

**MINUTES OF  
UNIVERSITY COMMITTEE ON CURRICULA**

**September 1, 2021**

**Present:** C. Christopher, L. Fenech, M. Fienup, G. Gould, D. Grant, M. Hecimovich, B. Kanago, R. Kidwell, D. Marchesani, C. Nedrow, J. Ophus, P. Pease, M. Perry, G. Pohl, H. Porter-Occena, S. Riehl, A. Schmiesing, D. Shaw

**Guests:** M. Connerley, J. Anderson, D. Cyphert, S. Self, G. Yoon, A. Mitra, S. Kaparthy

The meeting was called to order by Chair Pease at 3:00 pm via Zoom.

**I. Welcome**

Chair Pease welcomed all present.

**II. Approval of Minutes – August 25, 2021**

B. Kanago moved to approve the August 25, 2021 minutes. G. Pohl seconded.

Chair Pease asked if there were any corrections or additions to the minutes. There were none.

**Chair Pease called for a vote on the August 25 minutes. Motion passed unanimously.**

**III. Curriculum review procedures for Consent Agenda Items – All Departments**

B. Kanago moved, G. Pohl seconded, to approve the consent agenda.

**Consent Agenda Items – Courses**

- BUSINESS 3050 The Art of Managing People at Work (edited)
- BUSINESS 3181 Communication and Financial Literacy in Business (deletion)
- BUSINESS 4055 Talent Management (deletion)
- BUSTEACH 2091 Introduction to Curriculum and Methods for Business Education (edited)
- BUSTEACH 3117 Field Experience in Business Teaching (edited)
- BUSTEACH 3191 Advanced Curriculum and Methods for Business Education (edited)
- ECON 1051 Principles of Microeconomics (edited)
- ECON 2091 Decision Analytics (edited)
- MGMT 3189 International Management (edited)
- MGMT 4175 Strategic Management (edited)
- ENTR 2010 Entrepreneurial Fundamentals (edited)
- ENTR 3583 Entrepreneurship (edited)
- ENTR 3586 Entrepreneurial Strategy (edited)
- MKTG 3116 Marketing Analytics (edited)
- MKTG 3153 Professional Selling (edited)

**Consent Agenda Items – Programs**

- BUSTCHG-BA Business Teaching Major (edited)
- BUSTEACHNOTE-NOTE – Business Teaching Note (added)
- MGMT-BA Management Major (edited)
- MIS-BA Management Information Systems Major (edited)
- MARKETING-BA Marketing Major (edited)
- MARKETING-MINOR Marketing Minor (Non-Business Majors) (edited)

Chair Pease asked if anything needs removed from the consent agenda. M. Fienup would like to pull the BA Business Teaching major and BUSTEACH 2091 course from the consent agenda. S. Riehl would like to pull the course ECON 2090 from the consent agenda.

**Chair Pease called for a vote to approve the consent agenda excluding BA Business Teaching major, BUSTEACH 2091 and ECON 2090. Motion passed unanimously.**

#### **IV. Curriculum review procedures for the curriculum proposal of the College of Business- Interdepartmental**

B. Kanago moved, G. Pohl seconded, to approve the Interdepartmental College of Business curriculum packet.

##### **Regular Agenda Items – Programs**

- BUSTCHG-BA Business Teaching major

M. Fienup stated the total numbers of hours listed for the program is 49, that is incorrect. The BUSTEACH 2091 course is changing from one to three hours, so the total number hours required for the program should be 51. M. Fienup also shared the business core seems to be different depending on the major. M. Connerley stated the department is removing two business core courses from the Business Teaching major. This is due to the state licensure requirements that have to be met. M. Fienup stated the business core in the programs that are being considered seems to differ from major to major. It's not really a core if the courses vary. M. Connerley explained there are a couple of Economics majors that have a different business core, however, every other business major takes the same business core. Chair Pease asked if this specific core could be called something different since the courses changed and it's not actually the core that exists in most of the other business majors. B. Kanago explained this is the exception except for two Economics emphases that have a different business core. S. Self stated the Economics tracks are non-business students so they do not have to take the business core. All business students take the same business core. M. Fienup mentioned the Marketing BA and the MIS BA, both on the consent agenda, didn't seem to have the consistent core. M. Connerley shared the only exception to the business core is for the small number of business teaching majors we have and because of the state requirements the students have to meet. The new MIS major and Marketing major should have the same business core as other business majors in the College of Business.

