> Approved. Committee requested clarification on the "Justifications" & "Effect of Change." Jim Brandt submitted updated forms with more specific information about why the changes are being made.
BIOL 2060	General Microbiology	3	Title, Pre-req/co-req, Description	<i>Change title to "Introductory Microbiology" Change pre-req to BIOL 1610 or BIOL 1010. Alter course description (targeting non-majors & allied health)</i> Approved- Will be an allowable mid-year change because a pre-req option is being ADDED
BIOL 2065	General Microbiology Lab	1	Title, Pre-req/co-req, Description	<i>Change title to "Introductory Microbiology Lab" Change pre-req to BIOL 1610 or BIOL 1010.</i> Approved- Will be an allowable mid-year change because a pre-req option is being ADDED
BIOL 2230	Human Sexuality	3	Deletion (of GE option)	<i>Delete. (Was a GE Life Science Area choice)</i> Approved Will not be replaced by another course. Will be removed from list of options for Life Science Knowledge Area.
MATH 3120	Foundations of Algebra and Analysis	3	Title/Prefix	<i>Change title to "Transition to Advanced Mathematics"</i> Approved
MATH 3130	Foundations of Geometry	3	Title/Prefix	<i>Change title to "Modern Geometries"</i> Approved
MATH 4220	Abstract Algebra	3	Title/Prefix	<i>Change title to "Abstract Algebra I"</i> Approved
MATH 4410	Advanced Calculus II	3	Sequencing	<i>Change sequencing to Spring Odd Years.</i> Approved

Prefix	Course Title	Credits	Change Requested	Notes/Action
NR 1010	Introduction to Natural Resources	3	Sequencing	<i>Change sequencing to Fall Annually.</i> Approved
RANG 3610	Range Management Lab	1	Course #	<i>Change course # to 3605 to be consistent with COSE lab numbering.</i> Approved- Can be changed midyear because course is not changing level.
RANG 4200	Wildland Ecology	3	Sequencing	<i>Change sequencing to Spring Annually</i> Approved

EDUC

Prefix	Course Title	Credits	Change Requested	Notes/Action
ECED 3900	Methods of Kindergarten Curriculum	3	Title, Pre-req/co-req, Sequencing	<i>Change title to “Early Childhood Curriculum: Pre K – 3”, removed pre-req, change sequencing to Fall, Spring</i> Approved- Can be changed mid-year because pre-req is being REMOVED
ECED 3910	Integrated Curriculum and Assessment	3	Title, Pre-req/co-req	<i>Change title to “Integrated Curriculum and Assessment: K-3”, add pre-req FLHD 1500 (with C or better)</i> Approved- Must be held for new catalog because pre-req is being ADDED.
ECED 3930	Teaching Creative Arts in Early Childhood Education	3	Title, Pre-req/co-req	<i>Change title to “Child Development and the Arts: K-3” add pre-req FLHD 1500 (with C or better)</i> Approved- Must be held for new catalog because pre-req is being ADDED
FLHD 4150	Family Coping & Resiliency	3	Sequencing	<i>Change Sequencing to “As needed.” Course was originally put as a required course for Family Services degree option but has never been taught due to not having enough faculty. EDUC will be submitting paperwork in the future to remove the course from degree requirements.</i> Approved

HSS

Prefix	Course Title	Credits	Change Requested	Notes/Action
HIST 4760	Gender in Early America, 1607-1865	3	Title	<i>Change title to “The History of Gender in Early America to 1865”</i> Note: This item did not make it onto the agenda for the UCC meeting. It was posted to Canvas after the meeting, and the Committee voted to approve it.
PLGL 1100	Introduction to Law	3	Sequencing	<i>Offered Fall & Summer Annually</i> Approved.

Prefix	Course Title	Credits	Change Requested	Notes/Action
PLGL 1200	Legal Ethics	3	Sequencing	<i>Offered Fall & Summer Annually</i> Approved.
PLGL 1400	Legal Interviewing, Investigation, Case Prep	3	Sequencing, Course Description	<i>Offered Fall Annually</i> Approved.
PLGL 1500	Family Law	3	Sequencing, Course Description	<i>Offered Spring Annually</i> Approved.
PLGL 2000	Legal Research & Writing	3	Sequencing, Course Description	<i>Offered Fall Annually</i> Approved.

