A. PRELIMINARIES

1a. Attendance:
   Members: Carmen Febles, Ines Jindra, Steve Byers, Joanne Toevs, Ben Bolin, Randa Kress, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Shanna O’Connor
   Ex-Officio: Margaret Johnson, Laura McKenzie (for Sarah Mead), Ivory Fort, Buck Benson, Tiffany Mitchell
   Admin. Asst: Catherine Read

1b. Excused: none

1c. Guests: none

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

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

3. Report from the Executive Committee:
   Carmen explained the Executive Committee meets regularly every week to set the UCC agenda and discuss behind-the-scenes business items.
   a. Chris Hunt has left ISU; his position is currently open
      There will be a bit of shuffling as the Registrar’s Office and UCC get accustomed to Chris’s absence and loss of his institutional knowledge.
   b. Change Memos – update
      Chris Hunt had developed Change Memos as a way of expediting simple catalog changes. However, without his extensive knowledge of the catalog and programs, UCC will not be using Change Memos this year except for a few that Chris had written this summer.
   c. Guest for Sept. 9 meeting: Ann Hackert from Office of Assessment
      Last Spring UCC added student learning outcomes to the proposal form, both at the course level and at the program level. Ann Hackert reviews all proposals to check the learning outcomes. She will attend next week’s UCC meeting to inform members what she looks for as she reviews the proposed learning outcomes. Ultimately the learning outcomes will be published in the catalog.
   d. UCC Proposal priority deadline: Sept. 20, 2021

4. Information from Academic Affairs:
   • Northwest Accreditation site visit is scheduled for October 6-8, with a mock site visit on September 16. All UCC and GERC members are encouraged to attend if at all possible.
   • Last week SBOE had the first reading of revised Gen Ed policies, the second reading will be at the October SBOE meeting. These are the changes the faculty discipline groups recommended
after last year’s Gen Ed Summit. The revised learning outcomes will need to be published in the 2022-23 undergraduate catalog.

5. Current Subcommittee Activities:
Carmen explained that GERC and BAS are permanent subcommittees of UCC and do not share membership with UCC; members are elected from the university faculty through Faculty Senate’s election process, as are UCC members. As the parent council, UCC reviews and accepts GERC and BAS minutes and recommendations.

a. General Education Requirements Committee (GERC) update – met Tuesday, Aug. 31
   • Carmen briefly explained GERC oversees the general education program at ISU. They coordinate with the statewide discipline groups, giving input to ISU’s discipline group reps regarding the learning outcomes for the statewide GEM Objectives 1 through 6. The statewide discipline groups convene at the annual Gen Ed Summit.
   • Matt Wilson is the new Chair of GERC this year, and he has instituted an Executive Committee modeled on UCC’s Executive Committee to meet in advance of the full membership to discuss upcoming council business items and set the agendas. Carmen has proposed the UCC Chair attend GERC’s Executive Committee meetings to foster closer coordination between the two councils as an alternative to having a representative from each council attend each other’s regular meetings.

b. BAS Committee update – will have their first meeting on September 23.
   • Tiffany reported the committee will be updating their Bylaws, so watch for that later in the semester since UCC, as the parent council, approves their Bylaws.

6. Information from the Chair:

a. UCC 101 – refresher on what UCC does, proposal form and process, UCC reps’ responsibilities, etc.
   • Carmen displayed her Powerpoint presentation describing the proposal process and timeline. The yellow text indicates where UCC reps need to take some action in the process. The Powerpoint will be made available to UCC members for reference after this meeting.
   • Carmen also displayed and explained the proposal request form, and described what Proposer Originators need to do in the various sections of the proposal form. She asked returning members to share what they look for as they review proposals for accuracy and completeness before signing off and submitting completed proposals to UCC.
   • UCC members are responsible for reviewing all proposals, not just those from their constituent departments, to help ensure another college’s proposals do not have unintended adverse affects on programs in their constituent colleges.
   • The UCC Executive Committee helps resolve issues with conflicting proposals or potential adverse effects or disputes with other programs.
   • Feel free to ask Catherine or Carmen any time you have questions about proposals or the process. Catherine can help collect belated impact responses when she processes a proposal.
   • DO NOT submit a proposal that has not been signed off by the Registrar’s Office!

1) UCC’s website:  www.isu.edu/ucc
   • Please use uccmail@isu.edu for all for sending proposals and correspondence with Catherine; it helps her keep everything pertinent to UCC in one place.

2) AY2022-23 UCC Proposal Request Tracking Sheet
   Carmen displayed the tracking sheet and explained its purpose, and showed how to find and follow the progress of proposals through the process.

b. Learning Outcomes required on the proposal form
• New to this catalog are learning outcomes for individual courses and for programs. This step was added to help fulfill accreditation requirements.

7. Information from the Faculty Senate and other Councils:
   a. Faculty Senate met Monday, August 30
      Faculty Senate plans to take up faculty workload issues and policy this year. They are also involved with ISU’s policies and actions in response to the ever-changing COVID-19 pandemic situation
   b. Academic Standards Council – meets September 17
      1) use of professional credits in an undergraduate degree:
         Affects UCC 2022-23 Proposal-020_COH_Create_BSHS Pharmacotherapy Concentration – see Chris Hunt’s notes in Part D
         Laura McKenzie confirmed that Academic Standards Council will consider Pharmacy’s request and possibly develop a policy for incorporating professional credits in a program.

8. Other related information or questions: none

B. INFORMATION ITEMS –

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

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

C. CONSENT CALENDAR – none this week

D. UNFINISHED BUSINESS – none this week

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

F. NEW BUSINESS – none this week

G. FUTURE BUSINESS: These items will be addressed as time permits

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

   More programs are starting to propose allowing students to take graduate level courses in their final undergraduate year to fulfill their Bachelor’s degree requirements, which will give them a head start on earning their Master’s degree. Graduate Council has agreed to consider UCC proposals for the graduate catalog instead of requiring a separate graduate level proposal.
3. **Catalog Format Review Subcommittee – placeholder; deferred until Fall 2021**
   further notice, since Chris Hunt is no longer at ISU to work on this project.
   
   Undergraduate Catalog Update Process and Timeline
   Create a subcommittee to review the catalog format and usage with an eye to suggesting potential changes. Subcommittee should include reps from UCC, Grad Council, Registrar’s Office, Academic Affairs, and Marketing.

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

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

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

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

H. **ADJOURNMENT: 4:32 p.m.**

APPENDICES

None: No Proposals nor Actions approved or endorsed this week.