

Minutes

University Curriculum Committee
November 19, 2015
CSS 302 – 12:00 Noon

- I. Present: Fadayomi (chair), Boncher, Eklin, Holton, Hutchinson, Marion, Motz, Pole
Excused: Brecken, Piercey
Absent:
Ex-Officio/Senate: Gramza, Johnson, Weller
Administrative Assistant: Hadley
Guests: C. Bacon, K. Neimeyer
- II. Approved Minutes of November 12, 2015
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
16-027 ND HP	New Graduate Program Doctorate of Nursing Practice	Hold	Missing response to UCC concerns
16-030 MCC BUS	RMIN 253 – Personal Insurance Prerequisite Removal	Approved 8-0	No Form E
16-033 MCC HP	Respiratory Care AAS Program Admission Requirement Revision	Approved 8-0	
16-036 NC BUS	Catering Management Certificate	Approved 8-0	
16-037 MCC, NC AS	Updates to Art History Minor	Hold	Missing Form C

IV. Discussion

The chair recognized two guests, Senate Vice President, Dr. Charles Bacon and the Doctor of Nursing Practice (DNP) representative, Dr. Kathryn Neimeyer. Dr. Bacon expressed gratitude for the important work that UCC does in the curriculum review process.

Conversation with DNP Proposer: K. Neimeyer

Dr. Neimeyer was asked to explain to the committee how DNP program is going to successfully operate with 1 full time and one adjunct faculty. In her response, Dr. Neimeyer shared that currently, there are 4 faculty members working towards a DNP degree with a completion date of December 2017 for some.

She admitted that a program cannot move forward without adequate faculty therefore, efforts are underway in the School of Nursing (SON) for 3 new recruits and it is their hope that some of the new hire will have DNP. Additionally, 2 adjuncts with DNP and 2 more potential adjunct faculty are been recruited.

When asked why SON is advancing a program without faculty on the ground, she responded that while the DNP does not have faculty currently, that they plan to have enough faculty on the grounds in 2017 when the program starts.

On the issue of faculty double overloads, she explained that the current overloads are due to teaching interdepartmental courses which can be picked up by other departments.

In light of the HLC new requirements for qualified faculty, the question of whether SON has enough qualified faculty with terminal degree to offer the DNP courses was asked. Dr. Niemeyer's response was that efforts are underway to address the issue.

It was suggested that double overload issues and inadequate faculty should not have gotten through Dean and PCAF. The AVPAO clarified that in considering a program, PCAF asks for the number of additional resources needed to offer the program.

Another question asked was the lack of response to the library's request on Form C, for a specific statement about future library budget. No such statement or provision was included in the PCAF. A committee member explained that the library has offered to pay a one-time fee to cover the first year expenses for library materials for DNP but the library will like information on where the additional resources for subsequent years will come from. UCC believes that this information is essential to support a quality program. Dr. Niemeyer will discuss with Dean Adeyanju and will respond in writing to the committee's concern. The proposal was tabled until the next meeting on Dec 3.

Victor's Memo part 2

Returning to Victor's request from November 12's meeting, committee members were asked if they have seen Victor's proposal to which the answer was no with the exception of the chair and AVPAO. Kemi shared that many hours meeting to understand Victor's proposal has resulted in the following summary of their discussions:

- Proposal is straightforward – needs Forms A, B, C, E and F
- Courses were previously taught as experimental courses for two years and are now being proposed as permanent courses, MATH 109, 114
- Victor's concerns are:
 - Physical Sciences have no incentive to put the paper work through for CHEM 103, CHEM 114 and PHYS 130
 - SCWK 450 has no Form E and the department is not ready to create student learning outcomes for the course.
- My Recommendations to Victor
 - Submit the proposal for Math 109 and 114 as is with completed forms A, B, C, E and F.
 - Complete paperwork for the affected departments if you want to help expedite the proposal submission process and let them send it through as described in the UCC Manual.
 - Fill out form F for the non-mathematics courses while I follow up with Academic Affairs on the progress of consolidating forms E and F.

- Stay tuned on the directives on student learning outcomes from Senate and other stakeholder.

Since our last meeting **of November 12, 2015**, the following additional information **was presented**:

- Victor's proposal has not made it to the College Curriculum Committee.
- Victor wants to attach UCC approval to his proposal for CCC.
- Physical Sciences voted to support Math 109 and 114.
- Physical Sciences did not extend support to outside department to make changes for them.
- Physical Sciences is not in favor of bypassing the Department and CCC to initiate curricular changes on their behalf.

Committee members were reminded that procedural changes are within the purview of the committee but policy changes have to be approved by the Senate. Therefore, members are encouraged to continue to find ways to simplify the process for all proposal initiators within the confines of the current UCC policy and procedures as long as it fits the mission of the institution.

The committee was also briefed on the progress of forms E and F consolidation which was slated for discussion at the meeting. The consolidation is on hold because Trackdat administrators are concerned about some of the changes and would like to meet to discuss them. The meeting is scheduled for December 9.

The chair made the following recommendations:

If the proposal is a prerequisite change only, we should not require SLO on form E but they still need to fill out a form E and a form F.

For new courses, Forms E and F must be completely filled out.

For prerequisite only changes at the program level, form D will be required without the program outcomes along with simplified forms E and F as described above.

AVPAO further clarify that Department Head of Physical Sciences is willing to put the proposal through as required by the UCC Manual. AVPAO will work with Victor to put his proposal through and provide assistance to COB.

The committee was reminded that while it is not perfect, the UCC Manual is the curriculum proposal guide and should be followed until changes are made through the proper channels.

Meeting was adjourned until next scheduled meeting on Thursday, December 3.