

UNIVERSITY CURRICULUM COMMITTEE MINUTES

A regular meeting of the University Curriculum Committee was held on **April 12, 2019** at 2:00 p.m.

The meeting adjourned at 4:00 p.m.

Minutes

The minutes of April 5, 2019 were approved.

Consent Agenda

None.

Please note: Approved curriculum changes are summarized below. Additional details may be viewed in the Curriculum Management (CIM) system by clicking on the hyperlinked course number or program title below. Once a course proposal is approved to the “Curriculum Liaison Specialist - hold for FC approval” queue in the CIM workflow, the course should be available to be added to the Class Schedule in ARIES/Banner (contingent on the effective term approved by UCC and Scheduling deadlines).

Exception Requests for Third Experimental Course Offering			
Course #	Course Title	Notes	Effective Term
BZ 481A3	Marine Mammology	1 st offering: Fall 2015 (13 students); Fall 2017: 14 students). Permanent course proposal in workflow: BZ 488	Fall 2019

New ‘Second’ Concentration in International Business		
Program Title	Notes	Effective Term
Major in Business Administration, Accounting Concentration With International Business Concentration	The International Business Concentration may only be completed in combination with one of the existing BUSA-BS concentrations.	Fall 2019
Major in Business Administration, Finance Concentration, Corporate Finance Option With International Business Concentration		
Major in Business Administration, Finance Concentration, Investment Analysis Option With International Business Concentration		
Major in Business Administration, Finance Concentration, Real Estate Finance Option With International Business Concentration		
Major in Business Administration, Financial Planning Concentration With International Business Concentration		
Major in Business Administration, Human Resource Management Concentration With International Business Concentration		
Major in Business Administration, Information Systems Concentration With International Business Concentration		
Major in Business Administration, Marketing Concentration With International Business Concentration		
Major in Business Administration, Organization and Innovation Management Concentration With International Business Concentration		
Major in Business Administration, Real Estate Concentration With International Business Concentration		
Major in Business Administration, Supply Chain Management Concentration With International Business Concentration		

Other Business	
Topic	Notes
Study Abroad Curricular Policy	<p>The proposed edits to pages 25-29 in the UCC Curricular Policies and Procedures Handbook were prepared by UCC in consultation with the Office of International Programs and the Office of the Registrar.</p> <p>‘Tracked changes’ version comparing the 2007 policy to the proposed 2019 policy is listed below.</p>

SEMESTER/YEAR STUDY/EDUCATION ABROAD EXPERIENCES/PROGRAMS

Objectives

International education is an important part of the mission of ~~Colorado State University~~. CSU. The University maintains programs to contribute to interpersonal, intercultural, and international understanding. ~~Study Education~~ Abroad at Colorado State University is one such program which CSU encourages its students to undertake a semester or full academic year of study, research, internships, service learning, or other education opportunities outside the United States to broaden their perspectives and increase their awareness and understanding of other cultures and international issues. ~~The semester and year study abroad programs under direct supervision of Colorado State faculty have been conducted for several years and have been successful in accomplishing these objectives~~ These learning opportunities are offered during the semester(s), summer, and university breaks to meet the academic needs and varied schedules of students, faculty, and staff. The benefits of education abroad experiences, considered a High Impact Practice (HIP), extend beyond personal growth, but contribute to a better-informed and civil society. A rich body of research connects the value of HIPs to students’ academic growth and ability to graduate at higher rates. An education abroad creates added benefits to the curriculum offered on campus by improving and enhancing a student’s academic experience through engaged learning in a host country - in and out of the classroom environment.

