

**MINUTES OF
UNIVERSITY COMMITTEE ON CURRICULA**

September 5, 2018

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

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

Guests: D. Cyphert, S. Self, B. Kanago, B. Olsen, M. Connerley, A. Mann, R. Roth, B. Ratchford, L. Jepsen

The meeting was called to order by P. Pease at 3:02 p.m. in the Presidential Room, Maucker Union.

I. Welcome and Introductions

P. Pease welcomed all present. Introductions followed.

II. Approval of the Minutes – August 29, 2018

M. Fienup moved, G. Pohl seconded to approve the minutes.

Pease called for a vote on the approval of the minutes. The motion passed unanimously.

III. Curriculum Review Procedures for Consent Agenda Items – All Departments

D. Hakes moved to approve consent agenda, M. Fienup seconded.

Consent Agenda Items – Courses

- FIN 3032 International Financial Management (substantive, adding an alternate pre-req)
- FIN 3065 Fixed Income Analysis (substantive, adding an alternate pre-req)
- FIN 3135 Intermediate Financial Management (substantive, adding an alternate pre-req)
- FIN 3160 Principles of Investments (substantive, adding an alternate pre-req)
- FIN 4270 Applications of Financial Planning (substantive, dropping a pre-req)

Consent Agenda Items – Programs

- ECONNOTE – NOTE -- Economics Note (edited, lowering GPA requirement)
- FIN-BA Finance Major (edited, dropping and adding elective options)
- MGMTSUPPLYCHAIN-BA Supply Chain Management Major (edited, dropping a course and adding a course option)

P. Pease asked if there was any discussion. Hearing none.

Chair Pease called for a vote on the motion to approve all items on the consent agenda. Motion carried and all items were approved unanimously.

IV. Curriculum review procedures for the curriculum for CBA – Interdepartmental Course

D. Hakes moved to approve CBA Interdepartmental Course. M. Fienup seconded.

Course for discussion:

- BUSINESS 3000 Intermediate Professional Skills (editorial, change in course description)

P. Pease asked if there was any discussion.

M. Fienup raised the question that this is a zero credit seminar that is required and prolongs the program requirements with no credits.

D. Cyphert explained that the 3000 level course offerings are optional, not required. This change allows students to see multiple topics being offered. Cyphert cited one topic example is writing focused, leading to an examination and endorsement if passed. M. Fienup asked if there should be a consultation with the English Department.

P. Pease asked if these are curricular or co-curricular professional activities. D. Cyphert stated they are co-curricular activities. D. Wallace stated that if all four levels of PRP are completed there is a co-curricular documentation on the transcript. P. Pease asked if there are additional topics that will be added will there be a need for additional resources. D. Cyphert clarified that there are no resources needed. Most topics already exist, many courses are online and self-guided.

T. Gabriele asked if there is a fee requirement or tuition costs. D. Cyphert stated there are not costs associated, students are full-time so there no additional tuition. T. Gabriele asked if they are part-time do they need to pay for the course. G. Pohl asked for clarification on summer costs if the students take the class then. D. Wallace will check a past student to see if a cost is applied. P. Pease asked, what happens if it is found out a cost is incurred. D. Cyphert stated she doesn't believe a cost is applied because students would then choose to not take the course.

P. Pease asked for clarification on how the course will appear in the catalog. D. Wallace confirmed that Pass/no credit needs to be reinstated in Leepfrog. D. Cyphert confirmed it was crossed out in error. D. Wallace also confirmed that the class should be listed as a typical topics course format which is Intermediate Skills colon topic title. The Registrar's Office will update both changes in Leepfrog.

Chair Pease called for a vote on the motion to approve BUSINESS 3000 with the understanding that the grading and title format will be updated with the Registrar's Office. Motion carried and was approved with a vote of: Yes-- 6 No-- 1 Abstention --- 1.

V. Curriculum review procedures for the curriculum packet of the Department of Economics

D. Hakes moved to approve curriculum packet of the Department of Economics, M. Fienup seconded.

Course for discussion:

- ECON 2140 Health Economics (added)

D. Wallace clarified the prerequisite is one of the courses listed, not all. D. Hakes confirmed only one course is needed. Registrar's Office will clean up the commas to ORs.

Chair Pease called for a vote on the motion to approve the curriculum packet of the Department of Economics with the understanding that the Registrar's Office will update the prerequisite list.

Motion carried and was approved unanimously.

