

Undergraduate Curriculum Council
January 21, 2016 – 3:00-5:00 p.m. in Rendezvous 301
Volume XXXII, Meeting 1 (18-1)
Minutes – Approved by Curriculum Council on February 4, 2016; Accepted by Academic Affairs on March 1, 2016

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Jennifer Briggs, Beth Guryan (telecom), Mary Hofle (chair), Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, Mike McCurry, Karen Portillo, Justin Thorpe

Ex-Officio: JoAnn Hertz, Chris Hunt

Admin. Asst: Catherine Read

1b. Excused: Bob Houghton; Margaret Johnson, Emily White

Absent: Corey Zink

1c. Guests: Jim Skidmore (GERC Vice Chair)

2. Council approved its Minutes from **December 3, 2015**.

3. Report from the Executive Committee: did not meet

4. Information from Academic Affairs: no report

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC):

GERC discussed ramifications of gen ed (and other) courses being offered through Student Success Center as part of the Bengal Bridge Program. GERC is very supportive of the Bridge Program, but departments were concerned there may be some quality control issues on which GERC and/or UCC might want to consider weighing in. Hertz explained the purpose of the Bridge Program is to teach academic skills and certain gen ed courses to at-risk students at a reduced rate (as set by the SBOE). Departments were not being informed when courses with their prefix were being taught, did not know the instructors teaching those courses, nor the scheduling of those courses, yet the departments are responsible for ensuring the quality of all courses offered under their prefix.

b. Bachelor of Applied Science Committee (BAS): no report.

6. Information from the Chair:

Hofle reported the Institutional Effectiveness task forces have not met recently; the last versions of the Mission Statement and Core Themes she saw did have some of the suggested changes included. Catherine confirmed Selena Grace had provided Faculty Senate with the final versions that were sent to the State Board for approval.

7. Information from the Faculty Senate and other Councils:

Faculty Senate has reestablished the Academic Standards Committee as a subcommittee of the Senate, and sent out a call for colleges to select their representatives. Hertz expressed interest in being an ex-officio member of that committee. The Senate meets again Monday, January 25, and will discuss the several proposed Information Technology policies with General Counsel and Randy Gaines, Chief Information Officer.

8. Other related information or questions:

Bob Houghton has been appointed Interim Chair of his department, so cannot continue serving as UCC's liaison with GERC. Need a volunteer to fill that role. There are lots of changes at the state level occurring that both GERC and UCC need to be aware of, discuss, and coordinate on.

Karen Portillo, Justin Thorpe, and Mary Hofle volunteered to attend GERC meetings to replace Bob Houghton; they will coordinate a rotation schedule between them.

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS

Curriculum, Course and Program Changes Proposed: none

Confirmed that all the Withdrawn proposals from last year are fully dead, and will not be resurrected.

1. Proposal Process Recap and Discussion – what worked, what didn't, what changes should be made for next cycle?
 - Delay between Proposal Request submission and blank Proposal being generated is an issue. On the other hand, POs waiting until the very last minute to request a proposal is the real cause of delay.
 - September 20 deadline is firm for any proposal to be considered for that catalog year.
 - Hofle is writing another letter she will send out to deans and chairs in another week or two, urging early proposal submissions. She will give UCC members a chance to review and comment.
 - All program change proposals that require Northwest Accreditor approval must be submitted in the spring.
2. Plan for Spring Semester

Hunt suggested UCC not make major changes to the process and the form, allow time for departments to settle into this new format. The information flow was much smoother this year than it has been in the past, and problems were worked out in advance, which eliminated many delays and headaches. Hofle suggested specifying in the instructions exactly what font colors to use for strikeouts and underline editing.

Welcome to Beth Guryan in Meridian, filling in for Elizabeth Morgan this semester. Members were encouraged to contact her and help her get up to speed on the process and what she will be expected to do.

E. NEW BUSINESS

1. Solicit nominations for next year's UCC officers: Chair, Vice Chair, Executive Secretary

Chair: Justin Thorpe was nominated and accepted, pending his re-election to the council.

Vice Chair: Bob Houghton was nominated and accepted, pending his re-election to the council.

Secretary: Spencer Jardine was nominated and accepted.

Council elected the above panel to their respective positions.

Next meeting: February 4, 2016.

F. ADJOURNMENT: 4:00 p.m.

Undergraduate Curriculum Council

February 4, 2016 – 3:00-5:00 p.m. in Rendezvous 301

Volume XXXII, Meeting 2 (18-2)

Minutes – *Approved by Curriculum Council on February 18, 2016; Accepted by Academic Affairs on March 1, 2016*

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Jennifer Briggs, Mary Hofle (chair), Bob Houghton, Spencer Jardine, James Lai, Steve Maclure, Mike McCurry, Karen Portillo, Justin Thorpe

Ex-Officio: JoAnn Hertz, Chris Hunt, Margaret Johnson

Admin. Asst: Catherine Read

1b. Excused: Beth Guryan, Thomas Kloss; Emily White, Corey Zink

1c. Guests: none

2. Council approved its Minutes from **January 21, 2016** with a minor correction.

3. Report from the Executive Committee:

A new UCC email account has been created to help Catherine manage UCC's correspondence and work. From now on, please direct **ALL** UCC business to: uccmail@isu.edu.

4. Information from Academic Affairs:

State of Idaho has signed an MOU to participate in the pilot Interstate Passport Program to allow students to transfer their fully completed gen ed program courses in the Passport program across state lines in the western region. The Passport Program has developed their own nine Learning Outcomes and Competency areas. ISU will have to review their general ed courses and compile a list of their courses that meet the Passport outcomes.. Andy Holland has agreed to represent ISU in these discussions. He, Sandi Shropshire, and Jim Skidmore (GERC's incoming chair and vice chair) will be attending training sessions on this. In a separate deal, there are discussions about offering in-state tuition rates to students in surrounding states in an effort to increase enrollment.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC):

GERC discussed departments' concerns regarding gen ed courses offered through the Bengal Bridge Program, and issued a formal statement affirming departmental oversight responsibilities of courses listed under their prefixes. Departments are working on establishing Memorandums of Understanding with the Student Success Center. GERC also considered and denied a request to waive gen ed credit requirements for Engineering programs, recognizing that some programs must require more than 120 credits. GERC will be revisiting ISU's institutional discretionary Objectives 7, 8, and 9 with an eye to possibly combining two of them, or requiring 6 credits from two of the three, or finding ways to help programs and students meet gen ed. SBOE policy requires gen ed courses to be open to all students, so allowing upper division courses in gen ed programs could be problematic; it would be up to the institution to show it has a very good reason to include upper division courses. The Passport Program will only count lower division courses as gen eds.

b. Bachelor of Applied Science Committee (BAS):

Council accepted the BAS Committee's Minutes from **October 30, 2015**

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

Faculty Senate has created task forces with faculty volunteers to revise and update five faculty-related policies this semester: Promotion and Tenure, Five-Year Review, Sabbaticals, Faculty

Ethics and Academic Freedom. Colleges are in the process of selecting their representatives to serve on the newly re-established Academic Standards Committee, which will be convened and start their work by March.

8. Other related information or questions:

a. CurricUNET course and program workflow management software -- not discussed; this has already been taken care of

b. Possible UCC bylaws change, or catalog policy? limit of 30 business credits for non-business majors.

Bob Houghton explained that College of Business accreditors require a formal statement limiting the number of business credits that can be counted for non-business majors must be included somewhere in an official document. The section of the catalog where it had resided was recently rewritten by Faculty Senate and the Registrar's Office, and the statement no longer fit there. Council voted to have Houghton and Hunt take a few minutes and come up with a policy statement and category title to put in the Other Policies section of the catalog for UCC to approve as the curricular policy end of this proposed catalog change. They presented the following heading and paragraph for council's consideration and discussion:

AboutISU section

Program Accreditation Requirements

Current and future programs not offered by the College of Business may include no more than ¼ of ISU minimum credit requirements for a baccalaureate degree from classes offered by the College of Business.

Council unanimously **approved** the above statement as an addition to the AboutISU section of the Undergraduate catalog, subject to the approval of the relevant bodies with purview over this section of the catalog. Hunt will contact Selena Grace in Academic Affairs to make sure this is acceptable, and will also inform Senator David Blakeman, in case this has any influence on Senate's consideration. This statement might also be included on UCC's website and proposal instructions.

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS

1. Proposal Process Recap and Discussion – what worked, what didn't, what changes should be made for next cycle?

Council decided to require all proposal changes be made using **red font** with **strike-out** for deletions, and **underline** for all additions to text. The proposal form template and proposal instructions will be posted as Google Docs for members to suggest more changes for next time.

2. Plan for Spring Semester

E. NEW BUSINESS

Next meeting is February 18, 2016

F. ADJOURNMENT: 4:42 p.m.

Undergraduate Curriculum Council

February 18, 2016 – 3:00-5:00 p.m. in Rendezvous 301

Volume XXXI, Meeting 3 (18-3)

Minutes – Approved by Curriculum Council on April 7, 2016; Accepted by Academic Affairs on June 7, 2016

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Jennifer Briggs, Mary Hofle (chair), Beth Guryan (telecom), Spencer Jardine, James Lai, Steve Maclure, Mike McCurry, Karen Portillo, Justin Thorpe

Ex-Officio: JoAnn Hertz (telephone), Chris Hunt, Margaret Johnson, Emily White

Admin. Asst: Catherine Read

1b. Excused: Bob Houghton, Thomas Kloss; Corey Zink

1c. Guests: Jim Skidmore

2. Council unanimously approved its Minutes from **February 4, 2016**

3. Report from the Executive Committee: did not meet, no report

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC):

1) Final Gen Ed Course List for 2017-18 Undergraduate Catalog

Council requested clarification regarding whether ENGL 1101 had been approved for Objective 1: Written Communication.

2) Skidmore reported GERC is working through all the assessment plans it has received, and is hoping to have approved assessment plans for each gen ed course for implementation this fall. Also starting this fall departments submit their annual summaries of their assessment activities. reports this fall. GERC is developing guidelines for those annual reports.

b. Bachelor of Applied Science Committee (BAS):

Council accepted BAS Committee Minutes from **December 11, 2015**

6. Information from the Chair:

Reminder that UCC now has its own email address to be used for all UCC business:

uccmail@isu.edu

7. Information from the Faculty Senate and other Councils:

Faculty Senate meets this coming Monday.

8. Other related information or questions:

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS

1. Curriculum, Course and Program Changes Proposals – none received yet
2. Proposal Form and Instructions
 - a. Proposal Form

Members made additional edits, but decided against making major changes to minimize confusion since the form and process were still relatively new. Council voted to **approve** the final version of the **Proposal Form** ([Appendix A](#)) for immediate implementation.
 - b. Proposal Request Form

Council reviewed the revised **Proposal Request Form**, made additional edits, and **approved** the final version for immediate implementation. ([Appendix B](#))
 - c. Proposal Instructions

Council briefly discussed the instructions and suggested changes. Hofle agreed to rewrite the instructions for the council to consider next week.
3. 2017-18 Proposal Tracking Sheet – are all proposals listed real and active?

Members gave status reports for each of the pending proposals and the **Tracking Sheet** was updated accordingly.

E. NEW BUSINESS -- none

F. ADJOURNMENT: 5:03 p.m.

APPENDIX A

UNDERGRADUATE CURRICULUM CATALOG CHANGE PROPOSAL

revised and approved by UCC on February 18, 2016

**PLEASE SEE UNDERGRADUATE CURRICULUM CHANGE PROPOSAL INSTRUCTIONS DOCUMENT
BEFORE PROCEEDING (<http://www.isu.edu/ucc/proposalinfo.shtml>)**

For UCC's use only:

Proposal No.	#	UCC Decision		Date:	
UCC Catalog Year	2017-18	Provost Decision		Date:	
State Proposal?		State Decision		Date:	
Gen Ed course?		GERC Decision		Date:	
Graduate catalog?					
UCC Rec'd Date:		Processed Date:		UCC Agenda	
UCC Description:					
Catalog Editors: Course changes?		Curriculum Changes?			

Proposal must be **complete** and submitted to UCC by **September 20**. Work with your UCC Rep as you complete this form. Once completed, your UCC Rep will sign off and submit the completed proposal to UCC for consideration. The Recording Secretary must receive a separate copy of **only** the signature page with original signatures. Do **not** use or embed electronic signatures in the proposal. A Curriculum Council Proposal is required for **all** undergraduate curriculum and/or course changes.

Check proposal status [HERE](#).

PROPOSAL APPROVALS: (To be completed by the Proposal Originator)

Proposal Title:	
College:	
Department:	
Proposal Originator (PO):	
Email:	
Phone:	

Approval Required	Signature	Date
UCC Representative:		
Department Chair / Program Director:		
Dean or Designee:		
Is a Gen Ed proposal required? (See Part B: Course Changes)	Separate Gen Ed Proposal submitted to GERC?	
State Proposal or Letter Required? (See Part D Impact section under the SIS impact response.)	State Proposal submitted to Academic Affairs?	
Is a Graduate catalog proposal required?	Graduate catalog proposal submitted to Graduate Council?	

Click on links below to go to relevant section:

[Part A: Curriculum Proposal Overview](#)

[Part B: Course Change\(s\)](#) (PROPOSED COURSE CHANGES)

[Part C: Program \(Course of Study\) Change\(s\)](#) (PROPOSED CATALOG COPY - make changes here)

[Current Catalog Copy](#) (Do not edit this section)

[Part D: Infrastructure Impacts](#) (Solicit impact statements)

Part A: Curriculum Proposal Overview

The Curriculum Proposal Overview serves to summarize and briefly explain the purpose of the curriculum. To ensure the department faculty have discussed and are in favor of the proposed changes, details of the vote count must be included.

If any proposed changes affect a **new or existing General Education course**, a **separate proposal** must be sent to the General Education Requirements Committee (GERC) **for review and approval**. Instructions and General Education proposal forms can be found on the GERC website: <http://www.isu.edu/gened/>. **UCC will not review proposals until GERC makes its determination.**

If any proposed changes affect the **Graduate Catalog**, a separate Graduate proposal must be submitted to Graduate Council. The appropriate proposal form can be found on the Graduate Council's website: http://www.isu.edu/graduate/faculty_staff.shtml

Overview of Proposed Changes	
Summary of Proposed Changes (What types of changes are being made?)	
What was your faculty's vote on this matter? (Include the date and numbers of yes/no/abstain votes, plus N=eligible faculty)	

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Part B: Course Change(s)

Please show all proposed changes in **red font** using strike-out for **deletions**; and underline for **new text** to clearly show the changes you want made in the catalog.

Please see the instructions for Field Definitions when filling out these tables. (<http://www.isu.edu/ucc/proposalinfo.shtml>)

- 1. To propose a change to an existing course**, list one course change/addition PER TABLE, copying and repeating the table for additional courses. Use the "changes" column to list only changes in the course. If no "changes" in that particular part of a course, leave that box blank.

NOTE: Changing a course's number should be reflected as **dropping** the existing course (B.2) and **adding** a new course with a new number, (B.3).

FIELD	CURRENT	CHANGES
Subject Code (mandatory):		
Course Number (mandatory):		
Short Course Title: (30 character max, including spaces; no punctuation)		
Long Course Title:		
Credit Hours:		
Contact Hours:		
Default Grading Mode:		
Available Grading Modes:		
Repeatability: (yes or no; if yes, max credits or number of repeats.)		
Course Description (include Pre/Co-reqs both here and in the Requisite Statement box below to help the catalog editor):		
Requisite Statement:		
Minimum Required Grade for Pre-and/or Co-reqs:		
Registration Restrictions:		
Equivalencies:		
Fulfills General Education Objective:		
Terms Offered:		
Rationale for Change:		

2. To propose a new course, include this table. List one new course PER TABLE, copying and repeating the table for additional course additions. All sections must be complete.

FIELD	PROPOSED NEW COURSE INFO
Subject Code:	
Course Number:	
Short Course Title: (30 character max, including spaces; no punctuation)	
Long Course Title:	
Credit Hours:	
Contact Hours:	
Default Grading Mode:	
Available Grading Modes:	
Repeatability: (yes or no; if yes, max credits or number of repeats.)	

Course Description (include Pre/Co-reqs both here and in the Requisite Statement box below to help the catalog editor):	
Requisite Statement:	
Minimum Required Grade for Pre-and/or Co-reqs:	
Registration Restrictions:	
Equivalencies:	
Fulfills General Education Objective:	
Terms Offered:	
Rationale:	

3. To delete a course, use this table. List one deleted course PER TABLE, copying and repeating the table for additional course deletions. All sections must be complete.

Please remember that deleting a course means that it will be **dropped from the catalog** and **cannot be offered again** without an additional curriculum proposal. As such, the department should ensure that any existing students either do not need this course or other options will be given. Do not use this option if you are taking a course out of your curriculum or program of study. Include a **teach-out plan** for courses being eliminated that are used in programs in previous catalog years.

FIELD	DELETED COURSE INFO
Subject Code:	
Course Number:	
Short Course Title:	
Is this course a Pre-Req, Co-Req or Equivalent to any other course(s)? List all the impacted courses to ensure they get updated as well.	
Rationale:	

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Part C: Program (Course of Study) Change(s)

Please see the instructions when filling out this section.
(<http://www.isu.edu/ucc/proposalinfo.shtml>)

In this part, describe program changes (text and/or program of study listings) that affect catalog copy on the **Programs tab** and the **Plans of Study tab** in the online Undergraduate Catalog (<http://coursecat.isu.edu/>). Include this section when curriculum proposal changes include additions, deletions, and/or edits of existing catalog copy for a program, major, minor, emphasis, concentration, admission requirements, or any other

curriculum change. **Include only the information from the Programs tab** (and **Plans of Study** tab, where applicable) **in the online catalog.** All changes to course listings should be included in Part B.

1. What is the rationale for these program changes?

2. New Proposed Catalog Copy ***ENTER CHANGES
HERE*******

Clearly show all changes **in red font** from the original using strike-out for **deletions**; and **underline** for **new text** to show the exact changes you want made in the catalog.

If the proposed changes will affect the College of Education, the affected catalog text is listed below. Please contact the College of Education.

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3. List all the places in the catalog that are affected by these changes:

For all course changes, perform a search of the **PDF catalog** to find all other programs or locations that use or reference the affected courses. From coursecat.isu.edu/undergraduate, click on **Print Options** and select **Download a PDF of the current Undergraduate Catalog**. Once the PDF file loads, hold down the **Control** key and press the **F** key to open a search box. Type in the course(s) you wish to search for. Each location in the catalog will be highlighted individually. In the space below, type the page number and course affected to ensure the changes are made throughout the catalog.

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4. Current Catalog Copy DO NOT MAKE CHANGES TO THIS SECTION

(Please note, the Catalog copy included below is a working document and may include changes from other proposals that have been previously submitted. However, these proposed changes may not yet be fully approved.)

TEST
TEST
TEST
TEST

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Part D: Infrastructure Impacts

Infrastructure Impact:

The Proposal Originator (PO) must complete all impact section questionnaires in Part D. Then, the PO must **email the link to the Google Doc proposal** to all infrastructure support services listed, even if there is no anticipated impact. Use the following as the **subject line** for the email, “**Infrastructure Review Request – [proposal name].**”

**Please copy and paste this link into your email requesting impact statements:
(Catalog Editor will insert the appropriate sharing link here.)**

Each impacted infrastructure support service will respond, and that response statement and any actions taken as a result of that response must be included in the proposal prior to submission.

It is expected that any major impacts be addressed, resolved, and documented below **before** the proposal is submitted to the UCC representative for his or her signature.

Required Impacts:

Infrastructure Unit	Email address	Proposal Sent For Impact (yes/no)	Impact Response Received (yes/no)
University Library	libmpact@isu.edu		
Information Technology Services	gainrand@isu.edu		
Central Academic Advising	hertjoan@isu.edu		
College of Technology Advising	zinkcore@isu.edu		
College of Education Advising	websjami@isu.edu		
Student Information Systems (SIS)	reginfo@isu.edu		
Gen Ed Requirements Committee (GERC) if Gen Ed course(s) are affected	hollandr@isu.edu AND gercmail@isu.edu		
Other University Departments/Units (as necessary)			

1. University Library Questionnaire email the link to the Google Doc proposal to Sandra Shropshire (libmpact@isu.edu)

TO BE COMPLETED BY PROPOSAL ORIGINATOR:

	Yes	No
Will students be required to use the Library’s existing electronic resources? (NOTE: this includes Google Scholar)		
Will students be required to use the Library’s existing print resources?		
Will students need to make use of library services in Pocatello?		
Will students need to make use of library services in Idaho Falls?		
Will students need to make use of library services in Meridian?		
Are there elements of writing, research or similar types of work expected in this class/program that would suggest the need for a one-, two-, or more, class period library instruction session by one of the library’s instructors? Please provide details, if so. (Note: there are Library instructors in		

Pocatello, Idaho Falls and Meridian.)		
Are there changes of any type in Library collection or services that are recommended in conjunction with this proposal?		

TO BE COMPLETED BY UNIVERSITY LIBRARY REPRESENTATIVE (PO cut and paste from Library Representative e-mail):

Does the Library anticipate that its services and collection at present can support this change?

2. Information Technology Services Questionnaire email the link to the Google Doc proposal to Randy Gaines (gainrand@isu.edu)

TO BE COMPLETED BY PROPOSAL ORIGINATOR:

	YES	NO
1a. All changes involve existing courses and do not change any existing support requirements.		
1b. These changes involve only rearrangement of courses in our curriculum and do not change any existing support requirements		

If you answered **YES** to either 1a or 1b, there is no need to continue. You still must, however, send the proposal to IT services for their approval.

	YES	NO
Will your program or course be taught outside of Pocatello?		
If Yes, then, what room scheduling, technology services, and/or library resource needs will your course or program have at that location?		
Will access to student computer labs be necessary?		
If yes, will any specific software be needed?		
Will any type of distance learning be needed?		
Identify location(s), if applicable, and type of distance learning needed (video, online, Moodle, etc.):		
Identify specific classroom support needs (projector, computer, internet connectivity, etc.): internet connectivity, projector, instructor provides own computer		
Will ITS support be needed for server, installation, maintenance, backup, etc.?		
Identify any other ITS hardware needs, and connectivity/bandwidth needs such as wireless and phones: Educational Technology Services (Video Classroom Network, Web Conferencing, Moodle, etc.)		
How many students are expected per semester?		
What is your anticipated scheduling of courses using this technology?		
Will you be installing your own video conferencing systems to deliver this course?		
Will you use Moodle to administer your course (syllabus, gradebook, etc.)?		
Will you use Moodle to reduce seat-time required in your course?		
Will you use Moodle to be fully online with no seat-time required?		
Will you use streaming video, audio enhanced PowerPoints, Podcasts, or		

other Rich Media, or Web 2.0 technologies--beyond text and web pages either in the LMS or outside of the LMS?		
Is Webconferencing required to deliver this course?		
Are there other technology needs related to instruction that will be required to deliver this course?		

TO BE COMPLETED BY ITS REPRESENTATIVE (PO cut and paste from e-mail from ITS Representative):

Does ITS anticipate that it can support this change?

3. Advising Questionnaire email the link to the Google Doc proposal to JoAnn Hertz (hertjoan@isu.edu) AND to Corey Zink (zinkcore@isu.edu) AND to Jamie Webster (websjami@isu.edu)

TO BE COMPLETED BY PROPOSAL ORIGINATOR (PO):

	YES	NO
Is the catalog copy accurate and clear from your advising perspective?		
Have course changes and new courses been reviewed to identify possible inconsistencies with other program requirements?		
Are course credits correct? Is terminology up to date? Are credit sums correct?		
Are course descriptions complete (i.e. General Education fulfillment identified; which semester(s) course offered; pre/co requisites identified)?		

TO BE COMPLETED BY ADVISING REPRESENTATIVES (PO cut and paste from e-mail from Advising Representatives):

- a) Does Academic Advising have any academic concerns with the proposal?
- b) Does CoTech Advising have any academic concerns with the proposal?
- c) Does College of Education Advising have any academic concerns with the proposal?

4. Student Information Systems (SIS) (Registrar) Questionnaire email the link to the Google Doc proposal to Registrar's Office (reginfo@isu.edu) No questionnaire required, just submit copy of proposal. Use the following format for the email subject line: **Infrastructure Review Request** with some **brief unit identifier/description** to help track the proposal.

TO BE COMPLETED BY SIS REPRESENTATIVE (PO cut and paste from e-mail from SIS Representative):

- a) Will a State Proposal or Letter be required? (Specify which, please)
- b) Does SIS anticipate that it can support this change?

c) Is a Teach-out Plan required? If so, the Registrar’s Office will contact the PO to work out how to accommodate students using prior catalog years.

