MINUTES OF

UNIVERSITY COMMITTEE ON CURRICULA

November 1, 2023

Present: N. Bird, C. Christopher, M. Fienup, M. Hecimovich, C. Heinzel, B. Kanago, R. Kidwell, M. Kline, C. Nedrow, P. Pease, H. Porter Occena, S. Riehl, J. Schraffenberger, A. Shafer, B. Warby

Absent: G. Gould, N. Lehman, K. Warren

I. **Approval of Minutes – October 25, 2023**

   The October 25, 2023 UCC Minutes were approved by committee.

II. **UNIFI Double-counting**

   The committee discussed how many hours should be double counted between UNIFI and majors in terms of length of the major, and not having the major be considered "extended". J. Schraffenberger requested a charge from the UCC committee in order to get the suggestions proposed to the UNIFI committee. P. Pease will type up a request to the UNIFI committee.

III. **Teacher Ed Approval Timing**

   C. Christopher said the Teacher Ed Approval Timing no longer pertains to the UCC committee.

IV. **Edits to New Course Proposal Form – Syllabi requirements**

   The committee discussed edits to the Leepfrog form for proposing a new course. The committee requested the following edits:

   - Change '*If the course has been taught before, please attach a syllabus*' to '*if course documents have been created for this course, attach it here.*'
   - The supporting documents attachment area will be changed to, '*consultations and other supporting documents (optional).*'
   - Make the questing regarding difference between undergraduate and graduate requirements a required field
   - Change '*Provide an outline of the proposed course, including the proposed topic coverage, textbooks, supplemental readings, and pedagogy*' to '*Provide a clear explanation of the course content. You must provide the topics covered in the course and the learning outcomes. You should provide a list of course materials and pedagogy, along with any unique features of the course (e.g. experiential learning). If course documents have been created and covers these*

items, it can be attached below'. This question will also be moved to the first question on the form.

- Remove duplicate question regarding course offering
- Adjust question regarding listing other similar courses to include '*Please consult with the departments you listed, or with those who may be interested in this course'.*
- '*Why is this course needed*' will be added to the question stating '*Identify the relationship…*'
- R. Kidwell will try and include the paragraph proposed by B. Kanago to the supporting documents/consolations section.

V.   **Review August 1 Due Date**

R. Kidwell suggested there being a buffer between Leepfrog closing for entry and the deadline for department head approval – possibly one-two weeks in between. The Registrar's Office & P. Pease/C. Nedrow will talk about potentially moving the deadlines.

VI.   **Shift the Editorial Pathway proposals from 'dean approval' to UCC consent agenda**

The committee approved the proposed edits regarding the editorial pathway for the curriculum handbook. The committee requested changing 'adding/changing a pre/co-requisite to a course' to be considered a substantive edit.