

**MINUTES OF
UNIVERSITY COMMITTEE ON CURRICULA**

October 10, 2018

Present: K. Basom, D. Hakes, C. Christopher, M. Fienup, A. Gabriele, J. Zhu, C. Nedrow, S. Riehl, P. Pease,
G. Rhineberger-Dunn, J. Smothers, D. Wallace, G. Pohl

Absent: D. Heistad, K. Martin, J. Morrow

Guests: M. Connerley, G. Bruess, A. Lynch, G. Gulwadi, G. Stafford, C. Juby, C. Curran, O. Grybovych,
T. Westbrook, E. Sutton, R. Martin

The meeting was called to order by P. Pease at 3:01 p.m. in the Presidential Room, Maucker Union.

I. Welcome and Introductions

P. Pease welcomed all present. Introductions followed.

P. Pease thanked all in attendance for working on proposals to make the clean-up process go smoothly. This is our last formal meeting. Next meeting will be a wrap-up including a review of the handbook, and curriculum cycle timelines.

II. Approval of the Minutes – October 3, 2018

A. Gabriele moved to approve the October 3 meeting minutes, S. Riehl seconded.

No comments or corrections were given.

P. Pease called for a vote on the approval of the minutes. Motion carried and was approved unanimously.

III. Curriculum Review Procedures for previously tabled programs and courses from the College of Business Administration, College of Education, College of Social & Behavioral Sciences and Interdisciplinary

A. College of Business Administration – Department of Management

Program for discussion

- MIS-BA: Management Information Systems Major (edited, creating two emphasis areas)

Course for discussion

- MGMT 3123 Network Fundamentals and Security (added)

D. Hakes moved to approve curriculum proposals for the Department of Management, K. Basom seconded.

M. Connerley stated the department is withdrawing the proposal for new course MGMT 3123. It will be shredded. The Department of Management will continue to work with the Department of Computer Science and hope to bring a new course proposal for the next curriculum year.

D. Hakes stated that in remembering the initial discussions regarding the MIS-BA proposal, the only remaining concern raised was the addition of MGMT 3123. MGMT 3123 will now be removed as an elective option for the MIS major. D. Hakes didn't recall any other concerns. No other concerns were raised.

P. Pease called for the vote on the Department of Management proposal to shred the MGMT 3123, and approve the MIS-BA proposal with MGMT 3123 being removed as an elective option. Motion carried and was approved unanimously.

B. School of Applied Human Sciences

Program for discussion

- INTDSGN-BA: Interior Design Major (edited)

K. Basom moved to approve the curriculum proposal for the Interior Design Major. G. Pohl seconded.

G. Gulwadi explained that when they proposed the addition of TECH 4124 to their major, there wasn't any prerequisites. Now TECH 4124 is being renumbered to TECH CM 2100 and TECH CM 1100 is being added as a prerequisite. TECH CM 1100 was the hidden prerequisite that the UCC raised concerns about at the previous meeting. The faculty have decided to drop TECH 4124/TECH CM 2100 as a required course for the Interior Design Major. The major will go back to a 62 hour program.

P. Pease called for the vote on the BA in Interior Design proposal with the edits as discussed. Motion carried and was approved unanimously.

C. Interdisciplinary

Course for discussion

- LIBRARY 4000 Collections Care and Management (added)

S. Riehl motioned to approve LIBRARY 4000 course. K. Basom seconded.

E. Sutton stated that she, B. Martin and T. Westbrook have met to discuss the concerns raised by UCC at the last meeting. The new proposal is to cross list the course under the prefix ARTHIST and HIST rather than LIBRARY. Sutton stated that the revised prefixes will likely make it easier for students to find the course and it addresses the concern of being housed within the Library. Sutton confirmed with D. Wallace that with the new prefixes the course number will now be 4003/5003 due to number availability within those departments.

P. Pease added that another concern was that the course was created for a certificate. E. Sutton stated that when the course was offered experimentally under UNIV 4159 and ARTHIST 4999 it was used toward the elective requirement for art and history majors. The plan is that it will continue to be an elective option for those majors.

