

Undergraduate Curriculum Council (UCC)

March 31, 2022 – 3:00-5:00 p.m. via Zoom

Volume XXXVIII, Meeting 1 (24-01)

MINUTES – *Approved by Curriculum Council on April 14, 2022; Accepted by Faculty Senate on April 25, 2022; Accepted by Academic Affairs on April 22, 2022*

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Bob Houghton, Ben Bolin, Randa Kress, Janet Loxterman, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew

Ex-Officio: Ivory Fort, Sarah Mead, Tiffany Mitchell,

Admin. Asst: Catherine Read

1b. Excused: Ines Jindra, Erin Berry, Joanne Toevs; Buck Benson, Margaret Johnson

1c. Guests: None

1. Announcements:

- a. Welcome to new UCC members **Bob Houghton** from College of Business replacing Steve Byers, and **Erin Berry** from College of Pharmacy replacing Shanna O’Conner.
- b. Although this is the first full UCC meeting, there have been several things going on behind the scenes. Executive Committee has met several times to discuss and work out some of the details.

2. Minutes – none this week; all have been approved

3. Report from the Executive Committee:

- a. Discussed CS/Informatics course equivalency situation

Since the Computer Science and Informatics departments were split, most of the equivalencies were updated, but there is one remaining Informatics course that is still listed as equivalent to the CS course, but the CS course does not have the corresponding equivalency. In this particular case, the Informatics program and most of the courses are being eliminated. Bob Houghton will make sure that if the course is kept, the equivalency is dropped.

- b. Discussed placement in the catalog of admissions criteria

Some units have their admissions requirements listed in the curriculum pages, and some units have it on their program pages where they can edit the admissions criteria at will instead of having to submit a curriculum change proposal to UCC. At some point in the future, the plan is to revisit the entire catalog format and online appearance and this might be resolved at that time. The question for this council to discuss is whether UCC should retain purview and oversight responsibility for admission requirements, or should departments be able to make changes on their own without the review and approval procedures currently in place.

Discussion. This could become a change memo process to ensure some review and approval process, but it would still be subject to the catalog cycle and changes will be delayed until the next catalog is published. Currently UCC’s bylaws do not include Admissions requirements specifically listed in UCC’s duties. However, the catalog is essentially the legal document detailing for students what they need to do to meet program requirements for graduation. Departmental handbooks don’t necessarily make it into the archival records that everyone has access to, nor is there any procedure in place to make sure handbooks are regularly updated and maintained as the catalog is.

There is also the issue of ensuring all admissions requirements are in compliance with ISU and SBOE minimum requirements, and any changes don't inadvertently conflict with the university requirements. Students have catalog rights that are the contractual obligations the university has to guarantee so students know exactly what they need to do to complete the program and earn the degree or certificate. Since Registration for fall classes occurs mid-spring semester, the catalog has to be set well in advance.

MOTION: Add a business item to the next agenda to have an in-depth discussion as to the placement and editability of the Program Admissions Requirements and at the earliest convenience to get an opinion on the issue from Academic Standards Council.

Motion seconded. Motion **passed** unanimously.

4. Information from Academic Affairs:
5. Current Subcommittee Activities:
 - a. General Education Requirements Committee (GERC) update
 - i. GERC is conducting a survey to gather faculty feedback about the Gen Ed Assessment Process.
 - b. BAS Committee update – has not met yet this semester
6. Information from the Chair:
 - a. Proposed subcommittee of UCC to oversee interdisciplinary and University Studies programs
 - i. Awaiting Faculty Senate action
Academic Affairs and Graduate School contacted Carmen Febles as UCC chair to discuss how faculty oversight might work to oversee interdisciplinary programs and units. Meant to be an undergraduate pathway toward completing a bachelor's degree if they drop out of a particular major. The University Studies degree is under College of Arts & Letters; the idea is to create a more universal interdisciplinary program that covers all colleges rather than for a specific college. Faculty Senate will be the ones to create the committee, and decide whether it should be a subcommittee of UCC for oversight, or some other framework.
7. Information from the Faculty Senate and other Councils:
 - a. Don't forget to vote in Faculty Senate elections this week!
8. Other related information or questions:

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS – none this week

Curriculum, Course, and Program Change Proposals: none

Other Business: none

E. "PARKING LOT" – proposals and other items awaiting resolution – none

F. NEW BUSINESS: Council **untabled** the New Business for discussion.

Curriculum, Course, and Program Change Proposals:

1. Council **approved** [Proposal #8](#) from **Math & Statistics** to update course pre-requisites and add course options to Math Minor.
2. Council **approved** [AY2022-23 Change Memo #87](#) from the **Registrar's Office** with corrections for the **AY2022-23** catalog identified during the catalog production process.

Other Business:

1. [UCC's Bylaws](#) review/revision –
Proposed changes were discussed. No action at this time.
Tabled for further discussion next meeting.
2. Nominations for UCC Executive Committee candidates for the 2022-2023 academic year
(Chair, Vice Chair, Executive Secretary)
Nominations for Executive Secretary – **Ben Bolin** self-nominated
Nominations for Vice Chair – **Wesley Usyak** self-nominated;
Nominations for Chair – none yet
Tabled until next meeting.

G. FUTURE BUSINESS:

1. **Accelerated Programs Catalog Layout Working Group:** create standardized catalog format for UCC's consideration Spring 2022
Members: Sarah Mead, ~~Shanna O'Connor~~, Janet Loxterman, Carmen Febles
2. **Interdisciplinary programs:** How to deal with faculty oversight of curriculum
3. **Course and Program Duplication -- placeholder; deferred until Fall 2022?**
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. **Ramifications of Student Learning Outcomes**
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?
7. **Collaboration between UCC and Graduate School** - Continue discussions with Graduate School on closer collaboration on proposals that affect both catalogs.
8. **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.

9. **Admissions Requirements – placeholder; deferred indefinitely until new Associate Registrar is hired and new Provost gets settled in.**

Continue including Admissions Requirements as part of UCC catalog page with UCC’s review/approval process, or move to departmental page that can be changed more quickly? Considerations include students’ catalog rights in meeting program requirements for graduation. Could be part of Catalog Format Review.

10. **Create mechanism to ensure course equivalencies are correctly reflected in the corresponding courses.**

H. ADJOURNMENT: 4:20 p.m.

APPENDICES

ACTIONS APPROVED or ENDORSED:

- A. [AY2022-23 Change Memo #87](#) from the **Registrar’s Office** with corrections for the **AY2022-23** catalog identified during the catalog production process.

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #8](#) from **Math & Statistics** to update course pre-requisites and add course options to Math Minor.