

Undergraduate Curriculum Council (UCC)
February 23, 2023 – 3:00-5:00 p.m. via Zoom
Volume XXXIV, Meeting 1 (25-01)

MINUTES – Approved by Curriculum Council on March 9, 2023; Accepted by Faculty Senate on March 13, 2023; Accepted by Academic Affairs on April 5, 2023

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Ines Jindra, Ajit Bhattarai, Ben Bolin, Randa Kress, John Baker, Wesley Usyak, Crystal Kanderis Lane, LaVona Andrew

Ex-Officio: Sarah Mead, Buck Benson, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: Bob Houghton, Janet Loxterman, Erin Berry; Cindy Hill, Ivory Fort

1c. Guests: none

1. Announcements:

- a. UCC is now accepting new proposal requests for the 2024-25 catalog. The [Proposal Request Form](#) is now live and the link is available on [UCC's website](#). Requests will immediately upon submission show up on the [2023 Curriculum Proposal Tracking Sheet](#), which is available on [UCC's Proposals in Progress](#) webpage.
- b. The 2023 Three-Year Plan has been approved by Deans' Council and is currently awaiting review/approval by upper administration. The final Plan must be submitted to OSBE by March 13, 2023.
- c. Departments will start working on their state and catalog proposals for the programs listed on the Three-Year Plan for 2024-25. Quite a few new programs will require full SBOE approval so have to be completed and approved by the end of this semester. The [State Proposal Tracking Sheet](#) is posted on [UCC's Proposals in Progress](#) webpage, in the **State Proposals and Letters of Notification** section at the bottom of the page.

2. **Minutes** - none, all have been approved.

3. Report from the Executive Committee:

Met Wednesday to discuss business items and set the agenda. Registrar's Office would like guidance on standardizing the following in the catalog:

- a. Executive Committee and Registrar's Office decided on Feb. 13, 2023 to **remove** [departmental Plan of Study](#) sections from the undergraduate catalog and substitute a link to the appropriate Degree MAP housed on the [Central Academic Advising MAP webpage](#). Departments will need to regularly review and update their MAPs to keep them current. Sarah Mead is working with the departments on these changes.
- b. Discussed proposal downtime for Academic Calendar that Academic Affairs provides to colleges and departments. Need UCC's approval for Academic Affairs to add this to their Academic Calendar.
- c. Program Elective lists and how to keep them accurate, current, and relevant for the department and students within the catalog. Examples:
 - <https://coursecat.isu.edu/undergraduate/scienceengineering/mechanicalengineering/bs-mechanical-engineering/>
 - <https://coursecat.isu.edu/undergraduate/scienceengineering/civilandenvironmentalengineering/bs-civil-engineering/>
 - <https://coursecat.isu.edu/undergraduate/college-of-health/community-and-public-health/ba-bs-public-health-community-health-conc/>

- d. Discussed forthcoming change memo from Registrar's Office documenting minor corrections to existing proposals entered to catalog.
 - e. Academic Standards Council is reviewing how certificates are handled and listed on ISU's websites. ASC wants to include an introductory statement describing each certificate. They have created their own website for marketing purposes: <https://www.isu.edu/certificates/> However, this website could conflict with other similar websites and databases maintained by other entities. This will require a larger discussion at a later date with other stakeholders, and ties in with the catalog format project.
4. **Information from Academic Affairs:** none
 5. **Current Subcommittee Activities:**
 - a. General Education Requirements Committee (GERC) update – meets next week
 - b. BAS Committee update
 - 1) Council unanimously **accepted** BAS Committee Minutes for [October 2022](#)
 6. Information from the Chair: none
 7. Information from the Faculty Senate and other Councils: none
 8. Other related information or questions: none

B. INFORMATION ITEMS --

C. CONSENT CALENDAR

D. UNFINISHED BUSINESS

Curriculum, Course, and Program Change Proposals: none, all were approved last meeting

State Proposals for Endorsement: none

Other Business:

1. Council **approved** changing the UCC Proposal due date from September 20 to **October 20** to guarantee consideration for the upcoming catalog. Proposals received after October 20 may be accepted if time allows, but may not make the catalog.
2. Council **approved** creating a catalog processing period **from Dec. 15 through Feb 1** on the Academic Affairs Academic Calendar provided to colleges and departments. No proposals will be processed by the UCC during that period. This will also allow time to prepare for the new catalog cycle.

