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MINUTES OF

UNIVERSITY COMMITTEE ON CURRICULA

August 26, 2020

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Present: C. Christopher, L. Fenech, M. Fienup, G. Gould, D. Grant, M. Hecimovich, D. Heistad, R. Kidwell, C. Nedrow, S. O'Kane, P. Pease, G. Pohl, D. Power, G. Rhineberger-Dunn, S. Riehl, A. Schmeising, D. Shaw, D. Wallace

Guests: G. Bruess, M. Grey, Oksana Grybovych-Hafermann, S. Roberts-Dobie

The meeting was called to order by P. Pease at 3:00 p.m. via Zoom.

I. Welcome and Introductions

P. Pease welcomed all present. Introductions followed. P. Pease thanked everyone for their service to the committee.

P. Pease explained that we need to designate a chair for the committee. S. Riehl nominated Pease, M. Fienup seconded. Pease mentioned that he is an ex-officio member, therefore not a voting member. Pease highlighted that he doesn't need to be the chair but historically the person in his position has serviced as chair because of resources of the position.

Chair Pease called for a vote on the motion to approve P. Pease as the chair of the University Committee on Curricula. The motion passed unanimously.

A. Scope of Duties

G. Rhineberger-Dunn discussed the scope of duties for the committee. She explained there are two people assigned to each review (pre-meeting) session. One person is the primary reader and one is the second reader, but in reality everyone on UCC is expected to go through the proposals (programs and courses) whether or not you are assigned as a reader. It does take a lot of eyes to go through the material, and everyone has different perspectives, so it's important we are all reviewing the proposals. The function of the two readers (reviewers) is to do a "deeper dive" and look into policy issues to see if anything needs to be mitigated before the official UCC meeting. You only attend the pre-meetings if you are on the schedule. Possible issues may be gathering consultations, having the department further explain the proposal, etc. The goal of the pre-meeting is to hopefully resolve issues before the official meeting, and to look for items that can go on consent agenda. Items with small changes typically go on the consent agenda. If there are changes to a proposal that are noted during the pre-meeting, we don't make the change in Leepfrog, in case members have already reviewed the proposal. For the official meeting, Cheryl creates an agenda which indicates who gives the first and second motion.

P. Pease added that it's helpful to come to pre-meetings with a consent agenda prepared. If both readers have a prepared list of what they think should be on a consent agenda, it speeds things up. However, anything on the consent agenda can be pulled off by any member for further discussion.

B. Meeting Procedures

D. Shaw explained how the Zoom meetings will work. He referenced the curriculum packet that was sent earlier via email, as there is a handout on zoom procedures. To speak, click on participants and click raise hand. You will need to click raise hand again to cancel it. For voting, click yes for a yes vote, no for a no

vote. Be sure to cancel your vote after counting is completed. There is a waiting room, so if someone is presenting later in the meeting, they will wait in waiting room until it's time for them to join the meeting. M. Hecimovich asked about how motions will be done and D. Shaw indicated it will be verbal. P. Pease added G. Rhineberger-Dunn is going to manage the shared screen, and D. Shaw is managing Zoom. S. Riehl asked about using the chat feature, D. Shaw replied that anything in chat will not be official, but use it if needed. P. Pease added to leave using the chat feature up in the air. S. O'Kane asked if voting members need to vote no. D. Shaw answered yes, if you don't vote it will be considered an abstention.

C. New Program Proposal

P. Pease indicated there is a line in the curriculum manual that states new programs can be proposed at any time. It's rare, but we currently have a proposal from CBA from the department of Finance – Certificate in Commercial Banking. This proposal was not meant to be proposed out of cycle, the department missed getting it into Leepfrog due to miscommunication. The department has expedited Senate approval. This proposal is not going to be included in the CBA package, as it's truly an out of cycle proposal. P. Pease asked members if they are willing to review the certificate proposal, and if so should we schedule it for the clean-up meeting at the end of the curriculum cycle. S. Riehl asked if the proposal will be in Leepfrog, and if not, how will they review it. P. Pease answered there is a hard copy, and asked D. Wallace if the proposal can be put into Leepfrog. D. Wallace answered yes. M. Fienup clarified that since it's an added certificate, it doesn't need to go to BOR for approval, P. Pease confirmed no. D. Power added that the certificate uses all courses from Finance, and the certificate is pretty straightforward and hopes it can make it into this cycle. S. Riehl recommends it doesn't go into Leepfrog until after the CBA meeting, as that will make it cleaner. P. Pease said that since this is something we have never done, he suggests we treat it formally so he is asking for motion.

