

Annual Report

University Curriculum Committee 2013-2014

- I. Members: (AS) Alspach (chair), (PH) Boncher, (for OPT) Fadayomi, (HP) Karnes, (BU) Marion, (L&C) Motz. (for RSS) Piercey, (ED) Roach, (TE) Zentz; (SS) Dakkuri
- II. Business

Proposal Number	Title
14-003 AS Delete Program (09/09/13)	Elimination of Mathematics BA
14-004 BU MCC, New Course (09/16/13)	Create CITS 370 Revise CITS BS and Minor
14-008 BU MCC (11/11/13)	Five Year Bachelors and Masters in ISI
14-009 BU New Course (10/07/13)	MGMT 491 – Internship Course Description Change
14-010 ED MCC (12/06/13)	Change wording in course description from Lab to Field Experience for EDCD 110, 111, 160, 210, 211 and 420
14-011 BU Delete designation (10/07/13)	Removes PMIM enrollment designation effective 201408
14-012 BU MCC, Certificate (11/11/13)	ISI Curriculum Revision 2013
14-013 AS New Course (10/21/13)	PLSC 245: Great Decisions in US Foreign Policy
14-014 TE MCC (10/21/13)	Prerequisite Changes for WELD 411, 422, and 499

14-016 ND ED (11/11/13)	Associates of Science Degree Pre-Digital Media
14-019 MCC ED (10/21/13)	TDMP 493 Correction
14-020 NC, MCC ED (02/10/14)	DAGD-Curriculum Clean-up 2013
14-021 MCC ED (11/18/13)	Planned Program for Elementary Social Studies Major
14-023 MCC BU (12/06/13)	Computer Information Technology – Terms Clean-up
14-024 MCC AS (11/11/13)	Communication Program Clean-up
14-025 ND HP (11/11/13)	Concentration in Long Term Care Administration
14-026 Modify Course DCCL (11/11/13)	Change IDSL 898 maximum credit range from 3 to 4
14-027 MCC, Redirection AS (11/11/13)	Revision of Secondary Mathematics Major (MAED) and Secondary Education Math Minor (MIN)
14-028 NC HP (11/11/13)	Minor Changes: Add ISYS 200 to Health Information Technology, Minor changes to MRIS 204, and MRIS 205
14-030 MCC HP (12/06/13)	Modifying Prereqs for HCSA 310
14-034 Redirection AS (12/02/13)	Revision of Applied Mathematics Program

14-035 Modify Course AS (02/17/14)	Arts 120 to Arts 220
14-036 Modify TE (12/02/13)	Add'l Math Prereqs to MECH 250
14-037 Modify TE (12/02/13)	Add Add'l Math Prereqs to EEET 201
14-038 Modify TE (12/02/13)	Adding Prereq to ECNS 414 and ECNS 424
14-039 Modify HP (12/02/13)	Core Curriculum Health Sciences & CHP Course Revisions
14-040 Modify TE (01/13/14)	Adding Minimum Grade Requirement to EEET 321 Math Prereq
14-041 Modify PH (01/13/14)	PHAR 461: Data Instrumentation and Analysis
14-042 New Course PH (01/13/14)	Leading Change in Healthcare
14-043 Modify PH (01/13/14)	PHAR 462 Prerequisite Course Number Correction
14-044 MCC TE (01/13/14)	Polymers Materials Minor
14-045 New Major/New Course HP (02/10/14)	Lean Healthcare Minor

14-046 New Major HP (02/17/14)	Bachelor of Science in Public Health
14-047 Modify Course OP (03/03/14)	Change OPTM 537 & 538 to BIOL 537 & 538
14-048 New Minor TE (02/17/14)	Quality Concentration w/in MFGE and Quality Leadership Certificate
14-049 MCC TE (02/17/14)	Quality Technology Certificate Revision
14-050 New Major AS (02/17/14)	Sports Communication Major
14-054 Certificate AS (02/24/14)	Creative Writing Certificate
14-055 MCC AS (02/24/14)	Revised Creative Writing Minor
14-056 BU NC (02/24/14)	Digital Security Awareness – General Education
14-057 MCC BU (02/24/14)	MIM Program change to Admission requirements
14-058 MCC HP (03/03/14)	Modifying Prerequisites for NUCM 499
14-059 MCC HP (03/03/14)	Modifying Prerequisites for NURS 440, 441, 442, 443, and NURS 340, 341, 342, 343