5. General Education (GERC) Questionnaire

TO BE COMPLETED BY PROPOSAL ORIGINATOR:

	YES	NO
1. Are any changes proposed to current General Education courses? (See the list of Gen Ed courses posted on the Gen Ed Requirements website: http://www.isu.edu/gened/)		
2. Are any NEW Gen Ed courses being proposed?		

If you answered NO to both 1 and 2: there is no need to submit anything to GERC (General Education Requirements Committee)

If you answered YES to 1: You must submit this completed proposal and a written explanation of the proposed changes for **each** of the existing Gen Ed courses to GERC (General Education Requirements Committee) for their review and approval. If GERC determines the change(s) to be substantive, they may require a new Gen Ed proposal be submitted.)

If you answered YES to 2: You must submit a Gen Ed Proposal for **each** proposed new Gen Ed course to GERC (General Education Requirements Committee) for their review and approval. The Gen Ed Proposal Form(s) can be found on the GERC website: <http://www.isu.edu/gened/>

Email Gen Ed related proposals to Andy Holland (hollandr@isu.edu) AND to gercmail@isu.edu

6. Other University Departments email the link to the Google Doc proposal to the chairs of all departments that might be impacted by this proposal, with a request for review and response. A department is considered “impacted” if any changes in curriculum utilize courses offered by other departments, or if the changed courses are used by other departments in their program(s) of study. **Please complete a search of the downloadable .PDF of the current undergraduate catalog to find all impacted departments.**

TO BE COMPLETED BY PROPOSAL ORIGINATOR:

Department(s) Impacted	Describe Impact:

The PO must submit a response from each impacted department.

TO BE COMPLETED BY IMPACTED DEPARTMENT(S) (PO cut and paste from e-mail from Department Representative)

Does your department, _____ NAME _____, anticipate that it can support this change?

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APPENDIX B

Undergraduate Proposal Request Form for the 2017-18 Catalog

Use this form to initiate a request to make curricular and/or course changes to the Undergraduate Catalog. Within 3 - 5 business days, you will be sent a link to an Undergraduate Catalog Curriculum Change form in Google Docs via email. You will indicate your proposed changes to the catalog in this Google Doc.

Please communicate with your Undergraduate Curriculum Council (UCC) Representative as Proposal Originators (POs) are urged to work closely with their UCC unit representative in the development of proposals. Additional information about the entire process for creating and submitting proposals to the UCC can be found on their website:

<http://www2.isu.edu/ucc/generalinfo.shtml>.

FOR QUESTIONS ABOUT NON-CURRICULAR CHANGES TO THE CATALOG, such as updates to the Overview and Faculty tabs, please contact the Undergraduate Catalog Editor at ugcat@isu.edu.

Your username (**uccmail@isu.edu**) will be recorded when you submit this form. Not **uccmail**? [Sign out](#)

* Required

College *

Select the college from which the proposal originates.

- CAL
- COB
- COE
- COSE
- DHS
- COT
- Other:

Dept. or Program *

Select the department or program from which the proposal originates. DEPARTMENTS ARE GROUPED TOGETHER BY COLLEGE.

- CAL (all)
- ACAD
- ANTH
- ART
- CMP

- ENGL/PHIL
- Gen Studies
- GS&Lang
- HIST
- IMNH
- LLIB
- MilSci
- MUSIC
- THEA/DANC
- PoliSci
- PSYC
- COB (all)
- ACCT
- ECON
- FIN
- GEN BUS
- INFO
- MGT
- MKTG
- COE (all)
- TES
- CFS
- SPED
- SS&PE
- OLP
- DHS (all)
- BSHS
- PHARM
- COUN
- NTD
- EMGT
- FSA
- HCA
- HE
- MLS
- Paramedic Sci
- RS
- NURS

- DENT
- IDEP
- PAS
- CMP
- PTOT
- COSE (all)
- BIOL
- CHEM
- CS
- CE
- ME
- GEOL
- Math/Stat
- PHYS/NE/HPHY/EE
- COT (all)
- Business Tech
- ESTEC
- General Ed
- Technical Dept
- Health Occ. Dept.
- Trade & Industrial Dept
- Other:

Proposal Title *

Succinct, descriptive title for proposal; not more than 1-2 lines

Proposal Originator (PO) *

Name of person creating the proposal (The PO is the person who will be contacted if a need for clarification about the proposal arises.)

PO's Phone # *

PO's Preferred Email Address *

PO's BengalWeb Username *

The username used when logging in to BengalWeb (An account under this username will be set up for the PO in the eCatalog so that the proposed changes can be reviewed before catalog publication.)

Name of UCC Rep for your college *

A list of current UCC members can be found at: <http://www2.isu.edu/ucc/members.shtml>

Sections of eCatalog Impacted *

BRIEFLY state which sections of your departmental pages (i.e., the Admissions, Programs, Plans of Study, and Courses tabs) you are changing.

Does your proposal include any changes to courses (i.e., information on the COURSES tab of the eCatalog)? See examples: *

e.g., deletion or addition of courses in Banner, changes to course name or description, pre- and coreqs, number of credit hours, grading method, when course is offered, course equivalencies, etc.

- YES
- NO

Do proposed course changes affect any courses used to satisfy General Education Objectives?

Information about courses that are currently used to satisfy General Education Objectives can be found at: <http://coursecat.isu.edu/undergraduate/academicinformation/generaleducation/>.

For information about creating a new General Education Objective course, go to: <http://www2.isu.edu/gened/>.

- YES
- NO
- N/A

Are changes to curricula being proposed (i.e., information on the ADMISSIONS, PROGRAMS, or PLANS OF STUDY tabs of the eCatalog)? *

e.g., degrees, emphases, lists of required courses, etc. (Please note that the addition or deletion of programs may require additional approval from the Idaho State Board of Education and possibly the NWCCU before those catalog changes can be published.)

- YES
- NO

Will anyone else need editing abilities for this proposal?

If so, enter their name, BengalWeb username (4x4), and phone number in the box below:



In which catalog year do you want these changes to take effect? *

Completed proposals must be submitted to the UCC no later than SEPTEMBER 20th, 2016 for consideration for the 2017-18 Catalog.

Send me a copy of my responses.

Never submit passwords through Google Forms. 100%: You made it.

Undergraduate Curriculum Council
February 25, 2016 – 3:00-5:00 p.m. in Rendezvous 301
Volume XXXII, Meeting 4 (18-4)
Minutes – Approved by Curriculum Council on April 7, 2016; Accepted by Academic Affairs on June 7, 2016

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Jennifer Briggs, Mary Hofle (chair), Bob Houghton, Beth Guryan (telecom), Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, Mike McCurry, Karen Portillo, Justin Thorpe

Ex-Officio: JoAnn Hertz

Admin. Asst: Catherine Read

1b. Excused: Chris Hunt, Margaret Johnson, Emily White, Corey Zink

1c. Guests: none

2. Minutes from **February 18, 2016** – deferred

3. Report from the Executive Committee: did not meet

4. Information from Academic Affairs:

Provost has approved Faculty Senate's proposed 2016-17 catalog changes: **Second Degrees, Majors & Minors**, and is currently reviewing proposed changes to **Degree Credit Requirements** section.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC):

1. Council approved the updated **Final Gen Ed Course List** for the 2016-17 Undergraduate Catalog ([Appendix A](#))

One unanswered dilemma remains: under the old Gen Ed Goals HONS 1101 and HONS 1102 originally fulfilled 3 of the 12 Gen Ed Goals. With the change to GEM Objectives, HONS 1101 fulfilled Objective 1 and HONS 1102 fulfilled Objective 4, which took care of 2 out of 6 GEM Objectives. Now that the State requires 6 credits for Objective 1, HONS 1101 is only 3 credits, so no longer fulfills Objective 1 by itself. One way of potentially solving the problem would be to require ENGL 1101 as a prerequisite for HONS 1101. Students can fulfill ENGL 1101 through high scores on ACT, SAT and COMPASS exams. The Honors Program will need to address this problem.

2. Council accepted GERC's Minutes from **November 10, 2015, December 8, 2015** and **January 12, 2016**

b. Bachelor of Applied Science Committee (BAS): no report

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

1. Faculty Senate ratified several Academic Standard Committee members on Monday; still missing faculty reps from Business and Science & Engineering. The committee's first meeting will be scheduled soon.

2. Faculty Senate's 2016-17 catalog change recommendations were sent to Academic Affairs for consideration:

- **Resident Credits** (revised),
 - **Catalog Requirements/Certificates, Grade Requirements** (revised)
3. Two of Senate's Policy task forces have finished their drafts for Senators to consider:
Five Year Review and **Academic Freedom** policies

8. Other related information or questions:

Hofle asked members to check in with their constituent POs to see where they are in completing their proposals.

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR – none

D. UNFINISHED BUSINESS

1. Curriculum, Course and Program Changes Proposals: none received yet

2. Proposal Instructions – website revisions

Members discussed conceptual ideas on how the instructions should appear on the council's website. Hofle will rewrite the instructions based on the suggestions made for council to consider next time.

Council subsequently voted to **approve** the website revisions via email vote on March 4, 2016 ([Appendix B](#))

E. NEW BUSINESS – none

F. ADJOURNMENT: 4:05 p.m.

APPENDIX A

General Education

(as revised and approved by GERC via email on Dec. 11, 2015 -- for the 2016-17 Catalog)

Additional revisions approved by GERC on January 12, 2016

Final edition with all changes Approved by GERC on February 23, 2016

Approved by UCC on February 25, 2016 -- with note that Honors Program needs to address how HONS 1101 and HONS 1102 fit in with, and satisfy, SBOE-mandated Objectives.

The General Education Program

The General Education program at Idaho State University prepares students to be life-long, independent learners and active, culturally aware participants in diverse local, national, and global communities. As the foundation for all further studies, General Education promotes comprehensive literacy - including effective communication, mathematical, and technological skills; reasoning and creativity; and information literacy - and a broad knowledge base in the liberal arts.

General Skills and Abilities

Through completing the General Education program, students will be able to:

- Communicate effectively and clearly in standard written and spoken language;
- Use mathematical language and quantitative reasoning effectively;
- Think logically, critically, and creatively; and
- Locate relevant sources and use them critically and responsibly.

General Education Requirements: The Nine Objectives

All students must complete a minimum of 36 credits from the nine Core Objective areas as outlined below. All students must meet Objectives 1 through 6, Objective 9 and choose to meet either Objective 7 or 8.

If a student does not meet the minimum credits required (36) once all 9 Core Objective areas have been met, the student must complete additional coursework from any of the outlined Core Objective areas to meet the 36 credit minimum.

Objective 1, Written Communication:

Minimum of ~~one~~ two (~~1~~ 2) courses. (~~3~~ 6 credits)

Upon completion of ~~a~~ the courses in this category, students are able to demonstrate the following competencies:

- Use flexible writing process strategies to generate, develop, revise, edit, and proofread texts.
- Adopt strategies and genre appropriate to the rhetorical situation.
- Use inquiry-based strategies to conduct research that explores multiple and diverse ideas and perspectives, appropriate to the rhetorical context.

- Use rhetorically appropriate strategies to evaluate, represent, and respond to the ideas and research of others.
- Address readers' biases and assumptions with well-developed evidence-based reasoning.
- Use appropriate conventions for integrating, citing, and documenting source material as well as for surface-level language and style.
- **Read, interpret, and communicate key concepts in writing and rhetoric.**

Courses that satisfy Objective 1:

<u>ENGL 1101</u>	<u>English Composition</u>	3
<u>ENGL 1102</u>	Critical Reading and Writing ¹	3
<u>HONS 1101</u>	Honors Humanities I ¹	3

¹ Must obtain a minimum grade of C- or better.

Objective 2, Oral Communication:

Minimum of one (1) course. (2 credits minimum)

Upon completion of a course in this category, students are able to demonstrate at least five (5) of the following competencies.

- Research, discover, and develop information resources and structure verbal messages to increase knowledge and understanding.
- Research, discover, and develop evidence-based reasoning and persuasive appeals for influencing attitudes, values, beliefs, or behaviors.
- Understand interpersonal rules, roles, and strategies in varied contexts.
- Effectively listen and adapt verbal messages to the personal, ideological, and emotional perspectives of the audience.
- Employ effective verbal and nonverbal behaviors that support communication goals.
- Effectively recognize and critically evaluate the reasoning, evidence, and communication strategies of self and others.

One course satisfies the objective:

<u>COMM 1101</u>	Principles of Speech	3
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Objective 3, Mathematical Ways of Knowing:

Minimum of one (1) course. (3 credits)

Upon completion of a course in this category, a student is able to demonstrate the following competencies.

- Read, interpret, and communicate mathematical concepts.
- Represent and interpret information/data.

- Select, execute and explain appropriate strategies/procedures when solving mathematical problems.
- Apply quantitative reasoning to draw and support appropriate conclusions.

Courses that satisfy Objective 3:

MATH 1123	Mathematics in Modern Society	3
MATH 1127	The Language of Mathematics	3
MATH 1130	Finite Mathematics	3
MATH 1153	Introduction to Statistics	3
MATH 1160	Applied Calculus	3
MATH 1170	Calculus I	4
MATH 2256	Structure of Arithmetic for Elementary School Teachers	3
MATH 2257	Structure of Geometry and Probability for Elementary School Teachers	3
MGT 2216	Business Statistics	3
RCET 1372	Calculus for Advanced Electronics	4
TGE 1140	<u>Survey of Applied Mathematics</u>	

For further information about mathematics prerequisites and placement, see [Placement in Mathematics](#).

Objective 4, Humanistic and Artistic Ways of Knowing:

Minimum of two (2) courses. (6 credits.) Courses must be selected from **two different categories**: Humanities, Fine Arts, or Foreign Language.

Upon completion of a course in this category, students are able to demonstrate at least five (5) of the following competencies.

- Recognize and describe humanistic, historical, or artistic works within problems and patterns of the human experience.
- Distinguish and apply terminologies, methodologies, processes, epistemologies, and traditions specific to the discipline(s).
- Perceive and understand formal, conceptual, and technical elements specific to the discipline.
- Analyze, evaluate, and interpret texts, objects, events, or ideas in their cultural, intellectual or historical contexts.
- Interpret artistic and/or humanistic works through the creation of art or performance.
- Develop critical perspectives or arguments about the subject matter, grounded in evidence-based analysis.
- Demonstrate self-reflection, intellectual elasticity, widened perspective, and respect for diverse viewpoints.

Courses that satisfy Objective 4:

Humanities

ENGL 1110	Introduction to Literature	3
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ENGL 1115	Major Themes in Literature	3
ENGL 1126	Art of Film I	3
ENGL 2257	Survey of World Literature I Beginnings through 16th Century	3
ENGL 2258	Survey of World Literature II 17th Century to Present	3
HONS 1102	Honors Humanities II	3
PHIL 1101	Introduction to Philosophy	3
PHIL 1103	Introduction to Ethics	3
TGE 1257	Applied Ethics in Technology	3

Fine Arts

ART 1100	Introduction to Art	3
ART 1101	Survey of Art History I	3
ART 1102	Survey of Art History II	3
ART 2210/CMP 2250	History and Appreciation of Photography	3
DANC 1105	Survey of Dance	3
DANC 2205	Dance in the Modern Era	3
MUSC 1100	Introduction to Music	3
MUSC 1106	American Music	3
MUSC 1108	The World of Music	4
MUSC 1109	Survey of Jazz	3
THEA 1101	Survey of Theatre	3

Foreign Languages

ANTH/SHOS 1101	Elementary Shoshoni I	4
ANTH/SHOS 1102	Elementary Shoshoni II	4
ARBC 1101	Elementary Arabic I	4
ARBC 1102	Elementary Arabic II	4
CHNS 1101	Elementary Chinese I	4
CHNS 1102	Elementary Chinese II	4
CSD 1151	American Sign Language I	3
CSD 1152	American Sign Language II	3
FREN 1101	Elementary French I	4
FREN 1102	Elementary French II	4
GERM 1101	Elementary German I	4
GERM 1102	Elementary German II	4
JAPN 1101	Elementary Japanese I	4
JAPN 1102	Elementary Japanese II	4
LANG 1101	Elementary Foreign Language I	4
LANG 1102	Elementary Foreign Language II	4
LATN 1101	Elementary Latin I	4

LATN 1102	Elementary Latin II	4
RUSS 1101	Elementary Russian I	4
RUSS 1102	Elementary Russian II	4
SPAN 1101	Elementary Spanish I	4
SPAN 1102	Elementary Spanish II	4

Objective 5, Scientific Ways of Knowing:

Minimum of two (2) lecture courses and one (1) laboratory. (7 credits) Courses must be selected from **two different course prefixes**.

Upon completion of a course in this category, a student is able to demonstrate at least four (4) of the following competencies.

- Apply foundational knowledge and models of a natural or physical science to analyze and/or predict phenomena.
- Understand the scientific method and apply scientific reasoning to critically evaluate arguments.
- Interpret and communicate scientific information via written, spoken and/or visual representations.
- Describe the relevance of specific scientific principles to the human experience.
- Form and test a hypothesis in the laboratory or field using discipline-specific tools and techniques for data collection and/or analysis.

Courses that satisfy Objective 5:

BIOL 1100 & 1100L	Concepts Biology Human Concerns and Concepts Biology Human Concerns Lab (designed for non-science, non-health related majors) ^L	4
BIOL 1101 & 1101L	Biology I and Biology I Lab (designed for students preparing for majors in science, pre-medical fields, and health related professions) ^L	4
CHEM 1100	Architecture of Matter ^L	4
CHEM 1101	Introduction to General Chemistry	3
CHEM 1102 & CHEM 1103	Introduction to Organic and Biochemistry and Introduction to General Organic and Biochemistry Laboratory ^L	4
CHEM 1111 & 1111L	General Chemistry I and General Chemistry I Lab ^L	5
CHEM 1112 & 1112L	General Chemistry II and General Chemistry II Lab ^L	4
GEOL 1100 & 1100L	The Dynamic Earth and The Dynamic Earth Lab (this is the lab for students in Geoscience majors) ^L	4
GEOL 1101 & 1101L	Physical Geology and Physical Geology Lab ^L	4
GEOL 1110	Physical Geology for Scientists Laboratory ^L	1
NTD 2239	Nutrition	3

PHYS 1100	Essentials of Physics ^L	4
PHYS 1101 & 1101L	Elements of Physics and Elements of Physics Laboratory ^L	4
PHYS 1111	General Physics	3
PHYS 1112	General Physics II	3
PHYS 1113	General Physics I Laboratory ^L	1
PHYS 1114	General Physics II Laboratory ^L	1
PHYS 1152	Descriptive Astronomy	3
PHYS 1153	Descriptive Astronomy Laboratory ^L	1
PHYS 2211	Engineering Physics I	4
PHYS 2212	Engineering Physics II	4
PHYS 2213	Engineering Physics I Laboratory ^L	1
PHYS 2214	Engineering Physics II Laboratory ^L	1

L Courses with an L notation will apply to Objective 5 as a Laboratory Experience

GEOL 1115 and 1115L taken prior to Fall 2013 may also be used toward Objective 5.

Objective 6, Social and Behavioral Ways of Knowing:

Minimum of two (2) courses. (6 credits) Courses must be selected from **two different course prefixes**.

Upon completion of a course in this category, students are able to demonstrate at least four (4) of the following competencies.

- Demonstrate knowledge of the theoretical and conceptual frameworks of a particular Social Science discipline.
- Develop an understanding of self and the world by examining the dynamic interaction of individuals, groups, and societies as they shape and are shaped by history, culture, institutions, and ideas.
- Utilize Social Science approaches, such as research methods, inquiry, or problem-solving, to examine the variety of perspectives about human experiences.
- Evaluate how reasoning, history, or culture informs and guides individual, civic, or global decisions.
- Understand and appreciate similarities and differences among and between individuals, cultures, or societies across space and time.

Courses satisfying Objective 6:

ANTH 1100	General Anthropology	3
ECON 1100	Economic Issues	3
ECON 2201	Principles of Macroeconomics	3
ECON 2202	Principles of Microeconomics	3
EDUC 1110	Education and Schooling in the U.S.	3
HIST 1101	Foundations of Europe	3

HIST 1102	Modern Europe	3
HIST 1111	US History I to 1865	3
HIST 1112	US History II 1865 to present	3
IS 2203	Introduction to International Organizations	3
POLS 1101	Introduction to United States Government	3
PSYC 1101	Introduction to General Psychology	3
SOC 1101	Introduction to Sociology	3
SOC 1102	Social Problems	3
TGE 1150	<u>Applied Social Sciences in the Workplace</u>	

Objective 7, Critical Thinking:

Minimum of one (1) course from either Objective 7 or Objective 8. (3 credits)

Critical thinking is defined as the ability to think analytically, critically, creatively, and reflectively to make informed and logical judgements, draw reasoned and meaningful conclusions, and apply ideas to new contexts. Courses satisfying this Objective must include active learning.

Upon completion of a course in this category, students are able to demonstrate the following competencies.

- Formulate/frame problems and analyze how others do so;
- Recognize and apply appropriate practices for analyzing ambiguous problems;
- Identify and apply relevant information for problem solving;
- Create, analyze, and evaluate/interpret diverse perspectives and solutions;
- Establish a reasoned framework for drawing conclusions and/or recommending solutions;
and
- Effectively articulate the results of a thinking process.

Courses satisfying Objective 7:

ANTH/ENGL/LANG 1107	Nature of Language	3
CS 1181	Computer Science and Programming I	3
CMP 2205	<u>Argumentation</u>	
GEOL 1107	<u>Real Monsters</u>	
HIST 1118	US History and Culture	3
HIST 1120	Global History Since 1500	3
INFO 1181	Informatics and Programming I	3
PHIL 2201	Introduction to Logic	3
PHIL 2250	Contemporary Moral Problems	3
POLS 2202	Introduction to Politics Critical Thinking and Analysis	3
SOC 2248	Critical Analysis of Social Diversity	3
THEA 1118	Oral Interpretation of Literature	3
THEA 2251	Fundamentals of Acting	3

Objective 8, Information Literacy:

Minimum of one (1) course from either Objective 7 or Objective 8. (3 credits)

Information literacy is defined as the ability to recognize when information is needed and to locate, evaluate, and use information effectively. Courses satisfying this Objective must involve hands-on practice for students rather than merely the presentation of theoretical principles.

Upon completion of a course in this category, students are able to demonstrate the following competencies.

- Determine the nature and extent of the information/data needed to accomplish a specific purpose;
- Identify sources and gather information/data effectively and efficiently;
- Evaluate credibility of sources and information/data;
- Understand the economics, ethical, legal, and social issues surrounding the creation, collection, and use of information/data; and
- Use information/data effectively to accomplish a specific purpose.

Courses satisfying Objective 8:

ACAD 1111	University Inquiry	3
CMP 2203	Media Literacy	3
FIN 1115	Personal Finance	3
GEOL 1108	Exploring Data and Information	3
HIST 2291	The Historian's Craft	3
INFO 1101	Digital Information Literacy	3
LLIB 1115	Introduction to Information Research	3

Objective 9, Cultural Diversity:

Minimum of one (1) course.* (3 credits)

Upon completion of a course in this category, students are able to demonstrate the following competencies.

- Identify the defining characteristics of culturally diverse communities in regional, national, or global contexts;
- Describe the influence of cultural attributes such as ability, age, class, epistemology, ethnicity, gender, language, nationality, politics, or religion inherent in different cultures or communities; and
- Apply knowledge of diverse cultures to address contemporary or historical issues.

Courses satisfying Objective 9:

ANTH/SHOS 2201	Intermediate Shoshoni I	4
ANTH/SHOS 2202	Intermediate Shoshoni II	4

<u>ANTH/ENGL 2212</u>	Introduction to Folklore and Oral Tradition	3
<u>ANTH 2237</u>	Peoples and Cultures of the Old World	3
<u>ANTH 2238</u>	Peoples and Cultures of the New World	3
<u>ANTH 2239</u>	Latino Peoples and Cultures	3
<u>ARBC 2201</u>	Intermediate Arabic I	4
<u>ARBC 2202</u>	Intermediate Arabic II	4
<u>CHNS 2201</u>	Intermediate Chinese I	4
<u>CHNS 2202</u>	Intermediate Chinese II	4
<u>CMLT 2207</u>	Contemporary European Culture	3
<u>CMLT 2208</u>	Cultures of the Spanish Speaking World	3
<u>CMLT 2209</u>	Cultures of East Asia	3
<u>CSD 2210</u>	Human Communication, Differences, and Disorders through Literature and Media	3
<u>EDUC 2204</u>	Families Community Culture	3
<u>ENGL 2210</u>	American Cultural Studies	3
<u>FREN 2201</u>	Intermediate French I	4
<u>FREN 2202</u>	Intermediate French II	4
<u>GERM 2201</u>	Intermediate German I	4
<u>GERM 2202</u>	Intermediate German II	4
<u>HIST 2201</u>	Women In U.S. History	3
<u>HIST 2249</u>	World Regional Geography	3
<u>HIST 2251</u>	Latin America	3
<u>HIST 2252</u>	East Asian History	3
<u>HIST 2254</u>	Middle Eastern Civilization	3
<u>HIST 2255</u>	African History and Culture	3
<u>IS 2202</u>	The World Today: Introduction to Global Issues	3
<u>JAPN 2201</u>	Intermediate Japanese I	4
<u>JAPN 2202</u>	Intermediate Japanese II	4
<u>LATN 2201</u>	Intermediate Latin I	4
<u>LATN 2202</u>	Intermediate Latin II	4
<u>PHIL 2210</u>	Introduction to Asian Philosophies	3
<u>RUSS 2201</u>	Intermediate Russian I	4
<u>RUSS 2202</u>	Intermediate Russian II	4
<u>SOC 2201</u>	Introduction to Gender and Sexuality Studies	3
<u>SPAN 2201</u>	Intermediate Spanish I	4
<u>SPAN 2202</u>	Intermediate Spanish II	4

*Credit by CLEP or other language exam does not fulfill Objective 9, the Cultural Diversity Objective.