S. O'Kane moved, M. Fienup second to move the Department of Finance Commercial Banking Certificate to the clean-up meeting.

Riehl called the question on the motion to move Commercial Banking Certificate to the clean-up meeting. The motion passed unanimously.

II. **Department of Sociology, Anthropology, and Criminology**
   Board of Regents Related Items – B.A. Criminology major, added course SOC 4052, and Criminology courses

L. Fenech moved, M. Hecimovich seconded to approve the B.A. Criminology major, added course SOC 4052, and Criminology course proposals.

Agenda Items – Courses
- CRIM 2021 Applied Methods and Data Analysis in Criminal Justice (dropped)
- CRIM 2022 Criminal Justice System (course description, prerequisite)
- CRIM 2025 Criminology (course description, prerequisite)
- CRIM 2112 White Collar Crime (dropped)
- CRIM 2127 Juvenile Delinquency (prerequisite)
- CRIM 2152 Crime and Community (course description, prerequisite)
- CRIM 2217 Community Corrections (course description, prerequisite)
- CRIM 2220 Communication Ethics for Criminal Justice Professionals (dropped)
- CRIM 2232 Juvenile Justice (course description, prerequisite)
- CRIM 2500 Criminal Law and Procedure (prerequisite)
- CRIM 2502 Report Writing in Criminal Justice (prerequisite)
- CRIM 2504 Criminal Investigation (prerequisite)
- CRIM 2506 Criminalistics (prerequisite)

- CRIM 3100 Social Deviance and Control (course number, prerequisite)
- CRIM 3130 Readings in Criminology (dropped)
- CRIM 3151 Crime and Social Inequality (course description, prerequisite)
- CRIM 3200 Communication Ethics for Criminal Justice Professionals (added)
- CRIM 3225 Criminal Court System (course description, prerequisite)
- CRIM 3226 Crime and Punishment (course description, prerequisite)
- CRIM 3228 Mental Health and the Criminal Justice System (prerequisite)
- CRIM 3314 Ethics in Crime, Law and Justice (course description, prerequisite)
- CRIM 3400 Police and Society (course description, prerequisite)
- CRIM 3500 Advanced Criminal Procedure (added)
- CRIM 4137 Homicide (prerequisite)
- CRIM 4228 Law and Society (dropped)
- CRIM 4253 Crime and Public Policy (prerequisite)
- CRIM 4300 Wrongful Convictions (added)
- CRIM 4331 Women, Crime and Society (prerequisite, term offered)
- CRIM 4350 Corrections Special Topics (added)
- CRIM 4360 Law Enforcement Special Topics (added)
- CRIM 4371 Topics in Criminal Justice (prerequisite)
- CRIM 4381 Topics in Criminology (prerequisite)
- CRIM 4391 Topics in Applied Criminal Justice (dropped)
- CRIM 4500 Criminology Independent Study (course description, prerequisite, course number, title)
- CRIM 4550 Criminal Justice Independent Study (added)
- CRIM 4575 Senior Seminar in Criminology (course description)
- SOC 4052 Childhood Inequalities (added)

Agenda Items – Programs
- CRIM-BA – Criminology and Criminal Justice Major (change in title/needs BOR approval); new courses; drop courses; new emphases)

G. Rhineberger-Dunn explained the change to the B.A. Criminology and Criminal Justice major is that they moved things around in the major, added new emphasis areas, and shifted courses depending on the emphasis area. Some courses have modified descriptions, prerequisite changes, course number changes, etc.

One course that Sociology is adding is SOC 4052, and they are adding that course to the B.A. Criminology and Criminal Justice major as an elective in the interdisciplinary elective portion of each of the tracks.

