

## Curriculum Council

October 16, 2020

Via Zoom

Minutes

*Voting members present:* Allison Davis-White Eyes, Ping-Hung Hsieh, Eric Ianni, Arup Indra, Kate Lajtha, Pastey Manoj, Carol McKiel, Mina Ossiander, Seri Robinson, Dana Sanchez, Inara Scott, Eric Skyllingstad, Lan Xue

*Ex-officio members present:* Ecampus – Alfonso Bradoch, OSU Libraries – Hannah Rempel, Registrar’s Office – Rebecca Mathern, Undergraduate Education – Janice Nave-Abele

*Liaison members present:* Academic Advising Council – Mary Chuinard, OSU-Cascades – Kara Witzke,

*Guests:* Cory Buxton, Candice Clark, Meili Gunawan, Sue Helback, Marit Legler, Cyndie McCarley, Kellie Walker

### Welcome and Introductions

- Sanchez reviewed the mission and purpose of the Curriculum Council.

### Orientation

- Process Overview – Inara Scott
- Review [assignments table](#)
  - Each voting member will have three assigned colleges to review – see the assignments table.
- Review: Curriculum Council [checklists & process document](#)
  - Proposal liaisons – The appropriate individual to review a proposal is selected. If Academic Programs and Assessment (APA) feels that a role is missed, they will contact the originator and suggest an additional reviewer to be included. Outside of CIM one can send an email to an individual with access to a proposal and ask them to review and add a comment.
    - Lajtha indicated that because the CIM system directs all proposals to the same individual in Agricultural Sciences, the right people/departments may not be asked to review a proposal; Nave-Abele will work with her to try to address the issue.
    - Scott noted that the expectation is that if Council members know of other individuals who should review a proposal, they can email them directly and ask them to make comments on the proposal. Suggested that reviewers reach out to people in their college for additional information if there are proposals that need additional or different liaisons.
- Review: Curriculum Council [policy document](#)
- Helpful website: [APA CIM Support](#)

### CIM Overview – Janice Nave-Abele, Academic Programs and Assessment

- A slide show at [Media.oregonstate.edu/media/t/1\\_5y0csnuh/142010532](http://Media.oregonstate.edu/media/t/1_5y0csnuh/142010532) outlines how to find and respond to proposals in CIM.
- The easiest way to access a proposal is to search by key number.
- How do program and course reviews mesh when extending existing courses to Ecampus? The program extension goes through the Curriculum Council, but not the course extension. The only option is to review the proposal – it cannot be sent back for policy questions. It is expedited because programs are well vetted by Ecampus.
- For an on-campus program change, and courses have not yet been developed, are courses reviewed first? Nave-Abele responded that they can be done in tandem, but the program will not be placed in the catalog until all courses are developed. APA works with originators to ensure that courses are in the system – that was not required in the past.
- How are non-Ecampus program change proposals handled? Nave-Abele indicated that it is identical to a new program proposal, but with no off-campus reviewers. There is no budget review on a program change and the final level of review is the Curriculum Council, with no review and approval by the Faculty Senate.
- New program proposals are also reviewed and approved by the Faculty Senate Executive Committee, the Faculty Senate, provost’s designee, OSU Board of Trustees, Higher Education Coordinating Commission (HECC) and the NW Commission on Colleges and

Universities (NWCCU). It may take up to a year for all the levels of review to be achieved. In the last year, a pre-step was added that requires proposals to receive approval by the provost's designee and the statewide provost's council must be alerted to avoid a heated discussion at the end. The proposal is also provided to all college deans to review.

