

Curriculum Council

April 5, 2016 ~ 9:00-11:00 AM

Minutes

Theresa suggested adding her to the CC listserv and adding Prem & Richard to be on the GC listserv. Also suggested having a GC representative on the CC and vice versa.

Mina is not unwilling to continue on the CC

Janine is missing the 4/8/16 EC meeting

Voting members present: Tasha Biesinger, Allison Dorko, Norm Johnson, Prem Mathew, Tom Miller, Mina Ossiander, Carol Rivin, Ann Zweber

Voting members absent: John Bailey, Joan Gross, Michael Harte, Sue Helback, Barbara Muraca, John Schlipf, Ingrid Skoog

Anticipated absences: Anne Marie Deitering, Michael Harte, Barbara Muraca

Anticipated late arrivals: Allison Dorko, Shannon Riggs

Ex-officio members present: Academic Affairs - Janine Trempy; Extended Campus - Alfonso Bradoch for Shannon Riggs; Registrar's Office - Rebecca Mathern

Guest: Dorthe Wildenschild

Course Designator Proposal Strategy – Tasha Biesinger

- The Curriculum Council chairs would determine which Tier a proposal falls into. Tier 1 - would be reviewed immediately, which would rarely occur; Tier 2 - tied to a larger program change; and Tier 3 - for units that want to change the name for whatever (non-strategic) reason - Tier III proposals would be held and considered at during two meetings during the year.
- Comment - to Tier 2, add 'minor' degree or certificate proposals.
- Are firm deadlines needed for submission for evaluation during winter or summer breaks? Some felt that deadlines were necessary. For Spring, three weeks prior to Dead Week was discussed for Fall and Spring terms

Action: Janine will work with APAA and the Registrar to determine deadlines to include, and will revisit with the Council during an upcoming meeting.

- Remove phone number and 'Clinic' at the bottom of the document.

Reading and Conference Course as a Non-reading and Conference Course –

Rebecca Mathern

- Registrar's Office was notified copied CC chairs - informational - but guidance accepted. Unit offered CE 505 Reading & Conference as non-Reading & Conference courses. Students were negatively impacted because they reached the total number of repeat (courses excluded from GPA and credit count). Unit indicated it was the wrong course. They should have created a new course, or .., etc. Reading and Conference (R&C) offered in this way 6 courses in Engr; most created in last 2 years; the first time was about 6 years ago, but now is a permanently approved course. Several students have taken sequence of courses. Registrar told them to stop immediately; COE will offer in future terms but will figure out a better way. Registrar indicated that the Engineering dean would have to contact the Registrar's Office; unit will meet with dean and get back in touch with the Registrar. However, there are students who are being affected now.
- Maximum R&C credits? 16 credit hours are irrelevant since it wasn't a R&C course.
- It sounds like they took regular core courses and offered it in the easiest way possible for them. There are numerous graduate
- OSU allows units to have many instructors and many courses (many-to-many). It's difficult to determine if a R&C course is actually a R&C course. Most of the time the R&C is used with good intentions, but what the College of Engineering did was very intentional. Students have been short-changed and this situation should never have occurred.

- Should students be forced to go through a petition process? Students could go through legal channels and make OSU and the unit pay for the consequences. Students were ill-advised in this program. How can the culture be changed?
- Allison noted that students typically aren't aware that legal action is an option.
- When the number of students were questioned, the Registrar indicated that the college said it would take time to determine the number of students affected because there were six courses offered in this way.
- It was suggested that this issue be forwarded to the Graduate Council and suggested that the two Councils need to work in tandem and create a protocol. There needs to be a consistent way in which to address this issue if it occurs again.
- There was a suggestion to invite the unit chair to the Curriculum Council and ask what the units' plan is to rectify the issue.
- Rebecca stated that it's critical that there be no registrations for the 505 course for either summer or fall. The issue is to determine how to handle the current affected students.
- Tom felt that the unit may not have understood how serious the situation is; he also felt that the unit didn't do this intentionally.
- Rebecca noted that another issue is that the unit is offering courses which aren't reflected on the students' transcript. This situation also affects financial aid and graduation.
- This has become a culture in this unit. Prevention of academic integrity is going away.
- Tom will determine whether the incoming class will be impacted.
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Pending Approval Policy

- [Draft Policy](#) (see *Pending Approval.docx*)
- *Postpone to next meeting.*

DAS Revised Statement

- The revised document puts the weight on DAS and removes the sentence with which the Curriculum Council previously had an issue.
- There were no negative comments related the revised statement. The DAS revised Statement will appear on the April 14 Faculty Senate agenda as an Information Item.

1. Category II Proposal Approvals

All Curriculum Council members are asked to review the below proposals. Please inform Vickie Nunnemaker if there is a proposal(s) that needs to be discussed during the meeting. If there are no concerns, all of the below Category II proposals will be approved by a co-chair.

- #95668 – Natural Resource and Environmental Law and Policy – College of Agricultural Sciences (<https://secure.oregonstate.edu/ap/cps/proposals/view/95668>)
 - Change Undergraduate Minor– effective Fall 2016
 - Proposal changes one class for the required core, so that this minor will be available both on-campus and Ecampus.
 - Alfonso noted that the minor proposal has not yet been submitted to Ecampus. If the proposal is approved, the program website and catalog will not be in alignment.

