**UNDERGRADUATE CURRICULUM COMMITTEE**

**ACADEMIC AFFAIRS CONFERENCE ROOM**

**January 27, 2011**

**Chair Pam Petty called the meeting to order at 3:45 P.M.**

**Members present were: Micah Bennett\*, Lauren Bland\*, Ashley Chance-Fox\*, Freida Eggleton, Andy Ernest, Sylvia Gaiko, Dennis George, Kacy Harris, Molly Kerby\*, Joan Krenzin, Marge Maxwell\*, Brent Oglesbee\*, Pam Petty\*, Retta Poe, Francesca Sunkin\*, Carol Watwood\*, Kate Webb\*, John White\*, Dennis Wilson\*.**

**\*Indicates voting members**

**APPROVAL OF MINUTES**

Chair Petty asked if there were any corrections/additions to the minutes of December 14, 2010. They were approved with revisions Revisions included adding the comment “editorial changes were noted and corrected for the official record” for ECON 497 and MATH 497; changing terminology “new course” to “multiple revisions” for CS 443 and CS 450; and the general announcement that all HIM course proposals approved in December did not indicate that the course numbers should have a C designation – the minutes recognize the C designation. It was the committee’s intent to have the C designation in place.

**OLD BUSINESS**

Provost Emslie addressed the committee regarding exceptions to an academic policy – Ref #575, Technology Management. He passed out a handout that included a chart that reflected the current policy, current waiver programs and the proposed policy as appropriate to individual programs. After some discussion, John White moved to refer this policy to the Academic Policy Subcommittee. The motion was seconded by Molly Kerby. The motion carried. It was announced that stakeholders in this policy should contact Marge Maxwell. Marge Maxwell stated she would contact the stakeholders regarding when the subcommittee was going to meet so that everyone could be at the table together.

John White moved that the form recommendations from the Steering Committee be postponed until after all curriculum was approved. The motion was seconded by Molly Kerby. The motion carried.

After discussion and approval of curriculum, Retta Poe read through the changes they made to each form and its corresponding guidelines. Below are the changes made to each form:

**Proposal to Create a New Certificate Program Form and Guidelines:**

Form

* Addition of “Section 1.5 Classification of Instructional Program (CIP)”
* Addition of lines in Section 7 Date of prior committee approval – “Contact with Office of Academic Affairs” and “Board of Regents”
* Removal of line in Section 7 Date of prior committee approval – “General Education Committee (if applicable)”

Guidelines

* Removal of last sentence in bullet five – “The Classification of Instructional Program (CIP) code will be assigned by the Vice President for Academic after the new certificate program receives final approval
* Addition of bullet eight – “Item 1.5 the six-digit CIP code for the proposed program may be obtained from the Office of the Vice President for Academic Affairs.”

**Proposal to Create a New Major Program Form and Guidelines:**

Form

* Addition of line in Section 4.3 Program Delivery: “(include anticipated % delivery online)
* Addition of line in Section 7 Date of prior committee approval – “Board of Regents”
* Removal of line in Section 7 Date of prior committee approval – “General Education Committee (if applicable)”

Guidelines

* Addition of bullet under Identification of proposed program – “Item 1.2 the academic degree type should list the degree type based on those currently granted by the institution. If proposing a new academic degree type, a separate proposal must be submitted either previous to the proposal for a New Program or simultaneously.

**Proposal to Create a New Minor Program Form and Guidelines:**

Form

* Addition of “Section 1.5 Classification of Instructional Program (CIP)”
* Addition of line in Section 7 Date of prior committee approval – “Board of Regents”
* Removal of line in Section 7 Date of prior committee approval – “General Education Committee (if applicable)”

Guidelines

* Addition of bullet eight – “Item 1.5 the six-digit CIP code for the proposed program may be obtained from the Office of the Vice President for Academic Affairs.”
* Addition to program description – Item 4.3 should indicate the percentage of the program that will be offered online.

**Proposal to Revise a Program Form and Guidelines:**

Form

* Form reflected a new model/layout for presenting program revision information.
* Removal of line in Section 6 Date of prior committee approvals – “General Education Committee (if applicable)”

Guidelines

* No changes were noted

It was noted that these forms require one more reading by the committee.

**NEW BUSINESS**

Sylvia Gaiko passed out a handout regarding the online version of the TOEFL. She suggested that due to the fact that the computerized version of the TOEFL is no longer available, the reference to the computerized version needs to be eliminated from all print materials and the WKU catalog for the coming year.

**REPORT FROM THE POTTER COLLEGE OF ARTS AND LETTERS CURRICULUM COMMITTEE**

**Action Agenda:**

John White moved approval of the following **new course from the Department of Philosophy and Religion:**

Course Title: RELS 408 Religion and Ecology

Credit Hours: 3

Prereq/Coreq: One course in Religious Studies or permission of instructor

Listing: The study of different religious perspectives on ecology.

Implementation: Spring 2012 (date changed in meeting)

The motion was seconded by Molly Kerby. The motion carried.

John White moved approval of the following **program revisions from the Department of Philosophy and Religion:**

Program Title: Minor in Religious Studies

Reference Number: 447

Identification: There are four changes being proposed: 1) dividing the “Traditions”

requirement into two categories, with students being required to take at

least one course from each category; 2) adding courses outside the

program to serve as “Electives” for the minor (though requiring that at

least 6 hours of electives be in RELS courses); 3) adding RELS 311 to the

“Religious Texts” category; 4) deleting the wording in the elective

category that pertains to the study of languages.

