University Senate Curriculum Committee Agenda  
October 5, 2011  
12:00pm – 1:00pm, Library 436  
Draft minutes

Present: Carlos Escoto (co-chair), Sarah Tasneem (co-chair), Carolyn Coates (recorder), Jen Huoppi, Barbara Liu, Brandon Monroe, Catherine Tannahill.

The meeting was called to order at 12:05 pm.

Minutes of meeting on September 28, 2011 were approved.

Other reports & announcements: Brandon (as our LAPC liaison) reported that the LAPC considers us to be the “gatekeeper” for four-credit courses. They voiced some concern over the impact that an increase in such courses might have on the curriculum as a coherent whole. Carlos noted that the Curriculum Committee would consider each course on its merits and stated goals, based on the standards set by the University Senate and Academic Affairs. The effects of four-credit courses on programs should be addressed clearly on form E or F when they are proposed.

It was also noted that the issue of (inequitable) FLCs for science labs, studio art courses, some other “lab” classes has resurfaced on campus and this could affect the committee’s work in the future.

Courses considered:

a. Mathematics/Computer Science Department  
MAT 101P Intermediate Algebra Plus (Marsha Davis)  
New Course Proposal [we had been waiting for a revised syllabus to account for FLCs in contact time]  
Approved.

b. Education Department  
Master of Science in Secondary Education with Certification (Early Start Option) (Hari Koirala)  
Program modification NOT requiring a bill for spring 2012  
Approved.

c. World Languages and Cultures Department  
WLC 480 Independent Study (Kin Chan)  
New Course Proposal (immediately)  
Clarification needed for number of credits offered (could be a range); need to choose letter grade (student can ask for CR/NC) or CR/NC (means student can never receive a letter grade); tabled.

d. Education Department  
Master of Science in Educational Technology (Hari Koirala)  
Program Modification NOT requiring a bill for spring 2012  
Approved.

e. Environmental Earth Science Department  
EES 224 Landform Analysis with Laboratory (James Hyatt)
Changes in existing course (change catalog description/other changes)

Changing lab from 2 to 3 hours and changing FLCs (4 credits for student remains the same); approved.

f. Communications Department
COM 372 International Advertising and Public Relations (Olugbenga Ayeni/John Hale)
Changes in existing course (change title, prereqs, and cat description for spring 2012)
The paperwork for this course needs to be clarified. It is best offered as a variable credit course:
2 credits with 3rd credit contingent on travel component (two separate sections, cross-listed). The syllabus: credits should be clarified, the academic content and expectations for the trip should be spelled out, and the new catalogue description should be added. The catalogue description should include the fact that the trip is an additional cost to the student. Because of the variable credit and the travel component, the course is best offered only with permission of instructor so that these issues can be clarified. The form C rationale needs contact hours adjusted to be in line with credits offered and box for “other changes” needs to be checked. Tabled.

g. Communications Department
COM 478 Advertising Campaigns Olugbenga Ayeni/John Hale
Changes in existing course (Delete from catalog only, change course title, change course credit from 3 to 4 and change cat description for spring 2012)
We cannot “delete” and “change” a course on one form. Rather than trying to merge aspects of two different courses it would be best to submit form C to delete 468, another form C to delete 478, and a third form C to create a new course since the proposed course has new content (check with the registrar’s office on a new number). All proposals for four-credit courses need a four-credit rubric and should include a rationale for use/need of additional contact time. The department should submit a program modification form so as to demonstrate how the new four-credit course fits into and/or changes the major and other programs. Tabled.

Courses Previously Tabled

a. Health and Physical Education Department
HPE 404 Motor Development and Physical Activity for Young Children (Horrocks)
New Course Proposal for spring 2012 [Nothing new received]

b. Business Administration Department
ACC 416 Federal Individual Taxation (Craig Erwin)
Changes in existing course (change course number to ACC 316)
[No new documents received; need form to document program modification, with new number and new catalogue language; tabled.]

c. Communications Department
COM 468 Public Relations Campaigns (John Hale)
Changes in existing course for spring 2012 (delete from catalog and master file)
[Too late to be effective spring 2012; this course is already scheduled for spring and has been assigned classroom space, form needs rationale; tabled. [see g for related proposal]]

Meeting adjourned at 12:55 pm.