A. PRELIMINARIES

1a. Attendance:
   Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Cathy Gray, Barbara Frank, Steve Clay, Wesley Usyak, Wendy Mickelson, LaVona Andrew
   Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson, Tiffany Mitchell
   Admin. Asst: excused

1b. Excused: Joanne Toevs, Barb Mason; Catherine Read

1c. Guests: none

1. Announcements: none

2. Minutes for April 8, 2021

3. Report from the Executive Committee:
   The Executive Committee decided UCC can approve proposals pending the inclusion of student learning outcomes, since this change in the process is so new. UCC reps should communicate and work with their POs to make sure all proposals include learning outcomes before the catalog cut-off deadline in November.

4. Information from Academic Affairs:
   Chris Hunt confirmed that proposals are due by September 20 each year to ensure they will meet the catalog deadline.

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      1) Council endorsed the Process for Selecting ISU Gen Ed Reps for Statewide Discipline Groups (Appendix C) – created in response to request from Academic Affairs to formalize the process.
      2) GERC elected its Officers for next year:
         Chair: Matt Wilson
         Vice Chair: Joanne Tokle (she is returning to faculty in College of Business starting Fall, and was elected to serve on GERC)
         Executive Secretary: DeWayne Derryberry

   b. BAS Committee update -- the committee is reviewing and updating their Bylaws.

6. Information from the Chair:
   Ann Hackert in the Academic Affairs Office of Assessment has been added as a proposal infrastructure impact reviewer to ensure departments’ student learning outcomes are measurable and actionable.

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

8. Other related information or questions: none

B. INFORMATION ITEMS – none this week
C. CONSENT CALENDAR – none this week

D. UNFINISHED 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
   Nominations: Chair: Carmen Febles
                Vice Chair: Steven Clay accepted the nomination
                Executive Secretary: LaVona Andrew volunteered.

   LaVona Andrew mentioned she learned a lot serving as Secretary about what happens behind the scenes. Wendy Mickelsen, Wesley Usyak, and Steven Byers have workloads that will preclude them serving as officers.

   The election vote will be held via email or in the next meeting if there is one on May 6.

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

1. Council approved Change Memo #18 from Health Occupations (Appendix A) 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.

State Proposals for Endorsement:

1. Council endorsed 2021-02 from COSE: new BS in Computer Engineering (Appendix S-1). Corresponds to UCC Proposal #3


3. Council endorsed 2021-04 from CAL: new BFA in Design and Digital Media (Appendix S-2). Corresponds to UCC Proposal #12

4. Council endorsed 2021-06 from COT: Respiratory Therapy (BS Degree Completion program) (Appendix S-3) with online program fee. Corresponds to UCC Change Memo #18

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

1. Council approved, pending student learning outcomes, Proposal #3 from Electrical and Computer Engineering (Appendix 2) to create a new B.S. in Computer Engineering. Requires SBOE and NWCCU approval of State Proposal #2021-02 for the new degree. Contingent upon approval of Proposal #4. The department subsequently amended the student learning outcomes satisfactorily.

2. Council approved, pending student learning outcomes, Proposal #4 from Computer Science (Appendix 3) to update existing CS course titles and prereqs to accommodate the new BS in Computer Engineering degree. Changes affect Grad Catalog.

4. Council approved Proposal #12 from Art and Communication, Media and Persuasion (Appendix 7) to create a new BFA in Digital Media. Requires SBOE and NWCCU approval of State Proposal #2021-04 for the new degree.

Other Business

1. Council endorsed the proposed Undergraduate Catalog Update Process and Timeline, pending cleanup edits (Appendix B) – this is related to accreditation and the Catalog Format Review Subcommittee in future business below.

2. Potential Revisions to UCC’s Bylaws

   Council discussed the purpose statements in the bylaws. Consider forming a subcommittee to develop procedures and guidelines for duplication and dilution of programs and courses. The transfer credit policies is more of an Academic Standards Council purview than this Council’s. Febles will ask Faculty Senate to clarify the purview. Update the membership college designations.

   Council will take this up again in the Fall as Unfinished Business.

