

**UNDERGRADUATE CURRICULUM COMMITTEE
MINUTES OF FEBRUARY 23, 2007**

Members Present: Professors Caton, Cave, Deulio, Duskin, Gudikunst, McMahon, Nichols, Perkins, Thornton, Underwood, Weiss; Ms. Allen, Ms. McGrath, Mr. Oliver;
Guests: Dr. Doughty

Dr, Weiss, UCC Chair, called the meeting to order at 3:10 p.m.

1. Matters Arising from the Minutes. Dr. Weiss read aloud a memo from the Provost stating that he did not wish to approve COMM 201 as an FIR area of inquiry until changes had been made to the syllabus. Dr. Duskin stated that the History department has withdrawn HIST 215. The Sociology proposal for a “degree with distinction” will be limited to the departmental level. The Government department has resubmitted the change to credit hours for the Political Science major and it is on today’s agenda; the GPA requirement is still pending.

2. Approval of Minutes. Dr. Gudikunst moved approval of the December 6 minutes; Dr. Caton seconded. Motion carried unanimously. Dr. Busch had one amendment on item #2 of the January 26 minutes: he was not concurring that the proposed GPA policy should apply to all students. He was simply stating that the department would think this policy through again. Dr. McMahon proposed acceptance of the January 26 minutes as amended; Dr. Thornton seconded. Motion carried unanimously.

3. Changes to Existing Courses. Dr. Weiss pointed out that since formal UCC approval of such changes is not required, no vote needs to be taken. The committee discussed the followed proposals and decided to forward them to the Provost for his consideration.

a. Deletion of Courses:

COMM 328
COMM 355
COMM 451

HIST 315	HIST 425	HIST 456
HIST 323	HIST 426	HIST 457
HIST 328	HIST 427	HIST 458
HIST 353	HIST 433	HIST 460
HIST 366	HIST 434	HIST 462
HIST 369	HIST 436	HIST 463
HIST 373W	HIST 437	HIST 464
HIST 401	HIST 438	HIST 465
HIST 402	HIST 447	HIST 467
HIST 409W	HIST 448	HIST 468
HIST 410	HIST 449	HIST 470
HIST 412	HIST 450	HIST 472

HIST 418	HIST 451	HIST 474
HIST 419	HIST 452	HIST 475
HIST 420	HIST 454	
HIST 421	HIST 455	

The History department has previously offered classes at the 300 level and the 400 level simultaneously. They wish to discontinue this practice so that the 400-level courses will be true seminars. In order to achieve this goal, they propose deleting the courses in the list above. Some of the deleted courses are at the 300 level and some are at the 400 level so that each course will remain in the catalogue but the courses will not have two numbers. This proposal will not affect staffing and scheduling.

b. Title Change and Major Change to Course Description:

GOVT 332

c. Course Equivalencies:

HIST 101 and HIST 111
HIST 102 and HIST 112

Course equivalencies determine which course under the old curriculum is equivalent to a course in the new curriculum. For example, under this proposal a student who enrolled under the old curriculum but who took HIST 101 would have his/her requirement for HIST 111 fulfilled. This will become important as fewer of the courses from the old curriculum are being offered. However, Ms. Allen cautioned that if the courses are considered to be equivalent, students may not receive credit for both. This would cause a problem for students under the new curriculum who wish to take both courses as an Area of Inquiry (111 is WST and 101 is GMP). The computer would not prevent the student from registering for both courses, but he/she would not find out until later that both courses cannot be counted and thus his/her Areas of Inquiry are not filled. The committee discussed possible options for solving this problem. Dr. Duskin stated they should not really be taking both because there is so much overlap between the courses. However, Ms. Allen stated that the computer could not be programmed to prevent this problem from happening.

Dr. Weiss will forward the proposal to the Provost but raise the issue that it may be “rife with peril” and a solution has not been found.

d. Major Change to Course Description:

ENGL 450

e. Deletion of Course and Change to Prerequisites:

MUSC 305 (delete)

MUSC 303-304 (change to prerequisites)

4. Change to a Major Program. Bachelor of Science Degree in Computer Foundations, The Major in Information Systems. The selection of three specific business courses has been made in response to the suggestions made at the last meeting. Also, the revised proposal notes that students must have the necessary prerequisites for the required business courses. The B.S. in Information Science will require the same three business courses and the same prerequisites. These revisions were made in consultation with the LSoB; both deans have signed and Dr. Doughty has also approved the changes. Dr. Underwood moved approval of these two proposals; Professor Cave seconded; motion carried unanimously.