APPENDIX B

1. Main UCC page:

[Undergraduate Curriculum Council](#)

- [Home](#)
- [Bylaws](#)
- [Information and Resources](#)
- [Members](#)
- [Meetings](#)
- [Agendas](#)
- [Minutes](#)
- [Catalog Change Proposals](#)
 - [General Information](#) (link to General Information page)
 - [Request a Proposal Form Online](#) (link to online request form)
 - [Instructions for Completing Proposal](#) (drop down box for links below)
 - [Part A: Overview](#) (link to Part A page)
 - [Part B: Course Changes, Additions, Deletions](#) (link to Part B page)
 - [Part C: Program \(Plan/Course of Study\) Changes](#) (link to Part C page)
 - [Part D: Infrastructure Impacts](#) (link to Part D page)
 - [Sample Proposal](#) (link to Sample Proposal page)
 - [Field Definitions](#) (link to Field Definitions page)
 - [Proposal Process Flowchart](#) (link to flowchart)
 - [Proposals in Process](#)
 - [SBOE/NWCCU Proposal Info](#) (link to the SBOE/NWCCU info page)
- [General Education Information](#)
- [University Councils and Committees](#)
- [Academic Affairs](#)
- [State Board of Education \(SBOE\)](#)

Undergraduate Curriculum Council

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Pocatello ID 83209-8070
208 282-4956
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About the Undergraduate Curriculum Council

The Undergraduate Curriculum Council (UCC) at Idaho State University exercises, at the University level, the faculty's primary responsibility for the fundamental area of undergraduate curricula, ensuring the quality and appropriateness of undergraduate courses and undergraduate degree programs offered by Idaho State University. The UCC reports to the Provost/Vice President for Academic Affairs. The UCC's approval is required for all curricular and program changes that are to appear in the Undergraduate Catalog. The UCC's functions include, but are not limited to:

- The approval of changes to undergraduate curricula, courses, and academic requirements;
- The coordination of these curricular changes among the academic units and divisions of the university;
- Continued evaluation and updating of the Undergraduate Catalog as the council approves changes to the curricula, courses, and academic requirements;
 - Identification of potential confusion with, or the dilution of, existing programs, courses, and degrees due to the proposed title of a new program, course, or degree;
 - Prevention of duplication with existing programs, courses, or degrees;
 - Detection of possible conflict with accrediting standards applying to existing programs, courses, and degrees

2. General Information Page:

General Information (updated August 2015)

~~New Curriculum Council forms and procedures (updated August 2015)~~

~~The Undergraduate Curriculum Council (UCC) has made substantial changes in the forms and procedures for the submission of proposals for curriculum changes to the UCC. The most important of these are:~~

~~1) A new process will be used for proposals.~~

A Curriculum Council Proposal is required for **all** undergraduate curriculum and/or course changes.

- Proposal Originators (POs): Request a new [Online Proposal Request Form](#) (you must be logged in under your BengalWeb user name to access this form). PO must fill out and submit this form; a customized proposal form (Google Doc) will be created and the Google Doc link will be emailed to the PO with the appropriate catalog sections already entered and ready for the PO to edit. **Allow 5-7 business days for your Google Doc proposal form to be created and the link sent.**

~~fill out an online request form found via a link on the UCC website: <http://www.isu.edu/ucc/proposalinfo.shtml>. The Catalog Editor will create a customized proposal form (as a Google Doc) populated with the current catalog text in Part C and email a link to the Google Doc proposal form to the PO for completion. The PO will enter all course changes in Part B (copying appropriate tables as needed to use one table per course), edit the catalog text at the top of Part C showing the **exact** changes to be made, search the catalog and list all other sections of the catalog that are affected by the proposed changes and will need to be changed to match.~~

~~2a) Before acceptance or review of any curriculum proposal by the UCC, Part D of the form (Infrastructure Impacts) must be completed. The infrastructure impacts are: University Library, Information Technology Services, Advising, Student Information Systems, General Education (GERC—General Education Requirements Committee) and Other University Departments. Contact information can be found in the form.~~

- PO's should work closely with their UCC representative when completing the proposal. Only **complete** proposals, including all impact responses, will be accepted for consideration by UCC. UCC members and respective college constituencies may be found at [UCC Member List](#).
- A [Proposal Status Tracking Sheet](#) will be available to the ISU community to track proposals moving through the approval process.

~~2b) Before acceptance or review of any curriculum proposal by the UCC, appropriate signatures from the dean or designee, department chair or program director and the UCC unit representative (link below) must be obtained. Proposal Originators are urged to work closely with their UCC unit representative in the development of proposals.— <http://www.isu.edu/ucc/members.shtml>. Signatures should be collected on a paper copy of the signature page and submitted to UCC separately from the proposal either as the original paper document or a .pdf of the signature page only. **No signatures are to be embedded in the proposal itself when submitting to UCC.**~~

- Proposals are submitted **by the UCC representative** as a link to the completed Google Doc to the UCC's administrative assistant ([UCC Admin](#)) along with either a **scanned PDF or paper copy of the completed signature page ONLY**
- The **deadline** for submitting a completed proposal, guaranteeing its review, is **September 20**. Late proposals will be accepted, but while the UCC will make every effort to review all proposals, it cannot guarantee that late proposals will be reviewed during the fall semester.

[While the deadline for proposal submission is September 20th](#) each year, the UCC encourages departments to submit proposals early, by **April 15th** each year (prior spring semester). In particular, if a department is contemplating a proposal that may [require approval need to be approved](#) by the SBOE and/or NWCCU, early submission is imperative. Approvals may take several weeks and [are is](#) required prior to implementation of the change (see [except/links below](#)).

Academic Affairs link to SBOE State Program Proposal and Approval - [SBOE Program Proposal and Approval](#)

NWCCU: "...While the decision to make changes is an institutional prerogative and responsibility, the Commission is obligated to monitor the effect of a substantive change on the validity of the institution's accreditation status with the Commission. Substantive changes in candidate or accredited institutions are to be reported to the Commission and approved in advance of implementation...."

The entire NWCCU policy may be reviewed at:

http://www.isu.edu/fsen/InformationItems/NWCCU_SubstantiveChangePolicy_2015-08-18.pdf

Please contact Academic Affairs if you have any questions regarding this policy or changes to your programs.

~~3) The **deadline** to guarantee proposal review is **September 20**. Late proposals will be accepted, but while the UCC will make every effort to review all proposals, it cannot guarantee that late proposals will be reviewed during the fall semester. Proposals should be submitted **by the UCC representative** as either a **Word document** or a link to the completed Google Doc to the UCC's administrative assistant (fsenate@isu.edu) along with a either a **scanned PDF document or paper copy of the completed signature page**.~~

Instructions pages:

General Instructions for Completing an Undergraduate Catalog Change Proposal

~~Please read through all the instructions before starting a new Catalog Change Proposal.~~

~~● To initiate course and curriculum changes to the undergraduate catalog, the Proposal Originator (PO) first fills out an online UCC Proposal Request Form found on the UCC website <http://www.isu.edu/ucc/proposalinfo.shtml>. **[Login under BengalWeb user name is required to access the form and Google Docs proposals.]** The PO will explain the purpose of the proposal and affected curricula in enough detail so the Catalog Editor will understand the nature and extent of the proposed changes.~~

~~● Once the PO has submitted the online Proposal Request Form, the Catalog Editor will receive the request and will create a customized blank proposal form (as a Google Doc) populated with the appropriate catalog text in Part C.~~

~~● The online Proposal Request Form will automatically populate a Proposal Status Tracking spreadsheet on Google Docs. UCC members and administrative staff will update the spreadsheet as each proposal moves through the review and approval process, so the ISU community will know exactly where each proposal stands in the process.~~

~~● The PO will fill out and complete the Google Doc proposal form, making sure to format all changes using **colored fonts** and **Strikethrough** for deletions and **Underline** (found under the Format toolbar in Google Docs) for **new text** to clearly show the exact changes to be made to the catalog.~~

~~● The PO is responsible for determining which departments and programs will be affected by the proposed changes and soliciting impact responses from each, along with the four infrastructure units.~~

~~● The PO will email the link to the Google Doc proposal form to the four infrastructure units, as well as to the chairs and program directors of the affected departments and programs, with a~~

request for review and response. Responses may be emailed back to the PO, who will copy and paste each response into the appropriate place in **Part D: Infrastructure Impacts** in the proposal form.

- The PO should work with their Undergraduate Curriculum Council (UCC) representative from the beginning of the process, and ultimately must have the UCC representative's signature on the proposal document, indicating that the process is complete and the proposal is ready for submission to UCC. If you are unsure who your UCC representative is, please consult the UCC website <http://www.isu.edu/ucc/members.shtml>. Your UCC rep will let you know if your college has a particular process that you need to follow.

- Once all impact responses are received and entered into the proposal, the PO emails the link to the Google Doc proposal to the department chair and Dean for review. All signatures must be collected on a paper copy of the signature page. **Do not embed electronic signatures into the online proposal form.**

- All proposals must be completed and **submitted as a Google Doc** or as a Word document to your UCC representative, and the original signature page by itself is submitted separately as either a paper copy or a .PDF scanned document. The UCC representative will submit the proposal by emailing the Google Doc link to the UCC's administrative assistant for processing. The administrative assistant will notify the PO, department chair/program director, Dean, and UCC members once the proposal has been processed and is ready for consideration by UCC.

- Deadline for proposals to be submitted to UCC is **September 20**.

- Only **complete** proposals, including all impact responses, will be accepted for consideration by UCC.

- Late proposals received after September 20 will be considered at UCC's discretion for possible inclusion in the upcoming catalog.

- All proposals will be available for viewing by the ISU community.

- Once the proposal has been submitted to UCC, permissions will be changed to **Comment only** for the PO and all UCC members. Once UCC approves a proposal, document permission will be restricted to **View only** to protect the integrity of the proposal document. Any questions prior to UCC approval should be directed to your UCC representative.

- The Catalog Editor will update the draft catalog to reflect the changes from the proposal. Once the proposal is approved by UCC and the Provost, the Catalog Editor will make final changes to the draft catalog and will notify the UCC Rep, PO, and department chair via email to review the changes as they appear in the draft catalog.

- Once changes for all colleges and departments have been submitted, approved, and entered into the draft catalog, the pages of the draft catalog will receive a final review and approval by the deans and the Provost.

3.1 Part A Overview page

Instructions: **Proposal Approvals and Part A**

Overview and Proposal Approvals

~~A Curriculum Council Proposal is required for all undergraduate curriculum and/or course changes.~~

The **Curriculum Proposal Overview (Part A)** serves to summarize and briefly explain the purpose of the curriculum changes. Please refer the **Sample Curriculum Proposal** as a guide to filling out this section.

PROPOSAL: Enter a descriptive Proposal Title, College, Department, Proposal Originator name, email, and phone. ~~Please use the following College abbreviations when specifying the College of the curriculum change: COAL (College of Arts & Letters), COB (College of Business), COE (College of Education), PHARM (College of Pharmacy), COSE (College of Science & Engineering), COT (College of Technology), DHS (Division of Health Sciences), LIB (Library), SSC (Student Success Center)~~

APPROVALS: Prior to proposal submission, the PO emails the link to the Google Doc of the completed proposal (including all impact statements) to the department chair, Dean, and UCC Rep for review and approval.

- The PO will collect the signatures of the department chair, Dean, and UCC Rep on a separate paper copy of the signature page. **Do not embed electronic signatures into the online proposal form.**
- The PO will email the link to the approved proposal (final version) and submit the completed paper signature page to the UCC Rep for submission to the UCC.

GEN ED PROPOSALS: All changes that affect any General Education courses require separate review and approval by the General Education Requirements Committee (GERC). A **separate** Gen Ed course proposal must be submitted and approved by GERC for all new or existing courses to be added to or dropped from the General Education Program.

STATE PROPOSALS: Certain Program changes may require approval by the State Board of Education and/or the North West accrediting body (NWCCU). Contact Academic Affairs to find out whether a State Proposal is required. Allow several months for review and approval by SBOE and NWCCU before these program changes can be included in a catalog.

GRADUATE CATALOG: If the proposed changes affect the Graduate catalog, a **separate** proposal must be submitted to the Graduate Council using their catalog change form and process.

PROPOSED CHANGES: A brief description of the type of changes being made ie: Pre/Coreq changes, semester changes, course descriptions, course title change, modifications to degree requirements, proposing new courses are just a few examples.

DEPARTMENT VOTE: Proposals must be discussed and approved by the department faculty. A faculty vote must be recorded in part A including the date of the vote, numbers of yes/no/abstain votes, and total number of eligible faculty.

Please refer to **Part B: Course Changes** for instructions in filling out the course change section.

~~**Department Vote and Chair signature:** The Proposal Originator (PO) must record the department faculty's vote on the proposal, including the date and numbers of yes/no/abstain votes and total number of eligible faculty, and secure the department chair's signature indicating that the department has read, understands, and has considered the impacts on their students, faculty and programs. **The department chair's signature signifies that the department strategic plan, program prioritization, and budget recommendations have been considered.**~~

~~**Chair signature:** The department chair's signature indicating that the department has read, understands, and has considered the impacts on their students, faculty and programs.~~

~~**Dean's Signature:** Do not secure this signature until the proposal is complete and ready for submission, thus ensuring that the dean has all appropriate information concerning impacts and any changes due to impact. However, the UCC encourages the PO to work closely with the Dean and their UCC representative throughout the process of proposing~~

major Catalog changes. ~~The Dean's signature signifies that their college strategic plan, program prioritization, and budget recommendations have been considered.~~

UCC Rep's Signature: signifies the proposal is complete and ready for submission to UCC.

3.2 Part B Course Changes page

Instructions: Part B

Course Changes, Additions, Deletions

General Information

Part B is used to make changes to existing courses, add a new course, or permanently delete a course from the catalog.

PLEASE NOTE:

- *No proposal affecting a General Education Course will be acted upon by the UCC unless the appropriate documentation has been submitted to and approved by the General Education Requirements Committee (GERC).*
- *If a proposed change or deletion affects an existing General Education Course, contact the [GERC Chair](#) for information regarding the necessary documentation needed for the change.*
- *For a proposed new General Education course, see the GERC website, [Gen Ed Course Proposal Info](#), for instructions and forms.*

B.1 Changes to Existing Courses: The table below is used to propose a change to an existing course. List **one** course change per table, copying and repeating the table for additional courses. If no changes are being proposed, please delete the table to conserve space.

Fill in the "Current" column with the current course information from the catalog.

The PDF Catalog may be downloaded by:

1. going to coursecat.isu.edu
2. click on "Print Options"
3. click on "Download a PDF" of the most current Undergraduate Catalog.

Use the appropriate box in the "Changes" column to list **only** the changes being made to the course. If no changes are needed for a particular field, leave the corresponding boxes blank.

Please use a **red font** and **strike-out** for **deletions** and an **underline** and a **red font** for **new text** being proposed in the "Changes" column.

Please refer to the [Field Definitions](#) page for questions regarding the meaning of any item listed in the field column of the table.

Note: Course number changes should be reflected as dropping the existing course (part B.2) and adding a new course with a new number (part B.3).

<u>Field</u>	<u>Current</u>	<u>Changes</u>
Subject Code (mandatory):		
Course Number (mandatory):		
Short Course Title: (30 character max, including spaces; no punctuation)		
Long Course Title:		
Credit Hours:		
Contact Hours:		
Default Grading Mode:		
Available Grading Modes:		
Repeatability: (yes or no; if yes, max credits or number of repeats.)		
Course Description (include Pre/Co-reqs both here and in the Requisite Statement box below to help the catalog editor):		
Requisite Statement:		
Minimum Required Grade for Pre- and/or Co-reqs:		
Registration Restrictions:		
Equivalencies:		
Fulfills General Education Objective:		
Terms Offered:		
Rationale for Change:		

B.2 Adding a New Course: The table below is used to propose a new course. List **one** course addition per table, copying and repeating the table for additional courses. All sections must be complete. [If no new courses are being proposed, please delete the table to conserve space.](#)

Please refer to the [Field Definitions](#) page for questions regarding the meaning of any item listed in the field column of the table.

<u>Field</u>	<u>Added Course Info</u>
Subject Code:	
Course Number:	
Short Course Title: (30 character max, including spaces; no	

punctuation)	
Long Course Title:	
Credit Hours:	
Contact Hours:	
Default Grading Mode:	
Available Grading Modes:	
Repeatability: (yes or no; if yes, max credits or number of repeats.)	
Course Description (include Pre/Co-reqs both here and in the Requisite Statement box below to help the catalog editor):	
Requisite Statement:	
Minimum Required Grade for Pre-and/or Co-reqs:	
Registration Restrictions:	
Equivalencies:	
Fulfills General Education Objective:	
Terms Offered:	
Rationale:	

B.3 Deleting an Existing Courses from the Catalog: The table below is used to delete an existing course permanently from the catalog. List one course deletion per table, copying and repeating the table for additional courses. All sections must be complete. [If no courses are being deleted, please delete the table to conserve space.](#)

Note: Please remember that deleting a course means that it will be **deleted from the catalog and cannot be offered again** without an additional curriculum proposal. As such, the department should ensure that any existing students either do not need this course or other options will be given. Do not use this option if you are taking a course out of your curriculum or program of study. Include a **teach-out plan** for courses being eliminated that are used in programs in previous catalog years.

Please refer to the [Field Definitions](#) page for questions regarding the meaning of any item listed in the field column of the table.

<u>Field</u>	<u>Deleted Course Info</u>
Subject Code:	
Course Number:	
Short Course Title:	
Is this course a Pre-Req, Co-Req or Equivalent to any other course(s)? List all the impacted courses to ensure they get updated as well.	
Rationale:	

3.3 Part C Program Changes page:

Instructions: Part C

Program (Plan/Course of Study) Changes

The **Program (Course of Study) Changes** section is used to indicate any changes to the material found on the Programs and/or Plan of Study tabs in your department/program's section of the online Undergraduate Catalog.

Always include total credits when proposing Program of Study catalog changes.

1. **What is the rationale for these Program Changes?** Provide an explanation for the proposed changes.
2. **New Proposed Catalog Copy Content:** The Proposal Originator (PO) will display desired changes to the Programs and Plan of Study tabs here. Be sure to **clearly show all changes from the original. Please use a red font and strike-out for deletions; red font and underline and use a red-colored font for new text** in Google Docs to make your changes in this section. Do NOT use the Track-Changes feature in Word as they do not show up in Google Docs.

Based upon the information provided by the PO in the Proposal Request Form, the Catalog Editor embeds the pertinent section(s) of the catalog into Part C. **If there are any errors, discrepancies or omissions in Part C, immediately contact the Catalog Editor before you proceed further, via phone (xt. 4963) or email (ugcat@isu.edu).**

Do not include course descriptions here. All changes to courses must be made using **Part B**.

3. **List all the places in the catalog that are affected by these changes:** For all course changes, perform a search of the **PDF catalog** to find **all** other locations in the catalog that use or reference the affected courses. List each catalog location (**page number**) and course affected below to ensure the change is made throughout the catalog.

The PDF Catalog may be downloaded by:

- going to coursecat.isu.edu
- click on "Print Options"
- click on "Download a PDF" of the **most current 2015-16** Undergraduate Catalog.

4. **Current Catalog Copy Content:** DO NOT MAKE ANY CHANGES TO THIS SECTION -- it is the record of the catalog text as it currently exists. It is included here for permanent reference.

PLEASE NOTE: Changes ~~that do not fall under the purview of UCC, i.e.,~~ to the information found on the Overview, Faculty, and Admissions tabs, are updated through a separate process that occurs after all UCC-approved changes have been entered in the catalog. For additional information about the editing process for non-curricular items in the Undergraduate Catalog, please contact the Catalog Editor (xt. 4963 or ugcat@isu.edu).

PLEASE NOTE: ~~The Dropping or renaming of any major, minor, concentration/track/emphasis may require the approval of the State Board of Education. For more information on whether your proposal will require approval of the State Board of Education,~~ please see the ~~UCC website, (<http://www.isu.edu/ucc/>)~~ [SBOE/NWCCU Proposal Info page](#).

3.4 Part D Infrastructure page:

Instructions: Part D

Infrastructure Impacts

Infrastructure Support Service Impact Instructions: The Proposal Originator (PO) must complete all impact section questionnaires and email the link to the Google Doc proposal to all infrastructure support services listed, ~~even if there is no anticipated impact.~~ **Instructions and contact information are included** below.

~~Each impacted infrastructure support service will respond, and that~~ Response statements from each infrastructure support service and any actions taken as a result of that response must be included in the proposal prior to submission. **It is expected that any**

All **significant** impacts must be resolved and/or addressed before submission to UCC. Please ~~remember to~~ document all impact responses and your replies at the end of ~~in~~ the **appropriate impact section proposal**.

Please complete the questionnaires as part of the proposal and email the link to the completed Google Doc proposal to the each of the following email addresses:

- University Library – send to Sandra Shropshire (libmpact@isu.edu) – PO please complete the University Library Questionnaire.
- Information Technology Services – send to Randy Gaines (gainrand@isu.edu) – PO please complete the Information Technology Services Questionnaire.
- Advising – send to JoAnn Hertz (hertjoan@isu.edu), Corey Zink (zinkcore@isu.edu), and Jamie Webster (websjami@isu.edu)
- Student Information Systems: send to Registrar’s Office (reginfo@isu.edu) – no questionnaire required
- General Education GERC Questionnaire – send to both Andy Holland (hollandr@isu.edu) and the administrative assistant (gercmail@isu.edu)

~~Please cut and paste the responses directly into the proposal before submission.~~

Other Department Impact Instructions: The PO must email the link to the Google Doc proposal to all impacted departments and/or programs. A department is considered “impacted” if any changes in curriculum use courses offered by other departments, or if the changed courses are used by other departments in their program(s) of study.

Response statements from each impacted department/program and any actions taken as a result of that response must be included in the proposal prior to submission.

All impacts must be resolved and/or addressed before submission to UCC. Please document all impact responses and your replies at the end of the appropriate impact section.

~~All impacted departments and programs must be contacted via an e-mail to the department chair. A department is considered “impacted” if any changes in curriculum utilize use courses offered by other departments, or if the changed courses are used by other departments in their program(s) of study. Please cut and paste the department chair responses directly into the proposal before submission. It is expected that any major impacts be resolved, addressed, and documented before submission.~~

Please complete a search of the PDF of the catalog to find all impacted departments (do not use the Search box in the Online catalog – you may not get complete results). The PDF may be downloaded by:

- going to coursecat.isu.edu
- click on "Print Options"
- click on "Download a PDF" of the **most current 2015-16** Undergraduate Catalog

4. SBOE/NWCCU Info page:

UCC SBOE/NWCCU Info

State Board of Education (SBOE) Curriculum Proposal Information

State Proposals (formerly known as Notices of Intent—NOIs)

A state proposal **State Proposal** is required when seeking to **add, modify, or discontinue** an instructional degree program or program **major, minor, option, or emphasis area**, or to **create, rename, or delete an instructional unit** (division, department, school, or college). For further information on State Proposal requirements and the submission process, refer to the [Program Proposal and Approval](#) page on the Academic Affairs website.

For additional information, please visit the State Board of Education (SBOE) website: [SBOE website](#)

~~State Proposal and Approval Process~~

NWCCU Proposal Information

If a department is contemplating a proposal that may need to be approved by NWCCU, early submission is imperative. Approval may take several weeks and is required prior to implementation of the change (see except/link below).

NWCCU: “... While the decision to make changes is an institutional prerogative and responsibility, the Commission is obligated to monitor the effect of a substantive change on the validity of the institution’s accreditation status with the Commission. Substantive changes in candidate or accredited institutions are to be reported to the Commission and approved in advance of implementation....”