### **Activity: Curricular Proposal Review**

- **Education Graduate Major** (EDD, EDM, MS, PhD) – Change Graduate Major – Key 353 ([link to https://nextcatalog.oregonstate.edu/programadmin/?key=353](https://nextcatalog.oregonstate.edu/programadmin/?key=353))
- Cory Buxton, College of Education, explained that the program was being extended to an online modality.
- Scott inquired about staffing for new courses.
  - Cory stated that they were eliminating the existing face-to-face Corvallis-based program. This will enable the college to still meet the needs of students without them coming to Corvallis. There are no new courses.
- Scott inquired whether there is an additional step when ending an existing program.
  - Nave-Abele indicated that the face-to-face program will need to be terminated later; this proposal is just dealing with the extension piece.
- Buxton indicated that they were hesitant to terminate the face-to-face program prior to extending the program online – they recognize that the termination will occur once the new program is launched in Ecampus.
- Buxton explained that, previously, Oregon-licensed K-12 teachers needed to pursue a Master's degree; but that requirement was eliminated about 10 years ago, and many institutions experienced an enrollment decrease in their programs. OSU is unique since students earn both a Master's and licensure. The Corvallis-based program is a one-year intensive program, but they have heard from a number of potential students who are looking for a program they can complete where they live since traveling to Corvallis was a barrier because teachers need to work while taking classes. An OSU degree continues to be the aspiration of many teachers.
- McKiel noted a functionality difficulty – because the program is focused on the sciences, student teachers must be with a science/chemistry teacher. Students have had to travel between Corvallis, for face-to-face classes, and Salem, where they are student teaching because there are not enough science classes in the Corvallis area.
- Mathern noted that there needs to be provisions for a teach-out for those students in the one-year face-to-face program. Courses must be made reasonably available for a reasonable length of time.
- Buxton responded that they absolutely recognize that. He indicated that there are no part-time students in the program and full-time students in the current co-hort are expected to finish this year, so there is no need for a teach-out contingency. If one needed to take a leave of absence, they would need to be transitioned into the new program. The transition to the new program would begin at the end of summer 2021.
- Mathern noted that funding can be different from on-campus to Ecampus. It would be particularly important for military veterans whose VA funding would be significantly lower for living expenses if a degree program is 100% online.
- It was not clear from the proposal that the Corvallis-based program was being eliminated.

*Action: McKiel moved to approve the MS program; motion seconded and approved.*

- A comment in the proposal regarding a funding differential for any student in a position to transfer to the Ecampus program would be a concern to the Council.
  - Buxton stated that there are some foundation funds that likely would cover the difference between Ecampus and on-campus tuition.

### **Report from Undergraduate Programs – Janice Nave-Abele**

- Review the assignments table and spreadsheet containing proposals.

#### *Information Items:*

- Please advise Vickie at [vickie.nunnemaker@oregonstate.edu](mailto:vickie.nunnemaker@oregonstate.edu) if you'll miss a meeting.
- Curriculum Proposals in CIM (requires DUO access) – Both [course and degree proposals](https://apa.oregonstate.edu/curriculum-proposal-software-access) ([link to https://apa.oregonstate.edu/curriculum-proposal-software-access](https://apa.oregonstate.edu/curriculum-proposal-software-access))

- **Course Proposals** (link to <https://nextcatalog.oregonstate.edu/courseadmin/>)
- **Degrees/Non-course Proposals** (link to <https://nextcatalog.oregonstate.edu/programadmin/>) (majors, minors, locations/hybrid, substantive changes, academic units, moves, rename, reorganization, suspension, termination, new)

### Meeting Schedule

Wednesday, October 21 ~ 10:30-12:00 ~ Zoom – Mary Chuinard missing

Friday, October 30 ~ 10:00-11:30 ~ Zoom

#### Pending:

##### Degree Proposals

- *International Agricultural Development Graduate Minor – CM #60*
- **Education Graduate Major (EDD, EDM, MS, PhD) - Change Graduate Major – Key 353** link to <https://nextcatalog.oregonstate.edu/programadmin/?key=353>
  - 10/16/2020 – Approved by Curriculum Council

