

**Curriculum Committee  
February 6, 2020  
Minutes**

Present: Julie Bonner, Hongtao Dang, Sayantani Mukherjee, Clem Ehoff, Michael Goerger, Maria Sanders, Benjamin White, Sabrina Juhl, Bernadette Jungblut, Della Gonzalez, Trista Drake-Jones, Scott Robinson, Coco Wu, Mike Harrod, Mike Gimlin, and Mark Samples.

Absent: Alexis Daggett, and Heidi Henschel Pellett

Guest(s): None

Meeting was called to order at 3:11 p.m.

Ben moved to approve the agenda. Maria seconded and motion was approved.

Maria moved to approve the January 30, 2020 minutes. Clem seconded and motion was approved.

ADMG 383 Hold - Maria moved to have the committee move into Executive session for discussion and vote on the ADMG 383 Hold. Sabrina seconded and motion was approved.

Michael went over the process of Hold hearings with the committee.

The committee discussed the information presented from both parties.

Maria moved to uphold the hold petition. Clem seconded. The vote was a tie and failed. The Hold petition was denied.

**Approval Log**

Sabrina moved to approve CS 302, CS 370, CS 450, CS 465, CS 476, CS 492, EDF 502, EDF 503, EDF 507, EDF 508, EDF 567, ENG 330, ENG 332, ENG 333, ENG 518, ENST 300, ENST 400, ENST 455, FILM 250, 340, 342, 343, 344, 350, 360, 380, 431, 440, 450, 460, 470, 480, GEOG 382, GEOG 441, GEOG 456, 485, IEM 201, 330, 443, PHYS 303, SAA 583, STEP 302, DHC 102, ENG 381, FILM 479, GEOL 201, 202, 203, NUTR 534, SAA 590, 700, TH 160, Aerospace Studies Department Information, Environmental Studies Minor; Geography BS, Environmental & resource Geography Specialization; Human Resource Management Minor; Sport & Athletic Administration, MS (shared core); STEP Program Information; and Energy Studies Minor. Clem seconded and motion was approved.

SAA 545 and ENG 329 will be put on the 2/6 review log.

Variable topics - DHC is okay with their topics going out on the log. They would like any Hold hearings to take place with the advisory board. Michael talked about writing a MOU between curriculum committee and the DHC advisory board. It would be for three years. Mike Harrod indicated this could be a logistical nightmare to meet with their advisory board. Michael indicated he would try to put something together for the MOU.

**Review log**

#6 EET 343 Displayed learner outcome had a typo in it that the other did not. First outcome uses the term instrument. This is an appropriate term.

#13 NUTR 443 - Display vs other outcomes not the same number of outcomes. The displayed outcomes seems to be the full set. They are missing one from the top.

#15 SAA 540 - Outcome that uses “predict”.

#16 SAA 546 - Third outcome has many unnecessary commas. Last outcome does not have a verb. Starts out with “exposure”

#17 SAA 586 - Typo on the sixth outcome.

#### New Course

#1 ABS 301 - There is a typo. Michael will fix it.

#12 IT 300 - Concern about the courses being a low level. STEP 301 was part of NSF grant funding. Martha Kurtz and a workgroup came up with a common set of outcomes to duplicate this course. Michael will work with Martha on the outcomes. Pulled from the log.

#1 ABS 301 - There is a typo. Michael will fix it.

#3 CRBW 420 - CRBW first and last outcomes have concerns. On outcome one could just say “Define” instead of “demonstrate an understanding of”. Pull from log.

#### New Program

#2 Athletic Administration Specialization (courses have not been approved yet). Pull from log.

#18 Sport Administration Specialization - Pull from log.

Sabrina moved to send out for campus review #5 CS 392; #6 EET 343; #9 ENST 461; #11 GEOL 570; #13 NUTR 443; #14 PHYS 342; #16 SAA 546; #17 SAA 586; #1 ABS 301; #4 CRBW 493; #7 EMS 246; #10 ETSC 155; #15 SAA 540; #8 Engineering Technology Minor. Motion seconded and approved.

Chair update – The committee will meet next week to work on policies and procedures around hold hearings. The committee has a procedures manual and could put the procedure for the hold hearing in this document. Need to put in information that the committee will move into executive session for deliberation and vote. Policy and procedures that relates to holds should also be referenced in the procedure manual. Put in procedures that there will be a written ballot vote. We need to update the Hold petition form. Show us what is going on in the other course that is causing the concern. Adding some policy or procedure around these issues. Michael indicated he has requested a summer curriculum workgroup to work on policy and procedure. Should have workload associated with the workgroup. This group can make a recommendation to the committee next fall for changes. Michael indicated he would like to work on deadlines at the next meeting. Last year the committee moved the winter deadlines forward so need to get these out to campus.

Bernadette indicated that NWCCU requires that if a program has been offered for years, then if they change less than 25% of the credit hours it does not count as a new program for NWCCU.

Meeting was adjourned at 4:58 p.m.