S. Riehl asked about the role of common course numbers, and asked if we care that individual numbers are created rather than using what is used for common course numbers across campus. G. Rhineberger-Dunn answered they don't have a problem changing it, but there needs to be differentiation between the two Independent Studies (Criminal Justice vs Criminology). S. Riehl said 4198 is the independent study common course number, but typically the prefix differentiates the subjects. Theoretically they could change the pre-fix to distinguish the two. She asked if it's okay to have Independent Study courses that don't follow the common course numbering. D. Wallace answered 4198 has always been Independent Study course number, but where G. Rhineberger-Dunn runs into a problem is the differentiation between the two disciplines since they don't have a separate prefix for Criminology Justice. Wallace asked if they want to allow Independent Study to be in the title. G. Rhineberger-Dunn replied yes, they want students to know it's an independent study. D. Wallace indicated they don't have to follow the common course guideline. G. Rhineberger-Dunn replied they can leave the Criminology Independent Study as 4198, but include

Criminology in the title so that it differentiates from the Criminal Justice Independent Study (added course CRIM 4550).

L. Fenech asked about corequisites and prerequisites, as there is one course that requires SOC 1000 or 1060 as a prerequisite, but when you look at CRIM 2022, it only lists SOC 1000. Should it also include SOC 1060? G. Rhineberger-Dunn replied that all classes they are keeping should all have changed the prerequisite to list SOC 1000 or 1060. One class they are dropping is CRIM 2021 so they didn't make the prerequisite change. CRIM 2022 has no prerequisites.

M. Fienup asked about added course CRIM 3200, he didn't see a Communication consult but doesn't know if we need one. G. Rhineberger-Dunn replied they didn't do one since the course is specific to Criminal Justice.

M. Fienup asked about added course CRIM 4300 in terms of budget. G. Rhineberger-Dunn answered this course has been offered before as experimental, and this will be an elective course. This topic, Wrongful Convictions, is a key part of current trends. The department is eliminating courses and adding new topics.

M. Fienup asked about CRIM 4331, looking at the consults he thinks the Sociology consult is old. G. Rhinebeger-Dunn replied that it might be, as some of these proposals they meant to put through a year ago but they didn't get submitted.

M. Fienup asked about the Criminology BA major. In the Criminology Corrections emphasis for the corrections electives, there is nothing listed for hours. G. Rhinberger-Dunn answered there should be hours listed, and the program should add up to 48 hours, so the corrections electives should be 9 hours.

M. Fienup mentioned under the interdisciplinary electives, ANTH 2440 course is not found. G. Rhineberger-Dunn indicated Anthropology put forward several curriculum proposals and one was to change the course number for Forensic Anthropology to ANTH 2440. They have since shredded that proposal, and D. Wallace will put current course number ANTH 3420 *Forensic Anthropology* back in list.

M. Fienup mentioned for the diversity course requirement, there is a list of courses but some don't appear to be in the electives. G. Rhineberger-Dunn indicated it could be because they are old numbers. M. Fienup suggested to put them in numerical order, and mentioned CRIM 4323 and CRIM 4369 are not in the program. M. Hecimovich indicated CRIM 4369 is changed to CRIM 3369. G. Rhineberger-Dunn also indicated both courses do have number changes, CRIM 4323 is changed to CRIM 3100, and they are both in the electives section. She explained the Dean had extra money to allow programs to spend some time re-organizing majors, so they spent time this summer looking at what peer institutions were doing. The diversity requirement was included in what a lot of institutions were offering. M. Fienup asked if the diversity requirement should be listed as 0-3 hours, as students could take courses in all elective areas and not take one of the diversity courses. P. Pease asked if other programs have requirements like this. D. Wallace said other programs do, but they all do it differently. We could put a statement that this requirement is met by the list of courses, and could change the requirement to 0-3 hours, but does the department want the major to be a range of hours. D. Wallace asked if they could decrease the number of required electives and make the diversity requirement its own requirement. G. Rhineberger-Dunn answered that it would only work if they are all in the same group of electives. If some are in a different group it wouldn't work because they would be cutting 3 credits from the major. S. Riehl said her impression was they are requiring a diversity course, but it could be taken from any category. The advisement report is difficult as they don't like to list a course twice. D. Wallace mentioned we don't double count courses in the major so they would need to be unique. She added we can asterisk the courses as a diversity course, and maybe the 0-3 credit range is the answer but the range could be confusing to students. P. Pease added the range for a final number for a major can be confusing, and he worries about the 0 hours as students may think they don't have to take that. D. Wallace said the statement would notify the student that they have to take one of them. There are other statements like this in the catalog. She is ok with it from a curriculum

perspective, if we would remove the 0 next to the diversity requirement. G. Rhineberger-Dunn is fine with that.