J. Anderson stated we have to meet the Board of Educational Examiners (BOEE) requirements for our business teachers. In order to meet the BOEE requirements and the business core, we looked at what courses need to be offered. Two years ago, the state passed a law that all high schools in Iowa have to teach a personal finance course. We have to prepare our teachers to teach the course. The College of Business barely met the requirement by offering a class that was half business communication and half personal finance. We wanted our business teaching students to take a full semester of Personal Finance. That was one of big changes that we needed to make to that program.

Chair Pease asked if there's potential to cause confusion for students across majors by calling two different things business core. It might be better to slightly modify the name since it's not the same exact requirements as the business core. M. Fienup shared he isn't convinced that the MIS major has the same business core as other business majors. M. Connerley stated the old and proposed MIS majors both have the same business core. M. Fienup asked how many hours are on the business core. M. Connerley answered 39. S. Riehl is looking at the paper copy of the MIS major proposal. She can tell where the business core courses start but it is not obvious where they end. She shared the top line "required business core" is not the best way to describe the next set of classes. M. Connerley stated it could say "required

business teaching core” since this would be the only business teaching major that would have a different business core requirement. S. Self agrees with S. Riehl, stating those in the College of Business know exactly the business core courses but the way it is listed may not be clear to someone outside the college. It needs to be clear.

S. Riehl added the total program hours are incorrect. BUSTEACH 2091 needs to be listed as 3 hours and the total program hours should be 51 hours. J. Anderson stated BUSTEACH 2091 is changing to two credits, not three credits. S. Riehl said the BUSTEACH 2091 course is changing from one to three credits. D. Shaw shared the course proposal on the screen confirming the proposal stated BUSTEACH 2091 is changing to three credit hours. J. Anderson stated only one credit hour was being added to the course, to make it a two-hour course. That will need to be looked at again. S. Riehl stated they just need to decide before we approve the proposal if BUSTEACH 2091 will be a two- or three-hour course.

Chair Pease asked the committee members where we rest with the program proposal. It seems there weren't any issues with the program itself. B. Kanago stated the suggestion was to change the statement “business core” to read “required business teaching core”. M. Connerley agreed it is more descriptive and does help lessen confusion. Chair Pease said there may be a variation of how the core is represented in the other programs in the catalog. That may need to be addressed when other programs come through the committee. The college could make sure the formatting is the same throughout.

Chair Pease asked if there are other concerns beyond what we have immediately addressed. The recommendation is to see if the catalog is written in a way you like for all the programs. The wording and formatting change could just be editorial, it's not changing the curriculum. This could be taken care of by communicating with the Registrar's Office staff.

### **Regular Agenda Items – Courses**

- BUSTEACH 2091 Introduction to Curriculum and Methods for Business Education (edited)

M. Fienup stated he pulled this course off the consent agenda due to the hours changing from one to three-hours. He asked if it should be a new course. He asked if the College of Business would be happy with a former student coming back and asking why they have to take it again. Chair Pease shared in that case the student would end up being two hours short in the major. B. Kanago asked if it made a difference that the prefix is being changed from BUSINESS to BUSTEACH. S. Riehl answered no, the course is still considered the same course. M. Connerley stated material from another course is going to be added to the BUSTEACH 2091, so if the student had taken both courses, there would be coverage. However, there would be no evidence they had taken both courses.

