



**University Curriculum Committee**  
**Wednesday, May 11, 2011**  
**9:00am-1:00 pm**  
**Provost's Conference Room (WH 442)**  
**Minutes**

**Present: C. Jacobs, J. Dote-Kwan, T. Haney, J. Bersi, M. Brooks, J. Gasco, E. Zoerner, C. Bordinaro, J. Wilkins, M. Krivokuca, L. Stallworth, J. Keville, K. Bates**

**Call to Order:** 9:09 am

**Approval of Agenda:**

K. Chai moved to approve. J. Keville seconded. M/S/P- Approved.

**Approval of Minutes:**

Add attendance; New Business 3b Music courses- Change from "revision" to read "supervision courses."

J. Keville moved to approve as amended. C. Bordinaro seconded. M/S/P- Approved

**New Business**

**Special Education**

1. UCC 10-11-161 SPE- Early Childhood Credential MP
2. UCC 10-11-162 SPE- Mild/Moderate Credential MP
3. UCC 10-11-163 SPE- Moderate/Severe Credential MP
  - a. C. Jacobs- USLOAC approved all outcomes for programs and HEA 300 course.
  - b. C. Bordinaro moved to approve all Special Education Credential modifications as a package. K. Chai seconded. M/S/P- Approved
4. UCC 10-11-165 SPE 556 MC
  - a. Change to enforce prerequisites. Flatsheets/roadmaps will not change the program.
  - b. Adding 3 perquisites so students have more competence when they are observed.
  - c. C. Bordinaro moved to approve. K. Chai seconded. M/S/P- Approved

**Election of Chair:**

C. Bordinaro nominated C. Jacobs. J. Wilkins seconded- Cathy Jacobs elected chair for 2011-2012 year unanimously.

**Announcements**

1. Update on Online Security Subcommittee Report

FC = frozen course, MC = modified course, NC = new course, RC = retired course

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- a. Subcommittee members: K. Chai (Nursing), M. Krivokuca (Quality Assurance), Linda Goldman (Information Technology) and Marek Suchenek (Computer Sciences) have met twice during the semester.
  - b. There was uncertainty about an approved policy regarding online security with Academic Senate. L. Goldman/Information Technology was not familiar with any approved policy.
    - i. J. Gasco- it was passed but not made into a policy.
  - c. The focus is on prevention of fraud and cheating with online testing.
  - d. Different options were added to the policy: One-on-one proctors for exams, online proctoring.
  - e. Two software are available for different type of monitoring.
  - f. Students would pay a fee of approximately \$45 per year.
  - g. Subcommittee has put together four options and added it to content of policy.
  - h. Policy should be written in a flexible way so it can be updated with the changing technology.
  - i. Can be used with business when they go to online delivery for their programs.
2. C. Jacobs- Deadline for Student Learning Outcome report is May 31, 2011.
    - a. Information is needed to draft during the summer.

## **New Business (con't.)**

### **Kinesiology/Physical Education**

1. UCC 10-11-131 BA- Physical Education- Single Field Major MP
  - a. Program and course learning outcomes need revision. C. Jacobs will consult with B. Zhou.
  - b. Program proposal needs to be revised. Program Learning Outcomes need to be reformatted.
    - i. Currently presented with Physical Education PED courses which have all been retired.
  - c. C. Bordinaro moved to table all program proposals. K. Chai seconded. M/S/P- Tabled
2. UCC 10-11-132 BA- Physical Education- PE Teaching Option MP
  - a. 17 learning outcomes are listed which align with CTC standards for accreditation.
    - i. It was suggested to collapse some of the outcomes so they can be more easily assessed and to state that they are CTC standards.
  - b. 4 year roadmap needs to be revised. Students do not begin on major coursework until the 3<sup>rd</sup> year.
  - c. Tabled
3. UCC 10-11-133 REC 260 MC
  - a. Syllabus- revise course prefix to read "KIN"; revise Goal #3; outdated textbooks- 20 years old; update DSS statement with current contact information; contact hours.
  - b. Need clarification for enrollment restrictions. Questioned if course enrollment would be restricted to students in the Physical Education option only or with permission of the instructor.
  - c. C. Bordinaro- course proposal form: 11A- CS# is missing.

