University Committee on Courses and Curricula

Meeting Minutes - September 24, 2013

In attendance were:

Kazim Akyuzlu, Adlai DePano, Tony French, Dan Harper, Florence Jumonville, Matt Moore, Carla Penz, Vincent Prior, Bill Sharpton

Not in attendance were:

AbdulRahman Alsamman, Jamie Blanch, Woohyun Cho, Edward Garcia, Janice Janz, Kevin Marti, Rajni Soharu, Richard Speaker, Cherie Trumbach

Welcome new committee members

Not all new committee members could attend meeting.

Elect new committee chair

It was the consensus of the committee that voting members confidentially submit their top two nominations for chair to Leslie Culver via email. Results will be brought back to the committee and discussed.

Committee charge (revisions needed)

The current charge references “chancellor” multiple times. The committee gave Leslie Culver permission to make revisions to these references.

UCCC procedure documents

It has come to our attention that it would be beneficial for faculty and staff to have access to written procedures for the course/curricula and new program proposal review processes. Leslie Culver drafted procedures, the former has been reviewed by the Provost, and the latter has been reviewed by the Provost and President’s office. Both procedure documents will be forwarded to the committee for review. Final, approved versions of each procedure will be disseminated and posted on Sharepoint with the UCCC forms.

Proposal review process and deadlines

The committee encountered difficulties with reviewing proposals via Sharepoint last spring. It was suggested that we consider using Drop Box or the S Drive. Leslie Culver will set up a Drop Box folder and disseminate that information to committee members. A first batch of proposals will be reviewed this way. Emailing proposals is the alternative method if we encounter difficulties.
New forms (revisions made)

Leslie Culver and Rajni Soharu made minor revisions to the forms over the summer, including the following changes:

1. All references to 4000/G courses deleted.
2. Fast Track form may be used for prerequisite/repeat course changes, signature section included for departments impacted by changes.
3. If substantial changes to a course, revised syllabus must be included with proposal.
4. Instructions now refer submissions to uccc@uno.edu inbox.

Form guidelines and definitions document

Leslie Culver and Rajni Soharu composed a document that includes form guidelines (which form to use for which purpose) and instructions for prerequisites/repeat limits/cross-listings. It was noted that 4000/G references were still included in this document and need to be changed. It was suggested that sample language for repeat course limits be included in this document.

University syllabus requirement document

An old syllabus requirement document has been revised and approved by the Provost. The document may be used by the committee when vetting add course proposals with syllabi. It was suggested that standard statements be included for academic integrity and accommodations for students with disabilities. The document will be forwarded to the committee for review. A final, approved version will be disseminated and posted on Sharepoint with the UCCC forms.

Catalog as evidence for SACSCOC reaffirmation

The catalog is a critical piece of evidence for our SACS compliance report to be submitted September 2014. A substantial clean-up effort is underway this academic year and revisions must be made by April/May 2014, so as to allow link building for the report over the summer. Meetings are being held with each academic department to ensure accurate information, student usability, UL System/BOR/SACS compliance, etc. Effective 2014-15, the following information will be included in the catalog and on the website:

1. Student learning outcomes
2. Degree requirements
3. Recommended 4 year plan of study

BOR undergraduate definitions

The Board of Regents defines the following terms at the undergraduate level: major, minor, option, concentration. Across all colleges, there has been some incorrect usage, which is now being corrected. It was suggested that these definitions be included in the “form guidelines and definitions” document.

Please note that Matt Moore presented a brief overview of the following topics – detailed descriptions of each will be made available soon.

Program and course CIP code changes

The RCM budget model makes Classification of Instructional Program codes extremely important. Over the summer, colleges were asked to review and update their codes. Special dispensation by the Board of Regents allowed us to establish new benchmarks effective on the 14th day of class this semester, thus allowing us to recoup money previously left on the table due to improper or, in some cases, lack of coding. These codes are required on add course/curriculum proposal forms, but historically have been populated by Academic Affairs. In the future, the department should submit a code and UCCC should vet it prior to implementation.

Degree audit

An electronic degree audit is being developed as a tool for students, advisors and faculty. This will allow individuals to view what degree requirements have been satisfied and what courses are still need in the academic program in which the student is enrolled. The degree audit is currently being piloted in COE, and is expected to be available to all colleges by December 2013. The degree audit will first be used by faculty and staff to ensure that it is functioning properly before rolling it out via WebSTAR to students. Tied to our ability to move forward is the Degree Requirements template currently being coordinated by the SACS Team and completed by departments.

Transition to 5000 level courses

UL System policy requires that 4000/G courses be changed to 5000 level courses. These changes has been made electronically for Spring registration. The colleges will need to review course descriptions and prerequisites to ensure accuracy and avoid redundancy. Around 800 courses are impacted, so Academic Affairs, Registrar’s office and this committee will coordinate a streamlined, bulk process to make these changes. This transition also requires syllabi changes.

Articulation issue
There is no established process (calendar, timeline, etc.) for articulation changes. Often, college advisors request changes, perhaps for the purpose of helping one or two students, which might be contrary to a prior decision to change the articulation from a different college. The result is that students taking the same course often have this work articulated differently, which impacts SAP for financial aid and degree completion. Academic Affairs has placed a temporary moratorium on changes requested by the college regarding articulation of transfer work. UCCC will be involved in determining policy and timeline, which will influence practice and procedure for correctly applying transfer work.

Degree policy*

Previously discussed and agreed (from both the UCCC as well as Deans) are the following:

There should not be more than 5 substitutions of coursework allowed for and Program of Study – meaning, no more than 5 substitutions of the prescribed courses to earn a particular Program may be taken by any student.

Waivers of degree requirements in a Program of Study must be supported by both the College and the Office of Academic Affairs.

The following are topics approved by the Deans:

No more than 10% of the courses in a Program of Study can be substituted (typically, in a 30 hour Major, this means one, three hour class).

No more than 20% of the courses in a Program of Study can be satisfied by transfer coursework (typically, in a 30 hour Major, this means no more than 2, three hour classes).

*There will be continued discussion, explanation and decisions related to these matters.

Demand analysis

Queries have been written to examine course offerings, permissions (overridden prerequisites, etc.), and outcomes.