D. Grant mentioned the diversity requirement ensures every student goes through this kind of training. Down the road with the LAC changes, there has been discussion where we want a topic, but added onto it would be a diversity requirement for the entire General Education department. The asterisk seems like a good idea, but is this the best way to handle requirements like this? What are the downfalls? D. Wallace said a downfall is making sure students understand and read the requirements. She thinks the diversity requirement is ok if the 0 is removed.

S. Riehl asked about the course number for Independent Study, was a decision made? G. Rhineberger-Dunn asked if CRIM 4198 is staying as 4198 and changing the title to Criminology Independent Study, and adding CRIM 4550 Criminal Justice Independent Study. D. Wallace indicated the history of CRIM 4198 could cause problems. There should be two new courses. CRIM 4198 proposal should be shredded, CRIM 4500 Criminology Independent Study would be added as a new course along with the already proposed CRIM 4550 Criminal Justice Independent Study. This would separate the new courses from the common course number 4198 since other students have taken this course under CRIM 4198, and would show as a repeat. Registrars office would enter that into Leepfrog if it's approved.

Chair Pease called for a vote on the motion to approve the Criminology BA, added course SOC 4052, and Criminology course proposals pending edits as discussed. The motion passed unanimously.

III. **Department of Health, Recreation and Community Services**
Board of Regents Related Items – B.A. Public Health and Education major and associated PH courses.

L. Fenech moved, M. Hecimovich seconded, to approve the B.A. Public Health and Education major and associated PH courses proposals.

Agenda Items – Courses
- PH 1101 Introduction to Public Health (credit hours, course description)
- PH 1410 Basic Nutrition (course number, credit hours, course description)
- PH 1610 Exploring Careers in Public Health (course number, title, course description)
- PH 2130 Human Diseases (course number, title, prerequisite)
- PH 2420 Nutrition for Health Promotion (course number, course description, prerequisite)
- PH 2430 Food and Nutrition Practicum (course number, title, prerequisite, term offered)
- PH 2520 Maternal and Infant Health (course number)
- PH 2530 Introduction to Women's Health (course number, prerequisite)
- PH 2540 Selected Topics in Women's Health (course number, prerequisite, term offered)
- PH 2620 Stress and Coping (course number, title, credit hours, course description)
- PH 2630 Aging and Health (course number)
- PH 3140 Planning and Evaluating Public Health Programs (course number, title, prerequisite)
- PH 3150 Implementation and Advocacy in Public Health Programs (course number, title, course description, prerequisite)
- PH 3170 Internship Seminar (course number, course description)
- PH 3310 Cultural Competency for the Helping Professions (course number)
- PH 3320 Global Service Mission (course number)
- PH 3330 Minority Health (course number, prerequisite)
- PH 3340 International Health (course number, prerequisite)
- PH 3640 Worksite Health Promotion (course number, prerequisite)
- PH 3670 Health Care and the Consumer (course number, term offered)

- PH 3710 Environmental Health Science (course number, prerequisite)
- PH 3720 Environmental and Occupational Health Regulations (course number, prerequisite)
- PH 3730 Toxins and Health (course number, title, prerequisite)
- PH 3740 Environmental Health, Field Methods, Technology, and Laboratory Applications (course number, perquisite, term offered)
- PH 4170 Senior Project (added)
- PH 4180 Internship (course number, title, prerequisite)

Agenda Items – Programs
- PUBLICHEALTHEDUC-BA Public Health Major (change in title/needs BOR approval and restatement of major, added courses, dropped courses)

S. Riehl mentioned she thinks the Public Health Major proposal is nice and clean. In the text before the major requirements, in the statement about the internship for a double major she suggests saying "and three hours in PH 4180 Internship in Community Health" to be parallel to the wording of the PH 4170 Senior Project. S. Roberts-Dobie agrees.

S. Riehl pointed out in the Required Core PH 4180 has the title Field Experience in Health Promotion, but that course has a name change to Internship. That will get cleaned up automatically.

S. Riehl asked if we are discussing all PH courses, P. Pease replied we are only discussing PH courses that are in the Public Health program change, but we will get to the rest of the PH courses at the appropriate time.