The entire NWCCU policy may be reviewed at:

http://www.isu.edu/fsen/InformationItems/NWCCU_SubstantiveChangePolicy_2015-08-18.pdf

Please contact [Academic Affairs Accreditation Liaison](#) if you have any questions regarding this policy or changes to your programs.

5. Field Definitions page:

Field Definitions

Subject Code:	
Course Number:	Please consult with the Registrar's Office for available course numbers.
Short Course Title:	The short course title appears on the student transcript and is used in the processing of repeated courses. The short course title can be no more than 30 characters, including spaces. No punctuation or special characters can be used. Changing the short course title will affect repeat processing.
Long Course	The long course title appears in the eCatalog and on the class schedule in BengalWeb. The long course title can be no more than 100 characters, including spaces and punctuation.

Title:	Punctuation or special characters can be used.
Credit Hours:	This is the number of credits or semester hours the student will earn by successfully completing the course.
Contact Hours:	This is the number of contact hours of instruction, per week, typically provided for this course. Please see the eCatalog at http://coursecat.isu.edu/undergraduate/academicinformation/creditandgradingpolicies/ for more specifics about the ISU policy regarding contact hours. The typical lecture class should have one hour of lecture per week, per credit.
Default Grading Mode:	Available default grade modes are Letter or S/U . The default grade mode must be specified, and this will be the grade mode automatically assigned to students when they register. The non-default grade mode can be used on a section, but must be specified in the course scheduling process before registration is open for the term.
Available Grading Modes:	<p>Unless otherwise directed, all undergraduate courses also have the Audit grade mode assigned. If the course should not be audited, please specify this and the Audit grade mode will be removed. If this is done, students will not be able to audit the course. A student may choose this grade mode with the permission of the instructor with a Schedule Change card submitted before the add/drop date for the term.</p> <p>All undergraduate courses also have the Pass/No Pass grade mode available. A student may choose this grade mode with the permission of the instructor with a Schedule Change card submitted before the add/drop date for the term. (Please see the Undergraduate Catalog policy regarding the Pass/No Pass grade at: http://coursecat.isu.edu/undergraduate/academicinformation/creditandgradingpolicies/)</p> <p>If a course description says “May be graded S/U,” that course is set up with the S/U grade mode as the default. If the department wishes to offer the course with a letter grade, this must be specified in the course scheduling process before registration is open for the term.</p>
Repeatability:	A course is considered repeatable if a student may take the course multiple times and receive credit for the course multiple times. This can be limited by either the total credits the student can earn, or the number of times the student can take the course. It can also be unlimited. Repeatability is not the same as repeating the course to replace a previously earned grade.
Course Description:	Any course description of reasonable length is allowed.
Requisite Statement:	<p>PREREQ: A prerequisite course must be taken before registering for the proposed course. Registration for the prerequisite course in a current term does not fulfill the requirement unless the requirement is listed as a “PRE-or-COREQ.”</p> <p>COREQ: A student must take Corequisite course in the same term. The student must register for all Corequisites in the same registration transaction.</p> <p>PRE-or-COREQ: A required course that can be taken prior to, or concurrently with, this proposed course.</p>
Minimum Required Grade for Pre-/Co-reqs:	If a Prerequisite course requires a minimum grade, state it here. Unless otherwise stated, all Pre- and Corequisites will be considered fulfilled at the university default level of D- or above.

Registration Restrictions:	Registration Restrictions limit the students that can register for the course. Common registration restrictions are major restriction and class level restrictions. All undergraduate students are restricted from registering for graduate level courses.
Equivalencies:	<p>An equivalent course is one that fulfills all of the same graduation requirements. Students cannot earn credit for two equivalent courses that are not repeatable. Equivalent courses can be scheduled separately or they can be scheduled together at the same time in the same classroom. In the <u>latter</u> case, the sections are cross-listed in the class schedule. The following restrictions apply to equivalent courses:</p> <ul style="list-style-type: none"> • Graduate and undergraduate courses may not be equivalent. • Upper division and lower division courses may not be equivalent. • A course that satisfies a general education objective may <u>not</u> be equivalent to a course that does not, or that satisfies a different general education objective. • Experimental courses are not equivalent to any course.
Fulfills General Education Objective:	Specify which objective the course fulfills.
Terms Offered:	<p>It is important to give students the most accurate information possible regarding which semesters courses will be offered. Please review the following choices for coding of this information in the catalog:</p> <ul style="list-style-type: none"> • F - Fall Semester, every year • S - Spring Semester, every year • Se - Sequential; a series of courses is presented until all have been taught. • Su - Summer Semester, every year • EF, ES, ESu - Even-numbered years, Fall, Spring, or Summer Semester • OF, OS, OSu - Odd-numbered years, Fall, Spring, or Summer Semester • D - Students should contact the Department to ask when this course will be offered. • R1 - Course is rotated every year, either Fall or Spring • R2 - Course is rotated every two years, either Fall or Spring • R3 - Course is rotated every three years, either Fall or Spring
Rationale for Change:	Provide an explanation for this proposed change.

Undergraduate Curriculum Council
April 7, 2016 -- 3:00-5:00 p.m. in Rendezvous 301
Volume XXXII, Meeting 5 (18-5)

MINUTES – Approved by Curriculum Council via email vote on April 14, 2016; Accepted by Academic Affairs on June 7, 2016

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Jennifer Briggs, Beth Guryan (telecom), Spencer Jardine, James Lai, Steve Maclure, Karen Portillo, Justin Thorpe (acting chair today)

Ex-Officio: Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Mary Hofle, Bob Houghton, Thomas Kloss, Mike McCurry; JoAnn Hertz, Chris Hunt, Margaret Johnson

1c. Guests: none

2. Council **approved** its Minutes from **February 18, 2016** and **February 25, 2016**

3. Report from the Executive Committee: did not meet, no report

4. Information from Academic Affairs:

Margaret Johnson met with the new Academic Standards Committee last week and asked them to begin reviewing the proposed revised Experiential Learning policy and procedures her working group has drafted. Thorpe added that Johnson had discussed this policy with GERC and clarified that each department has final say in granting academic credits in their department. The policy simply would allow a pathway for the university to consider giving academic credit for a student's prior learning or experience.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC):

UCC voted to electronically **accept** GERC's minutes via email ballot once GERC forwards them for review.

b. Bachelor of Applied Science Committee (BAS):

1. Council voted to **accept** BAS Committee Minutes for **February 5, 2016**

6. Information from the Chair: no report

7. Information from the Faculty Senate and other Councils:

a. Academic Standards Committee held their first meeting last Friday, meets again tomorrow.

Starting work on reviewing Experiential Learning policy and procedures drafts, and developing revisions Academic Standing policy and Graduation Honors policy. Still missing COSE rep.

b. Faculty Senate

1. Minutes from October 26, 2016, November 16, 2016 and March 14, 2016 – for info only Faculty Senate has approved an Academic Freedom policy recommendation which has been forwarded to Academic Affairs and General Counsel for consideration as a proposed ISUPP policy. Senators are also working on policy revisions for **Sabbatical Leave, Promotion and Tenure, 5-Year Periodic Performance Reviews, and Faculty Ethics/Faculty-Student Relationships**, which they hope to complete this semester as proposed ISUPP recommendations.

Senators are also contemplating re-establishing a Faculty Professional Policies subcommittee. They have also received a request to consider reconstituting a Committee for Teaching and Learning as well. Faculty representatives will be needed to serve on those committees if they are reconvened.

- c. Research Council meets tomorrow, April 8, to review and evaluate seed grant proposals.
8. Other related information or questions:
[Proposal Instructions](#) – website revisions are done and posted. Reminder to use uccmail@isu.edu for all UCC business from now on.

Council reviewed the updated website and decided to slightly modify the instructions in Part B.1 Changes to Existing Courses to clarify that proposal originators need only list the specific course information that is being changed; if nothing is being changed then the “current” box(es) should be left blank. White volunteered to write the revised text in consultation with the course change catalog editor:

Part B.1 Changes to Existing Courses:

The table below is used to propose a change to an existing course. ~~List **ONE** course change per table, copying and repeating the table for additional courses. If no changes are being proposed, please delete the table to conserve space.~~

INSTRUCTIONS:

- List **ONE** course change per table, copying and repeating the table for additional courses.
- If no changes are being proposed, please **delete the table** to conserve space.
- **Within the “Current” column:**
 - Fill in the “Subject Code” and “Course Number” fields.
 - Fill in any fields that you will be changing with the information from the course as it currently exists. (Please refer to the [Field Definitions page](#) for questions regarding the meaning of any item listed in the Field column of the table. Current course descriptions can be found at: <http://coursecat.isu.edu/undergraduate/allcourses/>.)
- **Within the “Changes” column:**
 - Fill in the fields that are changing with the new course information. Use a red font with strike-out for **deletions**. Use red font with underline for **new text**.
 - If a field is not being changed, leave it blank.

~~Fill in the “Current” column with the current course information from the catalog.~~

~~The PDF Catalog may be downloaded by:~~

- ~~1. going to coursecat.isu.edu~~
- ~~2. click on “Print Options”~~
- ~~3. click on “Download a PDF” of the most current Undergraduate Catalog.~~

~~Use the appropriate box in the “Changes” column to list **ONLY** the changes being made to the course. Otherwise, leave the box in the “Changes” column blank.~~

~~Please use a red font with strike-out for deletions, and a red font with underline for new text being proposed in the "Changes" column to clearly show the exact changes you want made to the catalog.~~

Note: Course number changes should be reflected as **dropping** the existing course (Part B.2) and **adding** a new course with a new number (Part B.3).

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS

1. Curriculum, Course and Program Change Proposals -- status reports from UCC reps
Council reviewed the proposals listed on the Proposal Status Tracking Sheet, identified a few duplicates that should be deleted, and noted which proposals are likely to be submitted before next week's submission deadline of **April 15**. Members will follow up with their constituent units on the pending proposals.

E. NEW BUSINESS – none

F. ADJOURNMENT: 3:56 p.m.

Undergraduate Curriculum Council

April 14, 2016 – virtual meeting, conducted electronically through Google Docs and email

MINUTES – *Approved by Curriculum Council on 4/14/2016 via email vote; Accepted by Academic Affairs on June 7, 2016*

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Jennifer Briggs, Beth Guryan, Mary Hofle, Bob Houghton, Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, Mike McCurry, Karen Portillo, Justin Thorpe

Ex-Officio: *none participating, all excused*

Admin. Asst: Catherine Read

1b. Excused: JoAnn Hertz, Chris Hunt, Margaret Johnson, Emily White, Corey Zink

1c. Guests: none

2. Council approved its Minutes from **April 7, 2016**, including revisions for Proposal Instructions Part B.1, by email ballot, with one abstention.

3. Report from the Executive Committee: none

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC):

1. UCC unanimously **accepted** GERC's Minutes for **January 26, 2016, February 23, 2016, March 8, 2016** and **March 28, 2016** via email vote.

2. UCC unanimously **approved** GERC's **Revised Gen Ed Assessment Plan** guidelines via email vote.

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

a. Faculty Senate

1. Minutes from March 28, 2016 – for info only

b. Academic Standards Committee

1. Minutes from April 1, 2016 – for info only

8. Other related information or questions: none

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS

1. Curriculum, Course and Program Change Proposals – only one proposal received so far, from the Library. **Early submission deadline is this Friday!**

E. NEW BUSINESS -- none

F. ADJOURNMENT: 4:37 p.m.

Undergraduate Curriculum Council
April 21, 2016 – 3:00-5:00 p.m. in Rendezvous 301
Volume XXXII, Meeting 7 (18-7)

MINUTES – Approved by Curriculum Council on April 29, 2016 via email vote; Accepted by Academic Affairs on June 7, 2016

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Jennifer Briggs, Mary Hofle (chair), Bob Houghton, Beth Guryan (telecom), Spencer Jardine, James Lai, Steve Maclure, Mike McCurry, Karen Portillo, Justin Thorpe

Ex-Officio: JoAnn Hertz, Chris Hunt, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Thomas Kloss; Margaret Johnson, Emily White

1c. Guests: Tony Seikel, Jim Skidmore (GERC Vice Chair)

2. Minutes -- have all been approved and forwarded to Academic Affairs

3. Report from the Executive Committee: did not meet

4. Information from Academic Affairs: no report

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC):

- working on approving Assessment Plans before semester's end, not all have come in yet
- developing easy and efficient online Assessment Plan submission form for Fall 2016
- Provost requested GERC investigate the WICHE Passport Program and create possible Passport block of courses that would transfer to other universities in the region
- HONS 1101 no longer fulfills Objective 1 on its own since the SBOE-mandated change to requiring 6 credits. It is up to the Honors Program to decide whether to require ENGL 1101 as a pre-req for HONS 1101 or not; this is beyond GERC's purview.

b. UCC accepted BAS Committee's Minutes for **March 4, 2016** 1.

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

a. Faculty Senate –

has drafted and approved policy recommendations for **Five-Year Review Process, Promotion and Tenure, and Faculty Sabbatical Leave** for consideration as proposed ISUPPs next fall.

b. Academic Standards Committee –

new committee has met twice and is currently finalizing revisions to the proposed **Experiential Learning Assessment** policy. Also working on revising undergraduate catalog policies regarding **Academic Standing** and **Graduation Honors Designation**. Their new website is: www2.isu.edu/acadstds

c. Research Council –

has met and made their recommendations for seed grant proposals.

8. Other related information or questions: New proposal tracking will soon be posted to the website

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS -- none

E. NEW BUSINESS

Curriculum, Course and Program Change Proposals

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal.* Suggestion was made to broaden awareness of this course across more departments campus-wide, since it could complement many diverse programs. **Tabled** until fall, awaiting GERC's approval.
2. Council voted to **approve**, pending a majority of department faculty vote for approval, [Proposal #2](#) from the **Division of Health Sciences** ([Appendix 1](#)) to create a new course DHS 4410/5510 and adjust grading for CSD 4435L from S/U to a letter grade. *Changes will affect the Graduate catalog. The final faculty vote was 30 for, 1 abstention.*
3. [Proposal #3](#) from **Counseling** to change the course description for COUN 4491/5591. *Changes will affect the Graduate catalog.* The proposed change was deemed significant enough from the current catalog description to warrant creation of a new course with a new number. **Tabled**, and **remanded** for revision.
4. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval.* UCC members noted that this proposal originated from the DHS Dean, and has not been reviewed, vetted and approved by DHS faculty. Members requested the minutes formally record UCC's reluctance to approve proposals initiated by upper administration without adequate vetting and approval by the faculty in the unit. Guryan mentioned she chairs the Division of Health Sciences' Interprofessional Affairs Council; that council used to review and vet curriculum proposals. It might make sense for that council to reclaim its historical purview over curricular matters. **Tabled** for faculty vote and resolution of Hunt's Student Information Systems impact questions. However, go ahead with the SBOE approval process.

Hunt mentioned the April 15 deadline for spring semester proposal submissions is not practical for the Registrar's Office, since he and the catalog editors are busy finalizing and publishing the upcoming fall catalog, and are not able to process new proposal requests until the catalog is done.

Hofle thanked everyone for their hard work this year, and said the feedback she has received about the new proposal form and submission process has all been positive. This Council has completed all its work this year, so there is no need to meet again until fall. Minutes and other documents will be approved electronically.

F. ADJOURNMENT: 4:05 p.m.

APPENDICES

1. [Proposal #2](#) from the **Division of Health Sciences** to create a new course DHS 4410/5510 and adjust grading for CSD 4435L from S/U to a letter grade.

UNDERGRADUATE CURRICULUM CATALOG CHANGE PROPOSAL

revised and approved by UCC on February 18, 2016

**PLEASE SEE UNDERGRADUATE CURRICULUM CHANGE PROPOSAL INSTRUCTIONS DOCUMENT
BEFORE PROCEEDING (<http://www.isu.edu/ucc/proposalinfo.shtml>)**

For UCC's use only:

Proposal No.	# 2	UCC Decision	APPROVED <i>as amended</i>	Date:	4/21/2016
UCC Catalog Year	2017-18	Provost Decision		Date:	
State Proposal?	No	State Decision	N/A	Date:	N/A
Gen Ed course?	No	GERC Decision	N/A	Date:	N/A
Graduate catalog?	Yes				
Changes affect Graduate Catalog					
UCC Rec'd Date:	4/14/2016	Processed Date:	4/14/2016	UCC Agenda	4/21/2016
UCC Description:	new course DHS 4410/5510 Fundamentals of Mindfulness, adjust grading for CSD 4435L				
Catalog Editors: Course changes?	Yes	Curriculum Changes?	No		

Proposal must be **complete** and submitted to UCC by **September 20**. Work with your UCC Rep as you complete this form. Once completed, your UCC Rep will sign off and submit the completed proposal to UCC for consideration. The Recording Secretary must receive a separate copy of **only** the signature page with original signatures. Do **not** use or embed electronic signatures in the proposal. A Curriculum Council Proposal is required for **all** undergraduate curriculum and/or course changes.

Check proposal status [HERE](#).

PROPOSAL APPROVALS: (To be completed by the Proposal Originator)

Proposal Title:	new DHS mindfulness courses and CSD Housekeeping
College:	DHS
Department:	DHS and CSD
Proposal Originator (PO):	Tony Seikel
Email:	seikel@isu.edu
Phone:	4037

Approval Required	Signature	Date
UCC Representative:	signed by Karen M. Portillo -- see signature page	4/11/16
Department Chair / Program Director:	signed by Tony Seikel -- see signature page	4/8/16
Dean or Designee:	signed by Linda Rankin -- see signature page	4/11/16
Is a Gen Ed proposal required?	No Separate Gen Ed Proposal submitted to	N/A

(See Part B: Course Changes)		GERC?	
State Proposal or Letter Required? (See Part D Impact section under the SIS impact response.)	No	State Proposal submitted to Academic Affairs?	N/A
Is a Graduate catalog proposal required?	Yes	Graduate catalog proposal submitted to Graduate Council?	under way

Click on links below to go to relevant section:

[Part A: Curriculum Proposal Overview](#)

[Part B: Course Change\(s\) \(PROPOSED COURSE CHANGES\)](#)

[Part C: Program \(Course of Study\) Change\(s\) \(PROPOSED CATALOG COPY - make changes here\)](#)

[Current Catalog Copy \(Do not edit this section\)](#)

[Part D: Infrastructure Impacts \(Solicit impact statements\)](#)

Part A: Curriculum Proposal Overview

The Curriculum Proposal Overview serves to summarize and briefly explain the purpose of the curriculum. To ensure the department faculty have discussed and are in favor of the proposed changes, details of the vote count must be included.

If any proposed changes affect a **new or existing General Education course**, a **separate proposal** must be sent to the General Education Requirements Committee (GERC) **for review and approval**. Instructions and General Education proposal forms can be found on the GERC website: <http://www.isu.edu/gened/>. **UCC will not review proposals until GERC makes its determination.**

If any proposed changes affect the **Graduate Catalog**, a separate Graduate proposal must be submitted to Graduate Council. The appropriate proposal form can be found on the Graduate Council's website: http://www.isu.edu/graduate/faculty_staff.shtml

Overview of Proposed Changes	
Summary of Proposed Changes (What types of changes are being made?)	This proposal adds a course (The Practice of Mindfulness), as well as corrects problems in the curriculum in Communication Sciences and Disorders.
What was your faculty's vote on this matter? (Include the date and numbers of yes/no/abstain votes, plus N=eligible faculty)	The course addition is a Division of Health Sciences Interprofessional course, and, as such, does not have a faculty review process. The curriculum correction item was reviewed and accepted by vote via survey on 3-18-16. Vote of the faculty was: 30 for the change; 1 abstain; n = 31

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Part B: Course Change(s)

Please show **all** proposed changes in **red font** using strike-out for **deletions**; and underline for **new text** to clearly show the changes you want made in the catalog.

Please see the instructions for Field Definitions when filling out these tables.
(<http://www.isu.edu/ucc/proposalinfo.shtml>)

- 1. To propose a change to an existing course**, list one course change/addition PER TABLE, copying and repeating the table for additional courses. Use the “changes” column to list only changes in the course. If no “changes” in that particular part of a course, leave that box blank.

NOTE: Changing a course’s number should be reflected as **dropping** the existing course (B.2) and **adding** a new course with a new number, (B.3).

<u>Field</u>	<u>Current</u>	<u>Changes</u>
Subject Code (mandatory):	CSD	
Course Number (mandatory):	4435L	
Short Course Title: (30 character max, including spaces; no punctuation)	<i>CSD 4435L Speech and Hearing Science Laboratory</i>	no changes
Long Course Title:	<i>CSD 4435L Speech and Hearing Science Laboratory</i>	
Credit Hours:	1	
Contact Hours:	1	
Default Grading Mode:	S/U	letter grade
Available Grading Modes:		
Repeatability: (yes or no; if yes, max credits or number of repeats.)	yes No	No
Course Description (include Pre/Co-reqs both here and in the Requisite Statement box below to help the catalog editor):	Required laboratory portion of CSD 4435 .	
Requisite Statement:	COREQ: CSD 4435 . S	
Minimum Required Grade for Pre- and/or Co-reqs:	C-	
Registration Restrictions:	concurrently taking CSD 4435	
Equivalencies:	NA	
Fulfills General Education Objective:	NA	
Terms Offered:	S	
Rationale for Change: We moved 1 credit from CSD 4435 to the lab section so that we could more accurately assign a grade value to the work done by students taking the lab section. Previously credit for the lab had been folded into the lecture course, and calculation of the lab portion of the grade was awkward. This clarifies the importance of the lab to students and makes grading more transparent.		

- 2. To propose a new course**, include this table. List one new course PER TABLE, copying and repeating the table for additional course additions. All sections must be complete.

Subject Code:	DHS
Course Number:	4409/5509 4410/5510

Short Course Title: (30 character max, including spaces; no punctuation)	Fundamentals of Mindfulness
Long Course Title:	Fundamentals of Mindfulness
Credit Hours:	2
Contact Hours:	2
Default Grading Mode:	letter
Available Grading Modes:	letter
Repeatability: (yes or no; if yes, max credits or number of repeats.)	no
Course Description (include Pre/Co-reqs both here and in the Requisite Statement box below to help the catalog editor):	This course provides the student with core skills and practice in multiple forms of mindfulness meditation. The course emphasizes developing functional application of mindfulness practices in all daily activities. F
Requisite Statement:	NA
Minimum Required Grade for Pre- and/or Co-reqs:	NA
Registration Restrictions:	NA
Equivalencies:	none
Fulfills General Education Objective:	none
Terms Offered:	F
Rationale:	<p>This course serves as a core course to a proposed Interprofessional Program in Mindful Practices. Two of 3 core courses (DHS 4401; DHS 4406; DHS 4409) must be taken as certification requirements for the program.</p> <p>Mindfulness practice has been shown repeatedly to improve interpersonal skills, resilience to stressful circumstances, immune function, emotion regulation, and attentional focus. Studies reveal that mindfulness practice by the health care practitioner improves burnout rate and job retention, and that listening skills developed through mindful practice enhance patient outcomes.</p> <p>The Interprofessional Program in Mindful Practice develops skills in mindful practice while also providing insight to the student in the psychological, physical, neurophysiological, and neuranatomical changes that occur as a result of practice. The coursework provides the framework for applying mindful practices to clinical and educational settings.</p> <p>The proposed course fills a specific niche in the coursework. Students will be required to take two of the following courses: DHS 4401 Mindfulness in Health Professions; DHS 4406 The Mindful Practitioner; DHS 4408 The Practice of Mindfulness. While all of these courses have both a practice and didactic component, the didactic component of the proposed course focuses entirely on developing the practice of mindfulness. Thus, the present course is specifically designed to support a student's developing meditation practice.</p>

Part C: Program (Course of Study) Change(s)

No changes to curriculum proposed. Tables deleted. ~EW

1. List all the places in the catalog that are affected by these changes:

For all course changes, perform a search of the **PDF catalog** to find all other programs or locations that use or reference the affected courses. From coursecat.isu.edu/undergraduate, click on **Print Options** and select **Download a PDF of the current Undergraduate Catalog**. Once the PDF file loads, hold down the **Control key** and press the **F key** to open a search box. Type in the course(s) you wish to search for. Each location in the catalog will be highlighted individually. In the space below, type the page number and course affected to ensure the changes are made throughout the catalog.

Part D: Infrastructure Impacts

Infrastructure Impact:

The Proposal Originator (PO) must complete all impact section questionnaires in Part D. Then, the PO must **email the link to the Google Doc proposal** to all infrastructure support services listed, even if there is no anticipated impact. Use the following as the **subject line** for the email, “**Infrastructure Review Request – [proposal name].**”

Please copy and paste this link into your email requesting impact statements:

https://docs.google.com/a/isu.edu/document/d/1rK-TJeFTz3DwbdhkKVukakrnid1_zw9tEzUSq9DxLjM/edit?usp=sharing

Each impacted infrastructure support service will respond, and that response statement and any actions taken as a result of that response must be included in the proposal prior to submission.