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

F. NEW BUSINESS:

Curriculum, Course, and Program Change Proposals:

1. Council **approved** the [New 2024-25 Blank UCC Curriculum Proposal Template](#) - for UCC's review and approval.

This is a copy of the template the Registrar's Office will use in setting up departments' proposal forms for this 2024-25 catalog cycle.

2. Council **approved** the [UCC-2024-25 SAMPLE PROPOSAL](#) from UCC to showcase the current proposal form and use as an example on what a completed proposal looks like. Once approved, it will be posted on UCC's website as a reference to help POs as they develop their own proposals.
3. Change Memo from Registrar's Office documenting errors and corrections to catalog - *forthcoming*

State Proposals for Endorsement: none

Other Business:

1. Election of next year's UCC Officers – need nominations for Chair, Vice Chair, Executive Secretary
Eligible members: Ines Jindra, Bob Houghton, Ajit Bhattarai, Ben Bolin, Randa Kress, John Baker, Crystal Kanderis Lane, Erin Berry.
Rotating off council May 2023: Carmen Febles, Janet Loxterman, Wesley Usyak, LaVona Andrew

Nominations – will vote next time

Chair: Wesley Usyak will likely be re-elected to UCC, and he volunteered to serve as Chair.

Vice Chair: Bob Houghton volunteered to serve as Vice Chair

Executive Secretary: Ben Bolin volunteered to serve as Executive Secretary

2. **Catalog Format Review Subcommittee** – Bob Houghton and Ben Bolin volunteered to serve on this subcommittee during the 2023 summer.
 - **Accelerated Programs Catalog Layout:** create standardized catalog format
 - **Admissions Requirements:** should Admissions Requirements continue to be 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.
 - **Course and Program Duplication:** 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?
 - **Standardization:** of course descriptions, where lists of programs and certificates should be posted on ISU websites (ties in with ASC program listing website issue above).

G. FUTURE BUSINESS:

1. **Refer to Academic Standards Council: issue of consistency of sister courses at upper division undergraduate/graduate level – 33xx/55xx vs. 44xx/55xx – potential accreditation for grad programs?**

Sarah Mead reported there are ongoing discussions with Academic Standards Council and Graduate School, but nothing definitive yet.

2. **Interdisciplinary programs– placeholder; deferred until Fall 2023?**

How to deal with faculty oversight of curriculum in interdisciplinary programs; *Faculty Senate is working on this; may or may not be part of UCC responsibilities – UCC Chair will follow up with Faculty Senate.*

Wesley Usyak reported there are ongoing discussions with Faculty Senate.

H. ADJOURNMENT: 4:17 p.m.

APPENDICES

ACTIONS APPROVED or ENDORSED:

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- B. Create a catalog processing period **from Dec. 15 through Feb 1** on the Academic Affairs Academic Calendar provided to colleges and departments. No proposals will be processed by the UCC during that period. This will also allow time to prepare for the new catalog cycle.

CURRICULUM PROPOSALS APPROVED:

1. [New 2024-25 Blank UCC Curriculum Proposal Template](#) from UCC. This is a copy of the template the Registrar's Office will use in setting up departments' proposal forms for this 2024-25 catalog cycle.
2. [UCC-2024-25 SAMPLE PROPOSAL](#) from UCC to showcase the current proposal form and use as an example on what a completed proposal looks like. Once approved, it will be posted on UCC's website as a reference to help POs as they develop their own proposals.