

COMMITTEE: University Curriculum Committee (2:00 pm - 3:25 pm)

MEETING DATE: September 13, 2012

PERSONS PRESIDING: Mark Sprague and Donna Kain

REGULAR MEMBERS IN ATTENDANCE: Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, Amy McMillan, Mark Richardson, and Angela Whitehurst

EX-OFFICIO MEMBERS IN ATTENDANCE: Linner Griffin, Jean-Luc Scemama, Katherine Swank, Karen Vail-Smith, and Jennifer Warren

EXCUSED: None

ABSENT: None

SUPPORT: Kimberly Nicholson

OTHERS IN ATTENDANCE:

Mark Sprague, Chair of the Faculty
Lori Lee, University Program Specialist

ACTIONS OF MEETING

Agenda Item: I. Call to Order

(1.) Minutes

The 04-12-12 I of II and 04-26-12 UCC minutes were approved electronically and forwarded to the Faculty Senate for agenda placement.

Discussion:

None

Action Taken:

None

(2.) Announcements

Discussion:

None

Action Taken:

None

Agenda Item: II. Introductory Comments

Discussion:

Dr. Sprague brought documents to elaborate the committee's charge and responsibilities. He also reported that, if the committee determines that the responsibilities need to be revised, this can be done by submitting the requested revision to the Committee on Committees.

Action Taken:

None

Agenda Item: III. Introduction of UCC Members

Discussion:

All present introduced themselves. Student in attendance was Jennifer Warren.

Action Taken:

None

Agenda Item: IV. Election of UCC Officers

- (1.) Chair nominations: Donna Kain – voted and elected
- (2.) Vice Chair nominations: Reece Allen – voted and elected
- (3.) Secretary nominations: Leigh Cellucci – voted and elected

Discussion:

Donna Kain, Reece Allen, and Leigh Cellucci were nominated for the chair, vice chair, and secretary positions respectively.

Action Taken:

Donna Kain, Reece Allen, and Leigh Cellucci were voted and elected for the chair, vice chair, and secretary positions respectively.

Agenda Item: V. Old Business

Business Carried Over Cited in the 2011-2012 UCC Annual Report

- (1.) Take up the matter of changes to the plus/minus grading policy and determine what impact that will have on UCC submissions and processes.

Discussion:

Dr. Kain summarized: The changes can be considered both old and new business. Attachment to orange page provided in purple folder provided by Lori Lee on behalf of the Faculty Senate. This new grading system is effective now and is in the catalog. Faculty may choose to create a grading rubric of their own choice. Students may expect to see (+) (-) in their syllabi, as it is in the catalog now. For 5000-level courses, where there are both graduate and undergraduate students present, the undergraduate-level students will have a (+) (-) grading scale in Banner and the graduate-level students will have an A, B, C, F. Units may also choose to set a grading scale for their entire unit. The UCC must decide if they will require, expect, to see the (+) (-) grading scale in the proposal forms that are submitted. This is for the official record, however the faculty can implement their own scale in the classroom.

Dr. Cellucci asked for a clear definition of the letter grades. Discussed “good standing” and attachment. C- = 1.7

Dr. Kain provided the background regarding the correspondence this summer. It got confusing around the University because different units have different requirements and define a “C” and other grades differently. C versus C-, etc. The units were asked to define the letter grades. These definitions are being added to the catalog. Units that did not submit by the deadline will default a B to a 3.0 and a C to a 2.0. Now that the deadline has passed, units who want to make a change and not accept the default will be required to submit their request to the UCC.

Discussion regarding re-admittance (many members provided input). A student can be readmitted with a 1.7 but will be unable to graduate unless he or she has a cumulative 2.0 GPA. Most programs will allow a course with a C- but the student cannot have a cumulative GPA under a 2.0. There have been cases in the past where students have been placed on probation for having a cumulative 1.9.

Dr. Sprague noted that there seems to be confusion between a course GPA and cumulative GPA for a student. If admitted under the forgiveness policy, anything under a C- is struck from the student’s record.

Dr. Kain clarified that University policy includes what the grade points are. Faculty can use any scale in the classroom that they want. She continued to ask for the committee to decide as a group what to look for. The move to go to (+) (-) was a university decision. When someone comes before us, are we going to expect them to have a (+) (-) grading system in the master syllabus? The official course syllabus should include it, but the individual faculty will still have the ability to use what is most appropriate in the classroom. Also, the marked catalog copy for programs will also need the letter grade and the number.