5. New Courses. Dr. Deiulio moved to approve the following courses; Dr. Caton seconded. The committee members raised the following questions:

HIST 322

HIST 332 Dr. Weiss wondered why this was the only proposal to mention a minimum grade in a prerequisite. However, the committee realized the statement simply refers to the fact that history majors must earn a C- or better in any course for the major; it does not affect the prerequisite.

HIST 405 Dr. Weiss noted that the prerequisites on the proposal don't match those on the sample syllabus. He will clarify this matter with the History department.

HIST 423

HIST 435 Dr. Caton remarked that the sample syllabus lacks a breakdown of percentages on the final grade. The committee will simply recommend that this be added.

HIST 442/542 Dr. Deiulio asked whether graduate and undergraduate courses may be cross-listed; but since the UCC may consider only undergraduate courses the question does not apply.

HIST 443/543 Dr. Busch noted that the proposal doesn't appear complete because the weekly schedule is not finished; again, the committee will simply recommend completion.

HIST 480

HIST 485 Dr. Gudikunst mentioned that Kenneth Galbraith wrote an outstanding book on the economics of the depression and he would recommend including it as a reading for this course.

Dr. Caton and Dr. Weiss wondered why the prerequisites on HIST 435 and HIST 480 were set comparably low. Dr. Duskin stated that probably only history majors would take 400-level history courses and they would have talked to an advisor before enrolling. Dr. McMahon asked why some say “junior standing.” If they do, the use of “or” means students need junior standing only if they don’t have the prerequisite class. Ms. Allen stated that this cannot be programmed and Dr. Duskin replied that that is correct; somebody with junior standing only would need a signed override form.

Dr. Gudikunst observed that HIST 443, 480, 482, and 485 are very much oriented to American History, but we now have an American Studies major. Dr. Duskin replied that AMST majors could take these courses and count them toward their major. Another department need not duplicate these courses. The AMST program may want to update its list of approved courses each year. The new history proposals passed unanimously.

6. New Courses.

ANTH 310. Dr. Underwood moved approval; Dr. Nichols seconded. Dr. Busch wondered what “the magico-religious experience of the ‘Other’” means. Dr. Underwood replied that the term applies when Europeans define anything non-European as evil. Dr. Busch wanted to see more elaboration of the in-class activities since they make up a large part of the grade. The committee discussed whether the fear survey requires permission of the committee on the use of human subjects. Dr. Gudikunst responded that that would be the case only if the subjects were being interviewed in-depth on issues that cause them fear and unease. The committee suggested that the proposer might want to delete the statement on her syllabus that suggests students who have missed work not “burden” her with lies and false excuses. Dr. Weiss will communicate these concerns to Dr. Gustafsson. Unanimous approval.

AMST 310. Dr. McMahon moved to accept the course as an IIS area of inquiry and a new course; Dr. Caton seconded. Discussion: Dr. Deiulio wondered why the majority of the sources studied are literary when the goals for IIS state the purpose of the course is to explore American markets. The other members felt this was not a problem since studying the way markets are reflected in literature is what makes the course interesting. Dr. Nichols hoped that in the future, the instructor might move beyond the use of an anthology and one novel in the course. Unanimous approval.

7. Writing Intensive Courses. Dr. Caton made the general remark that although the criteria for grading writing are supposed to be included on WI syllabi, many of the criteria we see refer to content only. Writing criteria may be limited to style manuals. He suggested that the committee reconsider the criteria that are required.

a. Recertification. Dr. Caton moved that the following five WI courses be recertified; Dr. Gudikunst seconded.

BIOL 300W
CHEM 491W

HIST 428W
PHIL 326W
RSTD 326W

Discussion: apropos HIST 428W Dr. Gudikunst noted that the instructor receives papers and then provides feedback the students can use in the second paper, but the final term project is all due at once with no mechanism for revising. Dr. Caton stated that the developmental aspect of the course does not necessarily need to be on the last project and Dr. Weiss concurred. Dr. Caton suggested we handle that with a comment to the instructor. Also, the instructor meets with the instructor to discuss their writing in person. These five recertifications passed unanimously.

b. Recertification/New WI Course. The following courses were placed in the same category because they do not have grading criteria for writing.