VI. Curriculum review procedures for the curriculum packet of the Department of Finance.

D. Hakes moved to approve curriculum packet of the Department of Finance, M. Fienup seconded.

Course for discussion:

- FIN 3150 Advanced Real Estate Cases (added)

D. Hakes stated the course is currently being taught as an experimental course. The Library consultation was missing but is now attached. J. Zhu stated that she doesn't see this course being added to Real Estate Major. S. Self, mentioned this is an optional course for the Real Estate major. P. Pease clarified there needs to be a curriculum change before it can be listed in catalog. D. Hakes asked if it could be revisited at cleanup meeting. P. Pease stated it is too late for this year and would need to go through college senate and curriculum cycle for 2020-2021.

M. Fienup asked for clarification on prerequisites. Currently there are 11 prerequisites listed. S. Self clarified that most of the courses are a part of the business core. J. Zhu asked if one course was missing would a student not be allowed to take the course. S. Self confirmed that is correct, all prerequisites need to be completed. D. Hakes asked if the full-list is better than listing “business core” which had been done in the past. D. Wallace stated for Registrar’s purposes we need the full-list. B. Kanago clarified they don’t want to miss any hidden prerequisites by listing “business core”. M. Fienup added there are many finance and real estate classes listed as prerequisites that are not a part of the business core.

G. Rhineberger-Dunn confirmed that all of the prerequisite courses are required for the Real Estate major with the exception of STAT 1772 or equivalent. Some courses lists STAT 1772 or equivalent as a prerequisite but some courses do not list it that way. B. Kanago mentioned that Calculus II, MATH 1421, is being added as an option to the statistics course requirement. B. Kanago is supportive of the same language being added here. K. Basom clarified that we need to ensure punctuation is correct.

S. Riehl pointed out that there is an error in Leepfrog. 3130/3150 is an error. Registrar’s Office will update to 3130 only.

D. Hakes modified his initial motion to add MATH 1421 OR STAT 1772 as a prerequisite and strike 3130 from the FIN 3150 course details in Leepfrog. M. Fienup seconded the modified motion.

Chair Pease called for a vote on the modified motion to approve curriculum packet of the Department of Finance. Motion carried and the curriculum packet of the Department of Finance was approved unanimously.

VII. Curriculum review procedures for the curriculum packet of the Department of Management.

D. Hakes moved to approve curriculum packet of the Department of Management, M. Fienup seconded

Programs for discussion:

- MGMT-BA Management Major (edited, adding elective options)
- MIS-BA Management Information Systems Major (edited, creating two emphasis areas)

Course for discussion:

- MGMT 2036 Business Analytics Fundamentals (added)
- MGMT 3120 Database Management and Theory (substantive, change in prerequisites/corequisites)
- MGMT 3121 Predictive Business Analytics and Cloud Computing (added)
- MGMT 3122 Business Intelligence (added)
- MGMT 3123 Network Fundamentals and Security (added)
- MGMT 3126 Business Analytics Projects (added)

MGMT-BA: P. Pease raised the question of courses listed with an asterisk and then having the prerequisite listed below versus listing the required prerequisite course as a part of the major. P. Pease specifically sited ECON 1021, ECON 1022 with an asterisk stating STAT 1772 is a prerequisite. P. Pease asked if STAT 1772 should be listed with all of the other required courses. M. Connerley stated she was okay with adding the course to the major requirements but didn’t want to increase the total major credit hours. D. Wallace confirmed it would be listed as a 60 credit hour major if STAT 1772 is added. K. Basom and S. Riehl added it would be 60 credits with a note that STAT 1772 is a part of the Liberal Arts core requirement.

S. Riehl added to be consistent with other programs across campus STAT 1772 should be listed as a requirement. M. Connerley explained within the College of Business Administration the practice has been to list the courses with the asterisk. S. Riehl commented that as programs are being reviewed UCC is looking for possible hidden prerequisites.

M. Fienup asked for clarification regarding MGMT 3113. Currently it is listed as an excluded course. M. Connerley stated it should be listed as an elective option under the Business Administration emphasis. D. Wallace stated the Registrar's Office will correct in Leepfrog. P. Pease clarified MGMT 3113 is not going to add 3 hours to the program, will only be another elective option.

P. Pease asked for clarification on how STAT 1772 should be listed. L. Jepsen mentioned that there will be inconsistency between the College of Business Administration majors in the catalog if we are only updating the curriculums that are under review. As a result, STAT 1772 will be listed for some majors but a hidden prerequisite for other major until they can propose the updated curriculum in the next cycle. T. Gabriele states that it is good practice to update them all. M. Fienup mentioned it is more editorial than an actual change since students are required to take STAT 1772. M. Fienup asked if it needs to go through the curriculum committee or can it be a clarification of current practice. D. Wallace agreed that it is not changing what is actually required in the major. P. Pease asked those present if the change through all of the majors is an editorial change and can be changed at this point in time. UCC and CBA representatives were supportive of making the change across all CBA majors. L. Jepsen stated she will work with D. Wallace to update all of the CBA majors to include STAT 1772 and raise the major credit hours by 3.