14-060 MC AS (03/17/14)	Modify MUSI 251 & 271 Lab Hours
14-061 NC AS (03/17/14)	PSYC 320 Psychology of Interpersonal Relationships
14-062 MCC BU (03/31/14)	Accounting – Computerized Accounting Clean-up
14-063 MCC TE (03/17/14)	Energy Systems Engineering Minor Curriculum Clean-up
14-064 MCC TE (03/31/14)	Minor Curriculum Clean-up of Architecture and Sustainability Program
14-065 MCC/NC TE (03/24/14)	HVACR Curriculum Modification and Creation of HVAC 321 and HVAC 325
14-066 Modify Course TE (03/17/14)	AUTO 200 and 250 Realignment
14-067 Modify TE (03/17/14)	PDET 422 Course Description Change
14-069 Modify TE (03/17/14)	Adding Grade to GISC 282 and GISC 382 Prereq
14-070 NC TE (03/24/14)	Create New Course GISC 224
14-071 MCC TE (03/17/14)	Minor Curriculum Clean-up of Architectural Technology Program

14-072 MCC TE (03/17/14)	Minor Curriculum Clean-up to SURE Courses
14-073 NMinor BU (03/17/14)	ISI Minor
14-074 MCC ED (03/17/14)	Advanced Graduate Certificate in CTE Fundamentals
14-075 MCC ED (03/17/14)	Change in grading for EDUC 499 Student Teaching
14-076 MCC ED (03/17/14)	Minor Modifications to Special Education Program
14-077 NC ED (03/17/14)	New Course – ECTE 610 Grant Writing and Development
14-078 Certificate ED (03/17/14)	Advanced Graduate Certificate in Workforce Development
14-079 MCC PH (03/24/17)	PHAR 680: Doctoral Project Cleanup
14-080 MCC AS (04/07/14)	Curric Clean-up: TPC and JTPC Programs, minors and certificates
14-081 MCC TE (04/21/14)	Align Course Enrollment – AUTO 310, 320, and 480
14-082 NC, MCC TE (03/31/14)	HVACR On-line Modification and Creation of HVAC 322, 323, 326, and 327

14-083 NC TE (03/31/14)	Remove ISYS 422 from Computer Networking Minor
14-084 NC TE (03/31/14)	Semester Offering Changes – EEET/ECNS
14-085 NC TE (03/31/14)	Create New Course SURE 100
14-086 ND HP (04/07/14)	Master of Public Health
14-087 MCC HP (04/07/14)	HCSA Pre-requisite Minor Curriculum Clean-up
14-088 New Certificate HP (04/07/14)	Vascular Ultrasound Certificate
14-091 TE MCC (04/21/14)	Heavy Equip Service Engineering Tech BS Degree -move HSET 403 to yr. 4 Fall, -move Cultural Enrichment Elective to yr. 4 spring

III. Discussion (Highlights)

The Committee members follow the policy of replying in writing within one week when they cast a vote of “Support with Concern” or “No Support”. This documentation is required by Academic Affairs for any such votes coming through the curriculum process: at the Area, Department/School, and College levels. We adhere to Robert’s Rules and only support proposals receiving a majority of “Support” or “Support with Concerns” votes from the voting unit. However we respect the right of the minority to make their concerns known and work to guarantee that these concerns have been heard and responded to. To this end, we require all voting units to fill in numbers in the “Votes” box on Form A, including 0’s.

We have not established a practice for addressing concerns raised in the Form B consultation process. We continue to look for the best practice for ensuring that all voices have been heard and responded to during the curricular process.

