

UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE MEETING

October 24, 2019

3:00 pm, OM 106 Conference Room

MINUTES

APPROVED November 21, 2019

Attendees: John Allred, Grant Corser, Kim Craft, Katya Konkle, Christine Samson, Kelly Stephens, Brian Swanson

Not Present: Katie Englert, Eric Freden, Douglas Ipson, Skip Jones, James Sage

00 Call to Order

- A. Approval of September 5, 2019 minutes – Not available (Katya forgot to send them out)
- B. Introductions

01 Course Modifications

n/a

02 Course Deletions

n/a

03 New Prefix Proposals

n/a

04 New Course Proposals

n/a

05 Program Modifications

n/a

06 R401s / New Program Proposals

- A. See table below for items.
- B. Voting:
 - Motion to approve Agriculture R401: Kim Craft
 - Second: Grant Corser
 - Discussion:
 - Program is only changing from a Bachelor of Interdisciplinary Studies degree type to a Bachelor of Science degree type. No other curriculum changes or faculty members will be added.
 - Voting: **Approved unanimously**
 - Motion to approve Nursing – RN to BSN Emphasis (Online) R401: Grant Corser
 - Second: Kim Craft
 - Discussion:
 - The Associate Provost’s Office was alerted that SUU doesn’t have any records of this emphasis being official approved in the mid-2000s. SUU hasn’t be awarding this emphasis officially on degrees either, so there is no distinction on students’ transcripts between the Pre-Licensure emphasis and the RN to BSN emphasis. This R401 will serve as an official notice to USHE of the emphasis, as well as changing the name and content delivery method.
 - Q: How many more programs do we have that we don’t have records for but have been awarding? (A: Departments interpret things like concentrations, tracks, and emphases differently and these distinctions require different approvals. There may be remnants of those types of issues, but as far as programs, this is likely the one of the last big problems.)
 - Voting: **Approved unanimously**
 - Motion to approve Nursing – LPN to BSN Emphasis R401: Grant Corser

- Second: Brian Swanson
- Discussion:
 - This program is offered in conjunction with Southwest Technical College.
 - Q: Will this program require the SUU General Education program? Does it have a core or other pre-nursing requirements? Why isn't the entire program listed and not just the emphasis itself? (A: There are two R401s templates, full and abbreviated. Abbreviated is used when there will be a new emphasis and that is likely why they only put in the Nursing courses that will be part of this emphasis.)
 - Q: Will these students finish the pre-nursing program? (A: We think that the students would be responsible for the General Education program and upper-division requirements, but would be doing only these listed classes in Nursing and not the Pre-Licensure prerequisites. It's our understanding that this would be a direct degree path and the students would complete their prep work at Southwest Tech.)
 - Q: Will this program start in January? (A: It should be starting in May 2020.)
 - Seems like the R401 is incomplete and UUCC wants more information before it can be considered.
 - Q: What are the admission parameters? Can any certified health professional (e.g., an athletic trainer) start this program and earn a BSN?
 - Q: What are these students doing at Southwest Tech and how will those credits transfer back to SUU and count in this program?
 - Q: STech doesn't offer a General Education program, so how will those requirements fit in? (A: We assume that they will take their GE requirements at SUU and this degree will be structured similarly to how the Pre-Licensure emphasis is, with students taking 57 credits in Nursing and the other 63 distributed elsewhere, including GenEd, but not necessarily the Pre-Licensure prerequisites. However, this needs to be clarified before we can make a decision.)
 - Q: Does STech offer an associate's degree in LPN? (A: They offer clock hours and a certification but not a full degree.)
 - It will be interesting to see how this program may allow students to circumvent the Pre-Licensure requirements if those are not required. Every SUU freshman class has hundreds of Pre-Licensure students, so they may be routing themselves through STech and into this program instead of the Pre-Licensure emphasis if they can just get in to the BSN program through this.
 - Q: SUU offers an AAS in General Technology – Integrated Health Sciences that is only available for STech students; would these students be completing that degree pathway before the LPN to BSN emphasis?
 - Q: Will this program be all online, hybrid, or all on campus? (A: Based on the courses, it looks like it will be on campus.)