It is expected that any major impacts be addressed, resolved, and documented below **before** the proposal is submitted to the UCC representative for his or her signature.

Required Impacts:

Infrastructure Unit	Email address	Proposal Sent For Impact (yes/no)	Impact Response Received (yes/no)
University Library	libmpact@isu.edu	yes	yes
Information Technology Services	gainrand@isu.edu	yes	yes
Central Academic Advising	hertjoan@isu.edu	yes	yes
College of Technology Advising	zinkcore@isu.edu	yes	yes
College of Education Advising	websjami@isu.edu	yes	yes
Student Information Systems (SIS)	reginfo@isu.edu	yes	yes
Gen Ed Requirements Committee (GERC) if Gen Ed course(s) are affected	hollandr@isu.edu AND _gercmail@isu.edu	no	
Other University Departments/Units (as necessary)			

1. University Library Questionnaire email the link to the Google Doc proposal to Sandra Shropshire (libmpact@isu.edu)

TO BE COMPLETED BY PROPOSAL ORIGINATOR:

	Yes	No
Will students be required to use the Library's existing electronic resources? (NOTE: this includes Google Scholar)		x
Will students be required to use the Library's existing print resources?		x
Will students need to make use of library services in Pocatello?		x
Will students need to make use of library services in Idaho Falls?		x
Will students need to make use of library services in Meridian?		x
Are there elements of writing, research or similar types of work expected in this class/program that would suggest the need for a one-, two-, or more, class period library instruction session by one of the library's instructors? Please provide details, if so. (Note: there are Library instructors in Pocatello, Idaho Falls and Meridian.)		x
Are there changes of any type in Library collection or services that are recommended in conjunction with this proposal?		x

TO BE COMPLETED BY UNIVERSITY LIBRARY REPRESENTATIVE (PO cut and paste from Library Representative e-mail):

Does the Library anticipate that its services and collection at present can support this change?

Hi Tony:

The course as described presents no concerns for the Library.

Thank you,

Sandi Shropshire

2. Information Technology Services Questionnaire email the link to the Google Doc proposal to Randy Gaines (gainrand@isu.edu)

TO BE COMPLETED BY PROPOSAL ORIGINATOR:

	YES	NO
1a. All changes involve existing courses and do not change any existing support requirements.		x
1b. These changes involve only rearrangement of courses in our curriculum and do not change any existing support requirements		x

If you answered **YES** to either 1a or 1b, there is no need to continue. You still must, however, send the proposal to IT services for their approval.

	YES	NO
Will your program or course be taught outside of Pocatello?		x
If Yes, then, what room scheduling, technology services, and/or library resource needs will your course or program have at that location?		
Will access to student computer labs be necessary?		x
If yes, will any specific software be needed?		
Will any type of distance learning be needed?	x	
Identify location(s), if applicable, and type of distance learning needed (video, online, Moodle, etc.):		

Moodle only for forums, mail, and document distribution		
Identify specific classroom support needs (projector, computer, internet connectivity, etc.): internet connectivity, projector, instructor provides own computer		
Internet, projector, computer		
Will ITS support be needed for server, installation, maintenance, backup, etc.? Not beyond what is already done for all classrooms		
Identify any other ITS hardware needs, and connectivity/bandwidth needs such as wireless and phones: Educational Technology Services (Video Classroom Network, Web Conferencing, Moodle, etc.)	None	
How many students are expected per semester? 15		
What is your anticipated scheduling of courses using this technology? Fall		
Will you be installing your own video conferencing systems to deliver this course?	No	
Will you use Moodle to administer your course (syllabus, gradebook, etc.)?	YES	
Will you use Moodle to reduce seat-time required in your course?	No	
Will you use Moodle to be fully online with no seat-time required?	No	
Will you use streaming video, audio enhanced PowerPoints, Podcasts, or other Rich Media, or Web 2.0 technologies--beyond text and web pages either in the LMS or outside of the LMS?	YES	
Is Webconferencing required to deliver this course?	No	
Are there other technology needs related to instruction that will be required to deliver this course?	No	

TO BE COMPLETED BY ITS REPRESENTATIVE (PO cut and paste from e-mail from ITS Representative):

Does ITS anticipate that it can support this change?

Tony,
No concerns from ITS.
Randy

3. Advising Questionnaire email the link to the Google Doc proposal to JoAnn Hertz (hertjoan@isu.edu) AND to Corey Zink (zinkcore@isu.edu) AND to Jamie Webster (websjami@isu.edu)

TO BE COMPLETED BY PROPOSAL ORIGINATOR (PO):

	YES	NO
Is the catalog copy accurate and clear from your advising perspective?	x	
Have course changes and new courses been reviewed to identify possible inconsistencies with other program requirements?	x	
Are course credits correct? Is terminology up to date? Are credit sums correct?	x	
Are course descriptions complete (i.e. General Education fulfillment identified; which semester(s) course offered; pre/co requisites identified)?	x	

TO BE COMPLETED BY ADVISING REPRESENTATIVES (PO cut and paste from e-mail from Advising Representatives):

a. Does Academic Advising have any academic concerns with the proposal?

Hi Tony,
No advising concerns.
Best,
JoAnn

b. Does CoTech Advising have any academic concerns with the proposal?

Hello Tony,
COT has no advising concerns.
Thank you,
Corey Zink
Director of Student Services
Idaho State University - College of Technology
Phone: (208) 282-2622

c. Does College of Education Advising have any academic concerns with the proposal?

COE has no issues or concerns with this.
Thanks,
Jamie

4. Student Information Systems (SIS) (Registrar) Questionnaire email the link to the Google Doc proposal to Registrar's Office (reginfo@isu.edu) No questionnaire required, just submit copy of proposal. Use the following format for the email subject line: **Infrastructure Review Request** with some **brief unit identifier/description** to help track the proposal.

TO BE COMPLETED BY SIS REPRESENTATIVE (PO cut and paste from e-mail from SIS Representative):

Tony,

I have a couple of questions about the new mindfulness course.

- When you say you want the student to repeat the course three times, do you mean that you want the student to be able to earn credit for the course three times, for a total of 6? If so, that's fine, I just want to make sure that that is what you're intending. There is one drawback to this: If a student doesn't pass the course and wants to retake it to replace the grade, a petition will be required to process that repeat.
- What default grade mode do you want for this course?

Best,
Chris Hunt
Associate Registrar
Idaho State University
voice: (208) 282-4946
fax: (208) 282-4231
email: huntchri@isu.edu

Chris' questions above were adequately addressed.

----- Forwarded message -----

From: **REGISTRATION INFORMATION** <reginfo@isu.edu>

Date: Tue, Mar 15, 2016 at 1:35 PM

Subject: Fwd: Curriculum Proposal Review

To: Christopher Hunt <huntchri@isu.edu>, Emily White <whitemil@isu.edu>

- a. Will a State Proposal or Letter be required? (Specify which, please) **No**
- b. Does SIS anticipate that it can support this change? **Yes**
- c. Is a Teach-out Plan required? If so, the Registrar’s Office will contact the PO to work out how to accommodate students using prior catalog years. **No**

5. General Education (GERC) Questionnaire

TO BE COMPLETED BY PROPOSAL ORIGINATOR:

	YES	NO
1. Are any changes proposed to current General Education courses? (See the list of Gen Ed courses posted on the Gen Ed Requirements website: http://www.isu.edu/gened/)		x
2. Are any NEW Gen Ed courses being proposed?		x

If you answered NO to both 1 and 2: there is no need to submit anything to GERC (General Education Requirements Committee)

If you answered YES to 1: You must submit this completed proposal and a written explanation of the proposed changes for **each** of the existing Gen Ed courses to GERC (General Education Requirements Committee) for their review and approval. If GERC determines the change(s) to be substantive, they may require a new Gen Ed proposal be submitted.)

If you answered YES to 2: You must submit a Gen Ed Proposal for **each** proposed new Gen Ed course to GERC (General Education Requirements Committee) for their review and approval. The Gen Ed Proposal Form(s) can be found on the GERC website: <http://www.isu.edu/gened/>

Email Gen Ed related proposals to Andy Holland (hollandr@isu.edu) AND to gercmail@isu.edu

6. Other University Departments email the link to the Google Doc proposal to the chairs of all departments that might be impacted by this proposal, with a request for review and response. A department is considered “impacted” if any changes in curriculum utilize courses offered by other departments, or if the changed courses are used by other departments in their program(s) of study. **Please complete a search of the downloadable .PDF of the current undergraduate catalog to find all impacted departments.**

None, table deleted by Catherine

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Undergraduate Curriculum Council

April 28-29, 2016 – virtual meeting, conducted electronically through Google Docs and email

Volume XXXII, Meeting 8 (18-8)

MINUTES – *Approved by Curriculum Council on April 29, 2016 via email vote; Accepted by Academic Affairs on June 7, 2016*

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Jennifer Briggs, Beth Guryan, Mary Hofle, Bob Houghton, Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, Mike McCurry, Karen Portillo, Justin Thorpe

Ex-Officio: *none participating, all excused*

Admin. Asst: Catherine Read

1b. Excused: JoAnn Hertz, Chris Hunt, Margaret Johnson, Emily White, Corey Zink

1c. Guests: none

2. Council unanimously **approved** its Minutes for [April 21, 2016](#) via email vote.

3. Report from the Executive Committee: none

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC):

1. UCC unanimously **accepted** GERC [Minutes for April 12, 2016](#) by email vote.

2. UCC unanimously **approved** GERC [Bylaws Amendments](#) via email vote.

GERC is working with Vince Miller in Institutional Research to develop an online reporting process for departments to use in submitting their annual gen ed course assessment reports, starting this Fall 2016. It will be similar to UCC's online Proposal Request Form, but using Qualtrics instead of Google Forms. Users will log in through BengalWeb to access the report form. Departments will submit one report for each gen ed course annually, following the department's Assessment Plan (as approved by GERC), assessing students' mastery of the required Learning Outcomes for the course's Gen Ed Objective.

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

a. Faculty Senate – **soliciting faculty feedback** over the summer on the following policy drafts:

1. [Academic Freedom](#)
2. [Promotion and Tenure](#)
3. [Five-Year Review Process](#)
4. [Faculty Sabbatical Leave](#)

b. Academic Standards Committee –

has submitted their revised **Experiential Learning Assessment policy** draft to Faculty Senate for consideration. Still working on revising undergraduate catalog policies regarding **Academic Standing** and **Graduation Honors Designation**.

c. Research Council -- none

8. Other related information or questions: none

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS – for Fall 2016

Curriculum, Course and Program Change Proposals

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal.*
2. [Proposal #3](#) from **Counseling** to change the course description for COUN 4491/5591. *Changes will affect the Graduate catalog.*
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval.*

E. NEW BUSINESS -- none

F. ADJOURNMENT: 11:52 a.m.

Undergraduate Curriculum Council

May 5, 2016 – virtual meeting, conducted electronically through Google Docs and Email

Volume XXXII, Meeting 9 (18-9)

MINUTES – *Approved by Curriculum Council on May 5, 2016 via email vote; Accepted by Academic Affairs on June 7, 2016*

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Jennifer Briggs, Beth Guryan, Mary Hofle, Bob Houghton, Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, Mike McCurry, Karen Portillo, Justin Thorpe

Ex-Officio: *none participating, all excused*

Admin. Asst: Catherine Read

1b. Excused: JoAnn Hertz, Chris Hunt, Margaret Johnson, Emily White, Corey Zink

1c. Guests: none

2. Council voted via email to **approve** its Minutes for **May 5, 2016**

3. Report from the Executive Committee: none

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC):

1. UCC voted via email to **accept** GERC's Minutes for **February 9, 2016, April 26, 2016** and **May 3, 2016**

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

a. Faculty Senate – is soliciting faculty feedback over the summer on the following policy drafts:

1. Academic Freedom
2. Promotion and Tenure
3. Five-Year Review Process
4. Faculty Sabbatical Leave

8. Other related information or questions: none

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS – for Fall 2016

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal.*

2. [Proposal #3](#) from **Counseling** to change the course description for COUN 4491/5591. Changes will affect the Graduate catalog.
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. Changes will affect the Graduate catalog. *Requires SBOE and NWCCU approval.*

E. NEW BUSINESS -- none

F. ADJOURNMENT: 12:00 p.m.

Undergraduate Curriculum Council

August 25, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653

Volume XXXII, Meeting 10 (18-10)

MINUTES – *Approved by Curriculum Council on September 1, 2016; Accepted by Academic Affairs on November 8, 2016*

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Susan Belliston, Mary Hofle, Bob Houghton (acting chair), Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, Elizabeth Morgan (telecom), Joanne Toevs

Ex-Officio: JoAnn Hertz, Chris Hunt, Joanne Tokle, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Absent: Geoffrey Bennett

1c. Guests: Matt Wilson (GERC Vice Chair)

2. Minutes – none, all were approved last spring

3. Welcome and Announcements

Houghton, as acting Chair, welcomed everyone and opened the meeting.

4. Elect new UCC Chair to replace Justin Thorpe who has left ISU.

Nominations: Bob Houghton, Mary Hofle. They left the room and members discussed. Members voted and **elected Mary Hofle as chair** again this year. Bob Houghton will remain as Vice Chair, and Spencer Jardine is Secretary; and along with Chris Hunt, these officers comprise the Executive Committee.

5. Report from the Executive Committee: none, has not met

6. Information from Academic Affairs: nothing to report this week

7. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) -- 1st meeting Tues. Aug. 23.

Wilson reported Jim Skidmore was voted in as committee Secretary. Most of the meeting was spent getting new members up to speed with GERC's work so far on gen ed assessment, and this semester's tasks. Hofle asked whether the HONS 1101 vs. ENGL 1101/1102 dilemma was discussed. Not yet, but it will be in the near future.

8. Information from the Chair: none

Members introduced themselves.

9. Information from the Faculty Senate and other Councils:

a. Faculty Senate – **soliciting faculty feedback** over the summer on the following policy drafts.

Members were encouraged to review and submit their feedback to fenate@isu.edu.

1. Academic Freedom
2. Promotion and Tenure
3. Five-Year Review Process
4. Faculty Sabbatical Leave

10. Other related information or questions: none

B. INFORMATION ITEMS

1. Overview of Catalog Change Proposal and Review Process – Chris Hunt

Hunt explained the catalog development process with the aid of a document projected onscreen. He reviewed how the UCC proposals are created, what proposal originators and UCC reps need to do, and how UCC handles its review and approvals. Departments are responsible for ensuring all necessary changes to corresponding graduate courses are submitted to Graduate Council for approval and inclusion in the Graduate Catalog. Any changes affecting gen ed courses must have a separate proposal sent to the Gen Ed Requirements Committee (GERC) for its review and approval before UCC will consider the proposal. The final catalog must be finished in time for Early Registration in mid-spring.

C. CONSENT CALENDAR

Hunt explained that sometimes he identifies proposals for catalog changes that do not require UCC's discussion. He brings those proposals to the UCC Executive Committee with a recommendation they be put on the Consent Calendar for UCC to approve in a block. Any member may request particular proposals be pulled from the Consent Calendar for discussion and closer scrutiny. Only the remaining items on the Consent Calendar would then be approved, and the pulled items would be discussed and considered individually.

D. UNFINISHED BUSINESS –

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal. Was tabled and remanded 04/21/16 for revisions. GERC has not yet received a corresponding proposal. Jardine will follow up on that. Remains tabled.*
2. [Proposal #3 Revised](#) from **Counseling** to create a new course COUN 4490/5590 Introduction to Counseling Services. *Changes will affect the Graduate catalog. Need to confirm with the proposal originator that the revised changes are correct, and verify the chair and deans approve the revisions. Belliston will follow up. Remains tabled.*
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Was tabled and remanded 04/21/16 for a faculty vote to approve the new certificate, and to resolve the issues from Student Information Services Impact response. The proposal originator has since retired, so need to verify the proposal is still wanted. Morgan will follow up. Remains tabled.*

E. NEW BUSINESS –

Council voted to approve and immediately **table** the following proposals until next week.

1. [Proposal #5](#) from **College of Business** to add INFO 1101 or FIN 1115 as part of the Core Business Course Requirements.

2. [Proposal #6](#) from **Accounting** to eliminate all tracks from the Accounting Major, change the required Math pre-requisite from MATH 1143 to MATH 1108 with a minimum grade of C-, and add a new course ACCT 3332. *Still need to solicit impact response from Math Department.*
3. [Proposal #7](#) from **Marketing** to change all MKTG courses to reflect term offerings to “D” to maximize flexibility in course scheduling, and change the courses required for the Marketing Major.

Hofle will send an email to departments and campus units reminding them all catalog change proposals must be submitted to UCC by September 20 to guarantee consideration and decision for inclusion in the upcoming 2017-18 Undergraduate Catalog. Any proposals received after that date might not be able to progress through the approval process in time for the catalog.

Hertz asked to meet with the Executive Committee to discuss whether UCC would consider including departments’ degree plans in the UCC proposal process next year. Some discussion of the idea behind the request, and the benefits the degree plans could provide for planning. The Executive Committee will meet sometime next week before next Thursday’s UCC meeting.

F. ADJOURNMENT: 4:15 p.m.

Undergraduate Curriculum Council
September 1, 2016 – 3:00-5:00 p.m. in Rendezvous 301
Volume XXXII, Meeting 11 (18-11)
MINUTES – Approved by Curriculum Council on October 31, 2016 via email vote; accepted by Academic Affairs on November 8, 2016

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Susan Belliston, Mary Hofle (Chair), Bob Houghton, Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure

Ex-Officio: JoAnn Hertz, Chris Hunt, Joanne Tokle, Emily White, Corey Zink

Admin. Asst: Catherine Read

Excused: Elizabeth Morgan, Joanne Toevs

1b. Absent: Geoffrey Bennett

1c. Guests: Lisa Goss, Mike Ellis

2. Council **approved** its Minutes for [August 25, 2016](#).

3. Announcements – none

4. Report from the Executive Committee:

Met on Tuesday and discussed possibility of including departmental degree plans in UCC proposal process, starting with next catalog, for 2018-19 academic year. All agreed to include on today's agenda as a New Business item for members' discussion and consideration.

Hertz said DegreeWorks will soon be updated and new features will be implemented that will greatly enhance the functionality by Fall 2017. She explained the idea, and showed how it will be very helpful for students and advisors. Departments will need to create a 4-year degree plan, and update their degree plans annually. Since it will be published in the Undergraduate Catalog, it will be included in the UCC proposal form and process, starting next spring.

5. Information from Academic Affairs:

Tokle said the Provost approved posting Minutes to the UCC website once they are approved by UCC, with a note the Minutes are "pending approval by Academic Affairs."

6. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) – did not meet this week

7. Information from the Chair:

Hofle asked members to remind their constituent departments of the September 20 deadline, and to encourage them to submit their proposals requests to Emily as soon as possible.

8. Information from the Faculty Senate and other Councils:

a. Faculty Senate – **soliciting faculty feedback** over the summer on the following policy drafts. The following are linked to Google Docs set up exclusively for UCC members' comments and suggestions:

1. [Academic Freedom](#)
2. [Promotion and Tenure](#)
3. [Five-Year Review Process](#)
4. [Faculty Sabbatical Leave](#)

9. Other related information or questions:

Mike Ellis from Electrical Engineering addressed UCC members and brought up an issue with the faculty vote on last year's Electrical Engineering [Proposal #75](#).

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS –

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal. Was tabled and remanded 04/21/16 for revisions. A Gen Ed proposal will be submitted to GERC by next week. Remains tabled.*
2. [Proposal #3 Revised](#) from **Counseling** to create a new course COUN 4490/5590 Introduction to Counseling Services. *Changes will affect the Graduate catalog. The proposal originator has confirmed the revised changes are correct. Still awaiting verification of approval by the chair and deans approve the revisions. Belliston will follow up. Remains tabled.*
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Was tabled and remanded 04/21/16 for a faculty vote to approve the new certificate, and to resolve the issues from Student Information Services Impact response. The proposal originator has since retired, so need to verify the proposal is still wanted. Morgan will follow up. Remains tabled.*
4. Council voted unanimously to **approve** [Proposal #5](#) from **College of Business** ([Appendix 1](#)) to add INFO 1101 or FIN 1115 as part of the Core Business Course Requirements.
5. Council voted unanimously to **approve** [Proposal #6](#) from **Accounting** ([Appendix 2](#)) to eliminate all tracks from the Accounting Major, change the required Math pre-requisite from MATH 1143 to MATH 1108 with a minimum grade of C-, and add a new course ACCT 3332.
6. Council voted unanimously to **approve** [Proposal #7](#) from **Marketing** ([Appendix 3](#)) to change all MKTG courses to reflect term offerings to “D” to maximize flexibility in course scheduling, and change the courses required for the Marketing Major.

E. NEW BUSINESS –

1. Degree Works Project: [Major Academic Plan \(MAP\)](#) idea for inclusion in UCC proposal process. Members viewed the modified proposal form and briefly discussed the placement of a proposed MAP template in a blank UCC Proposal Form Template.

Curriculum, Course and Program Change Proposals: none

No new proposals have been received yet.

F. ADJOURNMENT: 4:43 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #5](#) from **College of Business** to add INFO 1101 or FIN 1115 as part of the Core Business Course Requirements.

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2. [Proposal #6](#) from **Accounting** to eliminate all tracks from the Accounting Major, change the required Math pre-requisite from MATH 1143 to MATH 1108 with a minimum grade of C-, and add a new course ACCT 3332.

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3. [Proposal #7](#) from **Marketing** to change all MKTG courses to reflect term offerings to “D” to maximize flexibility in course scheduling, and change the courses required for the Marketing Major.

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Undergraduate Curriculum Council

September 15, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653

Volume XXXII, Meeting 12 (18-12)

MINUTES – Approved by Curriculum Council on October 31, 2016 via email vote; accepted by Academic Affairs on November 8, 2016

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Susan Belliston, Lisa Goss, Mary Hofle, Bob Houghton (acting chair), Spencer Jardine, James Lai, Steve Maclure, Elizabeth Morgan (telecom), Joanne Toevs

Ex-Officio: JoAnn Hertz, Chris Hunt, Joanne Tokle, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Tom Kloss, Geoffrey Bennett

1c. Guests: Matt Wilson (GERC Vice Chair), Robert Fisher (Math Dept. Chair)

2. Minutes for September 1, 2016 – vote via email

3. Announcements – none

5. Report from the Executive Committee: did not meet, no report

6. Information from Academic Affairs:

Tokle mentioned GERC met with ISU's state GEM general education discipline group representatives on Tuesday in preparation for upcoming state GEM meeting in October.

7. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC)

Matt Wilson said GERC discussed the credit discrepancy between HONS 1101 and the ENGL 1101/1102 sequence for Objective 1. GERC will contact the Honors Program and suggest they consider adding ENGL 1101 as a prerequisite to HONS 1101. Houghton said GERC is also figuring out a process for removing a course from the General Education Program.

8. Information from the Chair: none

9. Information from the Faculty Senate and other Councils:

Faculty Senate is working on revising the proposed policy drafts sent out for faculty feedback. The Staff Council chair attended Faculty Senate on Monday to apprise them of Staff Council's activities, and invited closer collaboration between Faculty Senate and Staff Council.

Hertz reminded members that next year's proposal form will need to include the degree mapping template for departments' degree maps to be included in the Undergraduate Catalog.

10. Other related information or questions:

Guest speaker Bob Fisher explained the new MATH 0090 placement course described in Proposal #13. Students would take this class and work through each module, and pass a proficiency exam for each level in Math before they can go on to the next level. It works in conjunction with a Math professor mentoring and helping the student identify their weak spots and work on improving their math skills. The teacher is essential in this instructional framework. Students will be expected to spend 10 hours per week working in the Adaptive Learning Environment Knowledge Spaces (ALEKS) software and with the teacher. ALEKS is replacing Compass exams and scores, since Compass is phasing out at the end of this year. ALEKS is

designed as a refresher course to help students recall the math skills they once learned, and to identify and improve in the areas where their knowledge is weak. The pilot projects have proven successful in helping students. The Math faculty were unanimously in favor of this new course. Fisher will be presenting the ALEKS program to area High School math teachers soon. The purpose of this course is to ensure students are adequately prepared for university-level math courses by making up knowledge deficiencies, not to substitute for any other regular math course. This would also be an ideal refresher course for returning students whose last math classes was several years ago. However, the credits earned for this course will not count toward graduation or general education requirements. Fisher left the meeting at this point.