Guidelines and Procedures

Definitions

Education Abroad Experience/Program – This refers to an individual course or set of courses that are taught abroad by CSU faculty or staff members or by a host institution. These can range from 1 week to 1 year abroad and can offer CSU credits or transfer credits. The term “Program” refers to the more comprehensive international experience, which includes courses, housing, engagement with the host culture, excursions, risk management, social support, etc. Included in these experiences/programs are:

- Direct Enrollment, Exchange, or other transfer credit courses/programs abroad – This refers to a more traditional model of “study abroad”, which typically involves a short-term, semester, or year abroad at a host institution. Students receive transfer credits from the host institution or through a School of Record, which is evaluated for transfer credit equivalencies first by the Office of the Registrar and then, as needed, by the academic department prior to departure. This is also the part of a larger Education Abroad Experience/Program.
- CSU Courses Offered Abroad – These refer to CSU courses developed by departments and vetted through all curriculum committee levels, which are taught by CSU faculty or qualified staff. These courses are integrated into a larger Education Abroad Experience/Program. Most of the following guidelines refer to the approval process for offering CSU courses abroad.

GUIDELINES AND PROCEDURES FOR CSU COURSES OFFERED ABROAD

The following guidelines and procedures ~~are provided to aid college and University~~ College Curriculum Committees and the UCC in reviewing the requests for ~~these programs~~. CSU courses offered abroad.

Initial Considerations for all Education Abroad

Any ~~Colorado State~~ CSU course which involves travel to another country for more than one student participating in the same set of experiences is a study abroad course. **All** study abroad courses, both permanent and provisional, require approval by the Office of International Programs (OIP) for nonacademic aspects each time the course is offered.

Any CSU faculty or staff member may initiate a ~~semester or year long~~ an education abroad program of study abroad by first submitting the ~~study course and~~ program overview to the Department, College unit, and OIP for approval. The nonacademic elements of the program, especially points related to risk management, must ~~then~~ be reviewed by ~~the Office of International Programs~~ OIP before submission ~~to~~ through the ~~college curriculum committee~~ Curriculum Management System (CIM) for ~~evaluation~~ of the educational merit of the ~~course~~ CSU courses. Faculty members should explore how the acceptance of credits will apply toward a student’s degree requirements prior to departmental approval. The program leader must act in accordance with professional ethics and responsibilities as described in the Academic Faculty and Administrative Professional Manual of CSU.

Courses offered abroad for unique and individual cases (e.g. Practicum (-86), Internship (-87), Independent Study (-94 and -95), or Research (-98))

Please refer to the UCC Curricular Policies and Procedures Handbook. These courses would not be transcribed as “Study Abroad”. However, all students traveling abroad for academic reasons must register their travel with the OIP and will receive international

insurance coverage as well as current health and safety information. All university employees should encourage students to visit the OIP to reduce potential risks and harm to students as well as liabilities for the institution and its employees. The following procedures and guidelines have been adopted for requesting CSU courses offered abroad:

MECHANISM FOR COURSE OFFERING, ACCEPTANCE OF CREDITS, AND GRADES

Courses may be offered through CSU or the participating host institution. CSU courses that have been successfully offered for credit at least once may be resubmitted to UCC for permanent course consideration.

~~Students on Financial Aid~~ General qualifications of a faculty director should include: interest in international education, familiarity with the language and culture of the host country (if appropriate), ability to work with undergraduates, and some organizational skills. The faculty director will be responsible for proposing a management plan, including provisions for the organization, administration, and on-site direction of the program. Furthermore, the faculty director must act in accordance with professional ethics and responsibilities as described in the *Academic Faculty and Administrative Professional Manual* of Colorado State University.

CSU students who are eligible for financial aid may receive it while participating in approved, credit-bearing education abroad programs. All students have the opportunity to apply for additional financial aid. Students should work with the Office of Financial Aid to confirm eligibility.

Course Evaluation

At the completion of an education abroad program, the OIP will solicit written evaluations from the participating students, program leader, and possibly the representatives of the host institution/program provider. These evaluations will be used in the development of future courses and experiences/programs and will be available for review by interested parties within the University.