Action: Prem will inform proposers that they either need to connect with Ecampus to get the minor approved by Ecampus before the proposal can move forward, or remove the reference that the minor will be available via Ecampus.
- #96109 – Health Management and Policy – College of Public Health & Human Sciences (<https://secure.oregonstate.edu/ap/cps/proposals/view/96109>)
 - Change Undergraduate Minor – effective Fall 2016
 - Propose to add H319 – Introduction to Health Policy (elective)
 - Propose to delete two electives for the Minor:

- H 431 - Healthcare Marketing
- H 468 – Financing and Administration of Long Term Care

Action: this proposal will be moved forward by the CC co-chairs

- #93673 – Recreation Resource Management, BS, CRED, HBS – College of Forestry (<https://secure.oregonstate.edu/ap/cps/proposals/view/96373>)
 - Change Undergraduate Major – effective Summer 2016
 - Proposal removes several courses that have been dropped from the catalog and adds some new required courses and course options.
 - Proposal also removes duplicate listings for two of the blocks.

Action: Prem will query the proposer to determine whether there are any changes to the learning outcomes.
- When there is a change to a major, and removing ?? How does it affect the mapping and learning outcomes? It was noted that it's sometimes difficult for units to change a program, the learning outcomes, and mapping at the same time.
- It would be helpful to reviewers to have the current and proposed learning outcomes, and associated mapping.

Report from the Co-chairs – Prem Mathew, Richard Nafshun

2. Report from Academic Affairs

- Cheryl asked Janine to remind CC members of upcoming dates:
 - April 8 at Noon -Registrar's deadline for Cat IIs for summer approval
 - May 13 at 9:00 AM - Category II proposals to be approved for Fall 2016
 - Are the deadlines on the APAA website, or somewhere online? Janine through it may reside on the Registrar's Office.
 - Vickie suggested compiling all of the curricular deadlines and distributing a message to all units at the beginning of Fall, Winter, and Spring terms, and include the link to the website. Vickie will work with Janine to compile the deadlines.
- APAA is working on a definition of 'expedited' proposals. Janine will present to CC for feedback before the list is finalized.
- Undergraduate program reviews finished: Languages, Liberal Studies Philosophy; this week Ethnic studies; May - Natural Resources & Communications, and University Honors College.
- 5 undergraduate program reviews in 2016-17;
- Brenda McComb presented program reviews to the BOT last week; they were impressed with process, engagement and outcomes.

3. Matters Arising

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Information Items:

- Any materials distributed during this meeting must be sent electronically to Prem Mathew, Richard Nafshun, and Vickie Nunnemaker prior to the meeting.
- APAA has updated two documents:
 - New Program Workflow (*see CPS NewProgProp.pptx*)
 - This workflow is related to degrees, certificates, new location for degrees, or a substantive change to programs.
 - It doesn't appear that this includes Ecampus, but Ecampus will be folded into this process when the new CPS is implemented; Janine will discuss with Gary.
 - Alfonso stated there is a note beside the Provost approval step that the Provost is the final approval step for extension to Ecampus.
 - Janine will confirm whether there is another workflow specifically for Ecampus.
 - One member felt that moving the liaison step further in the process is good.
 - Graduate degrees will have external review following liaison step. If necessary, the college will make revisions based on the feedback from the external review.
 - Communicate additional feedback to Gary Beach.
 - Category I Proposals: Full and Abbreviated (*see Cat I Table.docx*).

- The table is intended to assist Curriculum Council members who may receive requests about who to contact for documents required in Category I proposals, or what the various review and approval steps are for new degree, new certificate, new location, and substantive change proposals.
 - Need to add undergraduate program learning outcome evaluation. Add the CPS placement information comments that appear in the column - Prem is the contact.
 - This table is given to those who are considering submitted a proposal.
- Curriculum Council Cat I Possible Review Questions (see <http://oregonstate.edu/dept/senate/committees/curric/doc/CatIrev.pdf>)

Pending Issues:

- Course designator vs. Subject Code – S. Dawn (see 1/24/14 minutes)
- Comm courses
- MA, MS in Communication #82032 - <https://secure.oregonstate.edu/ap/cps/proposals/view/82032>
- Accessibility – invite DAS re: procedures to ensure programs are accessible?
- MOU & Articulation Process – verbiage from Gary
- Action Plan Review: Applied Visual Arts/Art, (see 11/2/15 JT msg)
- Minimum grade for grad level enforced pre-req in CPS is C rather than D- ~GB to draft policy
- Self-study parameters – Janine Trempy
- Revise course designator policy with deadlines (see 12/3/15 & 2/5/16 minutes)
- Course Designator AJ (Applied Journalism) – hold – discuss with AJ minor
- Course Designator AERO (Aerospace Engineering) – hold to discuss with AERO ug minor

Meeting Schedule

Friday, April 15 – 12:00-2:00 – 128 Kidder Hall

Tuesday, April 19 – 9:00-11:00

Friday, April 29 – 12:00-2:00 – 128 Kidder Hall