S. Riehl raised the question, can the course be added to the majors as an elective option without being proposed as a curriculum change. R. Martin stated that this course has been promoted to students and stated in text as an option for quite some time, even though it wasn't officially listed under one of their department numbers. D. Wallace was asked if the course can be added to the majors at this point in time. Wallace stated that if the UCC approved it could be added as an elective for those majors so students are aware of the option. E. Sutton added that when the course was offered under the seminar topic number ARTHIST 4999 it would plot directly into the major. It is requested that ARTHIST/HIST 4003/5003 be added as an elective option for art and history majors

P. Pease asked if there were any other questions or concerns. Hearing none.

Pease called for a vote to approve the course under the new prefixes and numbers, along with the ability to have the course added as an elective option for history and art majors. Motion carried and was approved unanimously.

Department of Social Work

Programs for discussion

- SOCWORK BA: Social Work Major (editorial, dropping concentration)
- SUBABUSE-CERT: Substance Abuse Counseling Certificate (editorial)

Courses for discussion

- SW 3185 Social Work Research (edited, dropping prerequisite, adding prerequisite)
- SW 4121 Social Work in Mental Health Settings (substantive, dropping all prerequisites)
- SW 4143 Self-Care and Stress Management in Helping Professions (substantive, dropping all prerequisites)

S. Riehl motioned to approve Social Work BA and Substance Abuse Certificate. G. Pohl seconded.

P. Pease asked if she meant to exclude the courses.

S. Riehl added a friendly amendment to add the social work courses to the motion. G. Pohl seconded the friendly amendment.

P. Pease stated that one of the concerns was the wording of the biology requirement. C. Juby confirmed that was revised based on recommended language from the previous meeting.

Juby stated that one of the concerns from the last meeting was that Introduction to Statistics was a hidden prerequisite and should be added to the major. The new proposal is to state that any course from the LAC Category 1C needs to be completed with a notation that if they select STAT 1772 it will substitute for SOC 2020.

S. Riehl commented it could be a helpful solution so that students are not overwhelmed by seeing the full list of LAC 1C options and are aware they could strive to take STAT 1772 and then wouldn't need to take SOC 2020.

G. Rhineberger-Dunn pointed out that any social work course that has SOC 2020 as a prerequisite may need to add STAT 1772 as a prerequisite option because students that choose to take STAT 1772 will run into problems registering for higher level social work courses. P. Pease asked C. Juby if she is okay with STAT 1772 being added as an optional prerequisite for all social work courses that have SOC 2020 as a prerequisite. C. Juby agrees that would be a helpful addition.

D. Wallace was asked if she thought the proposal was a workable option. Wallace stated the revised proposal appears clear and helpful for students. A. Gabriele asked if SOC 2020 or STAT 1772 should be added within the required social work courses so students don't miss that as an option. P. Pease stated that addressing it in multiple locations could be helpful.

Substance Abuse Certificate: S. Riehl stated there was a hidden prerequisite raised at the previous meeting. CRIM 3228 has a prerequisite of CRIM 2022 or SOC 1000. G. Rhineberger-Dunn highlighted that this is not really a hidden prerequisite because this certificate is only an option for social work majors and all social work majors need to take SOC 1000. C. Juby is proposing that the course be asterisked to state CRIM 2022 or SOC 1000 is a prerequisite.

P. Pease asked if a UNI Social Work alum or a social work professional in the area wants to come back to earn the certificate, would they all have completed SOC 1000. If not, SOC 1000 should be listed as a required course. C. Juby stated the certificate is only available to students currently enrolled as a social work major due to the field experience requirement.

G. Rhineberger-Dunn asked if it is stated that way in the catalog. D. Wallace confirmed it is in the narrative that the student must complete a social work major as well as the certificate requirements.

M. Fienup asked for clarification on certificates. Are all certificates now declared and tracked through the Registrar's Office. D. Wallace confirmed since fall 2017 they are all declared and tracked on the student's advisement report.

A. Gabriele asked if departments are always aware when a student is coming back to only complete the certificate. No, departments may not be aware. D. Wallace stated that if that is a concern with this certificate there could be a note added that students must contact the department to declare.

S. Riehl asked about the wording. D. Wallace read the text for this certificate from current catalog. S. Riehl commented the wording could be revised to better clarify the requirement. C. Juby explained that it is only an option for current students because they need to spend 440 hours in a field placement which is noted at the bottom of the certificate.

D. Wallace suggested to add something to the narrative that if a student has completed a major in the past, they need consent of the department to add the certificate. A. Gabriele stated it would be a good conversation for the department to have with the potential certificate seeker. P. Pease commented they can limit the certificate to only current students, they just need to clarify which type of students are eligible. C. Juby indicated she will work with D. Wallace on a statement.

P. Pease clarified that as far as the certificate hidden prerequisite, they will asterisk with a note what the prerequisites are for CRIM 3228. C. Juby replied in the affirmative.