S. Riehl indicated a number of courses are dropping the junior standing prerequisite, but are also offered at the graduate level so it has to keep the junior standing prerequisite. S. Roberts-Dobie added when doing Leepfrog entry there were a number of courses that they tried to remove the graduate level, but it wouldn't work, and they worked with Diane. If they do have a 5000 level they would keep junior standing as a prerequisite, but those that should have graduate level dropped can remove junior standing. S. Roberts-Dobie indicated they are trying to get more sophomores in their courses by removing the graduate level. For example, PH 2530 changed from a 4000 level course to a 2000 level course, so it is appropriate to drop the junior standing prerequisite, but it wouldn't let them drop the graduate level. D. Wallace confirmed what S. Roberts-Dobie said, when the proposals were entered there was a glitch but it will be cleaned up at the very end. S. Riehl added there are a few others with the junior standing prerequisite issue: 3140, 3150, 3330, 3340, 3640, 3710, 3720, 3730, 3740 all have the same situation of not dropping junior standing. D. Wallace indicated this will get cleaned up by the Registrar's Office.

M. Fienup asked about PH 2130, they are changing it from graduate credit and combining it with another course, is this actually a new course? S. Roberts-Dobie answered there was a question about this previously – should this be a new course or a re-naming, and she thinks this could go either way. S. Riehl asked if you have someone who took the old course in the past, takes time off, and comes back later, would you want them to re-take the new re-numbered course? Or would the old course count? S. Roberts-Dobie answered it would be unfair to ask student to take the course again, so if a student came back the department wouldn't have them re-take the course. G. Rhineberger-Dunn indicated they didn't change the description, so from what she sees they are adding epidemiology to the course but not changing the description. On the books it doesn't look like it's a different class. S. Roberts-Dobie added this description should have had some updating. It should look more like the epidemiology course description. G. Rhineberger-Dunn asked if they want to update the Epidemiology course instead of the PH 2130 Human Disease course. P. Pease added if it has to go back to department for edits, the new proposal would be in the cleanup meeting with the changed

version. S. Roberts-Dobie indicated the people in her program would be okay with her making the change now. O. Grybovych Hafermann added that a suggestion from D. Wallace would be to add PH 2130 as a new course, but wait to drop the PH 4663 course until current students are through the program. S. Roberts-Dobie mentioned that substitutions could be done. D. Wallace added for any of the PH courses that are switching from 4000 level to 2000 level courses, when we enter the change in the system it's going to show as an equivalent, so if students take the course as 4360 would be the same as if they took it as 2360. S. Roberts-Dobie replied that is not the intent. So instead, we should propose new 2000 level courses. P. Pease asked if the committee would want to see these changes at the clean-up meeting or are they okay with the changes done behind the scene. S. Riehl said she is okay with behind the scene change, and it seems cleaner to have a new number instead of changing from graduate level to non-graduate level. P. Pease clarified, we are shredding edits, turn intended edits into new courses, and see dropping of current courses in a few cycles when students are through with the program. S. Riehl asked how many courses there are with this situation. PH 2540 is also dropping graduate level. S. Roberts-Dobie replied that the difference between PH 2540 and PH 2130 is that PH 2130 is new content and PH 2540 is just dropping the course number down. PH 2130 will be a new course.

M. Fienup asked about PH 3140, it's changing the course number and dropping prerequisites. S. Roberts-Dobie replied they are removing prerequisite. They were adding Statistics to every course as a prerequisite as they were looking at accreditation which required Statistics. Because they didn't purse that accreditation, they no longer need Statistics as a prerequisite. Dropping the prerequisite doesn't change what is happening in the course.

S. Riehl asked about PH 4170 and 4180. PH 4170 has a corequisite of PH 4180, but PH 4180 does not have a corequisite of PH 4170. P. Pease asked if the corequisite has to go in both directions. S. Roberts-Dobie replied if it's a corequisite of one, it should be a corequisite of the other. S. Roberts-Dobie indicated it should list the corequisite on both courses, as they take the course in the same semester.

M. Hecimovic amended the original motion, S. Riehl seconded to include pending edits as discussed.

Chair Pease called for a vote on the motion to approve the Public Health Major and associated PH courses proposals pending edits discussed. The motion passed unanimously.

IV. **Next meeting – Wednesday, September 2, 3:00pm, via Zoom**

CBA curriculum packet will be reviewed.

The meeting adjourned at 4:34 p.m.

Respectfully submitted,

Rachelle Kidwell
Office of the Registrar

cc: UCC
        GCCC
        Guests
        Record Analysts