Dr. Scemama read out of the manual/form that the (+) (-) should be implemented in the proposal forms.

Dr. Kain suggested that we proceed as normal. If the justification from a unit is reasonable as to why they have decided not to include a (+) (-) grading scale, then that is okay.

Ms. Lee asked Dr. Kain if she would consider bringing this up to the Faculty Senate at the next meeting. Dr. Kain agreed to do so by reporting that the committee decided that if the grading scale is reasonable, and the proposal form does not have the (+) (-) grading scale, we can still move it along.

Action Taken:

None. Dr. Kain will provide explanation to the (+) (-) topic when presenting the minutes to the Faculty Senate.

- (2.) Request the participation of knowledgeable and effective liaisons in the UCC orientation this year. The participation of a liaison will demonstrate the value we place on their work and will help other liaisons to understand that role from the perspective of a person who serves in it.

Discussion:

Dr. Kain thanked those who attended the liaison training. Some of the liaisons are phenomenal. They help to shorten the meetings.

Action Taken:

None

- (3.) Provide review-team assignments earlier, as soon as the agenda is available.

Discussion:

Dr. Kain summarized the process: When the agendas are put together items are submitted to the UCC mailbox. The chair has access to the mailbox. Ms. Nicholson reviews the packages

for completeness and communicates with the faculty regarding any missing items on behalf of the committee. The Chair notifies liaisons when packages are submitted although they are not an additional 'step' for submitters. They serve as advisors for them. We can table packages if they are in poor shape, and the liaisons can help submitters. We don't require the use of liaisons, but the units can make this a requirement

The UCC Meetings are limited to 8 – 10 packages. They were limited in the past, but we have educated liaisons that there is definitely a limit of approximately 2 – 2 ½ hrs.

Ms. Nicholson puts the agenda together and the chair approves. Work split is set up by the chair. There is a lead on each package and the committee members assigned lead the discussion during the meeting.

Dr. Allen recommended that the Chair get the assignments out within a day or two of the agenda posting will give committee members more time.

Action Taken:

Dr. Kain will plan to provide assignments within a few days of the agenda notification.

- (4.) Implement the plan for removing 5000-level courses that are no longer in the graduate catalog from the undergraduate catalog including notification to units.

Discussion:

Dr. Kain reported that this plan was made last year – this year we are implementing.

Any 5000-level course deleted from the graduate catalog will be deleted from the undergraduate catalog.

We will notify the units and have Diane Coltraine delete them, as these courses are not even offered any longer.

Action Taken:

Dr. Allen moved that we request that Diane Coltraine use the list of 5000-level courses that have previously been deleted from the graduate catalog to also delete the courses from the undergraduate catalog and notify the units this action has taken place. Seconded by Dr. Greer.

Approved.

- (5.) Implement the plan approved this year for encouraging units to delete banked courses.

Discussion:

Dr. Kain suggested that units consider deleting courses that have been banked for a long time.

Action Taken:

Continue to communicate with units and their liaisons when they come before the committee regarding this item.

- (6.) Implement the plan approved this year for requesting units to delete or bank courses that have not been taught in over ten years.

Discussion:

Dr. Kain introduced why this might be a problem to have courses in the catalog that have not been taught in over ten years. It might be a problem because it presents courses that students might expect to be taught.

Last year we approved action to send all unit administrators the list and ask them if they want to delete or bank them. Require response. This year it will be implemented.

Action Taken:

Implementation of plan in 2012-2013.

- (7.) Investigate the possibility of an electronic submission process. An electronic submission process would ensure that all forms are up to date and include required information. Reece Allen is charged with reporting about this to the UCC.

Discussion:

Reece reported that the investigation is beginning. Questions such as who will write such code? Who will pay for the work? Where will the data be stored? need to be addressed.

Action Taken:

Dr. Allen will continue to explore this process.

Agenda Item: VI. New Business

- (1.) 09-06-12 UCC Liaison Orientation

Discussion:

Dr. Kain reported that the training went well and thanked the committee members who attended.

Action Taken:

None

(2.) 09-07-12 Academic Program Development Workshop

Discussion:

Dr. Griffin explained that this workshop focused on the new four month period for submission of the RAE following approval by GA of the RAP and how we accommodate the new process on campus.