Courses: SW 3185 the revised proposal lists SOC 2020 or STAT 1772 and junior standing as the prerequisites.

SW 4121 and SW 4143: The question at the pre-meeting was do they truly want to remove all prerequisites. C. Juby confirmed they want to remove all prerequisites. The proposals are correct as listed in LeapFrog.

P. Pease called for a vote to approve the proposed curriculum changes for the Department of Social Work as discussed. Motion carried and was approved unanimously.

D. Department of Health, Recreation & Community Services

Programs for discussion

- AQUATICS-CERT Aquatics Specialization Certificate (dropping/adding a course and change in course prefix)
- HLTHPRO-BA Public Health and Education (title change, department updated, additional course options)
- LYHS-BA Recreation, Tourism and Community Services (title change, updated department, common course options)
- LYHS-MINOR Recreation, Tourism and Community Services (title change, updated department, different course options)
- NONPROFMGMT-CERT Nonprofit Management Certificate (updated department, course prefixes and hours required)
- OUTDOORREC-CERT Outdoor Recreation Certificate (updated department, change in requirements)
- SCHLAGE-CERT School-Age Care Leadership Certificate (updated department, change in prefix)
- TOUR-CERT Tourism Certificate (updated department, updated prefix)

Courses for discussion

- HPE 1099 Exploring Careers in Health Promotion (new)
- HPE 4667 Human Toxicology for Environmental and Occupational Health: Principles and Applied Case Studies (substantive, title, description, revising prerequisites, terms offered, frequency, department name)
- **Shredded** LYHS 2020/RTCS 2020 *Leadership in Recreation, Tourism and Community Services* (editorial, title, description, prefix, terms offered)
- LYHS 2010/RTCS 2110 Foundations of Community Parks and Recreation (editorial, title, prefix, number, description, terms offered)
- LYHS 2770/RTCS 2120 Principles of Tourism (editorial, department, title, prefix, number, terms offered)
- LYHS 2335/RTCS 2130 Foundations of the Nonprofit Sector (editorial, department, title, prefix, number, terms offered)
- LYHS 2551 /RTCS 2140 Foundations of Outdoor Recreation (editorial, title, prefix, number, terms offered)
- LYHS 3157/RTCS 2150 Foundations of Youth Work (editorial, title, prefix, number course description, terms offered)
- LYHS 3990/RTCS 2160 Foundations of Therapeutic Recreation (editorial, department, title, prefix, course number, description)
- LYHS 3183/RTCS 2210 Nonprofit Leadership Practicum, Level I (editorial, department, title, prefix, course number, description, removing one prerequisite)
- **Shredded** LYHS 3030/RTCS 3030 *Inclusive Recreation and Diversity in RTCS* (editorial, department, title, terms offered, frequency)
- LYHS 3050/RTCS 3110 Management and Human Resources in Recreation, Tourism, and Community Services (editorial, title, prefix, number, description, prerequisites)
- LYHS 3060/RTCS 3120 Programming for Recreation, Tourism and Community Services (editorial, title, prefix, number, description, prerequisites)
- **Shredded** LYHS 3121/RTCS 3121 *Philosophical Foundations of Recreation, Tourism and Community Services* (editorial, prefix, title, description, terms offered)
- LYHS 2075/RTCS 3130 Marketing in Recreation, Tourism and Community Services (editorial, department updated, title, prefix, number, description)
- LYHS 3290/RTCS 3280 Readings in Recreation, Tourism and Community Services (editorial, title, prefix, number, description)
- **Shredded** LYHS 3337/RTCS 3337 *Human Resource Development for Recreation, Tourism and Community Services* (editorial, department, prefix, terms offered, frequency)
- **Shredded** LYHS 3338/RTCS 3338 *Planning Strategies in Nonprofit and Youth Agencies* (editorial, prefix, terms offered)
- **Shredded** LYHS 3774/RTCS 3774 *Conferences, Expositions and Conventions in Tourism* (editorial, prefix, drop prerequisites, terms offered)
- LYHS 4116/RTCS 3777 Special Events Management (editorial, title, prefix, number, description, dropping prerequisite, terms offered)
- LYHS 4778/RTCS 3778 Community Based Tourism (editorial, department updated, prefix, number description, dropping prerequisite, terms offered, frequency)
- LYHS 3991/RTCS 3991 Philosophical Ideologies of Therapeutic recreation (editorial, department name, title, description, prefix, term)
- LYHS 4070/RTCS 4330 Research and Evaluation in Recreation, Tourism and Community Services (editorial, department name, title, prefix, change in prerequisite at undergraduate level)
- LYHS 4115/RTCS 4310 Areas and Facilities in Recreation, Tourism and Community Services (editorial, department name, title, description, prefix, change in prerequisite at undergraduate level)