Houghton requested these Minutes record that MATH 1153 Introduction to Statistics only requires MATH 1108 as a prerequisite, not MATH 1143.

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR –

1. Council unanimously **approved** [Proposal #8](#) from **General Studies** to reduce the number of credits required for an Associate of Arts degree in General Studies from 64 to 60 credits, in accordance with Faculty Senate's recommended revisions implemented in the 2016-17 catalog.

D. UNFINISHED BUSINESS –

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal. Awaiting GERC's decision. Remains tabled.*
2. [Proposal #3 Revised](#) from **Counseling** to create a new course COUN 4490/5590 Introduction to Counseling Services. *Changes will affect the Graduate catalog. Awaiting signatures showing changes are approved by the PO and college. Morgan will follow up. Remains tabled.*
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Was tabled and remanded 04/21/16 for a faculty vote to approve the new certificate, and to resolve the issues from Student Information Services Impact response. The proposal originator has since retired, so need to verify the proposal is still wanted. Course numbers are incorrect and inconsistent – need fixing. Morgan will follow up. Remains tabled.*

E. NEW BUSINESS –

Curriculum, Course and Program Change Proposals:

Council voted to approve and immediately **table** the following proposals until next meeting.

1. [Proposal #9](#) from **Trade & Industrial** for its **Diesel Technology** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.
2. [Proposal #10](#) from **Trade & Industrial** for its **Automotive Technology** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.

3. [Proposal #11](#) from **Trade & Industrial** for its **Automotive Collision Repair & Refinishing** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.
4. [Proposal #12](#) from **Marketing & Management** to change the pre-reqs for MGT 4434 and MGT 4482.
5. [Proposal #13](#) from **Mathematics** for a new course MATH 0090 Accelerated Math Placement as a self-paced Math study course for domestic students designed to fill in knowledge gaps up through MATH 1143 and MATH 1144.
6. [Proposal #14](#) from **Technical General Education** for a new course TGE 0110 Emporium model Supplemental Math Lab.
7. [Proposal #15](#) from **Medical Assisting** to change the minimum course grade requirements.

F. ADJOURNMENT: 4:00 p.m.

APPENDIX

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #8](#) from **General Studies** to reduce the number of credits required for an Associate of Arts degree in General Studies from 64 to 60 credits, in accordance with Faculty Senate's recommended revisions implemented in the 2016-17 catalog.

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Undergraduate Curriculum Council
September 22, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653
Volume XXXII, Meeting 13 (18-13)
MINUTES – Approved by Curriculum Council on October 31, 2016 via email vote; accepted by Academic Affairs on November 8, 2016

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Susan Belliston, Lisa Goss, Mary Hofle (chair), Bob Houghton, Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, Elizabeth Morgan (telecom), Joanne Toevs

Ex-Officio: JoAnn Hertz, Chris Hunt, Joanne Tokle, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Geoffrey Bennett

1c. Guests: none

2. Minutes for September 1, 2016 and September 15, 2016 – *vote by email*

3. Announcements – none

4. Report from the Executive Committee:

Hofle reported the Executive Committee met on Tuesday with General Counsel to discuss how to address the issue raised by Mike Ellis at UCC's September 1 meeting. The Executive Committee decided to call a meeting with the faculty in Electrical Engineering to investigate what transpired during the department's discussions of last year's Proposal #75. There was some question whether the faculty had voted for approval of the Proposal.

5. Information from Academic Affairs:

Tokle said the annual statewide Gen Ed meeting was two weeks away and the discipline group members were busy preparing for the meeting. Each institution was to pick a competency from each GEM objective, provide an example assignment, and explain how the institution plans to assess that competency using that assignment.

6. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC)

Honors Program has submitted a proposal to add ENGL 1101 as a prerequisite to HONS 1101 to resolve the state's mandated 6-credit requirement for Objective 1.

7. Information from the Chair: none

8. Information from the Faculty Senate and other Councils:

The former Ombudsman, John Gribas, attended Monday's Faculty Senate meeting and discussed his experiences and the role of the Ombuds in helping resolve conflicts. Faculty feedback on Faculty Senate's draft policies should be submitted by October 7. President Vailas plans to attend the October 24, 2016 Faculty Senate meeting to update Senators on various items and happenings.

9. Other related information or questions:

Kloss mentioned in his college there was a proposal that was being forwarded without soliciting impacts on affected departments. When the other departments found out, they were upset because the proposed changes adversely affected their programs. The Dean's Office stopped the proposal until the problems could be resolved. Kloss and Attebery were asked to mention this situation to council members as a reminder of how important it is to solicit and collect impact responses from all affected units. This particular proposal from a Social Science conflicted with

offerings in the Humanities, so illustrates the need for UCC reps to be familiar with all proposals, not just those in their constituent groups. Deans and Associate Deans also need to be more aware of proposals under development.

Maclure asked whether some of the CoTech Horizontal Alignment Proposals #9, 10, and 11 be considered for the Consent Calendar this week, and Proposal #22 for next week. The courses and programs are dictated by the State. Purpose is to help streamline and allow students to more easily transfer among programs. Hofle asked whether some of the similar courses in different courses could be combined, and why the letter designation is used for some of the courses. Maclure answered that it is common for technical courses to be specific to a particular program, and also there is some cross-over with high school programs. Horizontal Alignment is a work in progress, and will continue to evolve as the bugs are worked out. Enough questions were raised that the council decided it would be better to consider each of the proposals individually rather than approve them in a block. Council will invite Debbie Ronneburg, Associate Dean of the College of Technology, to attend the next UCC meeting to give more information about the Horizontal Alignment initiative.

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR – none

D. UNFINISHED BUSINESS

Council voted to **table Proposal #13** until next week to allow Houghton time to present the information he has gathered.

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal. Was tabled and remanded 04/21/16 for revisions. GERC has not yet received a corresponding proposal. Jardine was to follow up. Remains tabled.*
2. [Proposal #3 Revised](#) from **Counseling** to create a new course COUN 4490/5590 Introduction to Counseling Services. *Changes will affect the Graduate catalog. Awaiting signatures showing changes are approved by PO and college. Remains tabled, awaiting Linda Rankin's review and signature.*
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Was tabled and remanded 04/21/16 for a faculty vote to approve the new certificate, and to resolve the issues from Student Information Services Impact response. The proposal originator has since retired, so need to verify the proposal is still wanted. Morgan was to follow up. Remains tabled last week. Course numbers are incorrect and inconsistent – need fixing.*
4. [Proposal #9](#) from **Trade & Industrial** for its **Diesel Technology** program's Horizontal Alignment with Idaho's Career and Technical Education initiative. **Tabled** until next week when Debbie Ronneburg will discuss them.

5. [Proposal #10](#) from **Trade & Industrial** for its **Automotive Technology** program's Horizontal Alignment with Idaho's Career and Technical Education initiative. **Tabled** until next week when Debbie Ronneburg will discuss them.
6. [Proposal #11](#) from **Trade & Industrial** for its **Automotive Collision Repair & Refinishing** program's Horizontal Alignment with Idaho's Career and Technical Education initiative. **Tabled** until next week when Debbie Ronneburg will discuss them.
7. [Proposal #12](#) from **Marketing & Management** to change the pre-reqs for MGT 4434 and MGT 4482. **Tabled** until next week when Bob Houghton will be available to discuss them.
8. [Proposal #13](#) from **Mathematics** for a new course MATH 0090 Accelerated Math Placement as a self-paced Math study course for domestic students designed to fill in knowledge gaps up through MATH 1143 and MATH 1144. **Tabled** earlier in the meeting.
9. Council voted with one abstention to **approve** [Proposal #14](#) from **Technical General Education** ([Appendix 1](#)) for a new course TGE 0110 Emporium model Supplemental Math Lab.
10. Council voted with one abstention to **approve** [Proposal #15](#) from **Medical Assisting** ([Appendix 2](#)) to change the minimum course grade requirements to B-.

E. NEW BUSINESS –

Council voted to approve for discussion and immediately **table** the following proposals for consideration in subsequent meetings:

Curriculum, Course and Program Change Proposals:

1. [Proposal #16](#) from **English & Philosophy** to change pre-reqs for upper division ENGL courses.
2. [Proposal #17](#) from the **Student Success Center, Honors Program**, to add a new course HONS 22** Intermediate Research Techniques.
3. [Proposal #18](#) from **Technical General Education** to delete obsolete TGE courses and remove their references from other courses.
4. [Proposal #19](#) from **Communication Sciences & Disorders** to add Physical Science course requirements to the B.S. degree in CSD.
5. [Proposal #20](#) from **Emergency Services Dept.** to create a new course EMGT 3309 Crisis Management and Leadership.
6. [Proposal #21](#) from **Business Technology** to change BT 0120 course name and description as part of State's Horizontal Alignment initiative.
7. [Proposal #22](#) from **Trade & Industrial Dept.** for changes to WELD Welding program in accordance with the State's Horizontal Alignment initiative.
8. [Proposal #23](#) from **Teaching & Educational Studies** for revision of the SPED Special Education program.
9. [Proposal #24](#) from **Teaching & Educational Studies** to split EDUC 3309 Planning, Delivery and Assessment (6 credits) into new courses EDUC 3308 Foundations of Educational Knowledge, Planning and Assessment, and EDUC 4408 Pre-Internship Field Experience Seminar; 3 credits each.

10. [Proposal #25](#) from **Music** to create a new elective course MUSC 3313 Recording Technology.
11. [Proposal #26](#) from **English & Philosophy** to change the minimum pre-requisite grade to C- for ENGL 1102, and require passing grade of C- in ENGL 1102 to receive placement exam credit for ENGL 1101.

F. ADJOURNMENT: 4:04 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #14](#) from **Technical General Education** for a new course TGE 0110 Emporium model Supplemental Math Lab.

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2. [Proposal #15](#) from **Medical Assisting** to change the minimum course grade requirements.

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Undergraduate Curriculum Council

September 29, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653

Volume XXXII, Meeting 14 (18-14)

MINUTES – Approved by Curriculum Council on November 1, 2016 via email vote; accepted by Academic Affairs on November 8, 2016

A. PRELIMINARIES –

1a. Attendance:

Members: Brian Attebery, Susan Belliston, Lisa Goss, Mary Hofle (chair), Bob Houghton, Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, (telecom), Joanne Toevs

Ex-Officio: JoAnn Hertz, Chris Hunt, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Geoffrey Bennett, Elizabeth Morgan, Joanne Tokle

1c. Guests: Matt Wilson (GERC Vice Chair), Debbie Ronneburg (College of Tech Associate Dean), Staci Phelan (Graduate student observer)

2. Minutes – *vote by email*

3. Announcements – none

4. Report from the Executive Committee:

Met yesterday with the Electrical Engineering department faculty regarding last year's Proposal #75. The faculty vote was correctly recorded on the proposal. There was some confusion about which one of two courses was to have the lab combined with the lecture, and the wrong one ended up being included in the proposal by mistake. A new proposal should be submitted this fall to correct the error, along with a new course being proposed.

5. Information from Academic Affairs – no report

6. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) –

GERC Minutes for **September 13, 2016** will be forthcoming

Matt Wilson reported GERC met on Tuesday. GERC has received two informal requests to remove CHEM 1101 and HIST 2291 from the Gen Ed Program. GERC is discussing a formal process for such removals, which will include a full UCC proposal with all impact responses required. Five or six assessment plans were approved. HONS 1101 will be requiring ENGL 1101 as a prerequisite to resolve the 6-credit requirement for Objective 1: Written Communication. Goss said she has been working with the PO on the UCC proposal for removing CHEM 1101 from Objective 5, which will entail changing the course number.

7. Information from the Chair: none

8. Information from the Faculty Senate and other Councils:

a. Faculty Senate: Policy drafts for UCC's review and comment – comments due **October 7**

a. [Academic Freedom](#) policy

b. [Five-Year Review Process](#)

c. [Promotion and Tenure](#) policy

d. [Faculty Sabbatical Leave](#) policy

Hofle encouraged members to review the policies and make comments, and solicit feedback from their constituents. All comments received will be forwarded anonymously to Faculty Senate.

9. Other related information or questions:

Guest speaker: Debbie Ronneburg, CoTech Assoc. Dean

The Council had invited Ronneburg to explain the state's Horizontal Alignment initiative. She said the Division of Career and Technical Education (CTE) to help encourage high school students in CTE courses to go on to CTE programs at the post-secondary level. Representatives from industry, high school faculty and post-secondary instructors met during the summer to discuss industry needs and learning outcomes of the courses. The goal was to standardize programs across the state so there is seamless articulation from high school to post-secondary CTE programs. There is no leeway room; ISU has to implement exactly what the state has specified. Any programs that do not comply will not be funded by the state CTE division. Hunt asked Ronneburg to work with Sarah Mead in the Registrar's Office to make sure transfer information is correctly handled.

B. INFORMATION ITEMS

Attebery confirmed the History Department does want to **withdraw** the proposal request for the new course in Public History. The proposal tracking sheet will be updated accordingly. The History Department also decided not to delete HIST 2249, but will keep it as an Objective 9 Gen Ed course. The History proposal should be considered in conjunction with the Global Studies proposal once they are both completed and submitted to this council.

C. CONSENT CALENDAR – none

D. UNFINISHED BUSINESS –

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal. Was tabled and remanded 04/21/16 for revisions. GERC has received a corresponding proposal. Remains tabled.*
2. [Proposal #3 Revised](#) from **Counseling** to create a new course COUN 4490/5590 Introduction to Counseling Services. *Changes will affect the Graduate catalog. Being revised by the Dean, awaiting final signatures; Morgan was to follow up. Remains tabled.*
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Verify the proposal is still wanted. Course numbers are incorrect and inconsistent – need fixing. Morgan was to follow up. Remains tabled.*
4. Council unanimously **approved** [Proposal #9](#) from **Trade & Industrial** ([Appendix 1](#)) for its **Diesel Technology** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.
5. Council unanimously **approved** [Proposal #10](#) from **Trade & Industrial** ([Appendix 2](#)) for its **Automotive Technology** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.
6. [Proposal #11](#) from **Trade & Industrial** for its **Automotive Collision Repair & Refinishing** program's Horizontal Alignment with Idaho's Career and Technical Education initiative. **Tabled** pending further SIS review.

7. Council unanimously **approved** [Proposal #12](#) from **Marketing & Management** ([Appendix 3](#)) to change the pre-reqs for MGT 4434 and MGT 4482.
8. [Proposal #13](#) from **Mathematics** for a new course MATH 0090 Accelerated Math Placement as a self-paced Math study course for domestic students designed to fill in knowledge gaps up through MATH 1143 and MATH 1144. **Remains tabled**, awaiting rest of impacts. Some arguments were made in favor of making this course credit-bearing, although the Math department was adamantly opposed to that suggestion.
9. Council **approved**, with one abstention, [Proposal #16](#) from **English & Philosophy** ([Appendix 4](#)) to change the prerequisites for some upper division ENGL courses.
10. Council unanimously **approved** [Proposal #17 as amended](#) from the **Student Success Center, Honors Program** ([Appendix 5](#)) to add a new course HONS 2220 Intermediate Research Techniques.
11. Council unanimously **approved** [Proposal #18](#) from **Technical General Education** ([Appendix 6](#)) to delete obsolete TGE courses and remove their references from other courses.
12. [Proposal #19](#) from **Communication Sciences & Disorders** to add Physical Science course requirements to the B.S. degree in CSD. **Tabled** until the UCC rep returns.
13. [Proposal #20](#) from **Emergency Services Dept.** to create a new course EMGT 3309 Crisis Management and Leadership. **Tabled** until the UCC rep returns.
14. Council unanimously **approved** [Proposal #21](#) from **Business Technology** ([Appendix 7](#)) to change BT 0120 course name and description as part of State's Horizontal Alignment initiative.
15. Council unanimously **approved** [Proposal #22](#) from **Trade & Industrial Dept.** ([Appendix 8](#)) for changes to the **Welding program** in accordance with the State's Horizontal Alignment initiative.
16. [Proposal #23](#) from **Teaching & Educational Studies** for revision of the SPED Special Education program. **Tabled** for clarifications.

Due to time constraints, the following proposals were deferred to the next meeting.

17. [Proposal #24](#) from **Teaching & Educational Studies** to split EDUC 3309 Planning, Delivery and Assessment (6 credits) into new courses EDUC 3308 Foundations of Educational Knowledge, Planning and Assessment (4 credits), and EDUC 4408 Pre-Internship Field Experience Seminar (2 credits).
18. [Proposal #25](#) from **Music** to create a new elective course MUSC 3313 Recording Technology.
19. [Proposal #26](#) from **English & Philosophy** to change the minimum pre-requisite grade to C- for ENGL 1102, and require passing grade of C- in ENGL 1102 to receive placement exam credit for ENGL 1101.

E. NEW BUSINESS –

Curriculum, Course and Program Change Proposals:

Council voted to approve and immediately **table** the following proposals:

1. [Proposal #27](#) from **English & Philosophy** to add ACAD 1104 as a Pre-requisite or Co-requisite to ENGL 1122 and ENGL 1123.
2. [Proposal #28](#) from **Student Success Center** to update the course description for ACAD 2220.
3. [Proposal #29](#) from **Communication Sciences & Disorders** for changes to Sign Language Studies and Interpreting Program to meet CCIE accreditation requirements. *Requires GERC approval of CSD 2257 as Objective 9 Gen Ed course.*
4. [Proposal #30](#) from **Pharmacy** for minor grading and credit changes to courses, add new PPRA 9928 and PPRA 9935, delete PSCI 4414.

F. ADJOURNMENT: 5:05 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #9](#) from **Trade & Industrial** for its **Diesel Technology** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.

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2. [Proposal #10](#) from **Trade & Industrial** for its **Automotive Technology** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.

[Back to List](#)
3. [Proposal #12](#) from **Marketing & Management** to change the pre-reqs for MGT 4434 and MGT 4482.

[Back to List](#)
4. [Proposal #16](#) from **English & Philosophy** to change pre-reqs for upper division ENGL courses.

[Back to List](#)
5. [Proposal #17 as amended](#) from the **Student Success Center, Honors Program**, to add a new course HONS 2220 Intermediate Research Techniques.

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6. [Proposal #18](#) from **Technical General Education** to delete obsolete TGE courses and remove their references from other courses.

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7. [Proposal #21](#) from **Business Technology** to change BT 0120 course name and description as part of State's Horizontal Alignment initiative.

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8. [Ptoposal #22](#) from **Trade & Industrial Dept.** for changes to WELD Welding program in accordance with the State's Horizontal Alignment initiative

Undergraduate Curriculum Council

October 6, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653

Volume XXXII, Meeting 15 (18-15)

MINUTES – *Approved by Curriculum Council on November 17, 2016; Accepted by Academic Affairs on February 17, 2017*

A. PRELIMINARIES –

1a. Attendance:

Members: Brian Attebery, Lisa Goss, Mary Hofle (chair), Bob Houghton, Thomas Kloss, James Lai, Steve Maclure, Elizabeth Morgan (telecom), Joanne Toevs

Ex-Officio: JoAnn Hertz, Chris Hunt, Emily White

Admin. Asst: Catherine Read

1b. Excused: Susan Belliston Geoffrey Bennett, Spencer Jardine, Joanne Tokle, Corey Zink

1c. Guests: Staci Phelan (graduate student observer)

2. Minutes – will vote by email

3. Announcements -- none

5. Report from the Executive Committee:

Hofle reported the Executive Committee did not meet formally this week, but the subsequent written comments from Electrical Engineering (EE) faculty were added as an Appendix to the Executive Committee's Minutes for last week's meeting between UCC's Executive Committee and the Electrical Engineering faculty regarding UCC AY2017 Proposal #75. It was concluded the proposal was submitted in good faith, but contained an inadvertent error which will be corrected in this year's proposal. The matter was resolved and no further action will be taken.

6. Information from Academic Affairs: none

7. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) –

GERC Minutes for [September 13, 2016](#) – for UCC's acceptance by email

8. Information from the Chair: none

9. Information from the Faculty Senate and other Councils:

a. Faculty Senate: Policy drafts for UCC's review and comment – comments due **October 7**

1) [Academic Freedom](#) policy

2) [Five-Year Review Process](#)

3) [Promotion and Tenure](#) policy

4) [Faculty Sabbatical Leave](#) policy

Hofle encouraged members to review the drafts and submit their comments.

10. Other related information or questions:

Read cautioned members to be watchful for outside entities perusing documents on Google Docs. She and White each had noticed an unfamiliar avatar as they were working on the Proposal Tracking Sheet. White made an adjustment to the access permissions which hopefully will prevent that in the future, but asked members to let her know if they notice something unusual.

B. INFORMATION ITEMS –

1. [Flyer for Math 0090 Accelerated Mathematics Placement](#) (for Proposal #13)

The flyer describing the course was projected onscreen for members to view. It will be distributed to students, faculty, staff, advisors, and anyone else who might be interested. The course could also be a beneficial refresher for non-traditional students returning to school after

several years. Credits earned from this course will not count toward a degree, but are eligible for financial aid, as are credits from MATH 0015 and MATH 0025.

C. CONSENT CALENDAR – none

D. UNFINISHED BUSINESS –

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal. GERC has received a corresponding proposal.* **Remains tabled.**
2. [Proposal #3 Revised](#) from **Counseling** to create a new course COUN 4490/5590 Introduction to Counseling Services. *Changes will affect the Graduate catalog. Being revised by Dean, awaiting Linda Rankin's signature and another SIS impact review; Morgan following up.* **Remains tabled.**
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Morgan was working with the original PO to make the necessary corrections. She will follow up.* **Remains tabled.**
4. [Proposal #11](#) from **Trade & Industrial** for its **Automotive Collision Repair & Refinishing** program's Horizontal Alignment with Idaho's Career and Technical Education initiative. **Remains tabled** pending further SIS review.
5. [Proposal #13](#) from **Mathematics** for a new course MATH 0090 Accelerated Math Placement as a self-paced Math study course for domestic students designed to fill in knowledge gaps up through MATH 1143 and MATH 1144. **Remains tabled**, awaiting rest of impacts.
6. Council voted to **approve** [Proposal #19](#) from **Communication Sciences & Disorders** ([Appendix 1](#)) to add Physical Science course requirements to the B.S. degree in CSD.
7. Council voted to **approve** [Proposal #20](#) from **Emergency Services Department** ([Appendix 2](#)) to create a new course EMGT 3309 Crisis Management and Leadership.
8. Council voted to **approve** [Proposal #23](#) from **Teaching & Educational Studies** ([Appendix 3](#)) for revision of the SPED Special Education program. **Tabled** last week for clarifications, which were received and entered into the proposal. *Further changes will be necessary if Proposal #24 is approved.*
9. [Proposal #24](#) from **Teaching & Educational Studies** to split EDUC 3309 Planning, Delivery and Assessment (6 credits) into new courses EDUC 3308 Foundations of Educational Knowledge, Planning and Assessment (4 credits), and EDUC 4408 Pre-Internship Field Experience Seminar (2 credits). **Tabled** until Kloss and Toevs work out the pre-reqs and co-reqs.
10. Council voted to **approve** [Proposal #25](#) from **Music** ([Appendix 4](#)) to create a new elective course MUSC 3313 Recording Technology.
11. [Proposal #26](#) from **English & Philosophy** to change the minimum pre-requisite grade to C- for ENGL 1102, and require passing grade of C- in ENGL 1102 to receive placement exam credit for ENGL 1101. *Requires approval from GERC.* **Tabled**, pending decision by GERC.

12. [Proposal #27](#) from **English & Philosophy** to add ACAD 1104 as a Pre-requisite or Co-requisite to ENGL 1122 and ENGL 1123. **Tabled**, pending impact response from International Programs Office.
13. Council voted to **approve** [Proposal #28](#) from **Student Success Center** ([Appendix 5](#)) to update the course description for ACAD 2220. Clarified that students would be teaching only some modules of the course, and would be under close supervision by faculty.
14. [Proposal #29](#) from **Communication Sciences & Disorders** for changes to Sign Language Studies and Interpreting Program to meet CCIE accreditation requirements. *Requires GERC approval of CSD 2257 as Objective 9 Gen Ed course.* **Tabled**, pending decision by GERC
15. [Proposal #30](#) from **Pharmacy** for minor grading and credit changes to courses, add new PPRA 9928 and PPRA 9935, delete PSCI 4414. **Tabled**, pending confirmation of approval by Dean.

