A. PRELIMINARIES
1a. Attendance:
   Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Steve Clay, Wendy Mickelson, LaVona Andrew, Barb Mason
   Ex-Officio: Cindy Hill, Chris Hunt, Ivory Fort (e-Catalog editor), Buck Benson, Tiffany Mitchell
   Admin. Asst: excused
1b. Excused: Catherine Read
1c. Absent: Wenxiang Zhu, Wesley Usyak
1d. Guests: Matt Wilson (GERC)

1. Announcements:
   • Remember to vote in your college elections to fill vacating Faculty Senate and Council seats.
   • State proposals that require SBOE approval must be approved this Spring; UCC only has one or two more meetings this semester. Make sure your POs submit their proposals.
   • A committee will be forming this Fall to explore revamping the catalog to make it more user friendly. The committee membership will be drawn from all campus constituencies, including one or two UCC members, so start thinking about whether you’d like to serve and any ideas you might have for improving the catalog. One thing to consider is the purpose of the catalog: what is it for, and what should be included or not included?

2. Minutes – none, all have been approved

3. Report from the Executive Committee:
   • Has met regularly throughout the semester to discuss items that haven’t needed full UCC consideration.
   • Learning Outcomes - Inclusion in the Catalog: To meet accreditation requirements, Cindy Hill has asked UCC and Grad Council to initiate adding program learning outcomes into the catalog, along with course learning outcomes that align with the program outcomes. Graduate Council developed their process, and Febles has drafted a process for UCC that will be discussed later in this meeting under New Business.
   • Accelerated Program Proposals: The Executive Committee met with Adam Bradford and Barbara Wood-Roberts in Graduate School and worked out a process for managing proposed accelerated programs, i.e., pathways whereby undergraduates can take graduate-level courses in their senior year that count toward their Bachelor’s degree and give them a head start on earning a Master’s degree. Departments will include the graduate catalog entries in their UCC proposal, which will be shared with Graduate Council after processing.
   • Next Year’s Officers: Need to elect new Officers for next year’s Council – see New Business item below. The Officers, along with Chris Hunt and Catherine Read, comprise the UCC Executive Committee, which functions as a clearing house to decide what proposals and business to add to UCC’s agenda. It also serves as a front-end contact for other groups wanting to bring business items to UCC.

4. Information from Academic Affairs: No report.

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      UCC accepted GERC Minutes for February 23, 2021 and March 9, 2021 via email vote on April 1, 2021.
Matt Wilson reported GERC is developing a written process for selecting ISU’s faculty representatives for the statewide Gen Ed Discipline Groups. That document should be finalized and approved soon. Objective Review Committees for Objectives 7 and 8 are working on their reports. Last year GERC formed a subcommittee to create a faculty survey to collect feedback on the gen ed program; the survey was put on hold because of COVID. The subcommittee has started working on the survey again, but GERC may hold off finishing it until Fall because of time constraints this semester. GERC is also working on a feedback summary for each gen ed course as a way of providing written feedback to the departments and assessment coordinators on their assessment reporting.

b. BAS Committee update
   Tiffany Mitchell reported BAS Committee met once and approved several BAS degree proposals, and have conducted more approvals and business via email.

6. Information from the Chair:
   Febles reminded members that the UCC proposal form now require student learning outcomes for each course in the proposal, and for new programs, so please ensure the POs have included them. This addition was prompted by accreditation requirements.

7. Information from the Faculty Senate and other Councils: none

8. Other related information or questions: none

B. INFORMATION ITEMS –
   Next week’s UCC meeting on April 15 is canceled because the Chair will be out of town and the Vice Chair will not be available to run the meeting. The next meeting will be on April 22; be prepared to consider and vote on several time-sensitive proposals and elect Officers. If time allows, possible changes to Bylaws would also be considered. If necessary to finish time-sensitive business, there is the option of meeting on May 6 during Finals Week.

C. CONSENT CALENDAR – none this week

D. UNFINISHED BUSINESS – none this week

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

F. NEW BUSINESS:

1. Nominations for Next Year’s Council Officers: Chair, Vice Chair, Executive Secretary
   Members eligible: Carmen Febles, Steven Byers, Joanne Toevs, Steven Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew
   Nomination and second for Carmen Febles as Chair; she accepted the nomination.
   No other nominations were received.
   Please consider, and submit more nominations for the other officers. Nominations will be considered and the vote will be held at the next meeting, April 22.

2. Proposed Undergraduate Catalog Update Process and Timeline – this is related to accreditation and the Catalog Format Review Subcommittee in future business below.
   Febles explained Graduate Council put together a similar document that they plan to send to graduate program directors reminding them to update their departmental catalog pages. UCC’s programs are a little more complicated in that there are more people to contact about programs.
   This draft document outlines a multi-year timeline for the steps. She reiterated the addition of learning outcomes to the UCC proposal form. The scope of the catalog revision committee convening in Fall 2021 will be broader than just the curriculum and courses and will encompass all stakeholders and users of the catalog. The committee will consider the overall purpose of the
catalog, what information should be included and what is unnecessary, how to make it user-friendly for students and other users. UCC and Graduate School are working to develop a standardized template for the program overview sections of the catalog. Once the template is established, then the committee can reach out to departments’ designated point people who will be responsible for updating those catalog sections. Febles encouraged members to add comments and suggestions over the next couple of weeks and the discussion will continue at the next meeting.

3. Potential Revisions to UCC’s Bylaws
Febles asked members to read the bylaws and post their comments and suggestions for possible changes for discussion next time.

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

1. Change Memo #18 from Health Occupations for a new BS degree completion in Respiratory Therapy, which will be offered fully online. Requires SBOE and NWCCU approval of State Proposal #2021-06 for the new degree. Chris Hunt clarified the catalog proposal was originally approved a couple of years ago, but the department decided not to submit the program proposal to the state until now. This change memo cleans up a few minor pieces to bring the curriculum current.

State Proposals for Endorsement:

1. 2021-02 COSE new BS in Computer Engineering Corresponds to UCC Proposal #3
2. 2021-LON-06: COT Specialized Certificate in Cloud Computing Technology Corresponds to UCC Proposal #9
3. 2021-04 CAL BFA in Design and Digital Media Corresponds to UCC Proposal #12
4. 2021-06 COT Respiratory Therapy (BS Degree Completion program) Corresponds to UCC Change Memo #18

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

2. Proposal #3 from Electrical and Computer Engineering to create a new B.S. in Computer Engineering. Requires SBOE and NWCCU approval of State Proposal #2021-02 for the new degree.

3. Proposal #4 from Computer Science to update existing CS courses to accommodate the new BS in Computer Engineering degree. Contingent upon approval of Proposal #3


5. Proposal #12 from Art and Communication, Media and Persuasion to create a new BFA in Digital Media. Requires SBOE and NWCCU approval of State Proposal #2021-04 for the new degree.

Other Business:
Military Science has a proposal to add a new course. There is some question whether the ROTC curriculum belongs in the catalog since it is not an ISU degree. Currently the curriculum is located on the Department page in the catalog and is maintained and updated by the department once a year. This curriculum is not under UCC’s purview; only the Military Science Minor is an ISU degree and
UCC’s purview. The proposal can go forward as-is, and this conversation can be continued in the Fall.

G. FUTURE BUSINESS:

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

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

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

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

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

H. ADJOURNMENT: 4:16 p.m.

APPENDICES

None – council did not approve any Items or Actions during this meeting.