Dr. Allen asked how many are under consideration at one time.

Dr. Griffin explained that priorities are set by the chancellor and selected by the Academic Council, to include the current top 3: Doctor of Nursing Practice, MS in Network Technology, PhD in Economics.

Dr. Kain said that at various points in the process the UCC reviews undergraduate program development packages. Some units will mention to us what they are working on.

Dr. Griffin said that there does exist the possibility of called meetings to help a unit make the four month deadline/window so the packages can get to the chancellor in time.

Dr. Kain added that when there are very large packages, we (UCC officers, OOAPPD, etc.) will meet with faculty prior to the meeting and help the faculty get their packages in order.

Dr. Griffin added that new program packages are large (100+ pages).

Action Taken:

None

(3.) 09-14-12 Curriculum Development Workshop

Discussion:

Dr. Kain announced that this will be held tomorrow (9-14). She, Drs. Allen and Vail-Smith will be attending to help answer faculty questions.

Action Taken:

None

(4.) 09-21-12 Request for Inclusion Workshop

Discussion:

Dr. Griffin said that the purpose of the workshop is for units that are trying to get their new programs onto the university's five year plan.

Dr. Kain added that this opportunity occurs once every two years.

Action Taken:

None

(5.) UCC Goals for 2012/2013 –this is an added agenda item

Discussion:

Dr. Kain explained that the UCC needs to follow through on plans made last year. Add to new business, when not too busy, to create an articulated process for the development of a new minor. Memo, develop courses, etc. Units are required to go from UCC to EPPC. The UCC needs to create a document that explains this process better.

Dr. Griffin said that one of the most important responsibilities of this committee is to make sure that the official catalogs are correct. The catalog copy that comes through this committee is what gets placed in the official catalogs.

Dr. Vail-Smith asked about outstanding packages from last year and prioritization of packages for agenda.

Dr. Kain explained that complete packages are given priority for agenda placement.

In the summer a system was set up where Diane Coltraine set up all of the catalog copy that included letter grades. Units were asked to respond to the request to define the letter grades by a specific deadline. Units that did not respond were defaulted. We would like the ability to have a simplified process for units who did not respond and are not happy with the default. Dr. Kain said the purpose is to try to make it easier for the faculty.

Dr. Linner added that we need to be transparent for the students as well.

Action Taken:

Dr. Allen moved to empower, for this one issue, that faculty do not need to come before the committee when defining letter grades. Memorandum and marked catalog copy will need to be submitted. Signature form will not be required. Marked catalog copy can only define the letter grade and should not include any additional actions. Attendance will be waived. Dr. Vail-Smith added a friendly amendment for this semester only (Fall 2012). Dr. Allen accepted the amendment.

Motion passed.

Curricular Actions Reviewed at This Meeting:

New Courses:	0
Revised/Renumbered/Unbanked Courses (includes title/prereq./prefix):	0
New Degrees/Programs:	0
New Minors	0
New Concentrations:	0
New Certificates:	0
Revised Existing Degrees/Concentrations/Departmental Text:	0
Deletion of Existing Degrees/Concentrations:	0
Revised Minors/Certificates:	0
Deletion of Existing Minors/Certificates:	0
Banked Courses:	0
Deletion of Existing /Banked Courses:	0

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

New Courses:	0
Revised/Renumbered/Unbanked Courses (includes title/prereq./prefix):	0
New Degrees/Programs:	0
New Minors:	0
New Concentrations:	0
New Certificates:	0
Revised Existing Degrees/Concentrations/Departmental Text	0
Deletion of Existing Degrees/Concentrations:	0
Revised Minors/Certificates:	0
Deletion of Existing Minors/Certificates:	0
Banked Courses:	0
Deletion of Existing /Banked Courses:	0

NEXT MEETING: September 27, 2012

ITEMS TO BE DISCUSSED:

Dr. Kain said that there is no articulated process for the minor. She would like for us to work on a document that describes the process. Dr. Griffin said that it is important for us to ensure that the official catalogs are correct.

ADJOURNMENT: Ms. Whitehead moved to adjourn at 3:25pm. Motion passed. Meeting adjourned.

Respectfully Submitted by

Leigh W. Cellucci
Secretary of the UCC