E. NEW BUSINESS –

Curriculum, Course and Program Change Proposals:

Council moved to approve and immediately **table** the following for consideration next week:

1. [Proposal #31](#) from **ESTEC** to change course titles for ESET 0100 and ESET 0100L as part of Idaho's Horizontal Alignment initiative.
2. [Proposal #32](#) from the **Technical Department** to change the course title, description and credits for ITS 0110 as part of Idaho's Horizontal Alignment initiative.
3. [Proposal #33](#) from the **Technical Department** for the **Computer Aided Design Drafting (CADD)** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.
4. [Proposal #34](#) from the **Technical Department** for course changes in the Computerized Machining Technology program as part of Horizontal Alignment with Idaho's Career and Technical Education initiative.
5. [Proposal #35](#) from **Chemistry** for course and curricula changes to make Physical Chemistry labs concurrent with the lectures.
6. [Proposal #36](#) from **Biosciences** to update Pre- and Co-requisites for several BIOL courses.
7. [Proposal #37](#) from **Mechanical Engineering** to change ME course offering terms and pre-reqs, require ME 3325 for B.S. degree in Mechanical Engineering.
8. [Proposal #38](#) from **Paralegal Studies** for a new course PARA 0119 and minor course and curricula adjustments.
9. [Proposal #39](#) from **Civil Engineering Technology** to change the course titles and descriptions for CET 0241 and CET 0242.
10. [Proposal #40](#) from the **Robotics Program** for Horizontal Alignment changes.

Council members reviewed the Tracking Sheet and noted the status of the proposals in process for which they are responsible. Hertz and Hunt mentioned the Paramedic Science Certificate proposal will need a statement that BIOL 1101 and 1101L should be listed in the catalog as required pre-reqs.

F. ADJOURNMENT: 4:45 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #19](#) from **Communication Sciences & Disorders** to add Physical Science course requirements to the B.S. degree in CSD.

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2. [Proposal #20](#) from **Emergency Services Department** to create a new course EMGT 3309 Crisis Management and Leadership.

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3. [Proposal #23](#) from **Teaching & Educational Studies** for revision of the SPED Special Education program.

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4. [Proposal #25](#) from **Music** to create a new elective course MUSC 3313 Recording Technology.

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5. [Proposal #28](#) from **Student Success Center** to update the course description for ACAD 2220.

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Undergraduate Curriculum Council (UCC)

October 13, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653

Volume XXXII, Meeting 16 (18-16)

Minutes -- Approved by Curriculum Council on November 17, 2016; Accepted by Academic Affairs on February 17, 2017

A. PRELIMINARIES –

1a. Attendance:

Members: Brian Attebery, Susan Belliston, Lisa Goss, Spencer Jardine (acting chair), Thomas Kloss, Steve Maclure, Elizabeth Morgan (telecom), Joanne Toevs

Ex-Officio: JoAnn Hertz, Chris Hunt, Joanne Tokle, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Geoffrey Bennett, Bob Houghton, Tom Kloss, Mary Hofle

1c. Guests: Matt Wilson, Staci Phelan (grad student observer)

2. Minutes – *vote by email*

3. Announcements –

Jardine mentioned he attended yesterday's open faculty meeting hosted by the Executive Vice President and Provost Laura Woodworth-Ney, the first of several such events planned. He reported she fielded and answered quite a few questions from faculty, and the response seemed to be positive. A video recording was made of the meeting, and should soon be posted on the Academic Affairs website.

5. Report from the Executive Committee:

The UCC Executive Committee met with the GERC leadership this week and developed a process for removing courses from the Gen Ed program using the UCC proposal process to do so. A separate UCC proposal is to be submitted for each course proposed for removal from the Gen Ed program, and not combined with any other proposed catalog changes. The full GERC committee will need to be notified of the proposal, so they can consider the proposed removal and make a determination as a committee. GERC's website has been updated to include the instructions for removing a Gen Ed course. Hunt reiterated that if a course is removed from the Gen Ed program the course number will have to be changed, since the Degree Audit system cannot otherwise differentiate between the Gen Ed version and the non-Gen Ed version.

6. Information from Academic Affairs:

Tokle reported the State's Gen Ed summit was last week, and assessment was the main topic discussed by the discipline groups. The faculty representatives from each institution brought an example of how their institution was conducting their assessments, which was informative and helpful. They also discussed what was working and what was not, and the challenges they encountered in their assessment attempts. The State committee decided on a three-year review cycle for considering and updating the Objective competencies, starting in February 2017. In other words, the discipline groups can develop and submit their recommended changes, and all recommendations will be reviewed together at the end of the three-year cycle.

7. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) –

Wilson reported GERC has reviewed several proposals, and approved the corresponding proposal for UCC Proposal #26 for the passing grades for ENGL 1101 & 1102. The LLIB 1125 course and CSD 2257 for UCC Proposal #29 were remanded for further information on the assessment plans.

8. Information from the Chair: none

9. Information from the Faculty Senate and other Councils:
Faculty Senate will start considering the faculty comments received and revising the policy drafts accordingly. Academic Standards Committee has not yet met this semester.
10. Other related information or questions:
White mentioned she is starting to send the catalog changes through the Workflow process, so UCC reps should start to watch for those emails and review the changes for accuracy before it goes on to the Proposal Originator for review.

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR – none

Maclure asked the council to consider putting Proposal #31 and other College of Technology's Horizontal Alignment proposals on the Consent Calendar to approve in a block, rather than discuss each individually since the changes are mandated by the State. Since Proposal #31 is already on today's agenda for discussion, the Consent Calendar remained empty.

D. UNFINISHED BUSINESS –

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal. Still tabled. GERC has received a corresponding proposal, and remanded it for revisions. Remained tabled.*
2. [Proposal #3 Revised](#) from **Counseling** to create a new course COUN 4490/5590 Introduction to Counseling Services. *Changes will affect the Graduate catalog. Being revised by Dean, will need SIS impact review again. Morgan following up. Remained tabled.*
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Verify the proposal is still wanted. Course numbers are incorrect and inconsistent – need fixing. Morgan was to follow up. Remained tabled.*
4. Council voted unanimously to **approve [Proposal #11 as amended](#)** from **Trade & Industrial** ([Appendix 1](#)) for its **Automotive Collision Repair & Refinishing** program's Horizontal Alignment with Idaho's Career and Technical Education initiative. **Remained tabled** last week pending further SIS review. The contact hours were amended to be per week instead of per semester.
5. [Proposal #13](#) from **Mathematics** for a new course MATH 0090 Accelerated Math Placement as a self-paced Math study course for domestic students designed to fill in knowledge gaps up through MATH 1143 and MATH 1144. **Remained tabled**, awaiting rest of impacts. Hertz asked for the Math Department to submit a written rationale why the course should not carry degree credit to help her answer students' questions about it. The question was raised regarding how far this council's authority extends in making decisions and changing proposals without the consent of the department, as a possible topic for future discussions.
6. Council voted unanimously to **approve [Proposal #24](#)** from **Teaching & Educational Studies** ([Appendix 2](#)) to split EDUC 3309 Planning, Delivery and Assessment (6 credits) into new courses

EDUC 3308 Foundations of Educational Knowledge, Planning and Assessment (4 credits), and EDUC 4408 Pre-Internship Field Experience Seminar (2 credits). Music and Education had worked out the pre-requisite and co-requisite issues.

7. Council voted unanimously to **approve Proposal #26** from **English & Philosophy** ([Appendix 3](#)) to change the minimum pre-requisite grade to C- for ENGL 1102, and require passing grade of C- in ENGL 1102 to receive placement exam credit for ENGL 1101. *Has been approved by GERC.*
8. [Proposal #27](#) from **English & Philosophy** to add ACAD 1104 as a Pre-requisite or Co-requisite to ENGL 1122 and ENGL 1123. **Remained tabled**, awaiting impact response from International Programs Office.
9. Council voted unanimously to **approve Proposal #29** from **Communication Sciences & Disorders** ([Appendix 4](#)), pending GERC's approval of CSD 2257 for changes to Sign Language Studies and Interpreting Program to meet CCIE accreditation requirements. *GERC subsequently approved CSD 2257 as an Objective 9 Gen Ed course.*
10. Council voted unanimously to **approve Proposal #30** from **Pharmacy** ([Appendix 5](#)) for minor grading and credit changes to courses, add new PPRA 9928 and PPRA 9935, delete PSCI 4414. Tabled last week, awaiting confirmation that Deans have approved.
11. Council voted unanimously to **approve Proposal #31** from **ESTEC** ([Appendix 6](#)) to change course titles for ESET 0100 and ESET 0100L as part of Idaho's Horizontal Alignment initiative.
12. Council voted unanimously to **approve Proposal #32 as amended** from the **Technical Department** ([Appendix 7](#)) to change the course title, description and credits for ITS 0110 as part of Idaho's Horizontal Alignment initiative.
13. Council voted unanimously to **approve Proposal #33 as amended** from the **Technical Department** ([Appendix 8](#)) for the **Computer Aided Design Drafting (CADD)** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.
14. Council voted unanimously to **approve Proposal #34** from the **Technical Department** ([Appendix 9](#)) for course changes in the **Computerized Machining Technology** program as part of Horizontal Alignment with Idaho's Career and Technical Education initiative.
15. Council voted unanimously to **approve Proposal #35** from **Chemistry** ([Appendix 10](#)) for course and curricula changes to make Physical Chemistry labs concurrent with the lectures.
16. Council voted with one abstention to **approve Proposal #36** from **Biosciences** ([Appendix 11](#)) to update Pre- and Co-requisites for several BIOL courses.
17. [Proposal #37](#) from **Mechanical Engineering** to change ME course offering terms and pre-reqs, require ME 3325 for B.S. degree in Mechanical Engineering. **Tabled.**
18. Council voted unanimously to **approve Proposal #38** from **Paralegal Studies** ([Appendix 12](#)) for a new course PARA 0119 and minor course and curricula adjustments.

Proposals below were deferred until next meeting due to time constraints.

19. [Proposal #39](#) from **Civil Engineering Technology** to change the course titles and descriptions for CET 0241 and CET 0242.
20. [Proposal #40](#) from the **Robotics Program** for Horizontal Alignment changes.

E. NEW BUSINESS –

Curriculum, Course and Program Change Proposals: none new this week

F. ADJOURNMENT: 5:00 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #11](#) **as amended** from **Trade & Industrial** for its **Automotive Collision Repair & Refinishing** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.

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2. [Proposal #24](#) from **Teaching & Educational Studies** to split EDUC 3309 Planning, Delivery and Assessment (6 credits) into new courses EDUC 3308 Foundations of Educational Knowledge, Planning and Assessment (4 credits), and EDUC 4408 Pre-Internship Field Experience Seminar (2 credits). Music and Education had worked out pre-req and co-reqs issues.

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3. [Proposal #26](#) from **English & Philosophy** to change the minimum pre-requisite grade to C- for ENGL 1102, and require passing grade of C- in ENGL 1102 to receive placement exam credit for ENGL 1101. *Has been approved by GERC.*

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4. [Proposal #29](#) from **Communication Sciences & Disorders**, pending GERC's approval of CSD 2257, for changes to Sign Language Studies and Interpreting Program to meet CCIE accreditation requirements. *GERC subsequently approved CSD 2257 as an Objective 9 Gen Ed course.*

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5. [Proposal #30](#) from **Pharmacy** for minor grading and credit changes to courses, add new PPRA 9928 and PPRA 9935, delete PSCI 4414. Confirmation of Deans' approval had been received.

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6. [Proposal #31](#) from **ESTEC** to change course titles for ESET 0100 and ESET 0100L as part of Idaho's Horizontal Alignment initiative.

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7. [Proposal #32](#) **as amended** from the **Technical Department** to change the course title, description and credits for ITS 0110 as part of Idaho's Horizontal Alignment initiative.

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8. [Proposal #33](#) **as amended** from the **Technical Department** for the **Computer Aided Design Drafting (CADD)** program's Horizontal Alignment with Idaho's Career and Technical Education initiative.

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9. [Proposal #34](#) from the **Technical Department** for course changes in the **Computerized Machining Technology** program as part of Horizontal Alignment with Idaho's Career and Technical Education initiative.

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10. [Proposal #35](#) from **Chemistry** for course and curricula changes to make Physical Chemistry labs concurrent with the lectures.

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11. [Proposal #36](#) from **Biosciences** to update Pre- and Co-requisites for several BIOL courses.

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12. [Proposal #38](#) from **Paralegal Studies** for a new course PARA 0119 and minor course and curricula adjustments.

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Undergraduate Curriculum Council (UCC)

October 20, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653

Volume XXXII, Meeting 17 (18-17)

MINUTES – *Approved by Curriculum Council on December 23, 2016 via email vote; Accepted by Academic Affairs on January 18, 2017*

A. PRELIMINARIES –

1a. Attendance:

Members: Brian Attebery, Susan Belliston, Lisa Goss, Mary Hofle (chair), Bob Houghton, Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, Elizabeth Morgan (telecom), Joanne Toevs (telecom)

Ex-Officio: Chris Hunt, Joanne Togle, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Geoffrey Bennett, JoAnn Hertz, Emily White

1c. Guests: Rachel Hulse (grad student observer)

2. Minutes – *vote by email*

3. Announcements – none

5. Report from the Executive Committee: did not meet, no report

6. Information from Academic Affairs: no news

7. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) – did not meet this week

8. Information from the Chair: none

9. Information from the Faculty Senate and other Councils:

BAS committee met this week, minutes will be forthcoming. Degree plans were reviewed.

Faculty Senate meets this coming Monday; President Vailas and Executive Vice

President/Provost Woodworth-Ney plan to attend. Faculty feedback on the draft policies is being reviewed by the original draft authors and revisions are under way.

10. Other related information or questions: none

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR – none

D. UNFINISHED BUSINESS –

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal. GERC has received a corresponding proposal. Remained tabled.*

2. [Proposal #3 Revised](#) from **Counseling** to create a new course COUN 4490/5590 Introduction to Counseling Services. *Changes will affect the Graduate catalog. Being revised by Dean, will need SIS impact review again. Hofle and Morgan will follow up. Remained tabled.*
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Verify the proposal is still wanted. Course numbers are incorrect and inconsistent – need fixing. Morgan was to follow up. Remained tabled.*
4. [Proposal #13](#) from **Mathematics** for a new course MATH 0090 Accelerated Math Placement as a self-paced Math study course for domestic students designed to fill in knowledge gaps up through MATH 1143 and MATH 1144. **Remained tabled.** *UCC requests the department's rationale for their firm belief that the course not be credit bearing.*
5. [Proposal #27](#) from **English & Philosophy** to add ACAD 1104 as a Pre-requisite or Co-requisite to ENGL 1122 and ENGL 1123. **Remained tabled,** *awaiting impact response from International Programs Office. Kloss will follow up.*
6. Council voted to **approve** [Proposal #37](#) from **Mechanical Engineering** ([Appendix 1](#)) to change ME course offering terms and pre-reqs, require ME 3325 for B.S. degree in Mechanical Engineering.
7. Council voted to **approve** [Proposal #39](#) from **Civil Engineering Technology** ([Appendix 2](#)) to change the course titles and descriptions for CET 0241 and CET 0242.
8. [Proposal #40](#) from the **Robotics Program** for Horizontal Alignment changes. Faculty had voted against this proposal, but the changes are mandated by the State so ISU has no choice. **Tabled** for another faculty vote.

E. NEW BUSINESS –

[State Proposals for Review:](#) – none

Curriculum, Course and Program Change Proposals:

1. Council voted to **approve** [Proposal #41](#) from **Teaching & Educational Studies** ([Appendix 3](#)) for two new Practicum courses EDUC 4486 and EDUC 4487, and updates to the TES/Secondary Education program.
2. [Proposal #42](#) from **History** for comprehensive course and curricula updates, including three new Gen Ed courses HIST 1100, HIST 2204 and HIST 2241, if approved by GERC. *Requires GERC approval. Tabled,* awaiting GERC's decision.
3. Council voted to **approve** [Proposal #43](#) from **Health Occupations: Practical Nursing** ([Appendix 4](#)) to change the lab courses PNUR 0110L, PNUR 0126L and PNUR 0133L from letter to S/U grading.
4. Council voted to **approve,** pending correction of contact hours, [Proposal #44](#) from **Health Occupations: Occupational Therapy Assistant** program ([Appendix 5](#)) to change the course titles, descriptions and pre-requisites for OTA 0115 and OTA 0121. *Contact hours were subsequently corrected.*

5. Council voted to **approve Proposal #45** from **Political Science** ([Appendix 6](#)) to create new permanent courses POLS 4428 Women and Politics, and POLS 4444 Law and Society. *The number of eligible faculty was subsequently included in the vote count as UCC requested.*
6. Council voted to **approve Proposal #46** from **Communications, Media and Persuasion** ([Appendix 7](#)) for course and curricula changes, updates to Public Relations/Advertising minor, change minor name to Rhetoric and Media Affairs. **Requires SBOE and NWCCU approval. Changes affect Graduate catalog.**
7. Council voted to **approve Proposal #47** from **Computer Science** ([Appendix 8](#)) for course and curricula changes to the major and minor in Computer Science. **Changes affect Graduate catalog.**
8. Council voted to **approve Proposal #48** from **Marketing & Management** ([Appendix 9](#)) for new minors in Entrepreneurial Leadership and Entrepreneurial Innovation, along with a new course MGT 2210. **Requires SBOE and possibly NWCCU approval.**

F. ADJOURNMENT: 4:45 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #37](#) from **Mechanical Engineering** to change ME course offering terms and pre-reqs, require ME 3325 for B.S. degree in Mechanical Engineering.

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2. [Proposal #39](#) from **Civil Engineering Technology** to change the course titles and descriptions for CET 0241 and CET 0242.

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3. [Proposal #41](#) from **Teaching & Educational Studies** for two new Practicum courses EDUC 4486 and EDUC 4487, and updates to the TES/Secondary Education program.

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4. [Proposal #43](#) from **Health Occupations: Practical Nursing** to change the lab courses PNUR 0110L, PNUR 0126L and PNUR 0133L from letter to S/U grading

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5. [Proposal #44](#) from **Health Occupations: Occupational Therapy Assistant** program to change the course titles, descriptions and pre-requisites for OTA 0115 and OTA 0121.

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6. [Proposal #45](#) from **Political Science** to create new permanent courses POLS 4428 Women and Politics, and POLS 4444 Law and Society.

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7. [Proposal #46](#) from **Communications, Media and Persuasion** for course and curricula changes, updates to Public Relations/Advertising minor, change minor name to Rhetoric and Media Affairs. **Requires SBOE and NWCCU approval. Changes affect Graduate catalog.**

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8. [Proposal #47](#) from **Computer Science** for course and curricula changes to the major and minor in Computer Science. **Changes affect Graduate catalog.**

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9. [Proposal #48](#) from **Marketing & Management** for new minors in Entrepreneurial Leadership and Entrepreneurial Innovation, along with a new course MGT 2210. **Requires SBOE and possibly NWCCU approval.**

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Undergraduate Curriculum Council (UCC)

October 27, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653

Volume XXXII, Meeting 18 (18-18)

MINUTES – *Approved by Curriculum Council on December 23, 2016 via email vote; Accepted by Academic Affairs on January 18, 2017*

A. PRELIMINARIES

1a. Attendance:

Members: Brian Attebery, Lisa Goss, Mary Hofle (chair), Bob Houghton, Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, Joanne Toevs

Ex-Officio: Chris Hunt, Joanne Togle, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Geoffrey Bennett, Susan Belliston, Elizabeth Morgan, JoAnn Hertz

1c. Guests: Matt Wilson, Rachel Hulse (grad student observer)

2. Minutes – *vote by email*

3. Announcements -- none

4. Report from the Executive Committee: didn't meet, no report

5. Information from Academic Affairs: no report.

6. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC)

GERC is reviewing Gen Ed assessment plans that are still coming in. A reminder memo went out today to all department chairs, program directors, deans, and associate deans that assessment reports are due November 1. Institutional Research will be handling and managing the submitted reports and data. The Institutional Effectiveness and Assessment Committee (IEAC) plans to use the data collected from these Gen Ed learning outcome assessment reports in ISU's report to the Northwest Accreditors this spring.

b. BAS Committee –

Council accepted the BAS Committee's Minutes for [April 8, 2016](#)

7. Information from the Chair: none

8. Information from the Faculty Senate and other Councils:

The President and Provost attended Monday's Faculty Senate meeting and discussed using student credit hours as a way of evaluating academic programs and allocating funds with an emphasis on balancing between the Humanities and STEM-related programs.

9. Other related information or questions:

Discussion ensued about the Gen Ed program and how broad or narrow an interpretation should GERC apply when considering whether or not a proposed course should be included in the General Education program. The question being debated by GERC was whether to consider a proposed course's role in and contribution to the Gen Ed program as a whole, or simply to determine whether it meets the Objective's learning outcomes. What is the overarching purpose and value of the Gen Ed program, especially for students who switch majors? Suggestion was made that UCC might consider giving GERC some direction and guidance.

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR – none

D. UNFINISHED BUSINESS –

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will likely withdraw this proposal. GERC has received a corresponding proposal. Jardine will contact the GERC chair to discuss GERC's questions and concerns. Remained tabled.*
2. [Proposal #3 Revised](#) from **Counseling** to create a new course COUN 4490/5590 Introduction to Counseling Services. *Changes will affect the Graduate catalog. Being revised by Dean, will need SIS impact review again. Morgan was following up. Remained tabled.*
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program** in Mindful Practices and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Verify the proposal is still wanted. Course numbers are incorrect and inconsistent – need fixing. Morgan was to follow up. Remained tabled.*
4. Council voted to **approve Proposal #13** from **Mathematics** ([Appendix 1](#)) for a new course MATH 0090 Accelerated Math Placement as a self-paced Math study course for domestic students designed to fill in knowledge gaps up through MATH 1143 and MATH 1144. UCC had requested the department's rationale for their firm belief that the course not be credit bearing; reply was received and entered into the proposal.
5. [Proposal #27](#) from **English & Philosophy** to add ACAD 1104 as a Pre-requisite or Co-requisite to ENGL 1122 and ENGL 1123. *Awaiting impact response from International Programs Office. Remained tabled.*
6. [Proposal #40](#) from the **Robotics Program** for Horizontal Alignment changes. *Awaiting another faculty vote. Remained tabled.*
7. [Proposal #42](#) from **History** for comprehensive course and curricula updates, including three new Gen Ed courses HIST 1100, HIST 2204 and HIST 2241, if approved by GERC. *Requires GERC approval. GERC has received two of the three corresponding new course proposals. Remained tabled.*

E. NEW BUSINESS –

[State Proposals for Review](#): -- none this week

Curriculum, Course and Program Change Proposals:

1. [Proposal #49](#) from the **University Honors Program** to add ENGL 1101 as a pre-req to HONS 1101 to fulfill the required 6-credits for Objective 1, delete HONS 2201 and HONS 2202, housekeeping edits. *The proposed Honors Bachelors of Applied Science will require SBOE approval.* The BAS Committee has just started discussing that new degree, and several concerns were raised. **Tabled.**
2. [Proposal #50](#) from **Global Studies & Languages** for new International Studies courses and curriculum changes. *Changes will affect the Graduate catalog. Requires GERC approval of IS 2270 as Objective 9 Gen Ed course. GERC has received a corresponding proposal. Tabled.*

Discussion ensued regarding the Chemistry Department's request to remove CHEM 1101 from the Gen Ed program. Since almost all students who take CHEM 1101 go on to take CHEM 1102 and CHEM

1103 which satisfy Objective 5. CHEM 1101 is used mostly in Health Sciences programs, and crams a full year of the basics of general chemistry, organic and biochemistry into one semester, just enough for the students to understand the material they will encounter in their next chemistry courses and health science programs. Only one section of CHEM 1101 is ever offered in a semester, with over 200 students, taught by one lecturer. All exams are given online, outside of class time, and are multiple choice format. CHEM 1101 does not meet Objective 5 learning outcomes for scientific reasoning (Outcome 2) and communication (Outcome 3) skills, nor does it have a lab component. It is not the same course as CHEM 1101 courses at ISU's sister institutions; their courses correspond more closely with CHEM 1100 which is designed specifically to fulfill Objective 5 objectives, and does not have a Math prerequisite. The main programs that would be adversely affected by removing CHEM 1101 from the Gen Ed program are College of Technology's Medical Assisting, Nursing, and Respiratory Therapy programs, though CHEM 1111 is also listed as an option in those programs. *Goss will continue to follow up and solicit impact responses from all the affected departments.*

Council members reviewed the list of proposals in process and will follow up with the proposal originators as to their status.

F. ADJOURNMENT: 4:14 p.m.

APPENDIX

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #13](#) from **Mathematics** for a new course MATH 0090 Accelerated Math Placement as a self-paced Math study course for domestic students designed to fill in knowledge gaps up through MATH 1143 and MATH 1144. UCC had requested the department's rationale for their firm belief that the course not be credit bearing; reply was received and entered into the proposal

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Undergraduate Curriculum Council (UCC)

November 3, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653

MINUTES – Approved by Curriculum Council on November 4, 2016 via email vote; Accepted by Academic Affairs on January 18, 2017

A. PRELIMINARIES –

1a. Attendance:

Members: Brian Attebery, Lisa Goss, Mary Hofle (chair), Bob Houghton, Spencer Jardine, Thomas Kloss, James Lai, Steve Maclure, Elizabeth Morgan (telecom), Joanne Toevs

Ex-Officio: JoAnn Hertz, Joanne Tokle, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Geoffrey Bennett, Susan Belliston, Chris Hunt

1c. Guests: Rachel Hulse (grad student observer)

2. Minutes

Council has **approved** its Minutes for **September 1, 2016, September 15, 2016, September 22, 2016** and **September 29, 2016** by email vote.

