

MINUTES
L&S COLLEGE CURRICULUM COMMITTEE
Meeting of September 3, 2015
2:00 pm, LT 4120

Voting Members present: Paul Adogamhe, Louis Betty, David Cartwright, Ellen Davis, Ted Gimbel, Angela Harlan, David Havas, Sarah Hessenauer, Paul House, Margo Kleinfeld, Zach Oster, Adam Paddock, Ellie Schemenauer, Cathy Xue, Ozgur Yavuzcetin/Abdelkrim Boukahil. Akiko Yoshida for Greg Jeffers; Janine Tobeck for Josh Mabie. Non-voting Members present: Elizabeth Hachten, Chair; Deb Heiber, Susan Johnson, Joan Fox-Drake, Secretary.

Meeting called to order at 2:02 pm

1. Member Introductions. Chair Hachten request for nominations for one University Curriculum Committee (UCC), to replace Beth Olson. Zach Oster graciously volunteered. Zach will join Angela Harlan and Paul House as L&S Representatives on the UCC.
2. Approval of April 9, 2015 Minutes (handout at meeting) Cartwright/Davis moved. Motion passed unanimously.
3. Review of CCC calendar and website. **Reminder that the Department Chairs need to submit proposals in CL by the proposal due date on the CCC calendar.** See the UCC webpage for the Curricular Schedule, page 3, for the Gen Ed Review (GERC) and Diversity Committees meeting calendars. Call Joan, x1616, if you need other College's meeting dates and times. The CCC Flow chart reviewed.
4. Approval of CCC Guidelines. Members reviewed the Guidelines. Chair Hachten reviewed major points of the new consultation process. Schemenauer/Paddock moved. Motion passed unanimously.
5. Review of UCC webpage with CourseLeaf Curricular resources
 - a. Under Forms, Console and Catalog – you can find the 2015-2016 Catalog. Check out the training outline/manual. The training manual shows screen shots. Special Studies (i.e.: 496) and Travel Study courses continue to be on the old paper forms
 - b. Firefox is the preferred browser when using CourseLeaf
 - c. You can save changes to a course or a program and come back to it. If you submit and decide you do not want it, only Becky Pfeifer, UCC Secretary (x1055), can shred the proposal. The issue of not being able to work on a proposal in private has been shared with the Provost. A possible "sand box" and then transferred to it being live was discussed.
 - d. Contact Melissa Thoma in Registrar's Office, x1570 for a new course number or any questions related to using the Coursepicker Tool in the Program form

- e. Chair Hachten told members to re-read over the new consultation process on Page 2 of the CCC Guidelines. In CL, it tells you who uses the course or program. The new process states what a proposer needs to do (copying College Dean & Dept. Chair). Note #8 in the process: “Any department or college may request consultation with the sponsoring department in writing within five class days of receiving the complete proposal”. The key word is “request” – if no one requests a consultation then no documentation is necessary. Consultation signature pages must be submitted to indicate the results of a formal consultation; these signature pages are available on the UCC’s CL page. If a consultation was held, the proposer or department chair is responsible for attaching the signature page(s) to the proposal before it is submitted to the CCC (or as soon as possible thereafter). **Remember, consultations can add several days or even weeks to the curricular process.** Workflows in CL were also discussed. Becky Pfeifer will set up special workflows if necessary.

6. Announcements

- a. New Minors in COEPS
 - i. Sports Management Minor
 - ii. Strength and Conditioning Minor

Members can obtain the full proposals from the UCC. They will be put on an agenda in October as an Action Item.

7. Languages and Literatures (paper proposals; not in CL)

- a. Grade Change -ENG/IEI 163- Introduction to U.S. Culture for International Students
- b. Grade Change – ENG/IEI 164- Special Topic
- c. Grade Change – IEI 51- Beginning Listening and Conversation
- d. Grade Change – IEI 53 – Beginning Reading and Writing
- e. Title & Grade Changes –IEI 55 – Beginning Grammar
- f. Grade Change – IEI 61- Integrated Academic Skills 2
- g. Grade Change – IEI 65 - Culture & Academic
- h. Grade Change – IEI 69 – Special Topics
- i. Grade Change – IEI 71 – Integrated Academic Skills 3
- j. Grade Change – IEI 73 – Oral Presentation Skills
- k. Grade Change – IEI 75 –Advanced Pronunciation & Speech Skills
- l. Grade Change – IEI 79 – Special Topic

Tobeck/Harlan moved ENG/IEI proposals 7 a through 7 L. Motion passed unanimously.

8. Meeting adjourned at 2:51 pm

Respectfully submitted,

Joan Fox-Drake,
CCC Secretary