J. Anderson stated she will look at her original document, however, she's sure they were changing BUSTEACH 2091 to a two-hour course, they did not need it to be a three-hour course. D. Cyphert stated if the students are on different curriculum years, the student who started earlier would be taking the one-hour course and the student who started later would be taking the two-hour course. The student who took the one-hour course would be getting the material needed on the old curriculum. Chair Pease stated only if they've gotten far enough into the program. If it's the same course number, and a student would try and register for the course again, the system would identify they have already completed the course. The change in credit hours won't change that, it would be a grade replacement if they take it a second time. Chair Pease shared this is the challenge with making changes to an existing course rather than creating a new course.

Chair Pease asked if this needs to be postponed until a later date so the proposal can be reviewed. Chair Pease said we could approve the two-hour credit change today. M. Connerley would prefer to move the course forward changing it to two credit hours. Chair Pease asked if they are comfortable with tracking this as the same course knowing a small number of students stop out and then come back, or do they prefer to make this a new course? M. Connerley replied since we are talking about a small number of students we can deal with that on a case by case basis. She would prefer to move BUSTEACH 2091 through as a two-hour course.

Chair Pease explained the modification to the motion would be to approve this as a course edit from a one to two-hour course.

- CTE 4110: Methods for Career and Technical Education (added)
- CTE 4120: Assessment and Evaluation in Career and Technical Education (added)
- CTE 4130: Curriculum Design for Career and Technical Education (added)
- CTE 4140: Foundations of Career and Technical Education (added)
- CTE 4150: Implementation of Work-based Learning Programs (added)

Chair Pease explained the CTE courses are new courses so they do not go on the consent agenda. M. Fienup asked if all the courses are GIS courses and if all UNI students can take these courses. J. Anderson replied yes. M. Fienup has an issue with them being GIS courses. He explained that students already paying full time tuition would have to pay for these courses on top of the full-time tuition. J. Anderson stated she has only had one student who took CTE 4150 in the three years she's been at UNI. If students take CTE 4140 and CTE 4150, they can earn a Multi-occupations Endorsement, an additional endorsement added to their Business Teaching endorsement. M. Connerley explained these GIS courses are not targeted toward the traditional student. These courses are for teachers who need to keep their credentials up to date. Students who normally take these courses are already working full time in the business industry and are coming back to teach. The BOEE has a CTE authorization for the shortage in technology education areas. This a fast track for them to get teachers in these areas. This is what these CTE courses are designed for. Chair Pease asked if these courses would track in the Business BA teaching major? J. Anderson replied no. G. Pohl asked if the student's employers pay for these courses. J. Anderson answered the CTE authorization process is the student would get a job offer from a school, the student would then take seven courses in total. It could be their school is paying for this course if they need someone in that position. C. Christopher stated this is just adding another credential to their teaching license. He said this isn't required, and it's a small number of students so he doesn't see a problem with it being offered through GIS.

Chair Pease asked if there were concerns with CTE 4110. D. Grant noticed there is an undergraduate syllabus attached but this course will need to go through GCCC also. Is the GCCC meeting the place to ask about a graduate syllabus? G. Pohl replied yes. Chair Pease confirmed this is one of the specific things GCCC will review.

M. Perry noted, in the past all 4000/5000 level courses required a junior standing pre-requisite. None of these CTE courses currently list a junior standing pre-requisite. J. Anderson stated that can be added, 99% of the people taking these courses are from the industry. S. Riehl shared the junior standing has to be added because you can't have a freshman in a graduate level course. A junior standing is required if the course is listed as an undergraduate and graduate level. Chair Pease is hearing that the junior standing should be added to all these CTE course additions. G. Pohl asked if "or consent of instructor" should also be added. M. Connerley asked about students taking these courses and are not enrolled in any other programs. M. Fienup asked if the students would need a bachelor's degree in order to take these courses. G. Pohl stated that's why she suggested adding the "or consent of instructor" statement. R. Kidwell stated Admissions does require a bachelor's degree in order to matriculate a non-degree student. M. Perry stated

