A. PRELIMINARIES
1a. Attendance: Carmen Febles, Ines Jindra, Steve Byers, Joanne Toevs, Ben Bolin, Randa Kress, Janet Loxterman, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Shanna O’Connor
Ex-Officio: Sarah Mead, Ivory Fort, Buck Benson, Tiffany Mitchell, Margaret Johnson, Admin. Asst: Catherine Read
1b. Excused: none
1c. Guests: Ann Hackert

1. Announcements:
   - Welcome to new member Janet Loxterman from COSE. Council membership is now complete.
   - UCC members are encouraged to participate in the upcoming Accreditation Site Visit session(s). Major focus will be assessment, mission, and governance.


3. Report from the Executive Committee:
   Executive Committee met on Monday. Sarah Mead will attend from now on to bring Registrar’s perspective to discussions. Margaret Johnson asked to be on today’s UCC’s agenda to provide feedback to members from the mock accreditation session in preparation for next week. She will speak later in today’s meeting. Ann Hackert also indicated she may attend in case anyone has any questions about assessment.

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      - GERC is working on a faculty feedback survey to gather input about the general education program. It had been put on hold for a year during the pandemic, but they are getting back to it now.
      - GERC is also reviewing annual Gen Ed assessment reports submitted and preparing feedback summaries for departments.
      - A few new reps for the statewide Disciplinary Groups were appointed for Objectives 3, 4, and 6.
   
   b. BAS Committee update
      - Met last week and approved three degree plans.
      - Discussed some curriculum changes to the Paralegal Studies program
      - Reviewing revisions to their bylaws, hoping to get the bylaws to UCC next week for consideration.

6. Information from the Chair
   - Carmen Febles encouraged UCC reps to speak up during next week’s Accreditation Site Visit. Pertinent reference materials are posted on UCC’s Google Classroom. Please review the accreditation self-study report and be prepared to answer questions about UCC’s role in
assessment, communication and knowledge across the university, and closing the loop in assessment. Assessment applies not only to academic units, but to non-academic units as well as the university as a whole.

- Part of UCC’s assessment includes its annual review of proposal forms and process, which often result in adjustments to improve the process. UCC also gets constant feedback from constituents, and regularly reviews its Bylaws.

- **Items for future discussion:** Ann Hackert has brought up that departments need to have Assessment MAPs in place as well as their Advising MAPs. Should UCC take this on as part of their role, or perhaps consider creating another subcommittee similar to GERC to oversee Assessment as GERC oversees the Gen Ed program?

7. **Information from the Faculty Senate and other Councils:**
   
   a. **Faculty Senate:**
      
      Steve Clay attended Faculty Senate and reported most of their meeting was spent discussing proposed revisions to the faculty grievance policy. Until a new policy is implemented, several pending grievance cases have to operate under the current policy which is not serving faculty very well.

   b. **Academic Standards Council** – met 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
      - Shanna O’Connor reported this item was bumped off ASC’s agenda, so they haven’t addressed this issue yet. They are scheduled to meet again in two weeks.
      - The intent is to develop a policy that would apply to all programs, not just Pharmacy’s.

8. **Other related information or questions:** none

B. **INFORMATION ITEMS** – none this week

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

D. **UNFINISHED BUSINESS**

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

1. Council voted **approve** Change Memo #28 from CAL English & Philosophy ([Appendix A](#)) to add ENGL 4408 as an alternate to ENGL 4406 in the Minor in English: Creative Writing option.

Carmen Febles reiterated no more change memos will be generated until further notice, since we no longer have Chris Hunt’s expertise to guide the process.

**State Proposals for Endorsement:** None this week

**Curriculum, Course, and Program Change Proposals:**

1. Council **approved** (pending resolution of student learning objectives) Proposal #5 from COH Communication Sciences & Disorders ([Appendix 1](#)) to create new elective course CSD 3316 to address the shortage of Speech Language Pathologists in Idaho.

2. Council **approved** Proposal #23 from COH Dental Hygiene ([Appendix 2](#)) to remove BIOL 1101 & BIOL 1101L from prerequisite list, update course title for DENT 3307.
3. Proposal #39 from COE Human Performance and Sport Studies to add repeatable credits to HPSS 4490 and reduce semester offerings of HPSS 3357 and HPSS 4437. Council voted to move this proposal to the “Parking Lot” until the student learning outcomes are entered.

Other Business: Margaret Johnson – Mock Accreditation feedback and overview
- Margaret Johnson shared her PowerPoint presentation onscreen. Academic Affairs wants to provide a bit of guidance to help groups know what to expect during next week’s accreditation site visit.
- NWCCU’s Standards are interconnected to foster and build upon continuous improvement. The goal for ISU is to show it is doing everything we can to follow the standards and using the data collected to keep improving.
- The mock accreditors indicated questions were answered well and included good detail, but more faculty need to speak up and show more familiarity of core themes and assessment mission.
- UCC members should read the accreditation reports so they will be prepared for next week’s site visit. Also review the UCC website so members know where to find information quickly.
- Be familiar with the interrelationships between core themes, mission, vision, planning processes, governance, infrastructure, and be able to answer questions regarding information sharing, communication, and transparency campus wide.
- Ann Hackert described some of her observations as she worked with departments in creating their UCC proposals and developing learning outcomes. She explained the UCC & Assessment flowchart and template she developed.
- Margaret Johnson asked members to review the materials posted in UCC’s Google Classroom.
- Ann Hackert explained that many programs have external accrediting bodies that have their own standards that the programs must meet.
- Question arose what happens with the learning outcomes that are being collected on UCC proposals. Carmen Febles clarified that no final decision has been made where and whether the learning outcomes will be published in the catalog or elsewhere. She acknowledged that it would be quite cumbersome if the outcomes could only be changed via a UCC proposal rather than by the departments directly.
- Members were encouraged to reach out to Academic Affairs or to Ann Hackert if they have any questions or want more information.