3. Announcements – Library’s ISU Faculty Showcase is next Wednesday at 4:30 – 6:30 p.m.

5. Report from the Executive Committee: did not meet, no report

6. Information from Academic Affairs: no report

7. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) –

Council has **accepted** GERC Minutes for **September 13, 2016** via email vote.

8. Information from the Chair: none

9. Information from the Faculty Senate and other Councils:

Announcement forthcoming soon about Faculty Town Hall to be held Monday, November 14, 2016 at 3:30 – 4:30 p.m in the SUB Ballroom, with distance learning connections to Meridian, Idaho Falls and Twin Falls.

10. Other related information or questions: none

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR – none

D. REMAIN TABLED, AWAITING GERC DECISION

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. *Requires approval from GERC; if denied, Library will withdraw this proposal. GERC has received a corresponding proposal.* Jardine reported GERC has concerns whether this course fits well enough within the gen ed program, so the Library will withdraw the Objective 8 designation and go ahead with the proposal as a regular course. He will follow up with the Library faculty to answer this Council’s questions. **Remains tabled.**

2. [Proposal #42](#) from **History** for comprehensive course and curricula updates, including three new Gen Ed courses HIST 1100, HIST 2204 and HIST 2241, if approved by GERC. *Requires GERC approval.* **Remains tabled.**

3. [Proposal #50](#) from **Global Studies & Languages** for new International Studies courses and curriculum changes. *Changes will affect the Graduate catalog. .Requires GERC approval of IS 2270 as Objective 9 Gen Ed course. GERC has received a corresponding proposal. Tabled.*

E. UNFINISHED BUSINESS –

Curriculum, Course and Program Change Proposals:

1. Council voted unanimously to **approve** [Proposal #3 Revised](#) from **Counseling** ([Appendix 1](#)) to create a new course COUN 4490/5590 Introduction to Counseling Services. *Changes will affect the Graduate catalog. All previous concerns had been addressed, and the new signature page was received.*
2. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program in Mindful Practices** and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Morgan reported all corrections were made and final approvals received. Remains tabled, pending receipt of signature page.*
3. Council unanimously **approved** [Proposal #27](#) from **English & Philosophy** ([Appendix 2](#)) to add ACAD 1104 as a Pre-requisite or Co-requisite to ENGL 1122 and ENGL 1123. Was tabled last week, awaiting impact response from International Programs Office. *Impact response has been received and entered into the proposal.*
4. Council unanimously **approved** [Proposal #40](#) from the **Robotics Program** ([Appendix 3](#)) for Horizontal Alignment changes. Was tabled last week, awaiting another faculty vote. *Faculty vote of approval has been received and entered into the proposal.*
5. [Proposal #49](#) from the **University Honors Program** to add ENGL 1101 as a pre-req to HONS 1101, delete HONS 2201 and HONS 2202, housekeeping edits. **Tabled**, awaiting impact response from the English Department. *Kloss will follow up.*

E. NEW BUSINESS –

[State Proposals for Review](#): -- none this week

Curriculum, Course and Program Change Proposals:

1. Council unanimously **approved** [Proposal #51](#) **as amended** from **Art** ([Appendix 4](#)) to change ART 2201 and 2202 Intermediate Drawing into ART 2205 and 3306 for upper division credits.
2. [Proposal #52](#) from **Special Education** for [requested revisions](#) to the approved Proposal #23 to accommodate the splitting of EDUC 3309 into EDUC 3308 and EDUC 4408 as specified in the approved Proposal #24. **Tabled** for final review by PO, receipt of impact responses, and signatures. *Toevs will follow up.*
3. [Proposal #53](#) from **Chemistry** to add a new course CHEM 1001 to replace CHEM 1101 which is being deleted and removed from the Gen Ed Program Objective 5 and GEM Scientific Ways of Knowing. **Tabled** for final impacts and addition of affected departments' curricular adjustments into the proposal. *Goss will follow up.*

F. ADJOURNMENT: 5:00 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #3 Revised](#) from **Counseling** to create a new course COUN 4490/5590 Introduction to Counseling Services. **Changes will affect the Graduate catalog.**

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2. [Proposal #27](#) from **English & Philosophy** to add ACAD 1104 as a Pre-requisite or Co-requisite to ENGL 1122 and ENGL 1123.

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3. [Proposal #40](#) from the **Robotics Program** for Horizontal Alignment changes..

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4. [Proposal #51 as amended](#) from **Art** to change ART 2201 and 2202 Intermediate Drawing into ART 2205 and 3306 for upper division credits.

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Undergraduate Curriculum Council (UCC)

November 10, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653

Volume XXXII, Meeting 20 (18-20)

MINUTES – *Approved by Curriculum Council on December 23, 2016 via email vote; Accepted by Academic Affairs on January 18, 2017*

A. PRELIMINARIES –

1a. Attendance:

Members: Brian Attebery, Susan Belliston, Lisa Goss, Mary Hofle (chair), Bob Houghton, Spencer Jardine, Thomas Kloss, Steve Maclure, Elizabeth Morgan (telecom), Joanne Toevs

Ex-Officio: JoAnn Hertz, Chris Hunt, Joanne Tokle, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Geoffrey Bennett, James Lai

1c. Guests: Matt Wilson

2. Minutes

Council has **approved** its Minutes for **September 1, September 15, September 22, September 29, and November 3, 2016** by email vote.

3. Announcements

ISU Civic Band and Wind Ensemble concert is next Wednesday evening at 7:30 p.m. in the Stephens Performing Arts Center. All are welcome to come support our musicians.

5. Report from the Executive Committee: did not meet, no report

6. Information from Academic Affairs: nothing to report

7. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC)

GERC met Tuesday and approved new Gen Ed courses CSD 2257 for Objective 8 and SCPY 1001 for Objective 9. They denied HE 2200 after much discussion, but it did not fit well within the current Objectives. IS 2270 was deferred until next week for clarification of the similar HIST course. There was a problem with the Qualtrics assessment reporting program that is getting fixed; the submission deadline was extended until November 18.

8. Information from the Chair: nothing to report

9. Information from the Faculty Senate and other Councils:

Faculty Senate's faculty Open Forum is this coming Monday at 3:30 – 5:00 p.m. in the SUB Ballroom, with DL connections to Meridian Room 687, Idaho Falls CHE 311, and Twin Falls Room C91.

BAS Committee will meet next week.

10. Other related information or questions:

Hunt clarified for Kloss that once his student who tested out of ENGL 1101 successfully completes ENGL 1102 she will get credited for ENGL 1101 in her Degree Audit.

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR – none

D. REMAIN TABLED

1. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program in Mindful Practices** and new DHS 4411 Practicum course. **Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Remains tabled indefinitely**, per Linda Rankin, DHS Associate Dean. *SBOE proposal was pulled by the Provost. Morgan will find out whether this proposal should be considered as withdrawn.*
2. [Proposal #42](#) from **History** for comprehensive course and curricula updates, including three new Gen Ed courses HIST 1100, HIST 2204 and HIST 2241, if approved by GERC. *Requires GERC approval. Need clarification whether one or two of the new courses were no longer proposed as Gen Ed courses. Remains tabled*, pending GERC's decision. However, UCC members should review this proposal before next week so they are prepared to discuss it no matter what GERC decides.
3. [Proposal #50](#) from **Global Studies & Languages** for new International Studies courses and curriculum changes. **Changes will affect the Graduate catalog. Requires GERC approval of IS 2270 as Objective 9 Gen Ed course, which was proposed as a future replacement for HIST 2249. GERC has received a corresponding proposal. Remains tabled**, pending GERC's decision.

E. UNFINISHED BUSINESS –

Curriculum, Course and Program Change Proposals:

1. [Proposal #1](#) from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research as a new Objective 8 Gen Ed course. ~~*Requires approval from GERC? GERC has received a corresponding proposal.*~~ The Library has **withdrawn the Objective 8 request** so this is now proposed as a regular course. **Remains tabled**, pending acceptance of this change by affected programs. *Jardine will follow up.*
2. [Proposal #49 as amended](#) from the **University Honors Program** to add ENGL 1101 as a pre-req to HONS 1101, delete HONS 2201 and HONS 2202, housekeeping edits. The Honors Philosophy option will be retained after all. Had been **tabled**, awaiting impact response from the English Department *which has been received and entered into the proposal. Remains tabled*, pending resolution of Honors Program admission requirements regarding applying credit for ENGL 1101. *Hofle will follow up with the Honors Program.*
3. Council voted to **approve [Proposal #52 as amended](#)** from **Special Education ([Appendix 1](#))** for **requested revisions** to the approved Proposal #23 to accommodate the splitting of EDUC 3309 into EDUC 3308 and EDUC 4408 as specified in the approved Proposal #24.
4. [Proposal #53](#) from **Chemistry** to add a new course CHEM 1001 to replace CHEM 1101 which is being deleted and removed from the Gen Ed Program Objective 5 and GEM Scientific Ways of Knowing. **Remained tabled**, pending resolution of impacted programs. Goss found the only programs that are still adversely affected is Respiratory Therapy and A.S. in Nursing, even though CHEM 1111 and NTD 2239 are currently listed respectively as alternatives – it requires more Math for Respiratory Therapy, however. *UCC Executive Committee will meet with all parties to find a satisfactory solution.*

E. NEW BUSINESS –

State Proposals for Review: -- none this week

Curriculum, Course and Program Change Proposals:

1. Council voted to **approve Proposal #54** from **College of Business** ([Appendix 2](#)) to reduce the credits required for the A.S. degree from 61 to 60, remove the Math proficiency and residency requirements, and general corrections.
2. Council voted to **approve Proposal #55** from **Nuclear Engineering** ([Appendix 3](#)) to change the course offerings for NE 4419 to fall and NE 4445 to spring semesters to accommodate changes in the Mechanical Engineering program.
3. Council voted to **approve Proposal #56** from **Mechanical Engineering** ([Appendix 4](#)) to correct the Pre- and Co-requisites for ME 4440 which were inadvertently omitted from approved Proposal #37.
4. [Proposal #57](#) from **Emergency Services Department** for a new Academic Certificate in Paramedic Science. **Requires SBOE and possibly NWCCU approval. Tabled**, awaiting confirmation to list prerequisites BIOL 1101 and 1101L in the program requirements. *Morgan will follow up with the PO.*
5. Council voted to **approve Proposal #58** from **Global Studies and Languages** ([Appendix 5](#)) to change the course descriptions and pre-reqs for JAPN 3341 and JAPN 3342.

Proposed Catalog Policy suggestion from Registrar's Office for UCC's consideration next week:

Listing Prerequisites in Degree Requirements for all Programs:

All courses that are prerequisites for courses required for a program are to be listed in the catalog as requirements for the program, except for: MATH 1108, MATH 1143, MATH 1144 and MATH 1147.

F. ADJOURNMENT: 5:07 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #52 as amended](#) from **Special Education** for [requested revisions](#) to the approved Proposal #23 to accommodate the splitting of EDUC 3309 into EDUC 3308 and EDUC 4408 as specified in the approved Proposal #24. .

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2. [Proposal #54](#) from **College of Business** to reduce the credits required for the A.S. degree from 61 to 60, remove the Math proficiency and residency requirements, and general corrections.

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3. [Proposal #55](#) from **Nuclear Engineering** to change the course offerings for NE 4419 to fall and NE 4445 to spring semesters to accommodate changes in the Mechanical Engineering program. .

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4. [Proposal #56](#) from **Mechanical Engineering** to correct the Pre- and Co-requisites for ME 4440 which were inadvertently omitted from approved Proposal #37.

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5. [Proposal #58](#) from **Global Studies and Languages** (Appendix 5) to change the course descriptions and pre-reqs for JAPN 3341 and JAPN 3342.

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Undergraduate Curriculum Council (UCC)

November 17, 2016 – 3:00-5:00 p.m. in Rendezvous 301, Meridian 653

Volume XXXII, Meeting 21 (18-21)

MINUTES – Approved by Curriculum Council on December 23, 2016 via email vote; Accepted by Academic Affairs on January 18, 2017

A. PRELIMINARIES –

1a. Attendance:

Members: Brian Attebery, Susan Belliston, Lisa Goss, Mary Hofle (chair), Bob Houghton, Spencer Jardine, Thomas Kloss, Steve Maclure, Elizabeth Morgan (telecom), Joanne Toevs

Ex-Officio: JoAnn Hertz, Chris Hunt, Joanne Tokle, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Geoffrey Bennett, James Lai

1c. Guests: Michael Mikitish (telecom)

2. Council approved its Minutes for **October 6, 2016** and **October 13, 2016**

3. Announcements – Jardine informed the council that Emily White had won an ISU Cares Spot Award.

4. Report from the Executive Committee:

Executive Committee met with all the programs affected by the proposal to remove CHEM 1101 from the Gen Ed program. It was decided that Respiratory Therapy and Associate degree Nursing students can take CHEM 1102 and 1103 as alternatives that add the least amount of credits to their total requirements. Hofle informed the council that the Provost had originally grandfathered CHEM 1101 into the revised Gen Ed program for a year, overruling both the Chemistry Department and GERC's original decision to deny the course continue as a Gen Ed since it did not meet the learning outcomes. The following year, GERC did approve the course despite several members voting against it. Hofle informed the Dean of Science & Engineering of the situation, and he agreed that CHEM 1101 should be removed from the Gen Ed program, and indicated he would let the Provost know he supported the removal.

5. Information from Academic Affairs: nothing to report

6. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) –

GERC met and approved HIST 1100 and IS 2270 as Gen Ed courses, but the IS 2270 Assessment Plan needs more work. GERC members debated the suggestion that competencies be assessed after students have taken a compilation of several courses in a discipline rather than solely in a single Gen Ed course, but did not make any conclusions. GERC will meet again on December 6.

8. Information from the Chair: none

9. Information from the Faculty Senate and other Councils:

Houghton reported the Faculty Senate's open forum was a good overview of Senate's work over the past year or so. Consensus of the attendees was that Senate should hold one open forum per semester, in between the Provost's two assemblies, and that Senate resume work on a Faculty Constitution next semester.

10. Other related information or questions: none

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR – none

D. UNFINISHED BUSINESS –

Catalog Policy Recommendation for consideration:

Listing Prerequisites in Degree Requirements for all Programs:

All courses that are prerequisites for courses required for a program are to be listed in the catalog as requirements for the program, except for: MATH 1108, MATH 1143, MATH 1144 and MATH 1147.

Council decided to **defer** consideration of this proposed policy recommendation until they return in January 2017, to be included as part of discussion of changes to the proposal form.

Curriculum, Course and Program Change Proposals:

Guest: Mike Mikitish from Paramedic Science spoke on behalf of the program, presenting the case against listing all prerequisites in the catalog. The program's curriculum is mandated by the Department of Transportation, which oversees all Paramedic Science programs so there is no leeway in required competencies. Since paramedics are not required to have an Associate's Degree, the purpose of the proposed academic certificate was to create a pathway for paramedics to quickly get certified to take the National Registry exam, then be able to come back later to finish an Associate's degree and/or take the additional courses to earn a Bachelor's of Science degree in Health Sciences. A Technical Certificate does not allow paramedics to apply their technical credits toward an academic degree, so does not help them advance in their career. Many paramedics move on to advanced Nursing or Physician's Assistant programs. Currently there are 21 students in the Paramedic Science program, which expanded to include Idaho Falls this past year. Mikitish said he expects more students will enroll next year as the program in Idaho Falls becomes better known.

Since most students enrolling in the program have already taken their Anatomy and Physiology courses from other institutions they will not need to take the prerequisite courses, so listing all the prerequisites would be confusing and inflate the actual number of credits to complete the certificate. On the other hand, the degree mapping system must include all required courses, including prerequisites, and the catalog should be consistent. A solution would be for all available information, online and written, regarding the Paramedic Science program to clearly and explicitly require all interested students to contact the program advisor(s) before enrolling in any courses at ISU so their particular situation can be assessed individually. It was decided to include the website link and contact information in the catalog. The proposal was amended to include the prerequisites and the website link.

Discussion continued after Mikitish left the meeting. A larger problem that was identified is that many courses that articulate as transfer courses are not at all the same as the corresponding ISU courses. It was suggested that departments review the transfer courses from other institutions to verify whether those courses do indeed match the content of the courses for which they are allowing transfer credit.

1. Council voted, with one opposed, to **approve [Proposal #57](#) as amended** from **Emergency Services Department ([Appendix 1](#))** for a new Academic Certificate in Paramedic Science. ***Requires SBOE and possibly NWCCU approval.*** As decided above, the prerequisites BIOL 1101 and 1101L will be listed in catalog as part of the program requirements. **[Academic Affairs subsequently POSTPONED decision on this proposal until further consideration in January 2017.](#)**

2. Council voted, with one abstention, to **approve [Proposal #1 as amended](#)** from the **Library** ([Appendix 2](#)) to create a new course LLIB 1125 Introduction to Health Information. The Library has **withdrawn the Objective 8 Gen Ed portion** so this is now proposed as a regular course. Jardine confirmed with the School of Nursing that they do not want LLIB 1125 listed as an option in the Program of Study.
3. [Proposal #4](#) from the **Division of Health Sciences** for a new Certificate for the **Interprofessional Program in Mindful Practices** and new DHS 4411 Practicum course. *Changes will affect the Graduate catalog. Requires SBOE and NWCCU approval. Remains tabled indefinitely,* per Linda Rankin, DHS Assoc. Dean. SBOE proposal was pulled by Provost. *[Morgan subsequently confirmed this proposal should be considered as WITHDRAWN.](#)*
4. Council voted to **approve [Proposal #42](#)** from **History as amended** ([Appendix 3](#)) for comprehensive course and curricula updates, including ~~three-one~~ new Gen Ed courses HIST 1100, ~~HIST 2204 and HIST 2241~~. *GERC has approved HIST 1101 History of Film as a Gen Ed course for Objective 7, with a recommendation the course description be revised to emphasize the critical thinking element in this course.* The Proposal Originator has included a revised course description for HIST 1100 in the proposal.
5. Council voted to **approve [Proposal #49 as amended](#)** from the **University Honors Program** ([Appendix 4](#)) to add ENGL 1101 as a pre-req to HONS 1101, delete HONS 2201 and HONS 2202, housekeeping edits. Impact response from English was received and entered. Was tabled last week, pending resolution of Honors Program admission requirements regarding applying credit for ENGL 1101. Hofle confirmed that the Honors Program looks at composite SAT and ACT exam scores, but the Admissions office looks at them separately, so there is no problem.
6. [Proposal #50](#) from **Global Studies & Languages** for new International Studies courses and curriculum changes. *Changes will affect the Graduate catalog. GERC has approved IS 2270 as Objective 9 Gen Ed course. Remained tabled;* members had several concerns that need further consideration and addressing before this proposal is ready to be approved by this council, including several of the catalog editor's questions which have not been answered yet.
7. After much discussion, Council voted (with one opposed) to **approve [Proposal #53](#)** from **Chemistry** ([Appendix 5](#)) to add a new course CHEM 1001 to replace CHEM 1101 which is to be deleted and removed from the Gen Ed Program Objective 5 and GEM Scientific Ways of Knowing, since CHEM 1101 does not meet the required Learning Outcomes. *GERC has approved the removal of CHEM 1101 from the Gen Ed Program.* UCC Executive Committee met with all parties and found a satisfactory solution, as described above. Hofle reiterated that when the SBOE-mandated changes to the Gen Ed program were implemented, all departments as well as GERC reviewed every Gen Ed courses to ensure they met the new requirements. Chemistry at that time identified CHEM 1101 did not meet the new learning outcome requirements and wanted it removed from the Gen Ed program, and GERC also recommended it be removed. Those recommendations were overruled by Academic Affairs; GERC felt pressured to approve it the following year and did so with barely a majority vote and several opposing votes. Now that the assessment plans have to be developed, Chemistry again contends this course does not meet the state-mandated requirements, but is structured simply to help health professions students to learn the basics they need to know so they are prepared for the rest of their courses. CHEM 1100 is the course that corresponds to the usual CHEM 1101 introductory course, but does not prepare students to take additional chemistry courses. Biology requires CHEM 1101 as a prerequisite for BIOL 2221, and is not willing to accept an alternative. However, it would be productive to figure out how CHEM 1100 would need to be tweaked to fill the needs of the affected programs. A suggestion was made to consider allowing a specific student cohort to use another course to fulfill Objective 5 for one year. The affected departments ultimately need to figure out acceptable alternatives to CHEM 1101 in their programs. *[Academic Affairs subsequently DENIED this proposal; the cautionary statement for CHEM 1111 was the ONLY piece of this proposal approved for the 2017-18 catalog.](#)*

E. NEW BUSINESS –

[State Proposals for Review](#): -- none this week

Curriculum, Course and Program Change Proposals:

1. Council voted unanimously to **approve** [Proposal #59](#) from **Civil & Environmental Engineering** ([Appendix 6](#)) to add ENGL 1102 as a pre-req to CE 3337 and CE 3367, change the minimum pre-req grade for ENVE 4408.
2. Council voted to **approve** [Proposal #60](#) from **Teacher Education Studies** ([Appendix 7](#)) to align Secondary Education Physical Education endorsement to Physical Education K-12 teaching.
3. Council voted to **approve** [Proposal #61](#) from **Health Occupations** ([Appendix 8](#)) to change pre- and co-reqs in Vet to Nurse program courses to improve sequencing.
4. Council voted to **approve** [Proposal #62](#) from **School Psychology & Educational Leadership** ([Appendix 9](#)) to create a new Objective 9 Gen Ed course SCPY 1001 Psychology of Diversity. *GERC has approved this course for Objective 9.*
5. Council voted to **approve** [Proposal #63](#) **as amended** from **Electrical Engineering** ([Appendix 10](#)) to restore EE 4429L accidentally deleted last year, change lab course numbers, and various program changes and updates.

F. ADJOURNMENT: 6:05 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #57](#) **as amended** from **Emergency Services Department** for a new Academic Certificate in Paramedic Science. *Requires SBOE and possibly NWCCU approval. Academic Affairs subsequently POSTPONED decision on this proposal until further consideration in January 2017.*

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2. [Proposal #1](#) **as amended** from the **Library** to create a new course LLIB 1125 Introduction to Health Information Research. The Library has **withdrawn the Objective 8 Gen Ed portion** so this is now proposed as a regular course.

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3. [Proposal #42](#) from **History** **as amended** for comprehensive course and curricula updates, including ~~three~~ one new Gen Ed courses HIST 1100, ~~HIST 2204 and HIST 2241~~. *GERC has approved HIST 1101 History of Film as a Gen Ed course for Objective 7, with a recommendation the course description be revised to emphasize the critical thinking element in this course.* The Proposal Originator has included a revised course description for HIST 1100 in the proposal.

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4. [Proposal #49](#) **as amended** from the **University Honors Program** to add ENGL 1101 as a pre-req to HONS 1101, delete HONS 2201 and HONS 2202, housekeeping edits. Impact response from English was received and entered.

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5. [Proposal #53](#) from **Chemistry** to add a new course CHEM 1001 to replace CHEM 1101 which is to be deleted and removed from the Gen Ed Program Objective 5 and GEM Scientific Ways of Knowing, since CHEM 1101 does not meet the required Learning Outcomes. *GERC has approved the removal of CHEM 1101 from the Gen Ed Program. Academic Affairs subsequently DENIED this proposal; the cautionary statement for CHEM 1111 was the ONLY piece of this proposal approved for the 2017-18 catalog.*

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6. [Proposal #59](#) from **Civil & Environmental Engineering** to add ENGL 1102 as a pre-req to CE 3337 and CE 3367, change the minimum pre-req grade for ENVE 4408.

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7. [Proposal #60](#) from **Teacher Education Studies** to align Secondary Education Physical Education endorsement to Physical Education K-12 teaching.

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8. [Proposal #61](#) from **Health Occupations** to change pre- and co-reqs in Vet to Nurse program courses to improve sequencing.

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9. [Proposal #62](#) from **School Psychology & Educational Leadership** to create a new Objective 9 Gen Ed course SCPY 1001 Psychology of Diversity. *GERC has approved this course for Objective 9.*

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10. [Proposal #63](#) **as amended** from **Electrical Engineering** to restore EE 4429L accidentally deleted last year, change lab course numbers, and various program changes and updates.

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