

The University Curriculum Committee (UCC)
Meeting Minutes
Thursday, October 9, 2014

Regular Members Present:

Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
Ashley Marie Carr—Student Body representative
Nathalie Mizelle
Gail Ratcliff
Karen Vail-Smith

Regular Members Excused:

Michael Dingfelder

Ex-Officio Members Present:

Erin Parrish
Rita Reaves
Michelle Wallen

Ex-Officio Members Excused:

Josie Bowman

IPAR Office of Academic Program Planning and Development (OAPPD):

Kimberly Nicholson

Guests:

Office of the Registrar: Diane Coltraine

Actions of Committee:

I. Call to Order: The meeting began at 2:10PM

1. The 09-11-14 UCC minutes were approved electronically and sent to the Faculty Senate for agenda placement.

II. College of Fine Arts and Communication, School of Theatre and Dance

- Proposal of New Course: THEA 3006 Erich Keil—instructor of course
 - Discussion: Dr. Keil explained the nature of the course and how students previously had to learn the techniques of sound design on their own because there was not a formal course covering the topic. He explained that he had been working to develop the course for the last three years because he saw the need in the curriculum for students to get the training and course credit. Dr. Scemama suggested that an additional sentence might be added to the course justification to make it clear why the course was needed to

strengthen the curriculum and assist with student learning. Dr. Richardson asked about Item 19 Instruction Format where three boxes for Lab and Lecture were checked in addition to Studio. Studio had been checked under Item 15 for course credit, and Dr. Richardson suggested that perhaps this should be uniform. Ms. Nicholson explained that on the new course proposal form you will need to specify one primary instructional format—so perhaps it should list studio as the single format here and Dr. Keil agreed. Ms. Coltraine suggested some changes to the course description including using lower case for the words “sound design” and to somehow join the first and second sentences to remove the phrase “Study of”. Ms. Coltraine also suggested that the course description might incorporate more of the information from the course objectives. Dr. Keil suggests a clarification of the entire description in one sentence. Dr. Wallen questioned the course assignments and specifics of labeled software, but Dr. Keil stated his reluctance to be overly specific as software changes. Dr. Reaves asks about the actual course projects and Dr. Keil explained the course projects involved the creation of audio recordings. Dr. Keil is making the changes to the language “configure and operate” in the course objectives to use more active language. Dr. Wallen reminded Dr. Keil that the URL needs to be listed at the top of the marked catalog copy.

- Action Taken: Dr. Scemama made the motion to approve the course proposal as amended, and Professor Vail-Smith seconded the motion. The motion was approved.

III. Old Business

1. Revise UCC charge to include “certificate programs” in several sections (issue brought up by Dr. Kain in 09-12-13 UCC minutes).
 - Discussion: Recommended revision of UCC charge Item 4. Committee Responsibilities:
 - Recommended revisions as follows:
 - C. “The committee reviews requests for permission to establish new degree programs, certificates, and minors ~~and requests to establish new minors.~~”
 - D. “The committee reviews requests and acts on proposals for new and revised courses, degree programs, certificates, and minors; the banking and deletion of courses (~~and programs~~); the discontinuation of programs, certificates and minors; revision of the standards and requirements for admission to, and retention in programs.”
 - G. “The committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee’s charge and recommends changes as necessary.” [This was discussed by the UCC and agreed that it should remain in; Ms. Coltraine says that every committee has this sentence in their charge, and we all play a part.]
 - H. Remove this from charge—“The chair or appointed representative serves as ex-officio member on the University Online Quality Council.”
Committee recommends this be replaced with “The chair or appointed representative serves as a member of the Academic Program Development Collaborative Committee.”
 - Action Taken: Dr. Scemama made the motion to approve the UCC charge as amended, and Dr. Anselmi seconded the motion. The original charge as amended will be attached to the minutes. The revised UCC charge will be sent to the Committee on Committees for approval.

2. Develop brief descriptions of committee officer responsibilities and workflows, including listing of other committees that a UCC representative serves on.
 - Discussion: Dr. Flint says that we can work on this during the course of the semester. We should write down what our duties are.
 - Action Taken: The topic was postponed for discussion at a future meeting.

IV. New Business

1. Goals for 2014-2015 Academic Year.

- Discussion:

Goals

1. Revise the UCC Charge.
2. Banking/deletion of courses and catalog cleanup.
3. Address 5000-level courses required in undergraduate programs (e.g., request list from Office of the Registrar, provide data to the provost).
4. Create UCC workflow using the workshop slides as a starting point.
5. Develop committee officer responsibilities and workflows, including listing other committees UCC representatives serve on.

- Action Taken: The list of UCC Goals for 2014-2015 was approved.