SUBSTANTIVE ITEMS

COSE

Prefix	Course Title	Credits	Change Requested	Notes/Action
BIOL 3010	General Microbiology	3	New Course	<i>To promote consistency between SUU and other Utah universities. Course will be added to core, and one less upper division elective will be required.</i> Approved. Must be held for 2013-2014 catalog because course will be part of core requirements.
BIOL 3015	General Microbiology Lab	1	New Course	<i>Lab for BIOL 3010</i> Approved. Must be held for 2013-2014 catalog because course will be part of core requirements.
CM 4000	Sustainable Practices & Design	3	New Course	Approved
CM 4550	Construction Safety Administration	3	New Course	Approved.
MATH 4230	Abstract Algebra II	3	New Course	<i>continuation of Math 4220</i> Approved.
RANG 4000	Rangeland – Ungulate Animal Relations	3	New Course	<i>With this course SUU will be offering 18 credit hours of RANG designated courses completing the development of the new emphasis area under natural resource management within the agriculture BIS degree.</i> Approved.

EDUC

Prefix	Course Title	Credits	Change Requested	Notes/Action
ECED 3920	Foundations in Early Childhood Education	1	Content, pre-req, Credit hours, contact hrs	<i>Expanded content. Add FLHD 1500 as pre-req, Change credit & contact hours from 1 to 3.</i> Approved. Must be held for 2013-2014 catalog because a pre-req is being ADDED.

HSS

Prefix	Course Title	Credits	Change Requested	Notes/Action
PLGL 1200	Legal Ethics for Paralegals	3	Significant Content Changes/Name change	<i>Change to “Legal Ethics and Professionalism” Expanding the course to include components concerning employment and job hunting strategies for the paralegal, as well as an overview of paralegal skills.</i> Would expand the course of the program to deal with professionalism, not just ethics. Would help give more content to the course. Approved- part of Paralegal AAS degree restructure.
PLGL 1700	Torts	3	New Course	<i>If it is approved, this course should be added to the paralegal courses required in this degree program.</i> Approved- part of Paralegal AAS degree restructure.
PLGL 2700/2900	Bankruptcy Law for Paralegals	3	Significant Content Changes	<i>Change to “Administrative Law” Replacing PLGL 2700- Bankruptcy Law for Paralegals</i> Approved- part of Paralegal AAS degree restructure. Resubmitted as Consent item (delete 2700) and revised substantive items (PLGL 2900-new course)

DEGREE/PROGRAM ITEMS**COSE**

Degree/Program	Change Requested	Notes/Action
BS in Mathematics		<i><u>Pure Math degree:</u> Instead of requiring Math 4410 Advanced Calculus II, require students to take either Math 4410 Advanced Calculus II OR Math 4230 Abstract Algebra II. <u>Actuarial Science degree:</u> Eliminate Math 4220 Abstract Algebra from the list of required courses.</i> Approved- Allow mid-year change because it provides an additional option for required courses, and removes a course from a requirement.

Degree/Program	Change Requested	Notes/Action
CSIS- All Degrees	Addition of Note	Add ""The CSIS department accepts transfer credits up to 10 years, due to the rapid change of the industry. Anything beyond this will be considered on a case-by-case basis." Approved. Must be held for 2013-2014 catalog
Nutrition Minor	Change minor title	Change minor title to "Human Nutrition" Approved

HSS

Degree/Program	Change Requested	Notes/Action
History/Sociology: Ethnic Studies Minor	Creation of Minor	18 credit hours- Multidisciplinary minor HOLD- Will be resubmitted later in the year.
History/Sociology: Women & Gender Studies Minor	Addition of SOC courses	Add SOC 3200: Sociology of Popular Culture & SOC 3130: Gender and Work. Would be added to minor as part of a selection of courses- Student chooses 12 credits from a list) Approved
History/Sociology: Sustainability Minor	Modify requirements	BIOL 2500 (Environmental Biology) has replaced BIOL 2000 (Natural History Studies). Since this change directly impacts the minor in Sustainability Studies, we want to make the necessary update on the degree table. Second, we would like to drop the one required class: HSS 1200 (Introduction to Environmental Studies). Approved. Delete word "Track" from degree listing. Change can go into effect immediately (after approval from Dean's Council) because no one has yet declared this as a minor, and because a class is being taken away, not added.
History BA/BS & Minor	Addition of HIST 4760 to Diversity Requirements	Would add HIST 4760 to list of courses that could fulfill the "Diversity Requirement" portion of the Degree Requirements for the History BA, History BS and History Minor. Note: This item did not make it onto the agenda for the UCC meeting. It was posted to Canvas after the meeting, and the Committee voted to approve it.
Paralegal Studies Program/AAS	Modify requirements	Delete BA 2350 as a Suggested General Education Course Include CJ 1010 as Suggested General Education Course Delete COMM 2110 as a Required Paralegal Course Deletion of CSIS 2000 as a Suggested Elective Title Change re PLGL 1200 from Legal Ethics for Paralegal to Legal Ethics and Professionalism Inclusion of PLGL 1700, Torts, as Required Paralegal Course Inclusion of PLGL 2700 with Course Title/Content Change from Bankruptcy to Administrative Law as Suggested Elective Approved. Committee votes to make this change allowable immediately.

