

L&S College Curriculum Committee
MINUTES
Thursday, February 19, 2015 at 2:00 PM
New location: LT 4012

Voting Members present: Paul Adogamhe, Ellen Davis, Ted Gimbel, Angela Harlan, Sarah Hessenauer, Paul House, Greg Jeffers, Donald Jellerson, Margo Kleinfeld, Elizabeth Olson, Zach Oster, , Steven Sahyun, Ellie Schemenauer. Absent: David Cartwright, Margo Kleinfeld, Manuel Ossers, Adam Paddock, Matt Winden. Non-voting Members present: Chair, Elizabeth Hachten, Susan Johnson, Secretary, Joan Fox-Drake. Absent: Deb Heiber, DAC Student Jeremy Buck. Guest: Becky Pfeifer, UCC Secretary and CourseLeaf trainer

The meeting was called to order at 2:05 p.m. in the new location, LT 4012

1. Approval of February 5, 2014 Minutes (handout at meeting). Chair withdrew motion due to approve due to the incorrect version of the minutes were handed out. Motion will be made at the next meeting.
2. Announcements
 - a. The CCC deadline for any new course seeking Gen Ed designation is February 25 for the March 5 meeting. This is due to the meeting schedule for GERC.
 - b. The majority of this this meeting was dedicated to CourseLeaf Training. Thank you to UCC Secretary and CourseLeaf trainer, Becky Pfeifer for coming to answer any questions today.
3. CourseLeaf Training
 - a. Use Mozilla Firefox as your browser
 - b. Access the CourseLeaf at <http://www.uww.edu/acadaff/facstaff/curriculum> For courses, click on the “Course Form” link. For Programs, click on the “Program Form” link.
 - c. In the future, cross listings will auto generate a consultation form
 - d. Un-Req’s can only be added by the Registrar’s Office
 - e. Grade Basis field: Student option 1 is standard.
 - f. On a New Course Proposal, under “Course Components & Hours” Becky Pfeifer is to fix in the “Component Type dropdown. Internships show up as Field Study in WINS. Also Check hours: Two contact hours in a lab is the minimum for one credit.
 - g. Baccalaureate Outcomes section to be clarified.
 - h. Upload one document (bibliography or syllabus) per field.
 - i. Elizabeth Olson used a Pre-Req change for Psychology 407 Psychology of Emotion and Motivation as an example. Although the workflow titles are incorrect, the CCC also verbally approved this proposal below:

Psychology

Pre-Req Change: PSYCH 407 Psychology of Emotion and Motivation.

Olson/Gimble moved. Motion passed unanimously.

Note: this proposal is in the CIM (Course Inventory Management) and at this time, waiting for the LS Curriculum Chair and next Committee to approve it and move it on to the LS Dean.

- j. Program Management . Reviewed doing a Search for word related to your department (wild card) Enter by Program Code as follows: i.e.) *MATH*

You will not be able to find related proposals by typing in Mathematics.

- k. CIM (Course Inventory Management) talks to the catalog

4. Discussion Items

- a. Liz Hachten handed out a Memorandum regarding the Proposed New General Education Learning Outcomes. The Gen Ed Review Committee is inviting feedback on the proposed GELOs. Joan to email this out to all members to share with their colleagues. Send feedback to gened@uww.edu or bring comments to the March CCC meetings.

5. Old Business - none

- 6. Adjournment at 3:33 pm. Thank you to Becky Pfeifer, Elizabeth Olson and Angela Harlan for their assistance in the CourseLeaf training today.

Respectfully submitted,

Joan Fox-Drake, Secretary