



UNIVERSITY CURRICULUM COMMITTEE

**Wednesday, September 26, 2012
10:00-12:00 – Provost's Conference Room**

Minutes

Present: C. Blackaller, K. Chai, J. Davis, M. Furusa, J. Han, D. Hoopes, C. Jacobs, M. Krivokuca, T. Peralta, D. Sherman, J. Bersi, K. Bragg, M. Maki, T. Haney, J. Woolsey
Nop Ratanasiripong (SON)

Absent: J. Gasco, C. Bordinaro, L. Stallworth

1. Call to Order: 10:13am

2. Approval of Agenda:

- a. K. Chai moved to approve. M. Krivokuca seconded. M/S/P
 - i. Approved
- b. J. Davis asked on behalf of the School of Education for a follow-up on the Special Education proposals reviewed by UCC.
 - i. C. Jacobs- UCC approved the proposals and she has signed off on them. They are now waiting for the next level of review and approval in Academic Affairs/the Provost's Office.

3. Approval of September 12, 2012 Minutes:

- a. J. Davis moved to approve. K. Chai seconded.
 - i. Approved

4. K. Chai introduced guest and new SON faculty member Nop Ratanasiripong to the UCC.

5. Old Business

Marital and Family Therapy- Trina O'Quinn

- a. **UCC 11-12 - 112 MFT- Marital Family Therapy MP**

- a. Final changes to put program in compliance with the accreditation Board of Behavioral Science. When student trainees graduate and go to get their intern numbers, they need to make sure requirements match up. Students now need letters.
- b. MFT students are not able to get into the Psychology course needed due to cuts and scheduling. MFT students opt to take the course somewhere else or may be delayed graduation 1 year and without the intern number, delayed a job 1 year.
- c. Minor changes were made to original course proposals.
 - i. Course Title- Renamed the classes to identify the course topic.
- d. Documentation does not reflect that Psychology Department has been notified.
- e. C. Jacobs – The proposal forms being used are from 2005.
- f. These old forms have information missing from the current requirements for this proposal. The proposal shows no evidence of consultation with other departments/programs. Need evidence because there have been problems in the past with departments not being notified.
 - i. UCC needs documentation that the Psychology department has been notified.
- g. D. Hoopes- Commented that UCC reviewed this proposal last year and it was mostly approved.

b. UCC 11-12- 113 MFT 510- Revised MC

- a. C. Jacobs- Syllabus had several typos and grammatical errors.
- b. SLO's and DSS statement are OK.
- c. Proposal Form- For all course proposals, the box for Change of Grading Method was not checked. Program needs to clarify the change that is being made to the grading scale and make sure the forms agree with the syllabus.
 - i. This correction will be made on the forms. All courses are changing to A-F grading.
- d. Justification missing- (item #14a from proposal).

FC = frozen course, MC = modified course, NC = new course, RC = retired course FP=frozen program, DP=discontinued program, MP = modified program, NP=new program

- e. D. Hoopes moved to approve pending corrected proposal form, receipt of course justification and revised syllabus with correction of typos/grammatical errors J. Davis seconded. M/S/P
 - i. Approved Pending
- c. UCC 11-12- 115 MFT 520- revised MC**
 - a. Syllabus- Typos and grammatical errors.
 - b. Justification is missing- (item #14a from proposal).
 - c. M. Furusa moved to approve pending revised syllabus with correction of typos/grammatical errors and receipt of course justification. J. Davis seconded. M/S/P
 - i. Approved Pending
- d. UCC 11-12- 117 MFT 530- revised MC**
 - a. Original/outdated proposal and syllabus presented to UCC for review.
 - b. Syllabus- Typos; update new proposed course title.
 - c. Justification is missing- (item #14a from proposal).
 - d. Motion to approve pending revised syllabus and receipt of course justification. Seconded. M/S/P
 - i. Approved Pending.
- e. UCC 11-12- 119 MFT 540- revised MC**
 - a. Outdated proposal and syllabus presented to UCC.
 - b. Justification is missing- (item #14a from proposal).
 - c. Syllabus- Typos; update new proposed course title.
 - d. Motion to approve pending revised syllabus and receipt of course justification. Seconded. M/S/P
 - i. Approved Pending.
- f. UCC 11-12- 121 MFT 560 NC**
 - a. C. Jacobs- The updated New Course Proposal Form is required to document/show evidence that MFT has contacted the Psychology department.