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

F. NEW BUSINESS: Council chose to consider the following business items in this meeting.

   Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none

   State Proposals for Endorsement:

   1. Council endorsed 2021-LON-07 from COT: new Microcertificates in Paralegal Studies, with online program fee (Appendix S-5). Corresponds to UCC Proposal #14

   2. Council endorsed 2021-LON-08 from COT: new Nuclear Welding Specialized Certificate (Appendix S-6) Corresponds to UCC Proposal #10


   Curriculum, Course, and Program Change Proposals:

   1. Council approved Proposal #10 from Trade & Industrial: Welding (Appendix 5) to create a new 4-credit Specialized Certificate in Nuclear Welding using two new courses WELD 0237 and WELD 0238. Requires CTE, SBOE, and NWCCU approval of Letter of Notification #2021-LON-08 for the certificate.

   2. Council approved Proposal #11 from Business & Support Services: Cosmetology (Appendix 6) to create a new 3-credit Specialized Certificate in Barbering and a new course COSM 0251. Requires CTE, SBOE, and NWCCU approval of Letter of Notification #2021-LON-09 for the certificate.
3. Council approved Proposal #14 from Business & Support Services: Paralegal Studies (Appendix 9) to create new, online, Microcertifications in Paralegal Studies, available for each course listed. Requires CTE, SBOE, and NWCCU approval of Letter of Notification #2021-LON-07 for the certificate.


5. Council approved, pending GERC approval, Proposal #13 from Technical: Robotics and Communications Systems Engineering Technology (Appendix 8) to create new course RCET 3372, delete RCET 0264, update course titles, prereqs, and minor curriculum changes.

6. Council approved, pending student learning outcome, Proposal #2 from Military Science (Appendix 1) to create new course MSL 4495 and make minor curriculum updates.

Other Business:

May 6 meeting will be held virtually via email to finish the following business items; will need a 2/3 quorum to approve the Bylaws.
- Officer elections
- Bylaws changes
- Minutes

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.

3. 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?

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

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

H. ADJOURNMENT: 4:42 p.m.
APPENDICES

ACTIONS APPROVED or ENDORSED:

A. Change Memo #18 from Health Occupations for a new BS degree completion in Respiratory Therapy, which will be offered fully online. Requires SBOE and NWCU approval of State Proposal #2021-06 for the new degree.

B. Undergraduate Catalog Update Process and Timeline pending cleanup edits—this is related to accreditation and the Catalog Format Review Subcommittee in future business below.

C. Process for Selecting ISU Gen Ed Reps for Statewide Discipline Groups – created in response to request from Academic Affairs to formalize the process.

STATE PROPOSALS ENDORSED:

S-1. 2021-02 from COSE: new BS in Computer Engineering. Corresponds to UCC Proposal #3

S-2. 2021-04 from CAL: new BFA in Design and Digital Media. Corresponds to UCC Proposal #12

S-3. 2021-06 from COT: Respiratory Therapy (BS Degree Completion program) with online program fee. Corresponds to UCC Change Memo #18

S-4. 2021-LON-06 from COT: new Specialized Certificate in Cloud Computing Technology with online program fee. Corresponds to UCC Proposal #9

S-5. 2021-LON-07 from COT: new Microcertificates in Paralegal Studies, with online program fee. Corresponds to UCC Proposal #14

S-6. 2021-LON-08 from COT: new Nuclear Welding Specialized Certificate Corresponds to UCC Proposal #10

S-7. 2021-LON-09 from COT: new Barbering Specialized Certificate Corresponds to UCC Proposal #11


CURRICULUM PROPOSALS APPROVED:

1. Proposal #2 from Military Science to create new course MSL 4495 and make minor curriculum updates. Pending student learning outcomes.

2. Proposal #3 from Electrical and Computer Engineering to create a new B.S. in Computer Engineering. Requires SBOE and NWCU approval of State Proposal #2021-02 for the new degree. Contingent upon approval of Proposal #4. The department satisfactorily amended the student learning outcomes.

3. Proposal #4 from Computer Science to update existing CS course titles and prereqs to accommodate the new BS in Computer Engineering degree. Changes affect Grad Catalog. Pending student learning outcomes.

5. Proposal #10 from Trade & Industrial: Welding to create a new 4-credit Specialized Certificate in Nuclear Welding using two new courses WELD 0237 and WELD 0238. Requires CTE, SBOE, and NWCCU approval of Letter of Notification #2021-LON-08 for the certificate.


7. 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.

