

# Curriculum Council

March 8, 2019

Minutes

*Voting members present:* Wesley Brewer, Candice Clark, Jake Hamblin, Michael Harte, Carol McKiel, Jeff Reimer, Terry Rooker, John Schuna, Michele Swift, Allen Thompson, Ann Zweber

*Voting members absent:* Richard Nafshun, Seri Robinson

*Ex-Officio members present:* Extended Campus – Reni Powell; Faculty Affairs – Gary Beach; Graduate School – Rosemary Garagnani; Registrar’s Office – Rebecca Mathern; University Libraries – Jane Nichols (remote)

*Liaison members present:* OSU-Cascades – Andrew Ketsdever (remote)

*Guests present:* Mike Jefferies, Belinda Sykes

## Category II Proposals

- The proposals in the attached file will be approved following the [March 8, 2019](#) meeting.
  - There was a request to hold proposal #106080 – Merchandising Management, BS, CRED, HBS – Change Undergraduate Major
    - The proposer will be requested to edit the bolded numbers so they add up to 180 credits.
- The proposals in the attached file will be approved following the [March 15, 2019](#) meeting.
- *The below Category II non-course proposals are on the above spreadsheets, but are also listed separately to bring them to your attention.*
  - March 8 list:
    - Business – MSB #106354 – Change Graduate Major
    - Computer Science #105049 – Change Undergraduate Minor
    - Apparel Design – BS, CRED, HBS #106051 – Change Undergraduate Major
    - Design and Innovation Management – BS, CRED, HBS #101601 – Change Undergraduate Major
    - Interior Design, BS, CRED, HBS #106062 – Change Undergraduate Major
    - Merchandising Management, BS, CRED, HBS #106080 – Change Undergraduate Major
  - March 15 list:
    - Education – EDD, EDM, MS, PhD #105979 – Change Graduate Major
    - Landscape Analysis #106105 – Change Undergraduate Option
    - Naval Sciences – U.S. Marine Corps #106253 – Change Undergraduate Minor

**CIM System Presentation** – Mike Jefferis, Associate Registrar for Catalog, Curriculum, Scheduling; Rebecca Mathern, Registrar; Belinda Sykes, Catalog Coordinator

- Demonstrate CIM
  - Review the process that the stakeholder/implementation team has followed to date
- Jefferis demonstrated various elements of CIM.
  - Prior to implementation, CIM will offer two-hour training sessions over two-days for on-campus users.
    - The Academic Programs and Assessment Office and the Registrar’s Office will offer additional training sessions. Mike noted that they might do a Webex session for OSU-Cascades faculty.
    - Ketsdever noted that training at OSU-Cascades or via Webex would be welcome.
  - Garagnani noted that some materials are now in 2-3 places, and she requested that all be combined. Mike stated that they will think about ways to keep everything together.
  - The Board of Trustees has a separate set of questions and an organization step – is that built-in to CIM? Rebecca indicated that they will evaluate whether to force it online or request it from the college leadership.
  - Mike noted that other questions could to be emailed to him.

## **Pending:**

### **• Cat I Proposals**

- *Biological and Ecological Engineering – MENG #99844 – Change Graduate Major – Wesley Brewer, Nick Fleury*
  - *3/4/19 – Pending approval by Graduate Council*
- *Business Analytics #106038 – New Undergraduate Degree Program Proposal – Terry Rooker, Allen Thompson*
  - *2/2/19 – approved by Budgets; 3/1/19 – Curriculum Council approved; moved to EC*
- *CyberSecurity #105390 – New Undergraduate Certificate Program Proposal – Anne Zweber, Wesley Brewer*
  - *2/25/19 – EC requests CC to review of revisions to proposal; 3/1/19 – Curriculum Council approved; moved to EC*
- *Engineering Management #104678 – New Graduate Certificate Program – Wesley Brewer, Carol McKiel*
  - *2/28/19 – Approved by Budgets & Fiscal Planning Committee*
  - *3/4/19 – Pending Graduate Council approval*
- *Rural Policy Online Graduate Certificate #105628 – New Certificate Program Proposal – Rebecca Mathern, Jeff Reimer*
  - *2/12/19 – approved by Budgets & Fiscal Planning Committee*
  - *3/4/19 – Pending approval by Graduate Council*
- *Russian Studies Undergraduate Certificate #100119 – Termination of an Academic Program Proposal*
  - *3/1/19 – CC approved – moved to EC*

### **• Policies**

- *Experimental "X" Courses*
  - *3/1/2019 – Curriculum Council approved w/no additional revisions*
- *Hybrid Courses – G. Beach requested to revise based on 4/17/18 CC comments; req 4/26/18*
- *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 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 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 – subcomm 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 2018*
  - *Review on 2/22/2019 with, or after, Minors (tentative)*
- *Professional Degrees Workgroup appointed during 2/22/2019 CC meeting*
  - *Members: Gary Beach, Theresa Filtz, Lisa Ganio, Rosemary Garagnani, Rebecca Mathern, Ann Zweber*
- *Category I External Letters Requirement – Proposal to Discontinue*
  - *Undergraduate Cat I proposals have been required to include external letters of support from other institutions in the Oregon system, except when an existing program is moved to another location.*
  - *Portland counts as a new location, but most programs are hybrid. Still uncertain what percentage of a hybrid is face-to-face to count that as a new program in a new location.*
  - *Previously OUS required these external letters; however, HECC has no such requirement. It was discovered that OSU is likely the last Oregon institution that still requires external letters.*
  - *3/1/2019 – Curriculum Council voted to discontinue requiring external letters of support for Category I proposals from other Oregon institutions.*

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

- *American Studies B.S. – this is an OSU Cascades-only degree, and the site visit will take place at OSU Cascades (Spring term) – Reviewers: Candice Clark, Allen Thompson*
- *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*
- *Music UAPR Action Plan – Michael Harte, Michele Swift – materials in secure site*
  - *Action Plan – CC review on January 18.*
  - *1/18/19 – sent back to unit with comments*

- *Sociology B.A./B.S. (this can be held during Spring term if necessary) Reviewers: Jeff Reimer, Carol McKiel*
- *Joint review for two undergraduate programs housed in the same department, aka Applied Economics – March 3-5, 2019 – APA has external reviewers secured – Reviewers: Michael Harte, Michele Swift*
  - *B.S. Agricultural Business Management*
  - *B.S. Environmental Economics and Policy*
- **Miscellaneous**
  - *Discuss review and approval of Ecampus proposals*

*Note: yellow shading indicates items approved at the prior meeting.*