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- i. Additional resources will be needed because it is an increase in unit.
    - ii. Course can still have lectures if it's an activity. 1hour lecture/ 2 hour activity per week. C-3 and C-11 for each unit to justify the work for students.
    - iii. B. Zhou will check with the instructor and provide the information needed for clarification.
  - d. Tabled
4. UCC 10-11-134 REC 360 MC
- a. Removal of the lab fee for the course was approved by fee committee; does not need UCC approval.
  - b. The change is in the mode of instruction. 3 units lecture only.
  - c. SLO's need to be revised. C. Jacobs will share USLOAC's comments.
  - d. Syllabus- Requires a course/exam schedule and updated DSS statement with contact information.
  - e. Tabled
5. UCC 10-11-135 BA- Physical Education- Fitness Director Option MC
- a. Switching out KIN courses for the REC courses because they are rarely offered. The syllabi are problematic.
  - b. Tabled
6. UCC 10-11-136 KIN 304 MC
- a. Need a revised syllabus with updated SLO's, course/exam schedule, updated DSS statement with contact information.
  - b. Tabled
7. UCC 10-11-137 KIN 362 MC
- a. Need revised syllabus with course/exam schedule, grading scale, updated SLO's.
  - b. Change co-requisite to KIN 363 as recommended. Remove corequisite for 362. KIN 363 keeps corequisite of 362. Deleted from proposed status corequisite.
  - c. Tabled
8. UCC 10-11-138 KIN 462 MC
- a. Need a revised syllabus with updated SLO's, course schedule.
  - b. Tabled
9. The modality of the KIN courses do not appear consistent with what they are currently listed as in proposals. Given the current policy of allowing departments to pilot different course modalities twice before requesting a formal change in modality, but no formal mechanism to check on this, an audit of course modality may be warranted.
10. UCC 10-11-139 REC 331 F
11. UCC 10-11-140 REC 334 F
12. UCC 10-11-141 REC 438 F
- a. Request to freeze Recreation courses because the program is currently suspended and has not discontinued.

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- b. K. Chai moved to freeze all courses. C. Bordinaro seconded. M/S/P- Freeze

### Management and Marketing

- a. K. Chai- some of the syllabi presented are written as on-campus, not online syllabi. Not appropriate for the mode of delivery. Syllabi need to accommodate both on campus and online mode of delivery.
1. M. Krivokuca and K. Chai offered to share their approved online syllabi as examples for the proposed course.
- b. Is workload affected by the flexibility and availability of faculty?
1. Response time of faculty- 48 hour acceptable for nursing. Issues on workload have come up...not about teaching time. States 72 hrs on some of their syllabi (BUS, MKT, and MGT).
  2. Thinks 48 hours is appropriate response time for their courses.
- c. C. Jacobs- There was several comments from USLOAC after their review of the syllabi about the Student Learning Outcomes. She will go over SLO issues with the department at a later time.
- d. Only one course modification form is needed for online/hybrid courses because the CS# does not change.
1. It's at the schedule level/section that the distinction is made, where it's indicated which offering method is used. Not at UCC/catalog level.

1. UCC 10-11-142 HRM 313

MC

- a. J. Dote-Kwan- Need revised justification to include hybrid offering of course.
- b. Course proposal form- p.2, 11b proposed modification to online and hybrid course. The justification addresses online delivery only. Need revised justification to include hybrid offering of course.
  - i. Syllabus- Revisions required. Update prerequisites to proposed changes. SLO's- Change opening statement to "Students will be able to..."
  - ii. Revise DSS statement; include contact information for online students. Phone number/website.
- c. Include a detailed class schedule. The final scheduled on 14<sup>th</sup> week.
  - i. Department was instructed to do that special schedule. Though the course is not offered through special sessions, it is written on special schedule.
  - ii. They were instructed to do a compressed schedule with 14 weeks instead of 16 weeks.
- d. Remove the "S" from "resources."
- e. K. Chai moved to approve pending revised justification and syllabus. C. Bordinaro seconded. M/S/P- Approved Pending

2. UCC 10-11-143 HRM 316

MC

- a. J. Dote-Kwan-
- b. Need revised syllabus- removal of prerequisite and updated DSS statement/contact information.

- c. K. Chai moved to approve pending revised syllabus. M. Gordon seconded. M/S/P- Approved Pending
3. UCC 10-11-144 HRM 321 MC
- a. J. Gasco- Justification- Need revised justification to include hybrid offering of course.
    - i. Typo- Below #4 “fully implement online delivery”
  - b. Prerequisites do not match on course proposal form and syllabus; update prerequisites on proposal form.
  - c. Syllabus- . Need revised syllabus for online/hybrid delivery. Syllabus is written as face-to-face.
    - i. Revise SLO #1; revise to reflect new modes and distinguish between online, in class, hybrid delivery.
  - d. K. Bates moved to table pending revised syllabus and revised proposal form which reflects mode of instruction. J. Gasco seconded. M/S/P- Tabled
4. UCC 10-11-145 HRM 425 MC
- a. J. Gasco- Prerequisites do not match on course proposal form and syllabus.
    - i. Intention is to require HRM 310 and HRM 313. Update course proposal form/syllabus.
  - b. Add HRM 321 as recommend pre or corequisite.
    - i. Need updated syllabus to include HRM 321.
  - c. Need revised syllabus for online/hybrid delivery. Syllabus is written as face-to-face.
  - d. Tabled
5. UCC 10-11-146 MGT 310 MC
- a. J. Keville
  - b. Syllabus- Course schedule missing from syllabus; need course schedule to evaluate. Currently states assignments will be posted on Blackboard; include publication date of textbooks.
  - c. J. Keville moved to table. K. Chai seconded. M/S/P- Tabled
6. UCC 10-11-147 MGT 416 MC
- a. J. Keville- - Course proposal form- #15 blank; check all “NO”.
  - b. Syllabus- Course schedule missing from syllabus; need schedule to evaluate. Currently states assignments will be posted on Blackboard; include publication date of textbooks.
  - c. J. Keville moved to table. K. Chai seconded. M/S/P- Tabled
7. UCC 10-11-148 MGT 430 MC
- a. J. Wilkins- Need revised justification to hybrid offering only.
  - b. Syllabus- SLO’s need revision; too low level as written; D- grade;
  - c. Syllabus is written for hybrid offering. Can be revised to be online.
  - d. J. Wilkins moved to approve pending revised SLO’s, removal of D- grade, hybrid offering only. K. Chai seconded. M/S/P- Approved Pending