##### Policies

- **Credits/Contact Hours**
  - *Students earning 4 credits for 3 contact hours – Rebecca Mathern; See [background information](#).*
  - *On April 10, 2020, Takata requested from Mathern for more information/clarification about the contact hour definition for waivers, specifically by sharing the Federal policy/agreement on contact hours that OSU signs off.*
  - *SWLF waiver of 1 cr when courses moved from 3 to 4 credits due to lack of classroom space. 3/2/20*
  - [SWLF MOU](#)
- **Accreditation Standards**
  - *11/1/19 – Registrar's Office annually runs a credit-hour review report to identify discrepancies between a course's hours and credits. Registrar requests that the CC members review the identified discrepancies. Following review, CC, members to decide if J. Bunnage from accreditation should come to a CC meeting to discuss the discrepancies and possible resolutions.*
- **Definitions (lab, recitations, etc.) – issue raised about the definitions Bacc Core is using and how they are interpreting the definitions with regards to Ecampus courses**
  - *See Policies - [Schedule Type \(APA site\)](#)*
- **Ecampus – Delivery of Instruction**
- **Hybrid Courses – G. Beach requested to revise based on 4/17/18 CC comments; req 4/26/18**
  - *9/24/19 – Cub Kahn, Shannon Riggs and Gary Beach reviewing the final draft*
  - *11/1/19 – Tentatively scheduled to be discussed*
  - *11/?/19 – A. Gitelman & L. Templeton to review – no review mtg scheduled*
  - *2/26/2020 – R. Mathern will talk with her team, A. Gitelman, Financial Aid and J. Bunnage to determine what it would take to implement the policy; she will then review with Curriculum Council within a month.*
  - *2/26/2020 – Once the Hybrid Course Policy is approved, discuss the issues related to a course designated as face-to-face, but the instructor chooses to place a large amount of the course material online, is this allowed? Is there a policy that addresses this situation? C. McKiel is communicating concerns to R. Mathern.*
- **Learning Outcomes – 2/29/2020 – A. Gitelman and R. Mathern to draft a policy regarding submitting a change course proposal to CIM when a course's learning outcomes are changed.**
  - ⊖ *Course Specific Measurable Student Learning Outcomes: See [Student Learning Outcomes](#) for a definition and instructions*
- **Majors – 5/23/2018 – Action: Tabled – R. Mathern will resolve some of the CIM issues; needs to relate to Academic Regulations; CC will review after revised**
  - *Not approved in 2017-2018 ~VN*
  - *2/26/19 – to be finalized after the CIM rollout*
- **Minimum Class Size – 5/23/2018 – Action: R. Mathern will work over the 2018 summer to create a more coherent policy**
  - *1/18/2019 – Mathern will determine from Gitelman if review needed prior to accreditation*
  - *2/26/2019 – per RM and A. Gitelman – HOLD – will not be reviewed prior to accreditation visit*
- **Minors – 5/23/2018 – Action: R. Mathern and M. Ossiander will review over the 2018 summer and propose combining Minors and Options**
  - *Review on 2/22/19 with Options (tentative)*
- **Non-credit Coursework Policy – Prem Mathew is requesting review**
  - *2/1/19 – subcommittee of P. Mathew, P. Diebel, R. Mathern, R. Garagnani, L. Shirley will draft a structure for the CC to review*
- **Options – 5/9/2018 – Tabled until recommendations from Rebecca and Mina are brought forward for consideration – this likely won't occur until Fall 2018s**
  - *Review on 2/22/2019 with, or after, Minors (tentative)*
    - *Revisions made to policies by other entities, but not reviewed or approved by the Curriculum Council.*
    - *Syllabus – Minimum Requirements: Syllabi*

- Although recent revisions were approved by the Curriculum Council, originators felt that sentence 1 seemed to contradict sentences 2 and 3 and interpreting the language as being required to submit all syllabi versions regardless of whether it's a Baccalaureate Core course.
- 5/29/2020 – additional [revisions](#), appearing in blue were approved.

#### **Undergraduate Academic Program Reviews**

- Dept. of Ag Ed & Ag Science – early to mid-April 2020
- American Studies B.S. – Reviewers: Candice Clark, Allen Thompson – this is an OSU-Cascades-only degree, and the site visit will take place at OSU-Cascades April 21-23, 2019
- Environmental Sciences B.S. (tentatively scheduled ~~week of February 3-8~~ March 18-20, 2019 – APA is working on securing external reviewers) – Rebecca Mathern, ~~Carol McKiel~~ Terry Rooker

#### **Course Designators**

- None pending

#### **Miscellaneous**

- Discuss review and approval of Ecampus proposals
- Professional Degrees Workgroup appointed during 2/22/2019 CC meeting
  - Members: Gary Beach, Theresa Filtz, Lisa Ganio, Rosemary Garagnani, Rebecca Mathern, Ann Zweber
- Undergraduate Academic Program Review/Unit Review Discussion
  - The January 15 discussion summary is in [BOX](#).

*Note: yellow shading indicates dates items were approved or dispensed with.*

From Me to Inara Scott: (Privately) 10:57 AM – We earlier talked about the possibility of asking program reviewers prepare a brief written piece about a proposal in case they can't be present when the proposal is scheduled to be discussed. Was there a decision about this?

From Inara Scott to Me: (Privately) 11:01 AM – No, and that's a great point. We should talk about that after the meeting.

From Mathern, Rebecca A to Everyone: 11:23 AM – When you terminate a program, you need a "sunset" plan (or a teach out plan). I just want to be sure there is a plan for this program if students are not done when it is terminated if they are unable to do the online version.

From Mathern, Rebecca A to Everyone: 11:29 AM – Funding for VA students is (can be) significantly different for on-campus vs online programs. Just an FYI. Seems like this will work just fine for this program but we can always help!

From Ianni, Eric Brandon to Everyone: 11:30 AM – VA funding for 100% online degrees is significantly lower when it comes to living expenses. We get half of the national average of housing allotment instead of for where they actually live.

From Candice Clark to Everyone: 11:33 AM – I was also trying to make the point about students such as those receiving VA funding. This could present a major obstacle to those students.