D. Hakes moved to amend the motion to include STAT 1772 as a required course in the business core, and that it will be added to all programs for consistency; and that MGMT 3113 will be updated to show as an elective option within the Management-Business Administration major.

D. Hakes asked for clarification as to the number of electives required. M. Connerley stated the MGMT BA Business Administration emphasis requires nine credits, three courses, of electives.

Regarding MIS-BA Management Information Systems major, G. Rhineberger-Dunn asked for clarification on MGMT 2034 and MGMT 3112 being crossed out but are listed as prerequisites for other courses in the major. M. Connerley stated there are now two different tracks. MGMT 2034 and MGMT 3112 are relisted within the Information Systems Development track so students will then meet the prerequisite for the other courses in that track.

P. Pease asked if all courses are listed in Leepfrog for the Information Systems Development track and Business Analytics track. B. Ratchford clarified that all courses are listed and that the current major is being encompassed within Information Systems Development track but they are adding the option for students to pursue the Business Analytics track. M. Fienup asked about MGMT 3120 having MGMT 2036 as a required prerequisite and MGMT 2036 is not required for both tracks in the new major. B. Ratchford confirmed that MGMT 3120 is required for both tracks but MGMT 2036 is not required in Information Systems Development track. B. Ratchford asked for clarification on catalog prerequisites, and pre-or-co-requisites. D. Wallace explain.

B. Ratchford stated regarding MGMT 3120, the prerequisite should list MGMT 2034 **OR** MGMT 2036 not that both are required prerequisites. D. Wallace stated the Registrar's Office will update in Leepfrog.

M. Fienup asked about duplication of the courses. MGMT 3120 course description is very similar to computer science database course. R. Roth stated it is a long standing course from the inception of the MIS program in 1990 and hasn't been an issue. P. Pease stated that as programs come to the UCC for review questions are revisited. M. Fienup asked on the status of consultations from Computer Science Department. M. Connerley confirmed she had met with the Computer Science Department Head and he had provided a consultation for the classes with the exception of MGMT 3123. M. Connerley added that MIS faculty had discussed the course content of MGMT 3123 with the Computer Science Head and clarified that the CBA networking class is not as technical as the computer science networking class. M. Connerley stated that after their conversation the Computer Science Department Head expressed that he didn't have any concerns with the course being offer. M. Connerley stated after revising the course description and

name she understood the Computer Science Department would be supportive of the course and would provide a supportive consultation.

T. Gabriele asked about approving everything except networking course. P. Pease stated we can remove MGMT 3123 from the motion and asked M. Connerley if she would like to revamp the course based on feedback from the Computer Science Department Head and then bring the course back to the clean-up meeting for discussion and a vote. M. Connerley agreed to bring MGMT 3123 to the clean-up meeting after further discussion with Computer Science Department.

M. Fienup mentioned there is a new restatement of the program. S. Riehl stated the attachment is restated but not change in Leapfrog. M. Connerley stated she reviewed the changes with CBA Department Heads and they are supportive. T. Gabriele asked if the Computer Science Department has concerns would the Management Department want to withdrawal the proposal as a whole and bring everything to the UCC cleanup meeting. M. Connerley believes they will be able to come to an agreement with the Computer Science Department.

D. Hakes stated if UCC approved the major with the course missing, the Department of Management would have to submit another curriculum change for the 2020-2021 cycle to add the course. T. Gabriele stated there is not a disadvantage to waiting until the cleanup meeting to vote on the program. D. Hakes confirmed the date would be October 10. M. Connerley stated the program can be approved without the MGMT 3123 course and then they can add the course through next year's curriculum process. D. Hakes asked if the course can then be offered as experimental course. M. Connerley stated they can offer the course as an experiential course up to three times. S. Riehl stated they can then submit a student request to apply the course to the major. D. Wallace added that for students it is best if they can see the course option in their advisement report versus needing to submit a student request form. T. Gabriele clarified that if the Computer Science Department doesn't support the proposals, it doesn't mean the UCC would automatically vote it down.

P. Pease states we can approve the program provided what happens with the course. M. Fienup mentioned that the consults have multiple courses on one form and would be best if each proposal has its own consult. P. Pease asked if there was an interest in amending the motion to state that MGMT 3123 is either in or out of the MIS BA program pending on what happens with MGMT 3123 course at the cleanup meeting.

MGMT 2036 M. Fienup asked if there is a tool they plan to use in the course. B. Ratchford mentioned Tableau and Python. P. Pease asked about access to Tableau. B. Ratchford stated students have free access for one year and CBA will get a license for the computer labs.