- LYHS 4116/RTCS 3777 Special Events Management (editorial, department name, title, description, prefix, term)
- LYHS 4339/RTCS 4210 Nonprofit Leadership Practicum, Level II (editorial, department, prefix, number, description, prefix update of prerequisite)
- LYHS 4265/RTCS 4290 Recreation, Tourism and Community Services Field Experience (editorial, department update, prefix, number, description)
- LYHS 4265/RTCS 4290 Recreation, Tourism and Community Services Field Experience (editorial, department name, title, description, prefix)
- LYHS 4115/RTCS 4310 Areas and Facilities in Recreation, Tourism and Community Services (editorial, prefix, number, description, prerequisites, terms offered)
- LYHS 4055/RTCS 4320 Financial Resource Management in Recreation, Tourism and Community Services (editorial, department update, prefix, number, description, prerequisites, terms offered, frequency)
- LYHS 4070/RTCS 4330 Research and Evaluation in Recreation, Tourism and Community Services (editorial, prefix, number, prerequisites)
- LYHS 4080/RTCS 4340 Seminar in Recreation, Tourism and Community Services (substantive, prefix, number, description, credit hours)
- LYHS 4095/RTCS 4510 Internship in Recreation, Tourism and Community Services (editorial, prefix, number, description, credit hours, prerequisite prefix and number updated)
- LYHS 4090/RTCS 4520 Senior Project in Recreation, Tourism and Community Services (editorial, title, prefix, number, credit hours, description, prerequisite prefix and number updated)
- LYHS 4552/RTCS 4552 Theory and Practice of Outdoor Education (editorial, title, prefix)
- LYHS 4553/RTCS 4553 Trends and Issues in Outdoor Recreation (editorial, prefix, term offered)
- LYHS 4554/RTCS 4554 Managing Recreation Impacts on the Natural Environment (editorial, prefix, description, frequency)
- LYHS 4556/RTCS 4556 History of Outdoor Recreation (editorial, department name, prefix)
- LYHS 4621/RTCS 4621 Camp Staff Development (editorial, prefix)
- LYHS 4623/RTCS 4623 Field Experience in Camp Counseling (editorial, department name, prefix)
- LYHS 4625/RTCS 4625 Camp Management Systems (editorial, department name, prefix)
- LYHS 4776/RTCS 4776 Eco, Adventure and Sport Tourism (editorial, department name, prefix, description, change in prerequisite, term offered)
- LYHS 4778/RTCS 3778 Community Based Tourism (editorial, department name, title, description, prefix, term)
- LYHS 4779/ RTCS 4779 Community Planning Workshop (editorial, prefix, term offered)
- LYHS 4995/RTCS 4995 Assessment, Programming and Evaluation in Therapeutic Recreation (editorial, department, prefix, description, undergraduate prerequisites, term offered)
- LYHS 4996/RTCS 4996 Intervention Techniques in Therapeutic Recreation (editorial, department name, prefix, description, undergraduate prerequisite requirements, term offered)
- LYHS 4997/RTCS 4997 Administrative Practices in Therapeutic Recreation (editorial, department name, prefix, description, undergraduate prerequisites, term offered)

A. Gabriele motioned to approve the curriculum proposals for the Department of Health, Recreation and Community Services. J. Zhu seconded

P. Pease referred to handouts created by O. Grybovych.

O. Grybovych began with the Health Promotion changes. At the previous meeting it was brought to the department's attention that STAT 1772 is a hidden prerequisite because it is a prerequisite for a required course in 4 out of 5 tracks. In the fifth track, STAT 1772 it is a prerequisite for one of the elective options.

The proposal now includes adding STAT 1772 as a required course for all Public Health and Education tracks. This will increase each major by three credits which Grybovych detailed in the handout. S. Riehl stated with the addition of STAT 1772 it does increase the credits but since that course is an LAC it is not really adding credits to the major.

O. Grybovych also reviewed some of the editorial revisions including removing the word 'track' at the end of Community Nutrition so it is consistent with the other tracks. As well as an indentation error in the elective section in Environmental Health and Community Health tracks that is causing a summing error.

