

Office of Academic Programs • 1000 East Victoria St. • Carson, CA 90747

## UNIVERSITY CURRICULUM COMMITTEE

Wednesday, November 23, 2011  
10:00-12:00 – Provost’s Conference Room

### NOTES

**Present:** Jim Keville, David Hoopes, David Sherman, Caroline Bordinaro, John Wilkins, Cathy Jacobs, Lisa Stallworth, Tracey Haney, Jeremiah Woolsey

**Absent:** John Davis, Kathy Chai, Milton Krivokuca, Jack Han, Carol Tubbs, Jan Gasco, Sheela Pawar, Brandy McLelland, Cynthia Turner

UCC did not have quorum- 6/8 voting members were present. Proposals on the agenda were reviewed only by UCC. Comments and feedback will be given to the department in preparation for review at the next meeting scheduled for December 14, 2011.

### Old Business- Curriculum Proposals

1. **UCC 11-12** **028 MKT 350 MC**
  - a. Syllabus was revised. Significantly cleaned up and addressed major concerns.
  - b. Grading scale needs revision.
    - i. Must remove A+ grade; can’t give A+ to undergraduate students. There are two D grades; grading scale needs to be revised to reflect the removal of the D- grade.
  - c. SLO’s- “Describe” and “Identify” are basic outcomes and weak for a 300 level class.
  - d. J. Woolsey- Informed UCC that the instructor went through the online academy. Staff recommendation to demonstrate online quality in the face-to face course.
  - e. C. Bordinaro- contact information p. 7- put SEH 348. Should be MKT 350 throughout syllabus.
  - f. Prerequisite- Proposal form lists ECO 300. Syllabus and form do not match. Need to be consistent.

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



- a. "Optional Resources" lists a required reading of Wall Street Journal; this should not be listed under optional if it is required.
  - b. DSS statement is missing.
  - c. P.9- Tentative Schedule- Update schedule to remove the listed furlough dates.
  - d. Prerequisites on proposal form do not match syllabus.
    - i. FYI- MAT 171 is not regularly being offered/scheduled.
    - ii. Clarify which math class they take.
  - e. C. Bordinaro moved to approve pending revisions.
- 3. UCC 11-12 MC 035 FIN 382**
- a. Schedule of Exams is missing- tentative dates/weeks should need to be listed for exams.
  - b. No distribution of points for grading of exams/assignments.
  - c. DSS Statement is missing contact information.
  - d. C. Bordinaro moved to approve pending revisions.
- 4. UCC 11-12 RC 036 FIN 425**
- a. No feedback
- 5. UCC 11-12 NC 037 FIN 426**
- a. Replacing FIN 425.
  - b. Predicted enrollment/number of sections missing from the proposal form.
  - c. Missing CS#
  - d. SLO's need to be more rigorous for the 400 course-level. Some of them are low level.
  - e. DSS Statement is missing contact information.
  - f. Suggested that prerequisite FIN 360 be listed at the top of the syllabus. Prerequisite is currently listed under "Comments" on. Pg. 10 of syllabus.
  - g. D. Hoopes moved to approve pending revisions.
- 6. UCC 11-12 MC 038 FIN 481**
- a. DSS Statement is missing contact information.
  - b. Exam schedule needed- adjust format to weeks.
  - c. D. Hoopes moved to approve pending revisions.

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7. **UCC 11-12** **039 FIN 483**  
**RC**  
a. No feedback
8. **UCC 11-12** **040 FIN 484**  
**MC**  
a. Must resubmit a completed proposal form that includes the current course information including prerequisites. This information is missing from the current form.  
b. SLO's are weak; need to be restated; make appropriate for a 400 level class.  
c. DSS Statement is missing contact information.  
d. Typo- "Stuents"  
e. J. Keville moved to approve pending revisions.
9. **UCC 11-12** **041 FIN 485**  
**MC**  
a. Must resubmit a completed proposal form that includes the current course information including prerequisites. This information is missing from the current form.  
b. Need more info about "group discussion forums"  
c. SLO's are ok.  
d. DSS Statement is missing contact information.  
e. If all students are on the same week exam/course schedule needs to be in "weeks." If students are doing individual modules, schedule can be left as-is.  
f. D. Hoopes moved to approve pending revisions.
10. **UCC 11-12** **042 FIN 488**  
**MC**  
a. DSS Statement is missing contact information.  
b. Need signatures from proposer and department chair on the proposal form.  
c. Need to change course utilization to make it a Core Course. Also need to update the predicted enrollment to reflect that change.  
d. SLO's are weak. Need to be rewritten.  
e. Need a face-to-face syllabus.  
f. Suggestion to move "Comments on This Course" to the top portion of the syllabus.  
g. Academic Dishonesty does not apply to online course. Needs to be updated to reflect mode of delivery.  
h. C. Bordinaro moved to approve pending revisions.

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