FC = frozen course, MC = modified course, NC = new course, RC = retired course FP=frozen program, DP=discontinued program, MP = modified program, NP=new program

- b. On form- #18e- “Is course being proposed in response to... accreditation?”
Should be checked “YES.”
- c. Current course prerequisites are not listed on the form but listed on the syllabus.
 - i. Update/correct the prerequisites on the new form.
- d. Syllabus: Update DSS statement. Add new room location or delete room location and include phone/website only.
- e. J. Davis moved to approve pending receipt of new course proposal form and revised syllabus. Seconded. M/S/P
- f. Approved Pending

6. New Business- Curriculum Proposals

Interdisciplinary Studies

a. UCC 12-13- 002 IDS 326 MC

- a. C. Jacobs - The program has been moving to hybrid/online. The courses meet less frequently; there are 8 weeks of class but the hours are there. This fits in with their student’s schedule.
- b. J. Bersi asked what percentage of the program is online/hybrid. Keep in mind that any program with 50% or more online/hybrid courses has to go through substantive change.
 - i. C. Jacobs- Currently about 1/3 of their program is online.
- c. K. Chai moved to approve. J. Han seconded. M/S/P

- i. Approved

b. UCC 12-13- 003 IDS 336 MC

- a. K. Chai moved to approve. M. Furusa seconded.

- i. Approved

Communications

a. UCC 12-13- 010 COM 110 MC

- a. Assignments cover digital, audio and video; do reflect the new course title of Intro to Digital Media Production. Not limited to video only.

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- b. D. Hoopes moved to approve. K. Chai seconded.
 - i. Approved

Political Science- Richard Palmer

a. UCC 12-13- 011 POL 401 NC

- a. Dick Palmer- Course has been taught with a great response. It is a combination of academic literature and in-service work and projects. Combines theory, problem solving and communications skills. Ambitious and effective course. The course can be used as an elective in the major and minor.
- b. J. Davis moved to approve. K. Chai seconded.
 - i. Approved

Psychology- Mark Carrier

a. UCC 12-13- 012 PSY 414 MC

- a. M. Carrier change title to make more contemporary and comply with the current terminology of the field.
 - i. Previously submitted but syllabus did not agree with course title; was not a seminar course. Syllabus now reflects course.
- b. Rubrics are good; different but criteria are clear.
- c. M. Furusa moved to approve. J. Davis seconded.
 - i. Approved

b. UCC 12-13- 013 PSY 510 NC

- a. DSS needs to be updated. Office location has changed.
- b. Typo- week 4- Psychologist should be plural.
- c. K. Chai moved to approve pending revised DSS statement and correction of typo. J. Han seconded. M/S/P

History- Laura Talamante

- a. Laura Talamante- History Department is reorganizing the catalog description to meet current trends in field and faculty. Last year they changed core curriculum to bring in senior seminar now they are adding the passing for 490 course.
- b. UCC 12-13- 004 BA History MP**

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- a. K. Chai moved to approve. M. Furusa seconded. M/S/P
- b. Approved
- c. **UCC 12-13- 005 BA History- Social Science Education Option MP**
 - a. K. Chai moved to approve. M. Furusa seconded. M/S/P
 - b. Approved
- d. **UCC 12-13- 006 HIS 360 MC**
 - a. J. Han moved to approve. J. Davis seconded.
 - i. Approved
- e. **UCC 12-13- 007 HIS 361 MC**
 - a. L. Talamante- History caught the typo in course description.
 - b. K. Chai- Liked how the SLO's were done. C. Jacobs agreed the SLO's are well done.
 - c. C. Blackaller moved to approve. J. Davis seconded.
 - i. Approved
- f. **UCC 12-13- 008 HIS 366 MC**
 - a. J. Davis moved to approve. J. Han seconded.
 - i. Approved
- g. **UCC 12-13- 009 HIS 367 MC**
 - a. Typo- syllabus- 'principal.' Should be "principle."
 - b. D. Hoopes moved to approve. J. Han seconded
 - i. Approved

7. Announcements

- a. C. Jacobs- J. Gasco has asked that we put on the UCC agenda the topic of changing the syllabus template to include the computer skills statement that we can be in line with what was approved by Senate last year.

8. Adjourn 11:30