2. Dr. Flint described a recent discussion regarding the Thomas Harriot College of Arts and Sciences seeking to change the college admission requirements to default to the university standard. It was discovered that EPPC, not the UCC, has the responsibility to review such requests. She further explained that the Thomas Harriot College of Arts and Sciences had an admission requirement for entrance into the college stating that students would not be accepted until they had completed a specific number of foundations courses. Any change in the program involving curriculum, and specific program admission requirements, will come before our committee. Ms. Nicholson showed the committee the checklist that units should follow for program revisions.
3. Dr. Flint explained to new members of the committee how incoming packages placed on the agenda are divided and assigned to members for review and reports at the scheduled meetings. Dr. Flint stated that she prefers to assign a package to someone who is involved with that program if possible and then also to someone who is not (so they can bring fresh pair of eyes to the review). We can discuss the package via the Sharepoint discussion page prior to the meeting. We will have time to discuss a bit just before the package is introduced. Ms. Nicholson stated that she could create a discussion page for each package.

Curricular Actions Reviewed at this Meeting:

| | |
|---|---|
| Banked courses | 0 |
| Deleted certificates | 0 |
| Deleted concentrations | 0 |
| Deleted courses (active and/or banked) | 0 |
| Deleted degrees | 0 |
| Deleted minors | 0 |
| New certificates | 0 |
| New concentrations | 0 |
| New courses | 1 |
| New bachelor's degrees (Phase II - development) | 0 |
| New bachelor's degrees (Phase III – curriculum approval) | 0 |
| New minors | 0 |
| Renumbered courses (same or different level) | 0 |
| Revised courses (e.g., title, description, content, prereq., prefix) | 0 |
| Revised degrees (e.g., admission text, core req., concentration req., dept. text) | 0 |
| Revised certificates | 0 |
| Revised minors | 0 |
| Unbanked courses | 0 |

Curricular Actions Reviewed to Date (to include this meeting):

| | |
|---|---|
| Banked courses | 0 |
| Deleted certificates | 0 |
| Deleted concentrations | 0 |
| Deleted courses (active and/or banked) | 0 |
| Deleted degrees | 0 |
| Deleted minors | 0 |
| New certificates | 0 |
| New concentrations | 0 |
| New courses | 1 |
| New bachelor's degrees (Phase II - development) | 0 |
| New bachelor's degrees (Phase III – curriculum approval) | 0 |
| New minors | 0 |
| Renumbered courses (same or different level) | 0 |
| Revised courses (e.g., title, description, content, prereq., prefix) | 0 |
| Revised degrees (e.g., admission text, core req., concentration req., dept. text) | 0 |
| Revised certificates | 0 |
| Revised minors | 0 |
| Unbanked courses | 0 |

NEXT MEETING: October 23, 2014

Dr. Flint made a motion to adjourn at 3:30PM. The motion passed and the meeting was adjourned.

Respectfully Submitted by

Mark D. Richardson
Secretary of the UCC

Marked Catalog Copy:

II. College of Fine Arts and Communication, School of Theatre and Dance

[http://catalog.ecu.edu/content.php?filter\[27\]=THEA&filter\[29\]=&filter\[course_type\]=-1&filter\[keyword\]=&filter\[32\]=1&filter\[cpage\]=1&cur_cat_oid=7&expand=&navoid=450&search_database=Filter&filter\[exact_match\]=1#acalog_template_course_filter](http://catalog.ecu.edu/content.php?filter[27]=THEA&filter[29]=&filter[course_type]=-1&filter[keyword]=&filter[32]=1&filter[cpage]=1&cur_cat_oid=7&expand=&navoid=450&search_database=Filter&filter[exact_match]=1#acalog_template_course_filter)

THEA 3006 – Sound Design for the Stage

3 S

Fundamentals of sound design and reinforcement and the associated technology for live performance.

See proposed UCC charge below. This recommendation will be forwarded to the Committee on Committees for consideration.

UNIVERSITY CURRICULUM COMMITTEE CHARGE

Faculty Senate Resolution #13-13, May 2013

1. Name: University Curriculum Committee

2. Membership:

8 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee considers undergraduate courses (through 4000-level) and programs and has the responsibility of assuring the quality of course offerings regardless of mode of course delivery.

B. The committee recommends policies and procedures governing the acceptability of programs and courses.

C. The committee reviews requests for permission to establish new degree programs, certificates, and minors.

D. The committee reviews and acts on proposals for new and revised courses, degree programs, certificates, and minors; revision of the standards and requirements for admission to, and retention in, programs.

E. The committee considers other items that affect the curriculum of undergraduate programs.

F. The committee acts on recommendations from the Council for Teacher Education regarding proposed changes in teacher education requirements.

G. The committee reviews at least annually those sections within the University Undergraduate Catalog that correspond to the Committee's charge and recommends changes as necessary.

H. The chair or appointed representative serves as a member on the Academic Program Development Collaborative Team.

5. To Whom the Committee Reports:

The committee makes its recommendations to the Faculty Senate. The committee reports on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

6. How Often the Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power of the Committee to Act without Faculty Senate Approval:

The committee is empowered to report on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

8. Standard Meeting Time:

The committee meeting time is scheduled for the second and fourth Thursday of each month.