**Minutes**

**University Curriculum Committee Meeting**

**February 16, 2023**

**Hyland Hall, 4303 at 2:15 p.m.**

**Meeting number (access code): 2631 801 4504 Meeting password: tBFVZYv5J72**

**UCC Members present:**

Jim Kates, Eric Appleton, Mike Hackett, Brian Huels, Weineng Xu, Amir Fard Bahreini, Michael Hammer, Denise Roseland, Rowand Robinson, Ted Gimbel, Wesley Hough, Zach Oster, Nate Maddux, Kerri Wrinn, George Jones, Kristin Plessel, Bob Mertens, Kari Pahl, Andrea Ednie, Susan Johnson, Jeff Suarez, Blake Erwin, Jessica Bonjour, Paul Waelchli, Tamela Rocke, Abbie Windsor, Lindsey Radloff, Jessica Stein, and Becky Pfeifer.

**I. Approval of Minutes** - Michael Hackett and Brian Huels moved approval of minutes from the [January 10 – Courses](http://www.uww.edu/Documents/acadaff/UCC/2023-2024/January%2011%20Agenda%20Programs.docx) and [January 11 – Programs](http://www.uww.edu/Documents/acadaff/UCC/2023-2024/January%2011%20Agenda%20Programs.docx) ; Wesley Hough brought two changes for the minutes forward; change on January 10 - Courses – A. 4. 4.3 Finance Business Law, co req was also changed and then on January 11 – Programs II. A. 3. 3.1- 3.2 Finance Business Law movers were not entered; these motions were made by Brian Huels and Weineng Xu. Becky Pfeifer to make the above updates within the minutes; motion passed unanimously.

**II. Discussion Items**

**A. 2023 Academic Affairs: Programs and Curriculum**

Kristin Plessel reviewed the Academic Affairs update regarding all curriculum which came through this academic year.

**B. Sharing Credits between two emphases**

Policy relevant to majors/minors:

<https://www.uww.edu/registrar/policies#adding-major/minors-to-a-degree>

Heather Chermak reviewed the coding side on WINS. Registrar’s Office currently copies the same program without creating the other emphasis on their side. They were not sure how this affects accreditation and saw this on the MBA side due to the way the program runs. Kristin Plessel then stated the policy of the Registrar’s Office website and asked the committee how they would like to proceed moving forward. Tamela Rocke noted, Safety does multiple emphases on the graduate side, and said there is currently a student doing two emphases in English. She stated, there is no process for taking two emphases at this time. Then asked, how do faculty want this to be handled? Currently courses cannot be shared across emphases and the two emphases show as two degrees on the transcript. Zach Oster thought maybe each department should enact its own policy, in citing his department’s current thought on allowing two emphases. Kristin Plessel then reminded the committee, that under the current policy and setup of some emphases, students can get two emphases; there is no policy that states a student cannot. Kristin thanked everyone for your input on this matter and that there will be more discussion to come.

**C. Common expectations across CCCs**

Syllabus: include AI language? Using CourseLeaf workflow

Zach Oster brought up the new policy for AI Language required syllabus element. He asked how this was going to be handed in each college and what expectations does this committee want when it comes to upcoming curriculum approvals, where this element in the syllabus. Kristin Plessel then asked if there had been any college discussions on this change to the syllabus. Ted Gimbel said their LS College core curriculum group will make sure that the AI Language requirement is within the syllabus before it comes to the college committee’s meeting to be reviewed and voted upon. Blake Erwin stated as a student on campus he would like a professor to state if he/she is using AI in their classroom.

**D. Stale/Stalled Proposal Clean-up**

Kristin Plessel reviewed the clean-up currently happening within the courses and programs within CourseLeaf. Wesley Hough asked that in the future we look into creating a policy on the way learning objectives are being handled or entered into the course form. Colleges see more NA entered in the box, then stating the outcomes when doing a course revision. Blake Erwin stated as a student he would like to see more information on learning objectives. Most of the committee was fine with leaving things as is at this time.

**E. UCC Member and Chair Election timeline for 2024-2025**

UCC Membership <https://www.uww.edu/facsenate/committees/charge-ucc>

Zach Oster informed that he will not be chair next academic year, since he will be on sabbatical. Kristin Plessel is wanting the committee/college requesting we know the college curriculum committees earlier than fall. Zach Oster states most faculty elections happen in Spring and feels the colleges could use the same guide. Kristin asked that the committee leads take this conversation and request back to their college curriculum committee. Zach Oster will also send an email to college curriculum associates asking they look into electing their UCC reps for the 2024-2025 before our final meeting in April. We add this to our March 15 UCC agenda as a reminder to the associates.

**F. Discussion and Review of 2024-2025** [**Curricular Schedule**](http://www.uww.edu/Documents/acadaff/UCC/2023-2024/CurricularSchedule20242025.docx) **Draft**

Zach Oster saw some changes in the calendar that need to be made. He then opened it up to general conversation to others. The big discussion was moving the November 29 meeting to either December 6 or 13. Then Zach wanted to discuss moving the Fall 2024 deadline meeting to December one of these dates. There will be further discussion on the deadline meeting. Kristin Plessel asked associates to take the calendar and this discussion back to their curriculum committees to discuss and bring back feedback for our next meeting. Zach Oster has already drafted a meeting schedule of the college’s curricular meetings, which he will send out to everyone early next week.

**III.** Wesley Hough and Amir Fard Bahreini motion to adjourn at 3:51 p.m.

Respectfully submitted,

Becky Pfeifer

Secretary

University Curriculum Committee Secretary