University Undergraduate Curriculum Committee

Minutes
September 14, 2016
Curry Student Center, Room #346
3:30 pm – 5:00 pm

Attendees-
Kate Ziemer (Chair), Coleen Pantalone, David Rogers, James Dendy, Bruce Ronkin, Alan Zaremba, Heather Streets-Salter, George Alverson, Thomas Sheahan, Jeanine Mount, Andrew Gouldstone, Peggy Fletcher, Alan Mislove, Chris Gallagher, Ann McDonald, Richard Rasala, Kemi Jona

Guest – Susan Chang

1.) Consent Agenda (Vote- Discussion only if called by member)

   a. University Curriculum Committee on CourseLeaf (10 = approved by 6-member team)
   b. UUCC Meeting Minutes

Motion to approve
Second – YES
Discussion – NO
VOTE – 11-0-0 (Pass)

2.) NEASC Program Outcomes and Assessment Plans – Susan Chang

   a. Overview – Kate
   b. Details – Susan Chang
   c. Discussion

See Presentation

NEASC has updated requirements that involve curriculum and Faculty – need Faculty input and buy in.
Preparing for official start of self-study in Fall 2016 – bring to the Dean’s Council on December 7, 2016. Spring 2017 – Self-Study begins

- Learning outcomes and assessments plans in place by February 1st.

Fall 2018 – Site team visit

AAG (Academic Assessment Group) is working on institutional assessment projects.

Presentation by Susan Chang – See presentation and handouts

Make systematic document processes within departments – AAG will facilitate this process.

Programmatic student outcomes – student centered

Learning outcomes – differ by college; different ways to show by college level on the website

Question – Is this for Undergraduate and Graduate?

- Yes

The purpose is to outline schedule for assessment plans.

Evidence of student learning –

1.) Direct Student Methods – Student produced
2.) Indirect Student Methods – Opinion/perception based
3.) Institutional Data – Co-op data, Alumni survey, etc.

NEASC is looking for evidence being collected, and being used to improve curriculum.

What should the Assessment Plan Output look like?

- See examples in handout packet from Susan Chang
  1.) Descriptive text
  2.) Timeline
  3.) Chart

Closing the Loop – evidence and findings shared back with Faculty; find strengths and weaknesses

Timeline –

Fall 2016 – Review/develop programmatic assessment plan

Spring 2017 – Have full Academic year to show plans in action

February 1st – Begin implementing plan
3.) **Course Discussion**

a.) Anything from Consent Agenda – No items

b.) NUin NUpath forms

**HUM 120 – requesting IC and SI**

Discussion –

What are they doing? What activities? Do not see activities that suggest SI learning outcomes; they are more cultural than societal.

This could be SI, but the language in the description is vague.

A few members of the group express their approval for the attributes.

Motion to approve IC

Second – YES

Discussion – NO

VOTE – 11-0-0 (Pass)

Motion to rollback SI; request specifics on assignments, how students are achieving learning goals/learning outcomes

Second – YES

Discussion – NO

VOTE – 9-1-1 (Pass)

**HIST 232 – requesting IC and SI**

Discussion –

Members of the group are okay with both.

Motion to approve IC

Second – YES

Discussion – NO

VOTE – 11-0-0 (Pass)
Motion to approve SI
Second – YES
Discussion – NO
VOTE – 11-0-0 (Pass)

c. Honors Section Form
This was sent through email, but need to discuss.
Kate Ziemer spoke to the Deans about the initial question about the course, and it is okay. They are piloting a process for Honors approval.
NOW – Just looking at the course for NUpath attributes (requesting EI)

Motion to approve with caveat that Kate Ziemer provides feedback that is was “begrudgingly” approved
Second – YES
Discussion – The course does hit the learning goals, but the response was too extensive; it does meet innovative criteria.
Now in CAMD, no one can go directly to Honors to do a course – they have to go through CAMD’s vetting process first.
VOTE – 7-1-3 (Pass)

STOP Course Discussion

CourseLeaf Update
Kate Ziemer updates the group –
The catalog is in PDF form, not ready for edits. Group will be made aware when it is finished, and then the catalog pages will get released for the editing process.
Kate Ziemer is forming a focus group from the colleges to discuss what a new format of the catalog will look like (This meeting was held on Friday, September 30, 2016).
Programs through CourseLeaf – Not being implemented this year. Group should think about what the actual CourseLeaf workflow should be.
Nina LeDoyt says that they have the workflow for the catalog. She will meet with each college to discuss the process.
If the workflow is okay, want to add UUCC onto the curriculum pages, so if there is a change to curriculum, it can be done on CourseLeaf in an interim way. Colleges should look at the workflows to check if they are okay.

Question – Will structural issues be addressed?
- Nina LeDoyt says that this issue was not on their list. The issue should be identified to Charles Price and Nina LeDoyt, and they will look at it again.

It is mentioned that there is an issue with a college’s workflow.
- Kate Ziemer says that they will have to fix things one off. They will work out a “standard state” workflow, and understand that there will be exceptions.

Kate Ziemer is working on forming three committees –
1.) Catalog structure feedback
2.) Two groups around the Transfer Course Equivalency process. These will include Faculty, and a group of people who work with TRS.

Questions to consider – How do we be consistent? How to make the system work for us?

Discussion –
Schedule an additional meeting per month?

Some members of the group would like an additional meeting, others would not.

Suggested to empower subcommittees to make decisions instead of the full groups – create 3 subcommittees.

Suggested to change how the meetings are organized – have topics broken out.

Suggested to keep a time limit on conversations, which can be overridden only by majority vote.

Others oppose some of these suggestions as this would be changing the process mid-stream (does not want this to effect the review of courses that are still to come).

Proposal to schedule one extra meeting in October to discuss courses only.

END OF MEETING