

**Undergraduate Curriculum Council (UCC)**

**March 9, 2023 – 3:00-5:00 p.m. via Zoom:** Join Zoom Meeting <https://isu.zoom.us/j/84197901247>

**Volume XXXIV, Meeting 2 (25-02)**

**MINUTES – Approved by Curriculum Council on April 13, 2023 via email vote; Accepted by Faculty Senate on April 24, 2023; Accepted by Academic Affairs on April 26, 2023**

**A. PRELIMINARIES**

1a. Attendance:

Members: Ines Jindra, Bob Houghton, Ajit Bhattarai, Ben Bolin, Janet Loxterman, Randa Kress,, Wesley Usyak, Crystal Kanderis Lane, LaVona Andrew, Erin Berry

Ex-Officio: Cindy Hill, Ivory Fort, Sarah Mead, Buck Benson, Tiffany Mitchell

Admin. Asst: *excused*

1b. Excused: Carmen Febles, John Baker; Catherine Read

1c. Guests: none

**1. Announcements:**

a. Acting Provost announced: **Adam Bradford** from Graduate School will be taking over while Valerie Martin Conley is out.

2. Council **approved** (with 2 abstentions) the **Minutes** for [February 23, 2023](#)

3. **Report from the Executive Committee:** none

**4. Information from Academic Affairs:**

Cindy verified that Council members are aware of the recent changes to the statewide GEM Gen Ed program approved by SBOE last fall, and that those changes will be reflected in the 2024-25 catalog. GERC will include these changes on their annual UCC proposal updating the General Education Program section of the catalog..

**5. Current Subcommittee Activities:**

a. General Education Requirements Committee (GERC) update –  
Bob Houghton reported GERC is reviewing assessment plans submitted by departments for their recently approved Gen Ed courses.

b. BAS Committee update – meets tomorrow

**6. Information from the Chair:**

Wesley Usyak reminded members that proposals for programs that need full SBOE approval are due mid-April in order to be approved before faculty leave for the summer. The 2023 Three-Year Plan is posted on UCC's website on the SBOE/NWCCU page.

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

8. Other related information or questions: none

**B. INFORMATION ITEMS -- none**

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

**D. UNFINISHED BUSINESS**

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

**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 Ahattari, 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: no additional nominations received.

Election held:

**Chair:** Council unanimously **elected Wesley Usyak** to serve as Chair next year.

**Vice Chair:** Council unanimously **elected Bob Houghton** to serve as Vice Chair

**Executive Secretary:** Council unanimously **elected Ben Bolin** to serve as Executive Secretary

Cindy Hill formally commended Wesley, Bob, and Ben for the excellent job they've done this year, and thanked them for being willing to serve again next year. This Council's work is very important to the university and its academic mission..

2. Council voted to create a **Catalog Format Review Subcommittee** to decide which pieces of the catalog should be editable outside the UCC proposal process, and which should be tied to the UCC proposal cycle, along with the other issues outlined below.

Members volunteered to serve on the subcommittee: **Bob Houghton, Ben Bolin, Sarah Mead, Tiffany Mitchell. Randa Kress**

Bob Houghton will set up the first meeting for sometime in April.

- **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). Also, 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/>

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

## F. NEW BUSINESS:

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

1. Council unanimously **approved** the [Change Memo 2023/24 Catalog](#) from the Registrar's Office documenting errors and corrections to 2023-24 catalog discovered during the preparation for publication process.

**State Proposals for Endorsement:** none

**Other Business:** none

## 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?**

The new subcommittee just formed above will help address some of these issues as they work with other university constituencies and units, including Academic Standards Council.

2. **Interdisciplinary programs– placeholder; deferred until Fall 2022?**

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.*

## H. ADJOURNMENT: 3:21 p.m.

## APPENDICES

### ACTIONS APPROVED or ENDORSED:

#### A. Catalog Format Review Subcommittee created

Subcommittee members: **Bob Houghton, Ben Bolin, Sarah Mead, Tiffany Mitchell, Randa Kress**  
Bob Houghton will arrange the first meeting, to be held sometime in April

This Subcommittee is tasked with deciding which pieces of the catalog should be editable outside the UCC proposal process, and which should be tied to the UCC proposal cycle. The Subcommittee will also work with other university stakeholders on the following:

- **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.
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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). Also, Program Elective lists and how to keep them accurate, current, and relevant for the department and students within the catalog. Examples:
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  - <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/>

### **CURRICULUM PROPOSALS APPROVED:**

1. [Change Memo 2023/24 Catalog](#) from the Registrar's Office documenting errors and corrections to 2023-24 catalog discovered during the preparation for publication process.