

A regular meeting of the University Curriculum Committee was held on April 18, 2014, at 2:00 p.m.

Members present: Chair Carole Makela, Professors Bradley Goetz, Paul Mallette, Patrick Fitzhorn, Nancy Jianakoplos, Paul Meiman, Ed Delosh for Steve Strauss, Howard Ramsdell, Michelle Wilde, undergraduate representative Holly Houston for Sam Guinn.

Absent: Andrew Bondi, Kathleen Pickering.

Guests: Kelley Brundage, Linda Selkirk.

## Minutes

The minutes of April 11, 2014, were approved.

## New Location of the Curriculum and Catalog Office

Tom Hoehn announced the Office of Curriculum and Catalog have moved to 216-218 Student Services.

## Update on electronic curriculum and catalog software

Tom Hoehn announced the RFP process is underway and a vendor will be selected by the end of this fiscal year. He will inform UCC members when a vendor has been selected. UCC members will share the information with members of their college.

## Enrollment Status General Catalog Update

Requests to change sections of the *General Catalog* regarding enrollment status were approved. Subject to special action by Faculty Council, changes will appear in the upcoming edition for 2014-2015.

A request to up-date the Enrollment Status language in 2014-2015 General Catalog as approved. *Section 1.7, page 2, 2014-2015 General Catalog, Full-Time/Half-Time Enrollment Status section.*

## New Catalog Copy

### Enrollment Status

Enrollment status at CSU (full-time, three-quarter time, half-time, less-than-half time) is determined by the number of credits which the student has completed or is pursuing for the term in which the verification is requested. Credits from which the student has withdrawn or is auditing are not included. (The following schedule for enrollment status differs from the full-time/part-time schedule for tuition and fees. Groups such as Co-op programs may have a different definition of enrollment status and should be verified with the program. Details may be found at [www.registrar.colostate.edu/tuition-fees](http://www.registrar.colostate.edu/tuition-fees)). Credit requirements are as follows:

#### Fall/Spring Semesters:

Undergraduates	
Full-time	12 or more credits
Three-quarter time	9-11 credits
Half-time	6-8 credits
Less-than-half time	5 credits or less
Graduate Students	
Full-time	9 or more credits
Three-quarter time	7-8 credits
Half-time	5-6 credits
Less-than-half time	4 credits or less

#### Summer Session:

Undergraduates

Full-time	6 or more credits
Three-quarter time	5 credits
Half-time	3-4 credits
Less-than-half time	2 credits or less

Graduate Students

Full-time	5 or more credits
Three-quarter time	4 credits
Half-time	3 credits
Less-than-half time	2 credits or less

For verification of enrollment status go to [www.ramweb.colostate.edu](http://www.ramweb.colostate.edu) and click on “Enrollment Verification Certificate.” For more information, go to [www.registrar.colostate.edu/enrollment-verification](http://www.registrar.colostate.edu/enrollment-verification).

**RATIONALE:**

Recently, the U.S. Department of Education’s Federal Student Aid (FSA) office issued a Dear Colleague Letter (DCL) and an Electronic Announcement regarding changes they are making to the enrollment reporting process. One of the pending changes adds the ability to officially report the three-quarter time enrollment criteria. This has been an existing status for students on Federal Financial Aid and now is an available status for all students in reporting and will be officially reported via the National Student Clearinghouse as well as reflected on the students Enrollment Certificate.

This new category will help other student populations such as Veterans receiving Education Benefits (GI Bill), sponsored students, etc. who are allowed to receive money based on a three-quarter time status. Additionally, adding the existing definition of less-than-half time status will be more transparent to students as how their enrollment status is being reported to The National Student Clearinghouse.

Reference: <http://www.studentclearinghouse.org/colleges/files/EnrollmentReportingQ-A.pdf>

**Old Catalog Copy**

**Full-Time/Half-Time Enrollment Status**

Enrollment status (full-time, half-time) is determined by the number of credits which the student has completed or is pursuing for the term in which the verification is requested. Courses from which the student has withdrawn or is auditing are not included. (The following schedule for enrollment status differs from the full-time/part-time schedule for tuition and fees. Details may be found at [www.registrar.colostate.edu/tuition-fees](http://www.registrar.colostate.edu/tuition-fees) ) Credit requirements are as follows:

**Fall/Spring Semesters:**

Undergraduates	
Full-time	12 or more credits
Half-time	6-11 credits
Graduate Students	
Full-time	9 or more credits
Half-time	5-8 credits

**Deadline Dates for AY 2014-2015**

The UCC discussed proposal due dates for the upcoming 2014-2015 academic year. The committee suggested keeping the mid-December (2014) deadline date for Graduate programs and moving to the Fall 2014 deadline date to the first week of Spring Semester for Undergraduate programs and all courses. Tom Hoehn said he would have to discuss the feasibility of the change with the OCC staff and have a draft schedule at the next UCC meeting.