HPE 1099 is now going to be changed to HPE 1199 so it is less similar to a common course number. The course description revisions were presented to change the wording of 'four emphasis areas' to 'five tracks offered in the program'. O. Grybovych also provided a revision of how all of the tracks should be listed in the course description.

HPE 4667 frequency will change to variable. J. Zhu expressed concern that since it is a required course when can students expect to take it. P. Pease asked if it needs to be listed. M. Fienup mentioned in the past the committee viewed it as editorial and the department can decide. S. Riehl stated that it may be best to be flexible rather than promise a schedule and not be able to offer it then. Students can discuss with their advisor a plan to meet requirements.

O. Grybovych reviewed the Leisure, Youth and Human Services handout. All proposed RTCS changes are reverting back to LYHS in the prefix, course titles and descriptions. The proposed length of the major is being reduced from 60 hours to 54 hours. All LYHS 31xx courses now have a prerequisite of 6 credits of 21xx rather than 9 credits of 21xx.

Courses that have a credit hour range will keep the range so that they can be flexible for students that are currently going through the program. A. Gabriele asked if Leepfrog will list a range or indicate a specific number of required credits. D. Wallace clarified the revised major will list the specific number of required credits.

LYHS 4995 and LYHS 4996 will be dropping all prerequisites courses and will have one course as a corequisite.

D. Hakes mentioned that the Department of Management raised a concern with him regarding the revisions to RTCS 3110/LYHS 3050 since the title change has added the language of 'Management and Human Resources' but a consult was not done. O. Grybovych stated they are combining two long standing courses, one that has a management focus and one that focuses on Human Resources. Currently the department offers LYHS 3337 Human Resources Development for Nonprofit and Youth Agencies that will eventually be dropped when the students on the current program have graduated.

D. Hakes stated that the course description doesn't match the terminology and focus of what a professional in the field of human resources would expect in a course with 'Human Resources' in the title. O. Grybovych stated she can take a closer look at the course description.

D. Wallace asked if there will be a change in title or description for the proposed RTCS 3110/LYHS 3050. D. Hakes stated a consult would be helpful. A. Gabriele stated that it sounds like the request is made in the spirit to be helpful, not block the change.

P. Pease asked if the department name change will be coming next curriculum cycle. O. Grybovych stated 'yes'. P. Pease added that once that happens the prefix will automatically be updated.

Minors: M. Fienup asked for clarification on the 3xxx and 4xxx level courses within the minor. Is it correct in that the majors will have to meet all required prerequisites but all prerequisites will be waived for minors. O. Grybovych stated that is correct. Currently they waive prerequisites for students pursuing

minors and certificates. S. Riehl stated the course description will need to add a note that the prerequisites will be waived for students pursuing LYHS minors.

D. Wallace explained that language can be added that prerequisites are waived for non-LYHS majors. J. Zhu asked what happens if a student changes from a minor to the major. D. Wallace confirmed that the new prerequisites would be enforced.

Certificates: O. Grybovych reviewed that the School-Age Care Leadership Certificate is staying as it is proposed in Leepfrog. For the Aquatics, Nonprofit Management and Tourism certificate prerequisites will be waived. The Outdoor Recreation Certificate has a summing error because of how the electives are entered. It is a 15 credit hour certificate, not the 18 credits shown in Leepfrog.

O. Grybovych listed six courses which will have no proposed changes, therefore the proposals can be shredded. They include RTCS 2020, RTCS 3030, RTCS 3121, RTCS 3337, RTCS 3338 and RTCS 3774.

Pease calls for a vote on the curriculum proposals for the Department of Health, Recreation and Community Services to accept the proposed changes as documented on the alternative sheets with the correction that courses LYHS 4340 and LYHS 4510 should be listed with the required number of credits needed for the major instead of the current range. Motion carried and was approved unanimously.

V. **Next Meeting – Wednesday, October 17, 3:00pm – Presidential Room –MAU**

P. Pease thanked the committee for their flexibility in working with departments to get everything corrected in the curriculum packets this year.

The committee will meet again on Wednesday, October 17 at 3pm to review the handbook and discuss any suggested changes to make the process proceed more efficiently.

S. Riehl added there is also a valuable educational piece for members of the committee so they can bring information back to their departments and colleges to aid them in the process in the future.

The meeting adjourned at 4:23pm

Respectfully submitted,

Joan Smothers
Office of the Registrar
jps

cc: UCC
Guests