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**UNIVERSITY CURRICULUM COMMITTEE**

**Wednesday, October 24, 2012  
10:00-12:00 – Provost's Conference Room**

**Minutes**

**Present:** Carrie Ann Blackaller, Caroline Bordinaro, Kathy Chai, John Davis, Munashe Furusa, Jan Gasco, Jack Han, David Hoopes, Cathy Jacobs, Laura Robles, Mark McKellip, Lisa Stallworth, Tracey Haney, Myron Sheu, Ivonne Heinze-Balcazar  
**Absent:** M. Krivokuca, D. Sherman, J. Bersi, K. Bragg, M. Maki, J. Woolsey, T. Peralta

- 1. Call to Order:** 10:03 am
- 2. Approval of Agenda:**
  - a. C. Blackaller moved to approve. J. Davis seconded. M/S/P
    - i. Approved
- 3. Approval of September 26, 2012 Minutes:**
  - a. K. Chai moved to approve. J. Han seconded. M/S/P
    - i. Approved
- 4. New Business- Curriculum Proposals**

**Humanities**

- a. **UCC 12-13 015 HUM 535 NC**
  - i. Adding a course to broaden the topics of program in response to student demand.
  - ii. Computer Literacy statement is included in the syllabus.
  - iii. J. Davis moved to approve. K. Chai seconded. M/S/P
  - iv. Approved
- b. **UCC 12-13 016 HUM 310- Environment in Literature NC**
  - i. J. Davis asked about the repeatability of the HUM 310 courses.

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

1. C. Jacobs- repeat rules work by topics, not course number for these courses. HUM 310 courses do not double count for the major in most programs. Some majors that allow the double count are Interdisciplinary Studies, Applied Studies and Africana Studies.
  - ii. C. Jacobs- GE approved all Humanities courses being reviewed.
  - iii. J. Davis moved to approve. C. Blackaller seconded.
  - iv. Approved
- c. UCC 12-13 017 HUM 310- Hispanic Literature, Art & Culture NC**
- i. Proposal form says HUM 310; syllabus says HUM 312 and HUM 314.
    1. Need to confirm the course number with the department, HUM 310, 312 or 314.
  - ii. C. Blackaller asked if course title “Key Movements” is descriptive enough for the course.
    1. T. Haney- That is the given title in the catalog for the HUM 312 course; the distinction between the HUM 312 and HUM 310 “Key Concepts”.
  - iii. SLO- “Demonstrates use of email and Blackboard,” however this is not reflected in the assignments/syllabus.
  - iv. D. Hoopes moved to approve pending clarification of correct course number. K. Chai seconded. M/S/P
  - v. Approved pending
- d. UCC 12-13 018 HUM 310- Witch in Lit & Culture NC**
- i. J. Davis moved to approve. K. Chai seconded. M/S/P
  - ii. Approved Pending

**Spanish- Ivonne Heinze-Balcazar**

**a. UCC 12-13 014 BA- Spanish MP**

- i. C. Jacobs- Spanish is redoing their catalog copy by removing the Writing Intensive (WI) option from the two options.

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- ii. Students will still be taking courses through the English Department, but they will not be required for graduation.
- iii. I. Heinze-Balcazar - propose the section about Writing Intensive requirements be removed from the catalog description entirely. Writing Intensive courses are not enforced. This reduces the major by 6 units; mostly shows in linguistics option.
- iv. T. Haney- Academic Affairs is requesting that departments use the current Roadmaps posted on the website when submitting program modifications/changes. Print and mark up the changes on the current Roadmaps to ensure the changes are made to the previously approved information.
- v. D. Hoopes moved to approve. C. Bordinaro seconded./CB
- vi. Approved
  - i. J. Davis asked if anecdotal evidence before and after the WI course was available.
  - ii. Ivonne Heinze-Balcazar- the department does have this information; students are doing better.

### **Information Systems- Myron Sheu**

- a. **UCC 12-13 019 Minor- Information Systems MP**
  - i. C. Jacobs- The proposal is a resubmit from last semester. The department proposed doing tracks within the minor. It was sent back after a preliminary review.
  - ii. T. Haney- the numerous courses proposed for the minor electives are also required within the major so they are offered on a regular basis.
  - iii. M. Sheu- Minor 15 units can be completed in one semester, plus summer if students choose. Some courses can be taken online. Trying to accommodate students and fit into their schedule.
    - i. Designed to have CIS 370 as the foundation course, then students can choose options.

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- iv. C. Jacobs- Commented she is concerned that there are too many SLO's. They are all measurable. Recommended M. Sheu keep in mind that data needs to be gathered and he needs to assess them all.
  - i. M. Sheu- agreed he was too ambitious. Suggestion to focus on the SLO's for only required courses, CIS 370.
- v. M. Furusa moved to approve. K. Chai seconded. M/S/P
- vi. Approved

## **5. Revision of Syllabus Template to Include Use of Technology**

- a. C. Jacobs- Academic Senate passed a resolution last year that a statement needs to be included in the course syllabus for student computer literacy requirements.
  - i. Need to come up with language to put on syllabus template to present to Senate.
- b. J. Gasco- want examples for different levels of classes including online classes.
- c. K. Chai- that information is put in the program description, not syllabus for the Nursing program which is online. Technology requirements/information constantly changing and updated.
- d. C. Bordinaro- There a minimum baseline of technology required for students. She had advocated for a campus technology handbook so students can know where to go for computer/Internet access, printing, Copy Machine.
- e. This came out of a Senate resolution. If it's being required, should be available to all students.
- f. J. Gasco and C. Jacobs will draft a statement.

## **6. Adjourn: 11:12am**