## Reserve Numbered Courses

UCC reviewed reserve numbered courses x80-x93 in the handbook. Discussion about grouped reserve numbered courses is listed below: (x being the level of the course):

### X80-X81 EXPERIMENTAL COURSES – No issues raised by UCC

### X82-X83 TRAVEL COURSES

Tom Hoehn proposed using x82 as the number for the first and second (experimental) offerings of travel courses. After the first two offerings when a permanent course is proposed it would be a regular number (x00-x79) and would have Travel in the title. Academic and administrative units could determine the experimental or permanent status of a course by the number and/or title

Questions were raised about the definition of U.S. Travel courses and if there needed to be a distinction between International and U.S. Travel reserve numbers. Members agreed we needed a clear definition of U.S. Travel. Tom Hoehn will check with Institutional Research to see if the reserve numbers need to remain separated for reporting purposes to the state.

### X84-X85 TEACHING COURSES

The committee agreed the definition of x85 needed to have teacher licensure inserted in the description of student teaching. The Reserve Course Definition/Description Section of the Handbook, was edited as follows:

-85                   STUDENT TEACHING – For students seeking teacher licensure certification who have completed appropriate departmental prerequisites. Under the supervision of faculty, ~~but~~ generally in an off-campus location in a public school.

### X86-X89 PRACTICUMS, INTERNSHIP, FIELD PLACEMENT AND COOPERATIVE EXPERIENCE

The committee agreed the definitions of Practicums, Internship, Field Placement, and Cooperative Experience reserve number courses need to be distinct with characteristics of each definition easily recognizable. Each department offering internships, practicums, field placement, or cooperative experiences must have prepared a handbook for each course. Tom Hoehn will check with Institutional Research to see how the reserve numbers are used when reporting to the state.

**X86 PRACTICUM** – Work-related educational experience under the direct supervision of a faculty member, providing a bridge experience between academia and industry/an agency/organization. A practicum has student learning objectives and requires students to attend regularly scheduled meetings. A minimum of 2 clock hours per week is required for each credit (minimum of 32 hours per credit for a semester).

**X87 INTERNSHIP** – Work oriented instruction coordinated by a faculty member. An internship is usually near end of a student's academic program and is usually unpaid. A handbook of Internships may be related to the student's program of study or may be used by students to explore career options outside of their major. A minimum of 3 clock hours per week is required for each credit (minimum of 48 hours per credit for a semester).

**x88 FIELD AFFILIATIONS OR FIELDS PLACEMENT** – Field placements require service or association and service with a professional organization necessary for the completion of a degree.

The committee agreed the term Field Affiliation should be struck effective immediately. The clock hour distribution is a minimum of 3 clock hours for one credit. The Reserve Course Definition/Description Section of the Handbook, was edited as follows:

- 88                    ~~AFFILIATIONS OR~~ FIELD PLACEMENT – Require service or association and ~~or~~ service with a professional organization necessary for the completion of a degree. (see Field Placement Courses)

X89 COOPERATIVE EXPERIENCE – The committee voted to change the title and redefine the reserve number, x89, from Unique-Titled Courses to Cooperative Experience. There are no Unique-Titled courses currently in ARIES which allows the reassignment of the reserve number to Cooperative Experience.

A Cooperative experience course is a “multi-semester work related experience, which is a paid position. When multiple semesters, the semesters need not be contiguous. The student is considered a full-time student, registering for one credit, for financial aid loan deferment purposes.”

Federal financial aid regulations allow an institution to define the work portion of a cooperative education program as full time enrollment if the amount of work performed is equivalent to the academic workload of a full-time student. The institution “must have a written policy stating what enrollment status the work portion of the co-op program is equivalent to. If it equals a full-time academic load, the co-op student is considered full-time regardless of how many credits are earned for the co-op work.” (2011-2012 Federal Student Aid Handbook Volume 1, Chapter 1)

The Reserve Course Definition/Description Section of the Handbook, was edited as follows:

- 89                    ~~UNIQUE TITLE (see Unique Title Courses, p. 27)~~  
COOPERATIVE EXPERIENCE A multi-semester, paid, work related activity specific to the student's major where the semesters are generally not contiguous.

X90-X91 WORKSHOPS – Courses are usually less than a semester long with topics changing from offering to offering. Most workshops are at the graduate level

X92-93 SEMINAR – The definition of seminar courses has become ambiguous due to the number of AUCC category 4 courses using the reserve numbers, yet may not fit the current definition of a seminar course. The Reserve Course Definition/Description Section of the Handbook, was edited as follows:

- 92 and -93           SEMINARS – ~~A~~ ~~Designated to allow students to engage in a~~ course ~~of study~~ under the guidance of faculty who meet regularly with ~~students~~ ~~them~~ for reports and discussions. Content ~~may vary, varies. All seminars carrying specific credits should be listed as other courses rather than as lecture courses.~~

The University recognizes two types of seminars at the graduate level. “Open” seminars (-92 and -93) are not content specific and may ~~not~~ address ~~varied content similar material~~ from term to term. The ~~seminary may~~ may be organized around the ongoing research of those enrolled, current research of ~~appropriate~~ faculty members, presentations by visiting scholars, reviews of the latest developments in the disciplines, or other targets of intellectual opportunity.

“Topical” seminars (non-reserved numbers) are advanced study experiences which deal with established learning objectives and content areas of the disciplines which are subject specific.

University Curriculum Committee  
April 18, 2014  
Page 5

The committee will continue review of reserve number courses (x94-x99) at a future meeting. The intent is to consolidate information on each of these for consistency and to provide single points of information on each reserve number.

The meeting adjourned at 4:30 p.m.

(FC) 5/2/14

Carole Makela, Chair  
Tom Hoehn, Secretary