the pre-requisites can be overridden at any time by the department. M. Perry also shared we have shied away from adding the “or consent of instructor” unless it is actually necessary because it implies the student can contact the department or instructor if they don’t meet the pre-requisite. D. Grant asked if someone with an AA automatically gives you the junior standing. M. Fienup shared as long as a student has earned 60 hours of college credit, they would be eligible to take the course. D. Marchesani stated most community colleges AA degrees require 60 hours however there could be a rare exception when a college would require 58 or 59 hours. J. Anderson asked if it was agreed to add the junior standing. S. Riehl replied yes, if you want them to take the 5000 level, then you want the junior standing. Chair Pease asked for any last questions. There were none.

**B. Kanago made the motion to approve the College of Business Interdisciplinary proposals subject to the amendments agreed upon. G. Pohl seconded. Chair Pease called for a vote. The motion passed unanimously.**

## **V. Curriculum review procedures for the curriculum proposals of the Department of Economics**

B. Kanago moved to approve the curriculum proposals from the Department of Economics, G. Pohl seconded the motion.

### **Agenda Items – Programs**

- BUSHLTHCAREADMIN-BUS-CERT: Certificate in Business of Health Care Administration for Business Majors (edited)
- BUSHLTHCAREADMIN-NONBUS-CERT: Certificate in Business of Health Care Administration for Non-Business Majors (edited)

B. Kanago stated the changes are the same for both certificates. B. Kanago shared there was discussion of the pre-requisites being listed at the end. S. Riehl said this is the way we have done it for electives that have pre-requisites. She stated that ECON 2140 does not need an asterisk. Chair Pease confirmed the two prerequisite options are listed in the required course list. Chair Pease said we can just strike that asterisk.

S. Riehl shared for elective courses listed with an asterisk, there is a footnote at the end stating these courses have pre-requisites. M. Fienup had a question about the required ECON 2140 course, this course has an ECON pre-requisite. S. Riehl said the pre-requisite has been met by taking ECON 1031. Chair Pease believes we are looking at two different programs. B. Kanago confirmed that now it makes a difference which program we are reviewing. All business majors will have the ECON 1041 and ECON 1051 requirement. Chair Pease said in the Certificate in Business of Health Care Administration for Business Majors, he doesn’t see the ECON 1031 and ECON 1041 requirement. B. Kanago stated those courses are included in the business core. S. Self said the asterisk by ECON 2140, for both programs, should be removed.

S. Riehl stated for the Certificate in Business of Health Care Administration for Non-Business Majors there is a required course that has pre-requisites so that means those pre-requisites are part of the program. B. Kanago confirmed that is correct. S. Riehl said that ECON 1031 is listed in the program so it does not need an asterisk. S. Self agreed.

Chair Pease asked if students have to be a business major to declare the Certificate in Business of Health Care Administration for Business Majors. B. Kanago replied yes. All students in the College of Business have to take both Principles of Economics courses. B. Kanago stated the asterisk for courses in the economics electives section should also be removed because the pre-requisites are part of the business core.

### **Agenda Items – Courses**

- ECON 2090

S. Riehl stated the format for the pre-requisite/co-requisite should be changed. B. Kanago has worked with R. Kidwell and M. Perry in the Registrar's Office to clean up the pre-requisite to state "STAT 1772 or equivalent; MGMT 2080 (can be taken as a corequisite) or PHYSICS 1701".

Chair Pease asked for any additional questions for ECON 2090. There were none.

