

**MINUTES**  
**COLLEGE OF ARTS AND SCIENCES**  
**CAS Undergraduate Curriculum Council**

MEETING: February 16, 2017 - 2:30 p.m., Scates 212

PRESENT: P. Bridson, T. Britt, K. Brondo, D. Burnette, R. Debes, M. Duke, S. Elswick, G. Enck, A. Johnson, P. Krech, D. Laumann, W. Madlock, L. Menson-Furr, A. Olney, V. Phan, H. Sable, F. Sabri, K. Schultz, B. Taller, A. Windsor, L. Zhang

ABSENT: R. Marczynski, C. Walsh

PRESIDING: D. Tollefsen; V. Tardugno, recording secretary

I. Welcome

*Deborah Tollefsen called to order the regular meeting of the College of Arts and Sciences Undergraduate Council at 2:30 p.m. on February 16, 2017 in Scates 212.*

*Welcomed and introduced Victoria (Tori) Tardugno, vcrynlds@memphis.edu, the new Administrative Associate. She will be helping with curriculum matters. Please start cc'ing her on matters and questions to keep her in the loop. Eventually, she will be handling some of the paperwork that Deborah Tollefsen currently handles.*

The following were present: Deborah Tollefsen (CAS); Vinhthuy Phan (Computer Science); Susan Elswick (Social Work); Helen Sable (Psychology); Firouzeh Sabri (Physics); Graves Enck (Sociology); Dorian Burnett (Earth Sciences); Peter Bridson (Chemistry); Theron Britt (English); Dennis Laumann (History); Patsy Krech (CAS); Lan Zhang (Foreign Languages & Literature); Alistair Windsor (Mathematical Science); Andrew Olney (IIS); Barbara Taller (Biology); Tori Tardugno (CAS); Michael Howell-Moroney (PADM); Amanda Johnson (Criminology & Criminal Justice); Keri Brondo (International Studies); Michael Duke (Anthropology) Remy Debes (Philosophy); Ladrica Menson-Furr (AAAS);

The following were absent: Rob Marczynski (Interdisciplinary Programs); Candace Walsh (Public & Non-Profit Administration)

II. Approval of November Minutes

*Deborah Tollefsen corrected the dates from the November minutes that Alistar pointed out. The minutes of the November 17, 2016 meeting were unanimously approved. Some faculty approved, many seconded and everyone was in favor.*

III. Update regarding fall curriculum submissions

*All of the submissions from November were approved except the submissions that went to TBR. Physics - Gen Ed, Foreign Language – Name changes in major, Cyber Security Concentration and Bio Chemistry are going to go thru the board. Concentrations – 24 hours and below will be approved locally not at THEC.*

#### IV. Curriculum Proposals (Math, Physics, Public and Non-Profit, ROTC)

*Public and Non-Profit – (Dr. Michael Howell-Moroney) Changed from B.S. to B.A. due to including a Foreign Language credit. Dr. Howell-Moroney informed us that the required courses are not offered solely on RODP and are also offered on the ground including the Social Science Research course. He will check the RODP course numbers with the on the ground courses to make sure everything is in order. Clarification Credit for experience will not be applied retroactively. Dr. Howell-Moroney also informed the committee that the CAPSTONE Portfolio Course is after the model of the Master’s Public Administration Degree via e-Portfolio’s. Which comes down from the national accrediting body, The Network of Associated Schools of Public Administration Policy. They have a competency based model for programs achieve accreditation with some of the 5 core competencies from the Master’s level. There was a course that is cross listed with PADM. All in favor, none opposed.*

*Math – (Dr. Alistar Windsor) Approved without a 4000 analog. Victoria (Tori) Tardugno will be able to cross reference this with the UG & GR courses. This one has been in the catalog for years. There is no issue with having classes in a rubric that are not for those specific majors. Helen Sable moved to approve, all approved and none opposed.*

