

A regular meeting of the University Curriculum Committee was held on March 28, 2014, at 2:00 p.m.

Members present: Chair Carole Makela, Professors Bradley Goetz, Paul Mallette, Patrick Fitzhorn, Nancy Jianakoplos, Paul Meiman, Howard Ramsdell, Michelle Wilde, graduate representative Andrew Bondi, undergraduate representative Holly Houston for Sam Guinn, and Kathleen Pickering (ex-officio).

Absent: Steve Strauss.

Guests: Fiona Bright, Kelley Brundage, Petra Marlin, and Linda Selkirk.

Minutes

The minutes of March 14, 2014, were approved.

The new Curriculum website

Tom Hoehn announced the Curriculum and Catalog website has been updated and the new URL is curriculum.colostate.edu . He showed how users can search courses and programs to look up the status of courses under the Submissions and Minutes tab. Hoehn asked users to select the feedback tab to provide suggestions for further updates to the website.

Update on merger of Office of Curriculum and Catalog and Registrar's Office

Kathy Pickering and Carole Makela announced the move of the Curriculum and Catalog Office to the Registrar's Office. The unit will be managed by Andrea Russo in the Registrar's office who will integrate and streamline workflow processes from curricular forms to DARS. In addition, the Curriculum and Catalog Office will receive IT support to implement the new Curriculum and Catalog software.

Update on electronic curriculum and catalog software

Kathy Pickering announced we are moving forward with an RFP. Tom Hoehn and Fiona Bright are meeting with two vendors on Monday March 31, at the American Association of Collegiate Registrars and Admissions Officers, AACRAO, conference in Denver. We hope to have picked a vendor by the end of this fiscal year and implement the new software next year.

Revised College Board Advanced Placement Credit—catalog copy

Carole Makela announced the Faculty Council Executive Committee sent back the proposed Advanced Placement for Capstone Seminar and Capstone Research because it was not clear whether or not the reevaluation is being done by the same unit who did the initial evaluation. Carole Makela, Kathy Pickering, and Kelley Brundage are revising the text to clarify: 1) For courses in AP when there is a new /revised test, the Registrar's Office in consultation with the departments evaluate the exam to determine what score is appropriate for AP credit; 2) Capstone Seminar and Capstone Research will be given generic (not subject code identified) credit which can be appealed at the department to review the projects or papers. The decision made by the department will be final. The revised Special Action will be reviewed by the Executive Committee in time for May's Faculty Council meeting.

Undergraduate Certificates

UCC reviewed proposed Undergraduate Certificate General Catalog language. The committee agreed a certificate is defined as a directed academic qualification used to identify the successful completion of a focused area of study deemed important to a student's career objectives. A certificate is a minimum of 9 credits and a maximum of 15 credits. The proposing unit will need to indicate what majors, concentrations, minors and interdisciplinary minors may not be eligible to apply for the certificate. The proposed effective date, pending special action by Faculty Council effective date is Fall 2014.

Track III—proposal from CoSRGE

The committee discussed the revised Track III Graduate Bulletin language submitted by the Committee on Scholarship, Research and Graduate Education, CoSRGE. Questions were raised about when a student is considered a graduate student and possible impacts on undergraduate scholarships and graduate funding may have for the student. Carole Makela will take UCC concerns to the next CoSRGE meeting.

Course Levels

The committee was asked if course level definitions currently listed in the Handbook, Transcript, and General Catalog needed additional explanation. At this time the committee decided the current language is sufficient and does not need to be modified.

Prerequisites and Registration Restrictions

Prerequisites and course restrictions are currently combined in the prerequisite field of course proposal form. A proposal to separate prerequisites and restrictions into two fields on the course form was approved. Committee members agreed it would be clearer to students to define prerequisites as academic requirements for a course and restrictions are administrative requirements for the course. The committee agreed all Upper Division courses, 300-400 level, must have a prerequisite and/or a restriction. If the proposing unit wishes to waive this requirement, it's incumbent upon them to make a compelling case explaining why no prerequisite and/or restriction are included in the course proposal.

The committee approved changes to the Prerequisite section, page 11, of the Curricular Policies and Procedures Handbook. (Deletions are in ~~strikeout~~; additions are in underline.)

~~Most courses~~ Courses at the 300-400 level ~~should~~ must have a prerequisite and/or restriction. If the proposer wishes to waive this requirement, it's incumbent upon them to make a compelling case explaining why no prerequisite and/or restriction are included in the course proposal. Prerequisites are **required** for all courses numbered 500-799, except courses ending in the -84 to -99. Graduate courses normally should not have lower-division (100-200) courses as prerequisites

UCC role in existing programs being offered via DCE

Carole Makela reminded committee members at the 4/5/2013 UCC meeting, "...The UCC would not be involved in review or approval of the distance version of the program...." The Provost office is developing documentation for an abbreviated Phase I and II to address faculty workload, advising so there is not an undue burden on the department and that distance students will get the services they need in the distance degree program.

Phase 0, 1, 2 Update

Phase 0, 1, 2 documentation is being updated by Kathy Pickering, Carole Makela, and Kathy Duquoin. The revised documents should make the New Program Approval process clearer, more consistent, and remove redundancy. The Routing Path document is also being revised splitting out the graduate and undergraduate approval processes. Completion of the revised documents is expected this spring.

The meeting adjourned at 5:00 p.m.