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

F. NEW BUSINESS: Council voted to untable the New Business items for discussion.

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

State Proposals for Endorsement: None this week

Council tabled the proposals below until next time:

Curriculum, Course, and Program Change Proposals:
1. **Proposal #19** from COT Civil Engineering Technology to create new elective course CET 0252 3D Laser Scanning.

2. **Proposal #33** from COH Fire Services Administration to create new FSA courses, remove pre-reqs from FSA courses, add FSA 4401 Ethics course to B.S. requirements, and to remove CHEM courses from A.S. and B.S. degree requirements. *May require Letter of Notification to OSBE after approval.*

3. **Proposal #42** from CAL English & Philosophy to change English placement criteria from GPA and test scores to The Write Class.

4. **Proposal #54** from CAL Anthropology to create a new 17-22 credit Certificate in Forensic Science. *Changes affect Graduate Catalog. Requires Letter of Notification to OSBE.*

**Other Business:** none this week

G. FUTURE BUSINESS:

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

2. Reference: [Accelerated Programs Policy Proposal-11-18-20-rev](#)

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

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

7. **Catalog Format Review Subcommittee -- placeholder; deferred indefinitely until new Associate Registrar is hired**
   [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.

8. Added from discussion above: **Assessment MAPs and faculty oversight**
   Do faculty want to be involved in monitoring and overseeing assessment? If so, what mechanism or entity should be implemented to manage this task? Does UCC want to take on the responsibility as part of their purview, or create a new subcommittee similar to GERC, or some other option?

H. ADJOURNMENT: 4:39 p.m.
APPENDICES

ACTIONS APPROVED or ENDORSED:

A. Change Memo #28 from CAL English & Philosophy to add ENGL 4408 as an alternate to ENGL 4406 in the Minor in English: Creative Writing option.

B. Change Memo #45 from COT Business and Support Services to change Cloud Computing Specialized Certificate in UCC-2022-23 Proposal #9 to a Basic Technical Certificate (BTC) in accordance with Idaho Dept. of Career & Technical Education (IDCTE) definitions. Contingent upon SBOE approval of 2021-08 COT BTC in Cloud Computing w/Online Program Fee $300/credit.

CURRICULUM PROPOSALS APPROVED:

1. Council approved Proposal #5 pending resolution of student learning objectives from COH Communication Sciences & Disorders to create new elective course CSD 3316 to address the shortage of Speech Language Pathologists in Idaho.

2. Council approved Proposal #23 from COH Dental Hygiene to remove BIOL 1101 & BIOL 1101L from prerequisite list, update course title for DENT 3307.

Accreditation PowerPoint Presentation on next page for reference.
ISU Accreditation Preparation—UCC

Purpose of NWCCU Standards
The Standards for Accreditation are best understood within the context of the seven-year accreditation cycle. The Standards are interconnected and build upon one another in a recursive cycle of continuous improvement.

NWCCU Standards
- Standard One—Student Success and Institutional Mission and Effectiveness
- Standard Two—Governance Resources and Capacity

NWCCU Schedule
- Year 3: Mid-cycle Assessment, Data, and Planning; Self-Study and Onsite Peer Review
- Year 4: Standard Two, Policies, Regulations, and Financial Review; Self-Study and Offsite Peer Review
- Year 5: Evaluation of Institutional Effectiveness (student learning and student achievement), Comprehensive Self-Study and Onsite Peer Review
- Annual Reports

Feedback from Practice Visit
- Questions were answered well
- Responses included good detail and examples
- Most questions were answered by a small group of UCC members
- For all groups: Need more familiarity with core themes and assessment of mission fulfillment

Preparation for Site Visit
- Review sections of the self-study that are specifically relevant to UCC
- The sections under Standard 1.C. address Student Learning and include discussions of UCC in several places, particularly 1.C.1, 1.C.2, and 1.C.3
- Review UCC Website
Additional Preparation

Anticipate that there might be questions related to the recommendations from the 2014 accreditation process that focus on these areas:
- Relationship of mission to core themes, indicators, benchmarks, and targets
- Transparency and collegiality across the institution
- Campus planning process
- Clarify use of assessment results to inform decision-making
- Develop and implement assessment for general education

Additional Preparation—Planning and Mission

- Standard 1A.1 addresses mission, vision, and core themes
- Standard 1B.1 addresses the systematic evaluation and planning processes, including EAC and other traditions in the current model for planning,
- Other sections in 1B include more detail on mission, fulfillment, planning processes, and governance,
- SIU Governance Structure
- Accreditation Fact Sheet
- SIU Mission Fulfillment

Additional Preparation—Assessment

Resources on assessment can be found on the Office of Assessment web page. In particular, these materials can help you learn more about the process of assessment at ISU:
- Comprehensive Assessment Plan
- Office of Assessment Home Page

UCC & Assessment

Site Visit Schedule

You can find information regarding the schedule for the site visit on the Academic Affairs website.

Academic Affairs — Institutional Effectiveness — Accreditation

Virtual Visit Schedule