Over the year, we have discussed at length our concerns about this Committee’s role as “curriculum gatekeeper.” We have noted that the current process is primarily unidirectional: in particular, when a proposal is revised to respond to a concern along the track, there is no mechanism for reporting the revision back to the voting bodies earlier in the process. This issue is particularly relevant when

changes are made to a proposal at the Dean's level. We affirm that our role is to review and support proposals on their merits without regard to administrative concerns about implementation, e.g. work load policies.

After consultation with the UGPC, the Committee learned that their policy regarding graduate degrees is that a Master's degree must include a minimum of 30 credits of work earned post-baccalaureate. The UCC received the Policy for Developing Graduate Programs from the University Graduate and Professional Council (UGPC).

The Committee discussed the semantic distinction between a "lab" experience and a "field" experience, and between "lab" and "practicum". The Records Office must account for student contact hours in the case of "lab" but tasks the on-site supervisor or instructor of a "practicum" with accounting for appropriate student contact hours. This situation occurs most frequently in Internships which are classified as "practicum" in the Banner system.

In lieu of a face-to-face meeting when there are no new items on the agenda, the Committee agreed to take electronic votes as warranted on proposals that appear complete and straight-forward.

The Committee resolved to pursue the goal of requiring Form E's for all proposals including modifications of courses to encourage programs to review and update if necessary the Outcomes/Assessment Plans for courses so that information can be verified in TracDat.

We learned, on further investigation, that the preferred strategy for entering data on Form F is to limit the Course Description to the content of the course. Then, whatever information is entered on the Terms Offered ("q") line and Prerequisites ("m") line will be automatically added to the Course Description in the Registrar's Office. This strategy suggests a change in the UCC Manual from the current advice to enter all possible Terms in section "q" and then indicate when the course is "typically offered" in the content of the Course Description.

We continue to collect items for revision in the UCC Manual.

1. Adding a line to specify Maximum Course Enrollment by LECTure and by LABoratory on Form F
2. Adding Concentrations with fewer than 3 new courses to Group II in the Table (see page 15 in Appendix B)

Action was taken on the UCC proposal to modify the UCC Policy at the Academic Senate meeting in January. The motion to modify Section 3.2.2.7 regarding overlap between major and minor was amended on the floor and passed by the Senate as follows:

A maximum of the larger of 1/3 of the credits or 7 credits in a minor may overlap with the student's major.

The Chair explained the purpose and function of the meeting prior to the UCC meeting on Mondays. Alspach meets with Elise Gramza and Paul Blake in Paula Hadley's office to review the paperwork for proposals, for accuracy and consistency with UCC Policy and requirements for scribing into Banner in the Records Office. Frequently there are errors on Forms A, E, and F in a proposal that are oversights or misunderstandings about the directions for completing these forms in the UCC Manual that can be easily corrected without returning the proposal to earlier committees for reconsideration. These details are typically captured in the column labeled Senate Action: Concerns/Reasons/Updates on the Minutes and in the messages sent by the Chair to the proposer. UCC has established a practice of voting in support of a proposal, pending Administrative Review, to allow for these simple corrections to be made as efficiently as possible to move a proposal on to the next level of approval.

A concern was raised about delays in the curricular process resulting from approving units holding proposals for more than 10 days. It was reported that at least one College Curriculum Committee only meets monthly, which precludes their adherence to the Timetable in the Manual. We agree that faculty committees should be encouraged to address curriculum proposals in accordance with the UCC Manual, including voting on proposals electronically when possible. The Timetable is particularly important for major proposals that must be approved by the Board of Trustees and the Academic Officers of the State of Michigan since these bodies only meet twice a year to approve proposals.

We have observed a number of proposals in which Maximum Section Enrollment, or “caps”, for courses have been increased. We are particularly monitoring those cases in which the increase was made by administration rather than by faculty units. However, assessment of the efficacy of increasing section sizes ultimately rests in the hands of the Academic Program Review Council.