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University Curriculum Committee Meeting
Materials

University Curriculum Committee

9-9-2021

University Curriculum Committee Meeting Minutes - September 9, 2021

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Governors State University
University Curriculum Committee Meeting Minutes

September 9, 2021, 1-3 pm Virtual via Zoom

Members present: Glenna Howell, Liam Lanigan, Megan McCaffrey, Roberta O'Shea, Lisa Pennington, Nafees Qamar, Ujvala Rajadhyaksha, Cynthia Romanowski, Steven Sharp, Uday Shinde, Shirley Spencer, Andrius Tamulis, Catherine Tymkow, Ellie Walsh

Members absent: None **Guest:** Colleen Sexton

- I. Call to Order: UCC Chair-Catherine** Call 1:03
- II. Welcome to new members-**Catherine welcomed new members and returning members. Introductions given by new members and what college they are from.
- III. Faculty Senate President Welcome Message-Marlon Cummings (deferred to 9/23)** will join on us on the 23 because of conflicting meetings.
- IV. Associate Provost Message and brief presentation-** Thanked the committee members for serving on this committee because it is a lot of work. She has seen an increase in the quality review and this has been helpful when dealing with HLC. She appreciates holding programs responsible for making sure that syllabi are updated and that Curriculog entries are accurate. There is a program coming through that will allow Curriculog and Colleague to communicate. Appreciates the working relationship she has with the leadership.

UCC may need to make a definitive statement that both Unit A and Unit B faculty can be originators of new and revised syllabi; although the Faculty Sponsor listed on the master syllabus should be Unit A, the name of the Unit B originator may be listed as Instructor. Listing the Unit B as originator is important for two reasons: it gives credit to the person who did the creative work and it provides documentation for the Unit B faculty to include in their retention portfolios.

The federal government is maintaining the Devos rule that, if more than 50% of a program's course work is available online—including the general education courses required as part of degree completion—that program is considered an online program. She also explained that HLC now considers that any changes (made after its April 2020 review) that comprise 25% or more of the program's offerings constitutes a "Substantive Change." Included in the calculation of that 25% are any changes made to General Education requirements that are part of a college's or unit's program. If a program revision meets the criteria for classification as a "Substantive Change," we must submit it for HLC approval. When questioned about the ramifications in terms of time involved in attaining HLC approval, Dr. Sexton replied that HLC can conduct some "Substantive

Change” reviews internally, which can be completed relatively quickly. However, HLC may require that others undergo revision by a panel, which would require more work and could take a significantly longer time, perhaps a year. Questions arose about the types of changes that fall under the criteria for “Substantive Change,” and Dr. Sexton promised to share the HLC presentation with us and suggested to start on slide 7. Relevant changes include not only changes in credit hours, but also those in student learning outcomes.

We questioned: If programs change 25% or more of their requirements, does that mean that programs cannot implement those proposed changes until HLC has approved them? Dr. Sexton emphasized that we must have HLC approval in order to obtain federal Financial Aid funding for programs. This federal eligibility requirement has serious implications. For example, if a course is not listed as a program requirement, but is a prerequisite for other required courses, the student will have to pay out of pocket, because prerequisites are not eligible for federal financial aid funding. Programs might choose to deal with this by revising curriculum to redesignate current prerequisite courses as required courses. We asked whether such a change would need to go through the UCC and APRC review processes and Dr. Sexton replied that we should see what courses have already been approved and perhaps such decisions would be made at the Associate Provost level.

- V. Select officers and liaisons** - deferred to 9/23 so that Marlon Cummings can oversee the election as Faculty Senate President.

VI. Review of May 13 minutes- Approved unanimously

- VII. Brief orientation to new members and process discussion**- Discussed the process of pairing returning members of the committee members with new members, prioritizing programs and new courses and helping originators of program proposals and program members understand that the committee cannot be expected to accept last minute submissions. Additionally, there seems to be some conflict between Quality Matters provisions and the current syllabus templates. It was noted that QM is supposed to be based on the quality of the course not the content of the syllabus. A meeting will be scheduled with the QM committee to clarify differences. Finally, L. Pennington sent members a copy of curriculum submission checklist used in COE for all members to review/use if helpful. It was also noted that the Curriculum PowerPoint guidelines/processes are located on the Faculty Senate/Curriculum Committee link in the GSU portal.

VIII. Follow ups: Status updates

PHYT – 7751, 8820, 8830, 9810 Approved via email 8/12/2021
COUN 8852, 8858, 9997, GEOG 4470 F2F & Online,
IFDI 6702 & 8800 Approved via email 8/27/2021
PSYC 3520, 3602, 3675 and COMM 4312 Approved via email 9/1/2021
OCCT Therapy Curriculum – Tabled for next meeting
EDUC-4380 (new course) Hybrid & F2F Approved
EDUC-6380 (new course) – Hybrid & F2F Approved via email 9/10/2021

EDUC-4390 (new course) Hybrid & F2F Approved
EDUC-6390 (new course) – Needs catalog description to distinguish from 4390
PJSJ 6440 – Approved Hybrid
NURS 8611--tabled for next meeting 9/23
NURS 8701- tabled for next meeting 9/23

IX. Programs for Approval-Review status next meeting 9/23

Early Childhood Ed. BA Licensure
Early Childhood Ed BA Non-Licensure
Early Childhood Ed. MA Initial Licensure

X. Syllabi for review next meeting 9/23

- A. CPSC 4342a
- B. IT 4342
- C. MATH 2281 (is on Google drive) –
- D. ACCT 3152 (is on Google drive)
- E. BBED 4520/6520 – (is on Google drive)
- F. EDCP 2101/6101 (is on Google drive)
- G. SPED 2100/6101 (is on Google drive)
- H. EDUC 3410/7410
- I. Certificate ECSP
- J. Other Syllabi as noted on spread sheet

XI. Other: Next Meeting: September 23

Catherine requested volunteers to operate the shared drive for the next meeting

XII. Meeting adjourned at 3:06 PM