

University Undergraduate Curriculum Council

May 2022 Meeting Minutes

May 6, 2022 1:00 PM

Virtual via Zoom

Present: **Voting Members:** Debra Bartelli (SPH), (COE) Russell Deaton (ENGR), Ryan Fisher (CCFA), Joanne Gikas (CPLS), Alfred Hall (COE), Matthew Haught (CCFA); Joy Hoffman (LCON); Michael Hutchinson (KWS); Kurt Kraiger (FCBE); Claudio Meier (ENGR), Pete McMickle (FCBE), Lisa Mendel (CSD), Ladrica Menson-Furr (CAS), Terra Smith (Faculty Senate), Jun Min Wang (CAS), Lawrence Weiss (SHS), Alistair Windsor (CAS), Lan Zhang (CAS).

Non-Voting Members. Eric Bailey (SAS); Jessica Flanagan (ACC), Carol Danehower (Academic Affairs), Kenneth Haggerty (Libraries), Keri Kerr (Registrar), James Orr (Office of the Provost), Karen Weddle-West (SAS).

Absent: Voting: Sandra Cooley-Nichols (COE) proxy by Alfred Hall; Ramona Lee proxy by Joanne Gikas (CPLS); Kurt Kraiger (FCBE). Non-Voting: Davis (Registrar), Holden (OIR) Jones (Honors), Keel (Registrar), Tardugno (CAS), Wallace (SGA); Walker (AAN).

Call to Order

Meeting called to order at approximately 1:00pm, by Carol Danehower, quorum present.

Minutes

Minutes from April 2022 meetings were approved.

Old Business – The Low-Impact Curriculum Change (LCC) Process has been piloted over the past year (process description as fine-tuned attached). The process was approved unanimously to move forward as ongoing.

New Business – Joanne Gikas, representing CPLS, presented a proposal for curriculum changes to the BS Commercial Aviation. It was noted that this proposal was a deviation from the typical curriculum-change schedule due to a change in FAA regulations taking effect in July. Because this program requires a private pilot's license as part of its curriculum it is subject to FAA regulations.

Details of changes are explained in proposals in Curriculog and included:

- Course Revisions: AVIA 2101, 2200, 3200, 3201, 3300, 3301, 4700 (primarily slight name changes and pre-reqs)
- Course Closeout: AVIA 2300
- New Courses: AVIA 3500, 3551
- BS Commercial Aviation Program Revision (due to course changes)

All changes were approved.

Announcements and Reminders

1. Bylaws Revision concerning Faculty Representation on UUC based on enrollments resulted in the following change in faculty representation: CCFA and FCBE will have 2 total elected faculty reps (1 additional each); CHS will have elected reps (2) for the first time; and LCON, Public Health, and KWS will have elected faculty reps (1 each) for the first time. There were no changes to CAS, CPLS, COE, CSD, Faculty Senate.
2. UUC meetings next year will start back up Friday, September 9, current plan in-person, tentatively in Faculty Senate Chamber, scheduled the second Friday of each month. “New” curriculum proposals will be reviewed October, November, December; “clean up” in January.
3. FYI over the summer UUC website will be updated, revamped, and expanded to include more information! Processes may undergo some changes and enhancements; Curriculog refresher training documents and sessions may be provided! Stay tuned for updates on all of this late Summer!

Members rotating off of UUC membership as representatives in their academic units were thanked for their service: Jun Min Wang (CAS); Alistair Windsor (CAS); Lan Zhang (CAS) and Matt Haught (CCFA).

Adjournment – Meeting was adjourned at approximately 2:00 PM.

Attachment to May 6, 2022, UUC Meeting Minutes

University Undergraduate Council

Low-Impact Curriculum Changes (LCC) Process

Introduction

Some curriculum changes are necessary but of such small consequence that UUC approval may not be required. This designation is common at other universities and is considered “best practice” and timesaving, allowing faculty to focus their curriculum-revision efforts on more substantial issues. Some course closeouts, course revisions, and program revisions may be considered to be Low-Impact.

LCC Proposal Types

(Note: Gen Ed courses are not eligible for Low-Impact changes.)

1-Low-Impact Undergraduate Course Close Out. Courses that are solely in a department or college’s curriculum and not in general education or taken by other majors may be closed out using the LCC process. To be sure that these close-outs qualify as low impact, a Curriculog Impact Report must be run, and that information provided in the Curriculog form.

2-Low-Impact Undergraduate Course Revisions. Course revisions that are minor or some revisions to courses whose impact is only felt within the department or college may be made using the LCC process. These include:

- **Course pre-req/co-req changes.**
- **Editorial course title change.** Changes that are a word or two or whose wording is just for clarity and not a change in meaning or direction, etc. of the course content.
- **Editorial course description change.** Changes that are a word or two or whose wording is just for clarity and not a change in meaning or direction, etc. of the course content.
- **Course repeatability change.**
- **Grading type change.**
- **Instructional Method/Schedule Type change.**

3- Low-Impact Undergraduate Program Revisions. Slight changes to programs such as replacing a dropped course, adding courses to elective choices, small

course sequencing changes, may be determined to be LCC. If the proposed program revisions are determined to be significant enough that they should actually be voted on by the UUC, they will be turned back to the departments for submission as regular proposals.

LCC Process

- For each LCC form the approval hierarchy, after the originator: Department, College, Administrative Review, Registrar (implementation). Administrative Review is by the UUC Chair (if Chair is designee, ultimate approval by Vice Provost.)
- LCC proposals are accepted as early as mid-September for review in October, November, and December and are ongoing, with final proposals due in Curriculog no later than December 1. If the changes are determined to have been mis-classified as “low impact” and need to be put before a full UUC vote, there is still time for them to be re-presented as regular proposals for January.
- Monthly summary reports of LCC will be posted for UUC review in Curriculog for information purposes. UUC Chair will call for any questions or feedback on LCC proposals at UUC monthly meetings.