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- 8. UCC 10-11-149 MKT 350 MC**  
 a. J. Wilkins- Syllabus- SLO's are low level, need to be revised. Comments from USLOAC will be reviewed; DSS Statement missing.  
 b. Course proposal form #15 justification section on form needs to be filled out.  
 c. J. Wilkins move to approve pending revised syllabus. K. Chai seconded. M/S/P- Approved Pending
- 9. UCC 10-11-150 MKT 352 MC**  
 a. K. Bates- Need revised syllabus for online delivery. Syllabus is written as face-to-face.  
 b. K. Bates moved to table. K. Chai seconded. M/S/P- Tabled
- 10. UCC 10-11-151 MKT 358 MC**  
 a. Need revised syllabus for online delivery. Syllabus is written as face-to-face.  
 b. C. Bordinaro moved to table. K. Chai seconded. M/S/P- Tabled
- 11. UCC 10-11-152 MKT 450 MC**  
 a. K. Chai- Need revised syllabus for online delivery. Syllabus is written as face-to-face.  
 b. SLO's need revision  
 c. K. Chai moved to table. K. Bates seconded. M/S/P- Tabled
- 12. UCC 10-11-153 MKT 451 MC**  
 a. K. Chai- Need revised syllabus for online delivery. Syllabus is written as face-to-face.  
 b. Revise SLO #1.  
 c. Concern about Blackboard test giving. More protocol is needed than what is listed.  
 d. K. Chai moved to table- J. Gasco- M/S/P- Tabled
- 13. UCC 10-11-154 MKT 452 MC**  
 a. M. Gordon- Need revised syllabus for online delivery. Syllabus is written as face-to-face.  
 b. Tabled
- 14. UCC 10-11-155 MKT 459 MC**  
 a. M. Gordon- Course proposal form- #15 is blank. Mark all "No".  
 b. SLO's need to be revised.  
 c. Need revised syllabus for online delivery. Syllabus is written as face-to-face.  
 d. T. Haney- prerequisites need to be verified for the course. MKT 350.  
 e. K. Chai moved to table. C. Bordinaro seconded. M/S/P Tabled
- 15. UCC 10-11-156 SEH 310 MC**  
 a. M. Krivokuca- Course titles are not aligned in catalog, proposal form, and syllabus.

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- b. Syllabus- Need revised syllabus to include: DSS needs contact info; Academic Integrity Statement is missing; remove D- grade; indicate PST time zone for deadlines; typo, p.9 “etiquette”.
- c. Justification- Take out statement about no note taking.
- d. M. Krivokuca move to approve pending revised syllabus. K. Chai seconded. M/S/P- Approved Pending

**16. UCC 10-11-157 SEH 330**

**MC**

- a. M. Krivokuca- Need revised syllabus for online delivery. Syllabus is written as face-to-face.
- b. Revisions for Syllabus- Updated grading scale, removal of D- grade; revised DSS Statement.
- c. J. Dote-Kwan moved to Table. J. Gasco seconded. M/S/P- Tabled

**17. UCC 10-11-158 SEH 348**

**MC**

- a. J. Keville- Justification- remove statement about no note taking.
- b. Course Title- Title needs to be aligned in the syllabus and course proposal form.
- c. Syllabus- Change Course Objective to “Student Learning Outcomes”
  - i. Typo- “this courses uses”
  - ii. Reference to CTL. Consider revising.
  - iii. Course schedule is missing.
- d. J. Keville moved to table. K. Chai seconded. M/S/P- Tabled

**18. UCC 10-11-159 SEH 448**

**MC**

- a. J. Wilkins- SLO’s need revisions.
- b. Need revised syllabus for online/hybrid delivery and course schedule. Syllabus is written as face-to-face.
  - i. M. Gordon- suggested that face-to-face time percentage be included in the syllabus.
- c. C. Bordinaro moved to table until revised syllabus with course schedule is available. K. Chai- M/S/P Tabled.

**19. UCC 10-11-160 SEH 495**

**MC**

- a. K. Bates- Course number 495 is reserved for special topics.
- b. Syllabus is incomplete and cannot be evaluated. Missing SLO’s, schedule, course title; consider revising policy on instructor availability.
- c. Department needs to propose as a new course with complete syllabus.
- d. Withdrawn

Adjourn: 12:47pm