**Chair Pease called for a vote on the motion to approve the minor edits discussed for the two certificates and one course in the curriculum packet from the Department of Economics. The motion passed unanimously.**

## **VI. Curriculum review procedures for the curriculum proposal of the Department of Marketing & Entrepreneurship**

B. Kanago moved, G. Pohl seconded, to approve the Department of Marketing & Entrepreneurship curriculum packet.

### **Agenda Items – Program**

- ENTRPENEUR-MINOR: Entrepreneurship Minor (edited)

S. Riehl stated this minor requires ENTR 3586 which has pre-requisites and co-requisites. MKTG 3586 is now ENTR 3586. She doesn't see where the students in this minor are taking the pre-requisites. S. Riehl asked if anybody can declare this minor. R. Kidwell replied yes, it is not just for business majors. M. Hecimovich said it does state in the proposal that students have to take pre-requisites. Chair Pease shared the pre-requisites have to be listed so the students know the hours required for the program. D. Cyphert stated that no changes were made to the required courses, but they can make changes to the wording. S. Riehl stated the standard procedure is if there are electives we add an asterisk and add a note saying there are pre-requisites. If it's a required course, then all of the pre-requisites are part of the program. D. Cyphert said the catalog currently says "some of the courses listed may require pre-requisites prior to enrollment. Please consult with the university catalog or appropriate department head to determine requirements for the course". S. Riehl said the only problem course is ENTR 3586. D. Cyphert thinks there are other courses that would require pre-requisites, including MKTG 3583, MKTG 3113, MKTG 3116. D. Cyphert stated the note we have states "there are pre-requisites". R. Kidwell said that note is referring to the electives, not the required courses. D. Cyphert stated we are just adding a marketing elective to the minor.

Chair Pease summarized that hidden pre-requisites have to be listed. The amendment here is to identify and list the pre-requisites. He asked if we know what the count will be. D. Cyphert said the pre-requisites can be added but not sure where to add them. Chair Pease asked if the committee wants the Registrar's Office staff to list the pre-requisites or move this minor to the cleanup meeting? B. Kanago stated an issue will be the total amount of hours required for the minor when the required courses are updated. D. Cyphert asked if the minor could only be available for business students. Chair Pease explained the Department of Marketing and Entrepreneurship could review this minor and the UCC committee could then revisit it again at the cleanup meeting. B. Kanago would recommend moving it to the cleanup meeting. D. Cyphert explained they aren't asking for any changes to the minor, they just want to add a course. Chair Pease said that changing the elective is a change to the minor. If you want to just offer it to business students that is a curriculum change. D. Cyphert asked if they withdrew the proposal entirely, would it stay the same. Chair Pease shared he would encourage them not to do that. Chair Pease believes the best thing to do is discuss it with the department faculty to decide the best path forward. D. Cyphert confirmed their options are to rewrite the minor by listing all the pre-req courses as required courses or make the minor only available to business students. D. Cyphert believes the intent was probably to make it available to only business students. M. Fienup doesn't agree with restricting it just for business students. There may be computer science students who want to get a minor in entrepreneurship. B. Kanago asked if it was possible to do a minor that is for business and a minor for non-business majors.

Chair Pease will move this to the cleanup agenda. D. Cyphert along with College of Business faculty will be invited to the cleanup meeting on Oct 13. S. Riehl said the Entrepreneurship certificate has the same issue. Chair Pease said UCC would entertain the College of Business to bring the certificate changes also. We can get them both cleaned up.

### **Agenda Items – Courses**

- ENTR 1010: Overview of Entrepreneurship (added)

D. Cyphert shared this course has been offered for three years as an experimental course. It was originally designed as a non-business major course that could be taken as an extra elective. The course turned out to be very popular and is now getting revamped and proposed for the new general education program. It's not only popular but also valuable. This course is pointed to students across all majors to introduce them into the mindset of starting a business. M. Fienup asked if there is a rule against adding new course that doesn't count for a requirement in a program. D. Cyphert explained this proposal is also going through the general education process. Chair Pease stated this relates to the bigger question of general education running separate processes. D. Cyphert said it could definitely be added as an elective, however they are proposing it be an option for the general education yellow tier. No further questions.

