

University Committee on Courses and Curricula

Meeting Minutes - February 7, 2018

Present:

AbdulRahman Alsamman, Connie Atkinson, Amanda Athey, Sarah Berry, Uttam Chakravarty, Janet Crane, Kraig Derstler, Kimberly Echols, Yvette Green, Dan Harper, Linxiong Li, Martin Smith, Rajni Soharu, Thomas Wright Erik Hansen, Jan Janz, Natalie Scott, Shante' Williams

Absent:

Woohyun Cho, Caroline Noyes, Adam Poyner, Whitney West

Quorum was established for undergraduate and graduate voting members in attendance.

The meeting minutes from 11/17/17 were approved.

Dr. Green recommended that committee members connect with their respective departments and colleges regarding curriculum submissions to the UCCC.

Prof. Hansen indicated that during the COLAED meeting, there was still some confusion regarding the completion of forms. Sarah Berry indicated that the revised forms will go into effective at the start of the 2018-2019 academic year. Starting in the Spring 2018 term, all hard copy forms should be sent to the Registrar's office rather than Academic Affairs. Per a discussion with Dr. Noyes and her staff, this change will create greater efficiency.

Dr. Janz recommended better clarification for the curriculum change form so that everyone is clear about how to indicate the changes, either by highlight or strike through.

There were no One Time Waiver or Reactivation submissions.

UCCC meetings will take place on Mondays at 11AM unless otherwise indicated. Unfortunately, Adam Poyner and Dr. Cho will be unable to attend this semesters' meetings. Voting committee members can vote absentee via proxy. Votes can be emailed the UCCC Secretary Sarah Berry prior to the meeting and the UCCC Chair Dr. Green will cast the vote in the meeting. This information will be updated on the UCCC website under the membership section.

Amanda Athey led the discussion regarding the graduate school's updates regarding continuous enrollment and leave of absence policies. These policy changes have already been approved by Academic Affairs and this information was being provided to UCCC for informational purposes. The changes will allow for direct means for students to communicate their status and their intent to remain in the program. Currently, students can sit out 2 semesters without being dropped or dismissed from the university. The summer term is counted as one of the semesters. Dr. Atkinson indicated that when students are no longer enrolled, they lose access to university resources such as the library archives and special collections which would further extend students' time in a given program. The policy changes would go into effect in the 2018-2019 academic year. Amanda Athey also mentioned the possible creation of a 7060 course for all departments, however, more discussion would be needed with Academic Affairs. 7040 Exam or Report Only current exists, however, students incur a charge of \$1,300 which could significantly impact financial aid resources.

Asst. Dean Martha Blanchard contacted the Registrar's office about the language regarding cross enrolled students in the catalog. She indicated that the language is rather vague and does not specify a limit on the number of class or credit hours. Per Charlotte Dover, who manages cross enrollment, forwarded a copy of the Cross Enrollment Agreement between System Institutions for the Louisiana Community and Technical College System. Charlotte recommends that the policy be updated to state "a maximum of two courses taken at the host institution for a total of no more than 6 hours". Rajni Soharu agreed with the recommendation but also wants to make sure that the language is consistent with the language used by admissions.

Dr. Noyes was not in attendance so there was no update on Zero Credit Hour Courses. She is expected at the next meeting.

Proposals

| Course/Number | Course Title/Degree Title | Action | Status |
|---------------|--|-------------------|----------|
| IS | B.A. in International Studies <i>Tabled from the previous meeting due to courses not being offered</i> | Curriculum Change | Approved |
| PLUS | M.S. in Urban Studies <i>Tabled from the previous meeting, missing signatures and course lists for concentrations</i> | Curriculum Change | Approved |
| FIN/ECON | M.S. in Financial Economics | Curriculum Change | Approved |
| MUS 4103/5103 | Digital Music Production <i>Tabled to the next meeting due to missing hard copies.</i> | Fast Track | Tabled |