Mechanism for Approval of Study CSU Courses Offered Abroad Programs

A. No courses will be advertised until they are approved by the UCC.

A. The Office of International Programs OIP shall not process student applications for any *Education Abroad Experience/Program* until all courses offered are approved by UCC. Education Abroad Experience/Programs (which is not a Program of Study) may be advertised prior to all courses being approved, but language should note that the course(s) is (are) still pending approval.

B. Faculty members interested in proposing a new course(s) should consult with their department and OIP to gather the following support and documents:

1. The OIP will initially review and approve the nonacademic aspects of the course and prepare a statement indicating which unit on campus at ~~Colorado State~~ CSU will assume responsibility for overall administration of the education abroad experience/program. Program administration will include: arrangements of the flight, ground accommodations, classroom facilities, registration of students, handling of finances, medical insurance, orientation, and trouble-shooting, both before departure and while the program is underway.
2. Course ~~requests/proposals~~ will ~~then~~ also be discussed and submitted to the unit's department and college curriculum committee. In addition to standard University forms/committees through the Curriculum Management System (CIM) for course approval/consideration. Prior to submission, the following additional information must be ~~provided~~ addressed:
 - a. A ~~statement of approval~~ Approval by the unit's ~~director~~ leadership indicating the unit's commitment to the proposed program and arrangements for assuming teaching/advising responsibilities of the faculty on leave.
 - b. A description of the ~~program (courses/course (course content, lectures, seminars, tours). This must include a statement of instructional excursions, contact hours). Consideration of learning~~ objectives and methods, credits ~~allowed~~, and the manner of evaluation of students' performance based on the existing grading system.

The ~~extent~~ following documents must be attached to the CIM course proposal for all CSU courses taught abroad:

1. A budget that identifies the program and ~~manner~~ tuition costs, the amount of ~~participation~~ remuneration for the program instruction, amount of ~~Colorado State~~ remuneration for the faculty member(s) and students in the educational program of the host institution.

1. ~~The~~ the minimum number of students required to ~~conduct~~ offer the ~~program~~ course.

2. ~~The Office of International Programs report concerning the nonacademic~~ A letter of support from the OIP referencing the review of the non-academic aspects of the program.

B. Proponents should provide examples of comparable programs as models upon which the proposed program is based or they should explain how the proposed program differs from existing or previously offered programs.

C. Requests for semester/year programs must be submitted for college curriculum committee, UCC, and FC approval in time for inclusion in the applicable class schedule(s) prior to registration.

Mechanism for Course Offering, Acceptance of Credits, and Grades

~~Courses may be offered through Colorado State or the participating host institution. Courses that have been successfully offered for credit at least twice may be changed to permanent status upon application to the UCC from the department chair. Courses to be offered through the Division of Continuing Education as well as courses to be offered in cooperation description with the Colorado Association of International Education or with other educational institutions are subject to these procedures and guidelines.~~

~~Acceptance of credits towards a student's major requirement should receive prior departmental approval.~~

~~Students on Financial Aid~~

~~Colorado State students who are eligible for financial aid may receive it while participating in approved semester/year study abroad programs.~~

~~Course Evaluation~~

~~At the completion of the study abroad program, the Office of International Programs will solicit written evaluations from the participating students, faculty director, and representative of the host institution. These evaluations will be used in the development of future programs and will be available for review by interested parties within the University.~~

TRAVEL COURSES

Colorado State University recognizes that off-campus travel experiences may, for some students, be an important supplement to their educational experience. Off-campus travel experiences under direct supervision of Colorado State faculty may be made available to students for course credit. These experiences differ from already existing off-campus travel associated with field trips. Any Colorado State University course which involves travel to another country for more than one student participating in the same set of experiences is a travel abroad course. **All** travel abroad courses, both permanent and experimental, require approval by the Office of International Programs for nonacademic aspects **each time** the course is offered. Courses numbered -82 require approval by the UCC each time they are offered.