- Voting: **Voted down unanimously**; will be tabled and brought back to the November 2019 UUCC for further discussion

College/School Requesting	Program Type	Program Name	Credits
COSE	Bachelor's Degree	Agriculture (B.S.)	120
COSE	Emphasis	Nursing - RN to BSN Emphasis (Online)	30
COSE	Emphasis	Nursing - LPN to BSN Emphasis	57

07 Action Items

n/a

08 Discussion Items

n/a

09 Information Items

- Curriculog training for UUCC members
 - Katya Konkle provided an overview of accessing Curriculog, setting account preferences, and starting proposals.
 - The “Catalog & Curriculum Check” step is after the Department Chair approval and is designed to be a quick check to ensure that any Banner/Catalog issues can be addressed and solved earlier on in the process instead of after the University levels. We will add John Allred to the step.
 - Q: If we create an agenda, do we have to add people to it or will it automatically route to the committee members? (A: [The members are added automatically when you select the committee level.](#))
 - Q: Who has the ability to set the agendas? (A: [Only the Agenda Administrator, which is basically the committee chair.](#))
 - Q: Will the proposals that have made it through the system so far be automatically added to the agenda? (A: [No, but you'll only be able to add proposals that are on that particular committee's step. For example, if you are trying to set a college curriculum committee agenda but there are proposals that are still on the Department Chair step, they will not show up in the list to add to the agenda.](#))

- Q: Will the UCC still meet or is this all moved online through Curriculog? (A: We are still planning on meeting in person, but if people have a preference to conduct all business online, we could consider it.)
- Q: Do we still vote during in-person meetings? (A: That can be determined by individual committees, and then the Agenda Administrator would make the final decision on behalf of the committee.) If a department committee has three people on it, do all three people get a chance to vote or is only the Agenda Administrator allowed to vote? (A: Everybody on the committee has a chance to vote.)
- Q: There is a new budgetary section on the forms that was not part of the forms previously. How should faculty fill that out? (A: The directions are for the department chair or the dean's office to fill it out, so faculty shouldn't worry about it. We added this to ensure that when the courses are programmed into Banner, the appropriate course and program fees are attached. However, John Allred is okay with not getting that information for most courses so we will remove it from the Curriculog forms, but may add it back if we see a significant increase in self-support courses, for which this information is critical. Courses with special fees have to go through an approval process through a different committee every Fall semester. President Wyatt is also working to get rid of fees altogether.)
- Q: How much before each UCC will we know what's in our approval queue? Will we wait for an agenda to be created in Curriculog or are we supposed to be watching consistently to add comments as they come in? What is the expected turnaround time after the college/school curriculum committees to see the proposals in Curriculog? (A: Turnaround should be similar to before, if not faster, as the Associate Provost's Office will be pulling the proposals into a Curriculog Agenda and letting people know that the agenda is available. Members can access agendas in the Agenda Module. Colleges/Schools don't have to submit anything special to the Associate Provost; the proposals will be pulled/accessed directly through Curriculog as long as they've been approved at the College/School level.)
- Curriculog is a fully transparent system and is accessible/viewable for all faculty and staff with an SUU login.
 - Any person can start a proposal for any department (e.g., if Business needs a change to a CSIS course but the CSIS faculty don't have the resources to start it, a Business faculty member could originate the proposal and have it approved up through the CSIS chain).
- Help is available in the lower right-hand corner of the screen by clicking on the green triangle.
- People can play around with the proposals using the "Test Department" and the "TEST" prefix.
- Curriculog will not be linked to Banner and it will still be a manual process to enter in course information in Banner. However, the Registrar's Office will be able to copy and paste from the Curriculog fields, which will cut down on the amount of time spent per course dramatically.
- Q: Are there any holes currently in the system? (A: There is an issue with the "Semesters Offered" field populating if there is more than one option listed in the catalog. Luckily Curriculog will tell you what values you are missing so you can reselect them, but we will reach out to the company to see if they can fix the issue.)

- Q: Can we send a proposal back to the Originator if it needs corrections? And then does it come back to the same people to re-approve? (A: We could do a “custom route” to either the college curriculum committee or to the Originator, and then it would come back to us.) If that happens, will we have to check back in to reapprove, or can we say “approve pending [X] change”? (A: The Provost’s Office still has the ability to do a blanket approval at the committee level. If it’s a massive change, then we would want to revisit it at the next committee meeting, but if it’s a small change we can approve with pending changes. If the system works well, the new Catalog & Curriculum Check step would help eliminate a lot of the need to send items back.)

Adjourned at 3:53 PM