Discussion Items

E-catalog guidelines: Cans and Cant's: Committee recommended revision the list of allowable changes to include adding sequencing to a course, and to making removing an offering of a class unallowable once the catalog is published.

Note: Bill Byrnes, John Allred and Aimee Uchman met to revise the guidelines, and made changes to course numbers allowable if their purpose is to better align with state guidelines (e.g.- changing a lab to end in a 5 instead of a 0) and as long as the course remains at the same level. The revised guidelines are included at the end of this document.

Paralegal Program Modifications: Committee welcomes Christine Taylor on behalf of Paralegal Studies. Christine explained that course sequencing in the Paralegal Associates program has been revised to make it easier for students to graduate in 2 years. Christine is moving towards getting approval from the American Bar Association for this program, and the department is launching a new marketing program aimed and Criminal Justice and Pre-Law students. Many paralegal courses were previously offered as Independent Studies courses with low enrollment. Offering these courses in the summer might lure more students to SUU. **Committee voted to approve modifications to the Paralegal AAS, including the associated course proposals. Once approved by Dean's Council, program modifications will be entered into the E-catalog and activated before fall classes begin.** Committee required Christine to submit revised paperwork for PLGL 2700/2900. These items initially appeared on a substantive form. Because PLGL 2900 will not be replacing PLGL 2700, the committee recommended that Christine submit a Consent Form to delete PLFL 2700, and a revised substantive form to proposed PLGL 2900 as a new course. Christine submitted the appropriate forms, along with a revised degree table/memo to reflect the changes.

AGSC Consent Items: AGSC presented a number of Consent Items requesting course number changes and name changes. The Committee requested greater clarification from AGSC about why the changes are being made, beyond "Being more consistent with COSE numbering System" (ending lab courses with a 5.) Committee approved the items, pending greater explanation, and Jim Brandt submitted updated forms with a more specific explanation (Labs should end in 5's, Course titles should more accurately address what the course actually teaches, etc.)

Forms- Justifications, Effects of Change: Committee discussed the necessity of filling in the "Justification" and "Effects of Change" portions in all curriculum forms. The forms need to contain information adequate to explain the reasoning behind the change for future staff & faculty involved with curriculum to understand it without having attended the meeting in which it was addressed.

Forms-Revisions- Committee recommended changing the course sequencing section of curriculum form to reflect when the course was originally offered and when it is will be taught if the change is approved. (Course sequencing on form: Was offered _____ Will be offered _____)

Pre-meeting questions & resolutions (from Canvas)

Paralegal Courses: Question about Teaching Resources?

Response (from Christine Taylor): With regard to teaching loads, I foresee Mike Carter, SUU General Counsel & Assistant State Attorney General, and I will continue to teach PLGL courses. The requested changes won't make much of a difference inasmuch as the old sequencing seemed to require more work by way of adding "independent study" classes to make up courses students needed to graduate that weren't timely offered. I taught three classes this semester and will teach three next semester. I believe Mike has taught two or more classes a semester for several years. In addition, Mike and I both have offices on campus and work for the university but are paid as "adjuncts" with regard to our teaching. We both have been attorneys for many years and have worked with paralegals (and have taught many courses in the past) and are, thus, qualified to teach PLGL courses. As to the scheduling of Administrative Law, it was listed as being offered "as needed" as an elective course and not as a "fall" course. I think the confusion was the proposal's implementation time was stated to be "fall" but the course was only to be taught "as needed."

FLHD Courses: FLHD 4150 is being changed to "As needed" but it appears to be a required course in the Family Services bachelors. Is it a good idea to have a required course offered as needed? It's currently listed as every fall - wouldn't alternating falls make it easier for advising and planning?

Response from Shawn Christensen: "FLHD 4150 course was originally put as a required course when we first started the Family Services degree option a few years ago but it has never been taught due to not having enough faculty. We have just substituted other courses for this. We would like to eventually drop this course from our requirements for the major. EDUC will submit paperwork to drop FLHD from its degree requirements sometime in the near future."

HIST 4760 consent item on gender refers to making this a diversity requirement for the history degree - that should be an additional degree requirement proposal.