Experiences that are **custom designed for an individual student** for which Colorado State University gives academic credit, e.g., internship or independent study, where the student makes travel and other arrangements do not need the approval of the Office of International Programs. However, **it is strongly recommended** that the student check with the Office of International Programs to get current safety, travel, and health information. Faculty should encourage students to visit the Office of International Programs to determine the student's liability when traveling abroad.

3. Although not typically conducted as most classroom courses, the travel experiences referred to here would conform to the same academic criteria of established instructional objectives, appropriate instructional exposure associated with the travel itinerary, and a plan for evaluation converted to conventional grades/contact hours (online, in-person, including hours before, during, and/or after), and syllabus.

The following procedures and guidelines have been adopted for requesting off-campus travel experiences:

Travel Provisional CSU Courses Offered Abroad (-82, -83)

The following procedures apply for all subject codes except SA, Study Abroad: (e.g. SA 482, SA 682):

A. Travel courses New CSU courses offered abroad shall be referred to as Provisional CSU Courses Offered Abroad (i.e. Study Abroad) and shall be designated by the number -82 for travel abroad and -83 for U.S. travel. Travel experiences may be offered.

B. Courses numbered -82 require approval by the UCC **each time** they are offered.

C. CSU courses offered abroad are available at the 100 through 500/600 levels. Credit allowed for travel experience is limited to Refer to course levels section in this handbook. The specific course number and subtopic letter will be assigned by the Office of the Registrar.

D. CSU courses offered abroad should be labeled as "Study Abroad Course Topic in Location" such as "Study Abroad Natural Resource Management in Tanzania". If there are more than 45 characters in the title, the subtopic line could include the location or other course descriptors.

E. An initial offering could be proposed as a permanent course if the purpose is to add a new location for an existing CSU course offered abroad.

A-F. Best practices recommend that international experiences complete approximately one credit per calendar (~~seven-day~~) week (**40 hours**), so that students have time to a maximum of five process and reflect upon their learning. Additional credits- **A maximum of one additional credit (as defined for standard courses)** may be allowed for class lectures and assignments, including readings, projects, or any other related academic endeavor before and/or after the travel. Thus, ~~the maximum number of credits a student can earn for a travel course is six credits. Special study credit may not be given in conjunction with travel courses~~ See Guidelines for Contact Hours outlined below.

A. Until attaining permanent status, requests for courses involving off-campus travel experiences must be submitted to the UCC on the standard form (Request for New Course/Major or Minor Change in Course Traditional) for requesting new courses **each time the course is to be offered**. If the course is being offered for a third time the offering unit may apply for permanent status (see Permanent Travel Courses below). The following additional information must be attached to the course request form:

- ~~1. Detailed description of the travel experience including a tentative itinerary~~
- ~~2. Specific requirements for the travel course (required readings, projects, reports, journals, etc.)~~
- ~~3. Statement of instructional objectives~~
- ~~4. Statement regarding number of credits to be earned and grading procedures~~
- ~~5. Student's costs and financial arrangements (refunds, cancellation policy, dates for payment, etc.)~~
- ~~6. Source and amount of remuneration for the faculty member(s)~~
- ~~7. Minimum number of students required to conduct the course and final date for course cancellation~~
- ~~8. Statement from the Office of International Programs indicating its review of the nonacademic aspects of the travel course. (This should be secured prior to presenting the proposed course to the college curriculum committee.)~~

~~B. Each time a unit plans to offer a travel course the Office of International Programs must review the nonacademic aspects of the plans prior to submitting the course request to the unit's college curriculum committee. The UCC must approve the travel course prior to the release of any publicity. Copy for any brochures advertising travel courses must be submitted to and approved by Curriculum and Catalog Administration before they are submitted to the printer.~~

~~B.G. Requests for off-campus travel study abroad courses must be submitted in a timely manner based on the schedule provided by International Programs, Registrar's Office, and the UCC to allow for college curriculum committee, UCC, and FC approval in time for inclusion in the class schedule prior to registration for the term involved.~~

