

University Undergraduate Curriculum

Meeting Minutes

September 14, 2018

Present: Richard Irwin (Academic Innovation), Laurie Snyder (CCFA), Carol Danehower (Academic Affairs), Kenneth Haggerty (Libraries), Joseph Jones (A&S), Shirleatha Lee (NURS), Ron Serino (UNIV), Lawrence Weiss (SHS), Alfred Hall (COE), Jennifer Nelson (COE), John Haddock (A&S), Vanessa Brocks (PROXY) (ACC), Melinda Jones (Honors), Terra Smith (PROXY) (Faculty Senate), Charles Pierce (FCBE), Sandy Utt (CCFA), Ryan Crews (AISS), Joanne Gikas (UNIV), Russ Deaton (ENGR), Claudio Meier (ENGR), Deborah Tollefsen (A&S), Darla Keel (Registrar), Angela Kuykendoll (AISS), Alletha Davis (Registrar), Colton Cockrum (Institutional Effectiveness), Lisa Mendel (CCSD), Debra Bartelli (SPH), Susan Neely-Barnes (PROXY) (A&S), Ryan Fisher (CCFA)

Absent: Michael Hutchinson (KWS), Susan Elswick (A&S), Jeffrey Marchetta (Faculty Senate), Carl Chando (ACC), Jessica Kelso (AAN), Jessica Flanigan (AAN), Todd Deese (Registrar), Gabriela Servin (SGA)

Call to Order

Meeting called to order at approximately 1:06 pm, by Carol Danehower, when a quorum was achieved.

Minutes

Moved (Larry Weiss) and seconded for approval of minutes (with corrections to attendee list). Minutes approved by unanimous vote.

Announcements

Carol Danehower welcomed new members and asked that all members present introduce themselves to the committee.

Registrar

Darla Keel gave an update on the implementation of Acalog, catalog editing software, for the 2018-2019 academic year. The plan is for the 2019-2020 catalog to be published by March 2019. Alletha Davis, Assistant Registrar for Curriculum Data Management, was introduced and shared a new email address for issues or questions concerning the academic catalog, catalog@memphis.edu.

SACSCOC

Colton Cockrum, from the Office of Institutional Effectiveness, Accreditation, & Academic Assessment, gave an update on the SACSCOC Readiness Audit Process. The goal of the audit process is to identify any compliance gaps and to recommend steps for correcting any compliance or documentation issues well in advance of the March 2021 Fifth Year Interim Report to SACSCOC. The Readiness Audit has team leaders that are tasked with reviewing the nine specific areas of compliance. Two of the areas are related very specifically to curriculum

(educational program structure and content; educational policies, procedures, and practices). Results of the audit in these two areas will be shared with the UUC as appropriate.

Colton also reported on a SACSCOC standard modification related to General Education. The standard now reads: *The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results for student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs.* This means that SACSCOC now requires all institutions to not only have Gen Ed student learning outcomes, but also establish a means by which those outcomes would be assessed, report results on a regular cycle, and take improvement actions based on those results. A committee has been created that will take a look at the student learning outcomes currently in existence to determine if any of them would be appropriate in describing student learning in the current general education curriculum. In addition, this committee will then determine how to assess these outcomes and the assessment cycle that will be put in place.

UMDegree

Ryan Crews, Coordinator of Student Success Programs, discussed UMDegree and the continuous improvement of translating curriculum changes into the catalog, UMDegree, and Banner in a timely manner.

THEC/EAB

Carol Danehower discussed the THEC program approval process. We are planning to utilize the UofM contractual relationship with the Education Advisory Board (EAB) to have them provide consultation assistance to departments who are planning to propose new academic programs. Details will be shared as they are available.

This summer THEC invited all schools in the system to a meeting where a potential new approach to General Education, the *Interstate Passport* (based on learning outcomes rather than courses for transfer) was presented. At this point it is not clear what, if any, further guidance, direction, or oversight THEC plans to have regarding General Education.

Old Business

Russ Deaton discussed the working draft of the Academic Renewal policy, requesting committee members to share policy with departments for discussion and input. Joanne Gikas had questions for clarification on who would sign off on the dropped courses. Russ Deaton asked those questions be submitted to him in writing (email). Russ Deaton will include input received and send draft out to committee for distribution and discussion. The committee voted to have collective feedback and discussion and vote at the November meeting.

Reminder of Curriculum Proposal Process

Angela Kuykendoll gave a quick tutorial on how to access curriculum proposals in OneDrive. Curriculog, the curriculum approval process software, is in a piloting stage with the College of Arts and Sciences. More information will be given on when other colleges will be added to Curriculog.

New Business--Curriculum Proposals

School of Communication Sciences and Disorders

Lisa Mendel presented proposal:

- Proposal for new course, A USP 4205, ASL for Speech, Audio, and Education. 6205 has been approved at the graduate level.

Motion was moved and seconded, proposal passed with no objections.

University College

Joanne Gikas presented proposals:

- Updating language for the Child Development minor.
- Child Life Specialist: 1. Adding language about PSYC 1030 and SOCI 1010 as requirements due to ACLP (Association of Child Life Professionals) standards. 2. Removing HIST 4863 as a requirement. 3. Adding UNIV 2110 for lower division field experience. 4. Changing internship from 4 hours to 6 hours.
- Commercial Aviation: 1. AVIA 2110 is being changed from Theory of Flight to Aerodynamics. 2. AVIA 4401 Flight Lab is being changed to AVIA 2300 Advanced Flight Lab.

Motion (Russ Deaton) to approve, seconded, proposals passed with no objections.

Carol Danehower informed the council that the proposals for the College of Engineering, College of Communication and Fine Arts would be considered next month; School of Health Studies' proposals will also be considered in the future.

Carol reminded the deadline for curriculum changes effective in the 2019-2020 catalog year is December 2018.

Curriculum proposal specifics can be found in OneDrive's September folder.

Motion (Laurie Snyder) to adjourn, seconded.

Meeting adjourned at approximately 2:45 pm.