MGMT 3122 G. Rhineberger-Dunn asked if the course was taught before. M. Connerley stated it has not been taught before and is created for the new track within the MIS BA. P. Pease asked about cost impact because none are stated. M. Connerley explained they don't anticipate costs. It is a redeployment of faculty they currently have. Faculty agreed to prepare three preps each semester. They will now be offering fewer sections of courses on the development side and have the time to offer courses in the Business Analytics track. L. Jepsen stated there is some belief this will grow the major. M. Connerley confirmed with the new emphasis they believe they will have more students interested and there is an opportunity for growth.

MGMT 3123 tabled to October meeting/cleanup

MGMT 3126 is a new course. P. Pease asked if a student could complete all of the prerequisites and not be a junior standing. If not, is it necessary to list junior standing. L. Jepsen explained they do want to include junior standing as a prerequisite. It may also be a way to trigger differential tuition for CBA majors.

D. Hakes amended the motion approving five courses and MGMT BA: pending all changes mentioned above, and not voting on MIS BA or MGMT 3123 until cleanup meeting. M Fienup seconded. .

Chair Pease called for a vote on the amended motion to approve curriculum packet of the Department of Management, with the exception of the MIS-BA and MGMT 3123 course which will be discussed and voted on at the October 10 cleanup meeting. Motions carried unanimously.

VIII. Curriculum review procedure for Interdisciplinary Course proposal.

D. Hakes moved to approve the Interdisciplinary Course proposal, M. Fienup seconded

Course for discussion:

- LIBRARY 4000 Collections Care and Management (added)

P. Pease stated at previous meeting the Certificate in Museum Studies was approved pending this course being approved. G. Rhineberger-Dunn reviewed it has been offered as an experimental course in fall 2016 and fall 2017 with 19 and 15 students. D. Wallace added it was planned to be submitted for the 2018-2019 curriculum cycle but missed deadline.

S. Riehl mentioned that at the certificate meeting it was mentioned that maybe History would host the class versus the Library since the Certificate in Museum Studies is through the History Department. M. Fienup asked if the Library can teach for-credit courses. D. Wallace and P. Pease confirmed 'yes' and one example is Beyond Google.

T. Gabriele asked if there is reason to not approve. S. Riehl stated it has been offered, well received in the past, appears to be a good course. J. Zhu asked if we should change the UCC Handbook that states no course can be created specifically for use in a certificate. T. Gabriele stated there is some ambiguity as to why the course was created and therefore we aren't going against policy.

G. Rhineberger-Dunn supports the course in reference that this course works toward the University's strategic goal of community engagement. K. Basom stated he is supportive. S. Riehl clarified the policy is that we do not create a course for university elective or certificate. K. Basom, S. Riehl, T. Gabriele, and J. Zhu commented if we should remove the policy.

S. Riehl cited the handbook which specifies certificates are to be created using courses already in existence, or proposed or part of a major or minor. Specifically, no course should be created solely for use as a certificate requirement or option. S. Riehl conjectured this policy was designed to provide a "no cost" method to give a credential to students.

T. Gabriele asked if there are concerns about this class being offered through the Library; that we do not have a representative present; and have no understanding of the costs of the course. P. Pease replied he has an additional question as to whether those teaching the course will meet the HLC Credentialing requirements of a Phd or terminal degree. G. Rhineberger-Dunn asked about tabling the course until cleanup. K. Basom stated that they have had teachers for the last two offerings. UCC can vote to approve the course and let the Library secure funding. M. Fienup stated that the course will be dropped if no funding is available and they are unable to offer the course. P. Pease stated that the Library staff does have a requirement to teach in their job descriptions. S. Riehl reiterated our charge is to follow university policy. If we have followed university policy we will have done our job.

T. Gabriele asked about the process of filling Dean of the Library position and do we want to approve the course when the Dean who proposed the course has left and new permanent Dean is not in place.

P. Pease referred to the handbook guidelines that state we can vote with no one present or we can table the vote to the October 10 cleanup meeting and see if someone will attend. G. Rhineberger-Dunn asked to table.

D. Hakes withdrew the motion. G. Rhineberger-Dunn motioned to table until cleanup meeting. M. Fienup seconded.

Chair Pease called for a vote on the motion to table the Interdisciplinary Course proposal until the cleanup meeting. Motion carried and was approved unanimously.

IX. Next Meeting – Wednesday, September 19, 3:00pm – Presidential Room --MAU

Chair Pease stated the next meeting would be **3:00 p.m., Wednesday, September 19** in **Presidential Room, Maucker Union**, at which time the COE Curriculum packet will be discussed.

The meeting adjourned at 4:33 p.m.

Respectfully submitted,

Joan Smothers

Office of the Registrar

jps

cc: UCC

Guests