CHEM 391W (contains no writing criteria)
COMM 452W
PHIL 490W
SOWK 406W (contains a rubric that primarily addresses content)

Dr. Caton and Dr. Underwood suggested we approve these courses and communicate to the departments that they should include a rubric or other criteria for grading writing. Dr. Nichols pointed out that when the syllabus states what is required in individual assignments that does give criteria even if it doesn't tell students exactly how their grade is generated. Dr. Gudikunst stated that in future it may be necessary to require writing criteria as part of every WI course. The committee is planning to put rubrics online so others can see examples. The committee decided to vote to approve them contingent on the instructors providing such criteria to the students when they teach the course. Unanimously approved. Dr. Weiss will communicate the suggestions. (CHEM 391/491W are also approved as new courses.)

c. New WI Course. SOCL 480W. Dr. Caton could not find a rubric or anything about writing as a developmental process. Dr. McMahon pointed out that there is a statement about how a portfolio can get an "A". This might serve as a kind of rubric but she also noted that just because the instructor provides comments on writing, this doesn't mean that writing is being treated as a developmental process. Do new items get added so that students cannot use the comments from the midterm portfolio on the final portfolio? Dr. Nichols wondered whether the field research assignment in the final portfolio was based on something from the midterm portfolio, or was it something new? Dr. Weiss pointed out that since the final portfolio contains more of each type of assignment than does the midterm portfolio, it appears that the students do build up their portfolios throughout the semester. Dr. McMahon reiterated that it is hard to dig through syllabi and the committee should post its new form for WI courses as soon as feasible.

Dr. Caton moved acceptance contingent on information being provided to the student that makes it clear how writing will be evaluated and how writing will be taught as a developmental process; Dr. Underwood seconded. Unanimously approved.

d. Recertifications. Dr. Caton placed the following courses in this category so that the committee could discuss some potential problems.

HIST 390W This course does not address writing as a developmental process and grading criteria are not clear. Dr. Duskin will be the next person teaching this course so he will make sure these problems are corrected. Dr. Caton moved acceptance contingent on this promise; Dr. Gudikunst seconded. Unanimous approval.

SPAN 463W Only 45% of the grade is based on writing and the criteria stipulate that at least 50% of the grade must be so based. Dr. Caton will convey this concern to the course proposer.

FREN 303W The sample syllabus is written in French. However, Dr. McMahon could read it and Dr. Deiulio orally explained it based on information she had received from Dr. St. Onge. Dr. McMahon moved approval; Dr. Underwood seconded. Committee voted oui.

8. Change to Existing Major Program. Political Science Major. The Government department is proposing dropping the hours required at the 300 level from 27 to 21. There are still 36 hours total in the major, which is the acceptable minimum. Dr. Underwood moves acceptance. Dr. McMahon seconded. Unanimously approved.

9. Change to Existing Major Program. Communications Studies Major. The number of required hours is being dropped to 39, which is within the acceptable range. Dr. Weiss moved approval; Dr. Deiulio seconded. Unanimous approval.

10. Change to Existing Program. The Communications department is proposing deletion of the certificate program Communications Studies. Dr. Gudikunst moved approval; Dr. Cave seconded. Motion carried unanimously.

11. Changes to Existing Courses. The committee noted no problems with the following proposals and they will be passed on to the Provost.

CPSC 150 (major change to course description)

CPSC 125 (title change)

THEA 200L and THEA 250L (make them pass/fail)

12. New Courses. CHIN 101 and 102. Dr. Underwood moved acceptance; Dr. McMahon seconded. Unanimously approved.

13. Change to Existing Major Program. Bachelor of Science in Computer Foundations, Major in Applied Physics and Major in Computer Science. Dr. Caton moved acceptance; Dr. McMahon seconded. The major in Information Systems used to be its own program. Now it has been placed under the B.S. in Computer Foundations. But it has different requirements for the core than the other majors under this degree. Since the core needs to be the same for all 3 of the majors, then the two different courses need to be moved from the core into the major proper. So the content for the majors in applied physics and computer science will not change, just the listing. Unanimously approved.

14. BUSN 205. Dr. McMahon moved acceptance; Prof. Cave seconded. Dr. McMahon explained that some companies would like students for internship and they need course credit for it if government funding is to be granted. This course is a framework to allow such students to receive credit and will be overseen by the Dean of the LSoB. Unanimous approval.

15. Change to Existing Program. Honors Program. Dr. Underwood moved acceptance; Dr. McMahon seconded. In the fall, the honors program in place was found to be unworkable with the new curriculum. This is a revised program to make it work with the new curriculum. Dr. Weiss questioned why #6 says “should” and not “must.” However, since Dr. Paul signs off on all plans of study he wants the flexibility to occasionally approve an alternate program. Unanimous approval.

16. Dr. McMahon wondered whether the question of requiring 2 WI courses for all graduates of CNU could be revisited and whose jurisdiction this was. Students in the LSoB are experiencing troubling registering for the necessary WI courses and this is creating “bottlenecks.” The consensus was that she could write a proposal suggesting the reexamination of the WI requirement.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Laura Deiulio