Effective Catalog Year: Fall 2011

Program Title: Major in Religious Studies

Reference Number: 769

Identification: There are four changes being proposed: 1) dividing the “Traditions”

requirement into two categories, with students being required to take at

least one course from each category; 2) adding courses outside the

program to serve as “Electives” for the major (though requiring that at

least 9 hours of electives be in RELS courses); 3) adding RELS 311 to the

“Religious Texts” category; 4) deleting the wording in the elective

category that pertains to the study of languages.

Effective Catalog Year: Fall 2011

The motion was seconded by Brent Oglesbee. The motion carried.

**Consent Agenda**

John White moved approval of the following **Consent Items:**

**English Department:**

**Course Revisions:**

Course Title: ENG 402 Editing and Publishing

Current Prereq: 9 hours of writing beyond General Education courses

Proposed Prereq: either ENG 306 or ENG 307 and one additional upper-level professional

writing class

Implementation: Fall 2011

Course Title: ENG 100 Introduction to College Writing

Current Listing: *Minimum score of 16 on English section of ACT or successful completion*

*of 055 with a grade of “C” or better. Students with ACT English scores of*

*16 and 17 will be required to attend ENG 100E sections which include an*

*extra hour of class time.* Emphasizes writing for a variety of rhetorical

situations with attention to voice, audience and purpose. Provides practice

in development, organization, revision and editing. Introduces research

skills.

Proposed Listing: *Minimum score of 16 on English section of ACT or successful completion*

*of 055 with a grade of “C” or better. Students with ACT English scores of*

*16 and 17 will be required to attend ENG 100E sections which include an*

*extra hour of class time.* Emphasizes writing for a variety of rhetorical

situations with attention to voice, audience and purpose. Provides practice

in development, organization, revision and editing. Introduces research

skills.

Implementation: Fall 2011

**Modern Languages Department:**

**Course Deletion:**

Course Title: ARBC 387 Arabic II

Implementation: Fall 2011

The motion was seconded by Kate Webb. The motion carried.

**REPORT FROM THE OGDEN COLLEGE OF SCIENCE AND ENGINEERING CURRICULUM COMMITTEE**

**Action Agenda**

Carol Watwood moved approval of the following **program revisions from the Department of Mathematics and Computer Science:**

Program Title: Major in Middle Grades Mathematics

Reference Number: 730

Identification: Establish admissions requirements.

Current Admissions Requirements: None

Proposed Admissions Requirements: Students who wish to declare a 730 Middle Grades Mathematics major will initially be designated as “seeking admission” until the following requirements have been satisfied: 1) Complete MATH 117 and MATH 136, or MATH 136 and MATH 137; and MATH 205, with a grade of C or better in each course; 2) Have an overall GPA of at least 2.4 in all middle grades mathematics program courses (MATH 117 and above) completed prior to admission. (If a course is repeated, then the second grade is used to compute the GPA. If a course is repeated multiple times, then the average of all grades after the first attempt is used to compute the GPA.)

Effective Catalog Year: Fall 2011

Program Title: Minor in Mathematics

Reference Number: 417

Identification of proposed program changes: 1) Delete “Minor Certifiable for Teaching Secondary Mathematics”; 2) Modify course numbers, titles and credit hours to reflect previously approved changes: MATH 126 Calculus and Analytic Geometry I (4.5 hours) to MATH 136 Calculus I (4 hours); MATH 227 Calculus and Analytic Geometry II (4.5 hours) to MATH 137 Calculus II (4 hours); MATH 327 Multivariable Calculus (4 hours) to MATH 237 Multivariable Calculus (4 hours); and MATH 329 Probability and Statistics I to MATH 382 Probability and Statistics I (3 hours); 3) Delete MATH 122, 132, 232 as options for the calculus sequence; and 4) change the number of 300/400-level courses required to compensate for the reduction in hours for the calculus sequence.

Effective Catalog Year: Fall 2011

The motion was seconded by John White. The motion carried.

**REPORT FROM THE UNIVERSITY COLLEGE CURRICULUM COMMITTEE**

**Consent Agenda**

John White moved approval of the following **Consent Items:**

**Commonwealth School Liberal Arts & Sciences Division:**

**Creation of a Course Equivalent:**

Course Title: PS 260 Intro to Comparative Politics

Credit Hours: 3

Proposed Title: POLS 260C Intro to Comparative Politics

Implementation: Summer 2011 (date changed in meeting, UCC chair talking with

University College for approval of date change)

The motion was seconded by Molly Kerby. The motion carried.

**Action Agenda**

John White moved approval of the following **new programs from the Commonwealth School Business Division:**

Program Title: Computer Literacy Certificate

Required Hours: 12

Catalog Description: This certificate provides the necessary skills for software use and the

Internet. Students will gain the knowledge and skills that will help them become confident computer users. The emphasis will be on practical application of computers. There will be 4 courses leading to the certificate that should be preferably taken in this order: CSCI 145C; OST 220C, INS 270C, INS 272C, or INS 275C; INS 285C; and any advisor approved upper division elective. (editorial changes were made to electives in meeting as requested by proponent)

Effective Catalog Year: Fall 2011

Program Title: Information Systems Certificate

Required Hours: 18

Catalog Description: This certificate provides necessary skills for entry level positions in

computer-related fields such as computer support specialist, information

technology specialist, and network support specialist. There will be 6

courses leading to the certificate that should be taken in this order: INS

181C, INS 275C, INS 281C, INS 285C, INS 288C, and any advisor

approved upper division elective. (editorial changes were made to

electives in meeting as requested by proponent)

Effective Catalog Year: Fall 2011

The motion was seconded by Carol Watwood. The motion carried.

There being no further business the meeting adjourned at 5:15 PM.

Respectfully submitted,

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Pam Petty, Chair Freida Eggleton, Registrar Sylvia Gaiko,AVPAA

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Alecea Davis Hawkins, Recorder