

MINUTES
COLLEGE OF ARTS AND SCIENCES
CAS Undergraduate Curriculum Council

MEETING: September 21, 2017 - 2:30 p.m., Scates 212

PRESENT: L. Anderson, P. Bridson, T. Britt, D. Burnette, M. Duke, S. Elswick, G. Enck, A. Johnson, P. Krech, D. Laumann, W. Madlock, R. Marczynski, L. Menson-Furr, V. Phan, H. Sable, F. Sabri, K. Schultz, B. Taller, S. Wrobel, A. Windsor, L. Zhang

ABSENT: R. Kelz

PRESIDING: D. Tollefsen; V. Tardugno, recording secretary

- I. Welcome to new and returning members – Everyone introduced themselves.
- II. Curriculum Process –
 - a. Deadline for curriculum for October is Saturday, September 30th.
 - b. Program Changes – Number of credit hours or adding credit hours to your program or significant changes to the program or if you are proposing new concentration, new minors need to be submitted in the Fall.
 - c. Minor Changes/Additions - Course revisions, name changes, etc. are on a rolling submission through the academic year.
 - d. Significant changes will still be done once a year in March. Dr. Graves asked if each form that is labeled to the code given by Dr. Tollefsen should be sent individually or in one email. The answer is one email.
- III. Catalog/AcuLog issues
 - a. News – We, Debra Turner, now have access to edit our online catalog. Email Debra Turner at dmturner@memphis.edu and cc Dr. Tollefsen at dtollfsn@memphis.edu with your edits in the future.
 - b. We are still working on, wording and content consistency. We may go on your page and change something and then we will email you to review the changes that were made.
 - c. The graduate catalog is on the same page as the undergraduate catalog—use the drop down menu to choose the appropriate catalog. Make sure that you are choosing which catalog you would like to view. Check your catalogs regularly to make sure everything is correct.
- IV. Update on CurricuLog
 - a. Next fall is when this should be up and rolling but we will be piloting soon.
 - b. The next step is to get everyone set up in the system. We have a document that will help layout which individuals your department wants in which role. We will send out this document to the Departments.. Dr. Tollefsen suggests that you put yourself, your chair or a staff member as the originator(s), meaning that you are the people who bring us the forms. You can get with Karen Thurmond and set up committees for your departments. The pins are not currently up and running but Karen Thurmond is working on this. If you would like to set it up that when a faculty member wants to propose a new course that they are the originator, you can but it is not necessary. You can plug in whomever you want into these roles. You will need to fill out the document and work with Karen Thurmond to get those roles set up.
 - c. We are still processing how our committee will work for CurricuLog. We will pilot a proposal soon.

- d. Karen Thurmond is working on a step by step instructional guide on how to do proposals. We will designate a meeting in the Spring for a Curriculog walk through/training. We are going to continue the paper process until the kinks are ironed out.
- V. Graduate School curriculum update – The graduate school has transitioned their catalog to the same format as the undergraduate catalog. The graduate school is now on the same submission basis that the undergraduate is on. Ex: 4/6 level courses
- VI. Curriculum submissions
 - a. Anthropology – Dr. Duke explained their proposals.
 - a. Dr. Sabri asked if there are prereq's required. The answer is currently no because the department wants other majors to take the course. Dr. Bridson asked is there a classification requirement. The answer is no. Dr. Windsor and Dr. Taller suggested that having a permit required on the course may be beneficial.
 - b. Vote: Favor – 18, Opposed – 0, Abstained - 0
 - b. Math – Dr. Windsor explained their close out courses, changes and proposals
 - a. Dr. Bridson asked if the ALEC test needs to be retaken for MATH 1710 if someone passes the MATH 1420 course. Answered – A decision has not been made on this topic.
 - b. Vote: Favor – 18, Opposed – 0, Abstained - 0
 - c. Philosophy – Dr. Anderson explained their proposal
 - a. Vote: Favor – 18, Opposed – 0, Abstained - 0
 - d. Political Science – MR. Madlock explained their proposal
 - a. There were issues raised with the content of the course description.
 - b. We have tabled this topic until October
 - e. Psychology – Dr. Sable explained their proposal
 - a. Vote: Favor – 18, Opposed – 0, Abstained - 0
 - f. Social Work – Dr. Elswick explained their proposal
 - a. Dr. Windsor asked if this goes to THEC. The answer is yes.
 - b. Question – Will the structure as far as positions be edited? Answer – No, because no extra resources are being requested. This is to help in the rankings.
 - c. Vote: Favor – 13, Opposed – 0, Abstained – 5
 - d. Question – How will Social Work be structured since they are housed in SUAPP which is already a School? Answer – The same because are no other resources being requested.
 - e. Request to table discussion..
 - f. Vote to resend prior vote: Favor – 15, Opposed – 1, Abstained – 2
 - i. The committee needs more clarification
 - g. We have tabled this topic until November (Social work chair and representative cannot attend October meeting but will be present during November meeting)
- VII. HIP Definitions
 - a. Provost called a meeting about the High Impact Practices courses. The HIP courses must be tracked and defined. Dr. Menson-Furr informed us that there is a follow up meeting that will occur to decide the parameters of these definitions. Examples of courses: Capstones, Study Abroad, etc.
 - b. Biggest concern is that a department who is not truly producing HIP courses will be defining the HIP courses.
- VIII. GPA issue
 - a. Postponed until the October meeting. This topic was not discussed at the UUC meeting.
- IX. Meeting adjourned