*Physics – (Dr. Firouzeh Sabri) The timeline for CHEM I and CHEM II being a year apart were discussed. Dr. Sabri informed the committee that it is a rare occasion when a student actually follows the recommended 4-year plan. They will be doing a new curriculum review soon and many changes will happen. Get a clean cover page for the UC. Dr. Tollefsen moved to approve, all approved and none opposed.*

*Note – Fix Michaels Proposal as well.*

*ROTC – (No representative) Who do we communicate with at ROTC? Quick change – The course that was discussed sounds like a different course than it was originally according to the description. Suggestion that this should be a new course. Dr. Tollefsen will talk to ROTC about the issues and suggestions.*

#### V. Focus Act/THEC update

*TBR is no longer approving new programs or concentrations. THEC will be evaluating new programs anything 25+ credit hours. We do not know the procedure for submitting new curriculum to the governing board. We do know that there will be a subcommittee dedicated to curriculum. We do not know the format on how they will view the curriculum. The board will be presented with the two concentrations (Bio-Chemistry and Cyber Security) in and we do not have a lot of details. We do not know about Gen Ed’s. There was a mistake with the Physics Departments paperwork for a Gen Ed. So it was not considered with the last TBR batch. Dr. Tollefsen informed the committee that we are going to do is accept it as a substitution for a Gen Ed because it was approved on our campus as a Gen Ed.*

*We don’t know who is going to review low producing programs. Any new programs need to have an external review prior to going to THEC. This will delay for instance the B.A. Proposal in Non Profit. It goes to the University Committee next and then an external review. The THEC document says that there might be a site visit involved. This will become a lengthier process on the front end. Dr. Tollefen will find out exactly what external means.*

VI. NCUR

*Happening in April please volunteer for moderating sessions or have a GA volunteer.*

VII. Graduation GPA

*We had to change the graduation with distinction because you are only supposed to look at institutional GPA starting from Summer 2005. It is more complicated than that but shenanigans. The word "overall" has been changed to not "overall". We changed peoples mind about this and it is now for the college overall GPA total. We did not realize that this is for regular graduation as well and for athletic eligibility, which is against the college rules. Graduation analysts are having difficulties with this. Dr. Tollefen informed us that they do not know how to technically deal with it and change the wording. Inclusive is not on the transcript. We do not know if the banner system that was designed by TBR will still be the system we use or if we are going to have access to the vendor directly.*

VIII. Curriculum submission process

*There will be a new system set up for both UG and GR with two components, Curriculog and Acculog. Acculog is the Catalog. Which Dr. Tollefen believes should be in play for Fall 2017. It is interactive. We are hoping it will go live in the next few weeks. Caution – Look at your catalog to make sure that everything is correct with a fine tooth comb once you receive the notification that your department has been loaded into this new system. Curriculog helps facilitate curriculum changes. There are three levels of access: editor, approver and final approver. Presumably Karen Thurman will be the big approver. Presumably Deb would be the one in the middle. Who should be the editors? It could be Deb and Tori. Which is not the way it should actually go. Think about who will input the Curriculum changes into the new system. Makes sense to centralize this in the department. We still do not know what it looks like or at what stage do we meet to discuss the submitted changes. We have some unanswered questions but are hoping to have some answers and/or training in May. The new system may be ready by August first.*

*Dr. Tollefen is unsure if these curriculum changes are going to the board. We know that the concentrations are going to the board. The larger proposals going to THEC and if that will slow everything down a little. She believes that Dick Irwin's office is paying for this software.*

*Dr. Deborah Tollefsen decided that we are going to do monthly submission for curriculum proposals. Rolling submissions and approvals will be implemented to the catalog. Small changes can happen monthly but program changes will still be once a year, as normal in March. The Curriculum committee will meet 6 months out of the year: Sep-Nov, Feb-Apr. In some cases, there may be alternative meetings or times put into place. Submitting monthly proposals – The proposal needs to be sent to Dr. Tollefsen before the first of the month. EX: One wants a proposal considered for March. The proposal needs to be sent to Deb by the end of February that are in order. No going back and forth. The proposals will put into monthly folders in UMDrive and a link will be sent out before that month's meeting.*

*Anyone have anything else. Nope. See you in March.*