

University Undergraduate Curriculum Council

September 2021 Meeting Minutes

September 10, 2021 1:00 PM Virtual via Zoom

Attendance

Voting Members: Debra Bartelli (SPH), Sandra Cooley-Nichols (COE), Russell Deaton (ENGR), Joanne Gikas (CPLS), Alfred Hall (COE), Matthew Haught (CCFA), Joy Hoffman (LCON), Michael Hutchinson (KWS), Claudio Meier (ENGR), Kurt Kraiger (FCBE), Terra Smith (Faculty Senate), Ryan Fisher (CCFA), Pete McMickle (FCBE) Ladrica Menson-Furr (CAS) Jun Min Wang (CAS), Lawrence Weiss (SHS), Alistair Windsor (CAS) Lan Zhang (CAS).

Non-Voting Members: Carl Chando (ACC) Ashley Connolly (Academic Advising), Carol Danehower (Academic Affairs), Alletha Davis (Registrar), Kenneth Haggerty (Libraries), Hannah Holliman (Registrar), Melinda Jones (Honors College), Tiffany Jordan (Registrar), Darla Keel (Registrar), Keri Kerr (Registrar), James Orr (Office of the Provost), Victoria Tardugno (CAS), Ben Wallace (SGA).

Guests/Proxy: Bridgette Decent (OIR); Miriam van Mersbergen (SCSD) attended as proxy for Lisa Mendel.

Call to Order. Meeting called to order at approximately 1:00pm, by Carol Danehower, quorum present. Voice roll call was taken.

Old Business

- Carol Danehower reminded members that November, December, January, March, and May meeting minutes have been posted in Curriculog for member review. Motion was made and seconded to approve all minutes with no corrections. Motion passed.
- Update on Curriculog transition to Office of Registrar was provided by Darla Keel, Registrar; Carol Danehower announced that the School of Communication Sciences and Disorders, BA American Sign Language and Deaf Studies approved by THEC in July, implementation date Fall 2022.

New Business

Carol Danehower presented a new set of curriculum approval processes labelled “Low-Impact Curriculum Changes” (LCC) that allow departments to propose edits/small-consequence-changes for consideration without UUC vote. LCC proposals are of 3 types: Course Close-Out; Course Revisions; and Program Revisions. Full explanation of the process, with details of what qualifies as LCC, is included as an attachment to these minutes. Motion to pilot the LCC processes this year was made and seconded. Discussion included that this process is common at other universities; a report of LCC approved by “administrative review” (by Chair of UUC, with final approval by Vice Provost for Academic Affairs and Strategic Enrollment Services) will be provided to UUC members for information. If a UUC member protests that a proposal is NOT qualified to be in an LCC category, that proposal will be re-classified to a proposal to be voted on by UUC at the January curriculum meeting.

Motion passed.

Announcements/Reminders

Next UUC meeting is October 8, 2021, 1:00 PM with deadline for proposals to be at UG Review step in Curriculog by September 24.

Meeting was adjourned at approximately 2:00 PM.

University Undergraduate Council Low-Impact Curriculum Changes (LCC) implementation for 2022/23

Some curriculum changes are necessary but of such small consequence that UUC approval may not be required. This designation is common at other universities and is considered “best practice” and timesaving, allowing faculty to focus their curriculum-revision efforts on more substantial issues. Some course closeouts, course revisions, and program revisions may be considered to be LCC.

LCC Proposals

Low-Impact Undergraduate Course Close Out. Courses that are solely in a department or college’s curriculum and not in general education or taken by

other majors may be closed out using the LCC process. To be sure that these close-outs qualify as low impact, a Curriculog Impact Report must be run, and that information provided in the Curriculog form.

Low-Impact Undergraduate Course Revisions. Course revisions that are minor or some revisions to courses whose impact is only felt within the department or college may be made using the LCC process. These include:

- **Course pre-req/co-req changes.**
- **Editorial course title change.** Changes that are a word or two or whose wording is just for clarity and not a change in meaning or direction, etc. of the course content.
- **Editorial course description change.** Changes that are a word or two or whose wording is just for clarity and not a change in meaning or direction, etc. of the course content.
- **Course repeatability change.**
- **Grading type change.**
- **Instructional Method/Schedule Type change.**

Low-Impact Undergraduate Program Revisions. Slight changes to programs such as replacing a dropped course, adding courses to elective choices, small course sequencing changes, may be determined to be LCC. If the proposed program revisions are determined to be significant enough that they should actually be voted on by the UUC, they will be turned back to the departments for submission as regular proposals.

LCC Process

- Three separate LLC Curriculog forms are available, for each form changes will be on an abbreviated Curriculog approval hierarchy: Department, College, Administrative Review, Registrar (implementation). Administrative Review (ultimate approval by Vice Provost James Orr.)
- LCC proposals are accepted in October, November, and December and are ongoing, with final proposals due no later than November 23. If the changes are determined to have been mis-classified as “low impact” and

need to be put before a full UUC vote, there is still time for them to be re-presented as regular proposals for January.

- Summary of LCC will be communicated to UUC for information purposes in December.
- Over time these processes may be adjusted.