Undergraduate Curriculum Council (UCC)
September 2, 2021 – 3:00-5:00 p.m. via Zoom

AGENDA

A. PRELIMINARIES
   Attendance – Pre-notified Absences:
   Guests:

1. Announcements:
   a. Welcome to new members: Ines Jindra (CAL); Ben Bolin (Library); Randi Kress (COSE); Shanna O'Conner (PHARM); Margaret Johnson (ex-officio Academic Affairs); Laura McKenzie (Registrar, filling in this week only for Sarah Mead, who will be taking Chris Hunt’s place on UCC this year)

2. Minutes for April 8, 2021 and April 22, 2021 were approved via email last spring.

3. Report from the Executive Committee:
   a. Chris Hunt has left ISU; his position is currently open
   b. Change Memos – update
   c. Guest for Sept. 9 meeting: Ann Hackert from Office of Assessment
   d. UCC Proposal priority deadline: Sept. 20, 2021

4. Information from Academic Affairs:

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update – met Tuesday, Aug. 31
   b. BAS Committee update

6. Information from the Chair:
   a. UCC 101 – refresher on what UCC does, proposal form and process, UCC reps’ responsibilities, etc.
      1) UCC’s website: www.isu.edu/ucc
      2) AY2022-23 UCC Proposal Request Tracking Sheet
   b. Learning Outcomes required on the proposal form

7. Information from the Faculty Senate and other Councils:
   a. Faculty Senate met Monday, August 30
   b. Academic Standards Council – meets September 17
      1) use of professional credits in an undergraduate degree: Affects UCC 2022-23 Proposal-020 COH Create BSHS Pharmacotherapy Concentration – see Chris Hunt’s notes in Part D

8. Other related information or questions:

B. INFORMATION ITEMS –
1. **DENIED** by Idaho Career Technical Education (IDCTE) this summer:  
   a. [UCC 2022-23 Proposal #14](https://example.com) from **Business & Support Services: Paralegal Studies** to create new, online, Microcertifications in Paralegal Studies, available for each course listed. *Letter of Notification #2021-LON-07*  
      IDCTE determined the proposal does not fit the clarified definition for microcertifications. The department is reconsidering its options.

2. Last week SBOE approved changes to **Policy III.G.** governing the program proposal process. A new ‘Short Form Proposal’ is required for program components (minors, emphases, concentrations, certificates under 30 credits, etc.) requiring approval by OSBE’s Executive Director, rather than Letters of Notification. Details on the changes will be provided later.

C. **CONSENT CALENDAR** – none this week

D. **UNFINISHED BUSINESS** – none this week

E. “**PARKING LOT**” – **proposals and other items awaiting resolution** – none this week

F. **NEW BUSINESS** – none this week

G. **FUTURE BUSINESS:**

1. **Interdisciplinary programs**: How to deal with faculty oversight of curriculum


3. **Catalog Format Review Subcommittee** – placeholder; deferred until Fall 2021  
   [Undergraduate Catalog Update Process and Timeline](#)  
   Create a subcommittee to review the catalog format and usage with an eye to suggesting potential changes. Subcommittee should include reps from UCC, Grad Council, Registrar’s Office, Academic Affairs, and Marketing.

4. **Course and Program Duplication** – placeholder; deferred until Fall 2021?  
   Create a working group to develop written guidance on what constitutes duplication of courses and programs. Include Academic Affairs and Faculty Senate in the discussion. Consider ways of alleviating competition and encourage collaboration among programs. Student headcount in majors and programs is an important metric in measuring program health, but what should happen when a program uses many courses from another department in their programs?

5. **UCC’s Role in Program Prioritization** – placeholder; awaiting Faculty Senate’s direction  
   UCC has purview over courses and curriculum

6. **Impact Response Timeline**  
   Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC

7. **Potential Revisions to UCC’s Bylaws**

H. **ADJOURNMENT:**