

## Undergraduate Curriculum Council (UCC)

April 20, 2023 – 3:00-5:00 p.m. via Zoom: Join Zoom Meeting <https://isu.zoom.us/j/84197901247>

Volume XXXIV, Meeting 4 (25-04)

MINUTES – *Approved by Curriculum Council on April 21, 2023 via email vote; Accepted by Faculty Senate on April 24, 2023; Accepted by Academic Affairs on May 2, 2023*

### A. PRELIMINARIES

#### 1a. Attendance:

Members: Carmen Febles, Ines Jindra, Ajit Bhattarai, Ben Bolin, Janet Loxterman, Randa Kress, Wesley Usyak, John Baker, Crystal Kanderis Lane, LaVona Andrew,  
Ex-Officio: Cindy Hill, Ivory Fort, Sarah Mead,, Tiffany Mitchell  
Admin. Asst.: Catherine Read  
Excused: Bob Houghton, Erin Berry; Buck Benson  
1c. Guests: none

#### 1. Announcements:

2. Council already **approved** the Minutes for [April 13 2023](#) ‘virtual’ meeting via email vote on 4/17/2023.

#### 3. Report from the Executive Committee:

- a. Wesley Usyak was re-elected by his college to serve another term, so he will be UCC’s Chair for next year.
- b. John Baker is retiring this year, so a replacement will be elected to fill his seat.
- c. The Registrar’s Office has agreed to work over the summer to create short videos showing how to fill out a proposal form, what to look for before signing off, etc.

4. **Information from Academic Affairs:** none

#### 5. Current Subcommittee Activities:

- a. General Education Requirements Committee (GERC) update
  - i. Council already **approved** GERC Minutes for [April 11, 2023](#) via email vote on 4/17/2023.
- b. BAS Committee update
  - i. Council unanimously **accepted** BAS Committee [Minutes for March 2023](#)
- c. Catalog Format Review Subcommittee update – Ben and Bob will be getting together to strategize soon.

6. Information from the Chair: none

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

8. Other related information or questions:

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

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

## D. UNFINISHED BUSINESS

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

1. Council unanimously **approved** [Proposal #10](#) from COP **Biomedical & Pharmaceutical Sciences** for a new B.S. in Pharmaceutical and Cosmeceutical Sciences. *Contingent upon ISU and SBOE approval of State Proposal #2023-05.*

### State Proposals for Endorsement:

1. Council unanimously **endorsed** [2023-05 COP BS in Pharmaceutical and Cosmeceutical Sciences](#) *Corresponds to [UCC AY2024-25 Proposal #10.](#)*

### Other Business: UCC representatives' role and proposal review

**Discussion!** What can we do to improve the process for developing proposals to eliminate confusion on how to fill out forms, expectations of involved parties, clarify roles of the UCC reps, and eliminate extra work for the Registrar's Office and the administrative assistant on the back end in fixing submitted proposals.

- It's hard for inexperienced POs and UCC reps to know what to do when creating a new program that isn't similar to usual programs so the existing reference documents aren't as helpful. In those cases, please reach out early to the Registrar's Office or Catherine to help guide you through the steps.
- UCC reps and POs gain experience as they work through developing proposals, and there are several references to help guide
- Academic Affairs has a year-long training program for new department chairs. Consider having the UCC Chair or other experienced UCC rep attend a couple of meetings to help train the department chairs.
- Consider creating a video or something that shows how all the proposal pieces fit together, how CourseLeaf works, and how everything becomes the final catalog.
- Consider better coordination between UCC and Graduate School's proposal process. UCC's proposals are more thorough and show how the curriculum will appear in the catalog.
- Any way of having a Registrar's Office representative work with the Graduate School to facilitate the logistical pieces of the catalog production process?
- There is no entity similar to UCC in Graduate School that focuses on curriculum, courses, and the catalog. Graduate Council members take care of all graduate level business; the catalog proposals are only a small part of what they work on, so no one really has a good handle on proposal forms or the process. Therefore, it is hard for POs to get help in developing their graduate proposals.

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

F. NEW BUSINESS: *for consideration next week, April 27*

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

1. [Proposal #5](#) from COT **Technical Department** and COB **Accounting & Information Systems** for a new BAS in Information Technology. *Contingent upon ISU, IDCTE and SBOE approval of State Proposal # [2023-xx](#)*

2. [Proposal #6](#) from CAL **Anthropology** for a new Academic Certificate in Cultural Resources Management. *Contingent upon ISU and SBOE approval of State Letter of Notification #[2023-LON-xx](#)*
3. [Proposal #9](#) from COT **Health Occupations** for a new Intermediate Technical Certificate (ITC) in Medical Assisting, update existing MA courses, create new MA 2201 and MA 2209, delete MA 1104, MA 2204S, MA 2206, MA 2206S, and MA 2207. *Contingent upon ISU, IDCTE, and SBOE approval of State Proposal #[2023-xx](#)*

**State Proposals for Endorsement:**

1. [2023-LON-xx Request: CAL Cultural Resources Mgmt Undergrad Certificate](#) *Corresponds to [UCC Proposal #6](#)*
2. [2023-xx COT/COB BAS in Information Technology Systems](#) *Corresponds to UCC [Proposal #5](#)*
3. [2023-xx COT ITC in Medical Assisting](#) *Corresponds to UCC [Proposal #9](#)*

**G. FUTURE BUSINESS:**

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.*

**H. ADJOURNMENT: 3:35 p.m.**

## APPENDICES

**ACTIONS APPROVED or ENDORSED:**

- A. [2023-05 COP BS in Pharmaceutical and Cosmeceutical Sciences](#) *Corresponds to [UCC AY2024-25 Proposal #10](#).*

**CURRICULUM PROPOSALS APPROVED:**

1. [Proposal #10](#) from COP **Biomedical & Pharmaceutical Sciences** for a new B.S. in Pharmaceutical and Cosmeceutical Sciences. *Contingent upon ISU and SBOE approval of State Proposal #[2023-05](#).*