**Chair Pease called for a vote on the motion to approve new course ENTR 1010, pulling off the minor for later consideration, for the curriculum packet from the Department of Marketing & Entrepreneurship. The motion passed unanimously.**

## **VII. Curriculum review procedures for the curriculum proposal of Department of Management**

B. Kanago moved, G. Pohl seconded, to approve the Department of Management curriculum packet.

### **Agenda Items – Programs**

- MGMTSUPPLYCHAIN-BA: Supply Chain Management Major (edited)

Chair Pease said there was an objection on this proposal from the Department of Languages and Literatures. They did not agree with taking ENGLISH 4775/5775 out of the major. D. Grant shared the department head and coordinator did meet with management faculty and they were satisfied. D. Grant asked, what is our role as a university if our justification of dropping a course is that very few students take the course as an elective. Popularity should not dictate if a course is offered but based more on what the student outcomes are.

A. Mitra explained the Supply Chain faculty would like to offer more relevant technical or business-oriented courses. He believes the faculty of the major should control what courses are offered. The supply chain faculty want to provide more current up to date electives to students that are in the market place for their skillset. Not that this course isn't relevant, there are just more relevant courses. It would help them offer a more refined major, that's why they requested to drop the ENGLISH 4775/5775 course as an elective option. Based on the discussion, a simpler curriculum can be offered given the strength of the major and limited resources. D. Grant agreed that faculty has the full decision on what is relevant and what is not. A. Mitra said the course was only offered once in Fall 2020. D. Grant shared that he knows students do thrive in this class. He's just trying to give some voice to this dynamic that we are all in this together. What sways him is the student outcomes more than the number of students who take the course. Chair Pease appreciates the larger conversation. Chair Pease shared the GEOG 4180/5180 course is being dropped since no one is teaching it. No other concerns.

### **Agenda Items – Courses**

- MGMT 2113: Business Communication (edited)

S. Riehl asked if they want junior standing for a 2000 level course. A. Mitra and J. Anderson confirmed the junior standing should be removed. M. Fienup asked if a consultation with the Department of Communication and Media should be done. M. Connerley stated this is a management course so she doesn't have jurisdiction. It's not a new course so a consultation was not considered. G. Pohl feels there should be a consultation with the Department of English due to their Applied Writing: Workplace Communication course. M. Fienup recommends sending consultation forms to the department heads of Department of English and Department of Communication and Media. Chair Pease asked if this course should be moved to the cleanup meeting so the consultations can be done. B. Kanago asked if the department can just make the other departments aware of the changes without it going to the cleanup meeting. D. Grant would argue for a consultation so departments are aware. S. Riehl feels the right thing to do is the consultations and move this course to the cleanup session. B. Kanago agrees with that. MGMT 2113 will be moved to the Oct 13 cleanup meeting.

- MGMT 3121: Advanced Business Analytics (edited)

Chair Pease shared there was a title change and description change. B. Kanago pulled this course off consent because of the extensive change in the course description. S. Kaparthi teaches this course. He shared this course was part of the Business Analytics emphasis in the MIS program and will now be part of the new Business Analytic major. The department felt that descriptive analytics was not being discussed in other courses. S. Riehl stated this is a new course without the cloud computing content. S. Kaparthi confirmed this is not a new course, only two weeks of new material.

**Chair Pease called for a vote on the motion to approve Supply Chain Management BA and MGMT 3121, pulling MGMT 2113 for later consideration, for the curriculum packet from the Department of Management. The motion passed unanimously.**

#### **VIII. Next meeting – Wednesday, September 8, 2021 at 3:00pm via Zoom**

Discussion of CSBS Curriculum Proposals

The meeting adjourned at 4:53 pm.

#### **IX. Items for Clean Up Meeting**

- MGMT 2113 Business Communication (edited)
- ENTRPENEUR-MINOR: Entrepreneurship Minor (edited)

Respectfully submitted,

April Schmiesing  
Office of the Registrar

cc: UCC  
GCCC  
Guests  
Record Analysts