Response: Michelle Oriel submitted a DP Change form indicating how the addition of HIST 4760 would affect the History BA/BS and Minor.

Women & Gender Studies minor proposal refers to adding SOC 3200 and SOC 3130 to the degree requirements, but those courses are not included in the attached degree table. Where should these courses appear in the table?

Response (from Shobha): The two courses being added to the Women & Gender Studies Minor will be under the Social/Dynamic Track (Track II). I've updated and posted the form and the memo to reflect this.

Sustainability minor has three different "tracks" although it appears students are not actually choosing a track but are instead required to take courses under each heading. Could we use a word other than "tracks"?

Response (from Michael Ostrowsky): "I suggest we either: (1) replace the word "track" with "courses" or "classes;" or (2) we delete the word "track" and don't replace it with anything."

Paralegal AAS has PLGL 1500 in the old degree table, but it does not appear in the new table. I'm thinking this is an oversight since the new required course list only gives 36 credits (although the heading indicates its still 39 hours). There are a variety of Paralegal proposals (changing courses several courses from alternating years to every year, introducing a new course, and taking a course in Bankruptcy that apparently is never taught and changing to a fall every year course on Administrative law). None of these proposals mention anything about faculty resources. These would seem to add up to a significant change in overall teaching loads. It would be nice to know how that will be handled.

Response (from Christine): "As for PLGL 1500, I apologize for the oversight. I was trying to get all the classes into a table and somehow PLGL 1500 was left out of that table. I am attaching a revised copy of the related memorandum with PLGL 1500 included in the new degree table. With regard to teaching loads, I foresee Mike Carter, SUU General Counsel & Assistant State Attorney General, and I will continue to teach PLGL courses. The requested changes won't make much of a difference inasmuch as the old sequencing seemed to require more work by way of adding "independent study" classes to make up courses students needed to graduate that weren't timely offered. I taught three classes this semester and will teach three next semester. I believe Mike has taught two or more classes a semester for several years. In addition, Mike and I both have offices on campus and work for the university but are paid as "adjuncts" with regard to our teaching. We both have been attorneys for many years and have worked with paralegals (and have taught many courses in the past) and are, thus, qualified to teach PLGL courses."

Curriculum & Catalog Changes (CANS and CAN'TS)

The following guidelines are based on the premise that we have an ethical obligation to provide clear, and consistent curriculum to students and that these expectations are set for the six-year active life of the catalog. To that end, the following operating procedures will be used by curriculum committees to determine if a proposed change may be implemented immediately, or must wait until a new catalog cycle.

Guidelines:

- Program changes must be implemented prior to catalog publication. Any changes submitted after an academic catalog has been published will be considered/approved for the following catalog publication cycle.
- Substantive course changes that impact required or core courses must be implemented prior to catalog publication. Substantive changes would include any change that would expand requirements (e.g.: addition of a prerequisite course) or negatively impact a student's ability to complete the proscribed curriculum.
- Course changes that expand the opportunities of students to meet proscribed requirements (e.g.: addition of a course to a potential elective list) may be implemented immediately upon approval of the appropriate curriculum committee(s).

CAN be changed once the catalog is locked (semester basis):

- Add Course as an ELECTIVE
- Add a course as an option to expand offerings in a degree (e.g.- Adding an additional course to a list of options)
- Change Course Title- as long as it is still accepted for the same purpose towards the major or other programs utilizing the course
- Course Numbers, if staying within same level or aligning with state requirements (e.g.-Changing a lab that ends in "0" to end with a "5")
- Enrollment considerations (e.g.: honors section, instructor approval, etc)
- Removing a pre-req/co-req
- Method of Grading
- Course Description (if acceptable for the same purpose)
- Change in contact hours where the course meets existing requirements whether within or outside the offering department
- Repeatability of a course
- Course Sequencing, if the course is to be offered more frequently

CAN'T be changed once the catalog is locked (will be a part of the catalog for the next year)

- Add a Course that is a PROGRAM REQUIREMENT
- Changes in Program Requirements
- Adding a pre-req/co-req course
- GE/University Requirements
- Course Numbers/changing levels where the course no longer meets a noted curricular requirement in ANY program not just those within the offering department
- Course Prefixes to insure that all instances where the course is utilized are identified and updated both within and outside the offering department
- Change in Credit Hours where the course no longer meets a published curricular requirement in ANY program not just those within the offering department
- Replacement/Substitution of a course where the course no longer meets a published curricular requirement in ANY program not just those within the offering department
- Deletion of a course where the course meets a published curricular requirement in ANY program not just those within the offering department