~~C.H. Off-campus travel Study Abroad courses (unless they have permanent status) will not be listed in the General Catalog but will be included on the student's academic record.~~

~~C. Faculty members in charge of travel courses are responsible for informing student participants of the importance of having accident, death, dismemberment, and other insurance to cover the various contingencies involved in travel. Information on individual travel insurance may be obtained through the Colorado State Insurance Office.~~

~~D.I. Courses to be offered through the Division of Continuing Education as well as courses to be offered in cooperation with the Colorado Association of International Education CSU Online or with another educational institution are subject to these policies and procedures.~~

~~J. An initial offering could be proposed as a permanent course if the course is intended to meet All-University Core Curriculum (AUCC) requirements. Department and College support is required prior to submission in CIM.~~

~~K. Students may not use the same study abroad course offered abroad to satisfy multiple AUCC categories/requirements. Education Abroad participants receiving at least **three** credits abroad in one course will satisfy AUCC category 3E: Diversity and Global Awareness.~~

Permanent ~~Travel~~ CSU Courses Offered Abroad

A. ~~Instructors of travel CSU courses offered abroad~~ that have been successfully offered at least ~~two times~~ once may request permanent status ~~for their course.~~ A successfully offered course is one that has been offered at least once during ~~two of~~ the last ~~five~~ four years in essentially the same format and in which students have earned ~~Colorado State credit~~ CSU credit. A course cannot be considered for approval as a permanent course if it has not been successfully offered at least once for credit. Please note the exceptions for new locations and new AUCC courses noted above under Provisional CSU Courses Offered Abroad, points E and J.

B. A permanent ~~status travel study abroad~~ course must use "Travel Study Abroad" ~~or "U.S. Travel"~~ @: Course Topic in the title-Location".

C. To apply for permanent status, a unit ~~need only~~ must complete the ~~information under Travel~~ requirements for Study Abroad Courses, ~~item B, and~~ use an available number (-00 to -79) within the course subject code, ~~and document when the course was offered during the last five years and the number of students who received Colorado State credit. (instead of -82).~~

D. ~~If the~~ As with any CSU course, departments should submit changes to learning objectives, itinerary, credit, tour length, or credits, title, location, and other key facets are altered, appropriate course substantive changes must be submitted through CIM to the UCC.

E. Each time a permanent ~~travel~~ course is offered abroad the ~~Office of International Programs~~ OIP must review the nonacademic aspects of the plans prior to ~~the release of any publicity. Copy for any brochures advertising travel courses must be submitted and~~

~~approved by Curriculum and Catalog Administration before they are submitted to the printer, accepting students and making binding financial commitments.~~

~~A. — Faculty members in charge of travel courses are responsible for informing student participants of the importance of having accident, death, dismemberment, and other insurance to cover the various contingencies involved in travel. Information on individual travel insurance may be obtained through the Colorado State Insurance Office.~~

F. Permanent ~~travel~~ courses offered abroad will be listed in the General Catalog and will be included on the student's academic record.

Noncredit Travel Courses

A. Noncredit travel courses are to be approved each time they are offered by the initiating department or administrative unit and then reviewed by the Office of International Programs OIP. ~~The faculty curricular committees do not need to review non-credit experiences abroad.~~

~~Noncredit travel~~ Guidelines for Contact Hours

Federal Department of Education definition of a "credit hour" for all courses:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- 1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- 2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

Colorado Department of Higher Education (CDHE) guidelines:

Institutionally defined but must then be submitted to the Provost/Senior Vice President for consideration and approval comparable with credit hour limits at other institutions nationally. Institutions must have written institutional policies and must keep records documenting programs offering study abroad and how the number of credits [sic] hours awarded was determined.

Minutes approved by the University Curriculum Committee on 4/19/19.

Brad Goetz, Chair
Shelly Ellerby and Susan Horan, Curriculum & Catalog