

**UPCC Committee Meeting
August 29, 2019
12:30 PM – 2:00 PM
Clendenin Building Room 1009**

MEMBERS IN ATTENDANCE

Evelina Sterling, Department of Sociology and Criminal Justice	CHSS
Ryan Ronnenberg, Department of History and Philosophy	CHSS
Parminder Juneja, Department of Construction Management	CACM
Bronne Dytoc, Department of Architecture	CACM
Zeynep Kelani, Department of Economics, Finance and Quantitative Analysis	Coles
Doug Moodie, Department of Management and Entrepreneurship	Coles
Kim Loomis, Secondary and Middle Grades Education	Bagwell
William Griffiths, Department of Mathematics	CSM
Michelle Head, Department of Chemistry and Biochemistry (UPCC Vice Chair)	CSM
Janeen Amason, WellStar School of Nursing	Wellstar CHHS
Jennifer Wade-Berg, Department of Social Work and Human Services (UPCC Chair)	Wellstar CHHS
Nancy Conley, School of Music	COTA
Amanda Wansa Morgan, Department of Theatre and Performance Studies (UPCC Secretary)	COTA
Felicia Mainella, Department of Leadership and Integrative Studies	Univ. College
Lisa Adams, Associate Director	Honors College
Sandip Das, Department of Electrical Engineering	SPSEET
Susan Vande Ven, Information Technology	CCSE
D. Michael Franklin, Software Engineering and Game Design & Development	CCSE
Susan Rouse, General Education Council	Gen Ed Council
Xueying Chen, KSU Library System	KSU Library
Pam Cole, Academic Affairs (NonVoting)	Academic Affairs
Kevin Gwaltney, Accreditation and Policy (NonVoting)	Accreditation & Policy
Amy Jones, Academic Affairs (NonVoting)	Academic Affairs
Martha (Mardi) Richardson, Registrar and Records (NonVoting)	Registrar & Records
Danielle Herrington, Registrar and Records (NonVoting)	Registrar & Records

GUESTS

Chien-pin Li, CHSS	Kris DuRocher, Academic Affairs
Susan Dyess, WCHHS	Mark Geil, Ex-Sci SPT MGT
Lori Lowder, SPCEET Office of the Dean	Raven Knudsen, Academic Affairs
Nancy Tompkins, Academic Affairs	Karen Ruehlman, Financial Aid
Bretta Carithers, Financial Aid	

Call to Order – 12:34pm

Apologies were made by Jennifer Wade-Berg for a series of emails sent in error due to some issues with her computer and systems – they are being investigated by UITS.

Edits to agenda:

- Honors College is pulling all items, have proposals sent back for revisions

Approval of new agenda

Motion to approve: Susan Vande Ven

2nd – Susan Rouse

Approved by all

We pay our respect to Dept. of Sociology & Criminal Justice for their loss of faculty Dr. Melvyn Fein. Please accept our condolences.

Kevin Gwaltney requested a review of “what the Consent Agenda is.”
Jennifer Wade-Berg reviewed what a Consent Agenda is for the membership

**Motion to approve Consent Agenda made by D. Michael Franklin
2nd from Susan Vande Ven
Approved by All**

Curriculum Proposals at UPCC Level for Review

Consent Agenda – APPROVED

COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING Department of Computer Science

- CS 4267 Machine Learning (Prereqs/Coreqs)

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Department of Sociology & Criminal Justice

- SOCI 2251 Social Problems (Course Description, Prereq/Coreq)
- SOCI 3303 Statistics for Sociology (Prereq/Coreq)
- SOCI 3304 Social Organization (Course Description, Prereq/Coreq)
- SOCI 3310 Introduction to Gerontology (Course Description, Prereq/Coreq)
- SOCI 3314 Race and Ethnicity (Course Description, Prereq/Coreq)
- SOCI 3315 Transnational Sociology (Course Title, Course Description, Prereq/Coreq)
- SOCI 3320 Exploring the Aging Network (Prereq/Coreq)
- SOCI 3324 Sociology of Gender (Prereq/Coreq)
- SOCI 3334 Religion and Society (Course Description, Prereq/Coreq)
- SOCI 3344 Biotechnology and Social Change (Prereq/Coreq)
- SOCI 3354 Social Class and Mobility (Course Description, Prereq/Coreq)
- SOCI 3360 Sociology of Violence (Prereq/Coreq)
- SOCI 3380 Society, Community, & Health (Prereq/Coreq)
- SOCI 4434 Emerging Social Issues in Africa (Course Description, Prereq/Coreq)
- SOCI 4435 Sociology of South Asia (Prereq/Coreq)
- SOCI 4442 Deviance and Social Control (Course Description, Prereq/Coreq)
- SOCI 3333 Technology and Society (Prereq/Coreq)
- SOCI 3350 Intersections of Race, Class, and Gender (Prereq/Coreq)
- SOCI 3364 Sociology of the Family (Course Description, Prereq/Coreq)
- SOCI 3374 Sociology of Work and Occupations (Course Title, Course Description, Prereq/Coreq)
- SOCI 4200 Drugs, Alcohol and Society (Prereq/Coreq)
- SOCI 4410 Advanced Qualitative Research Methods in Sociology (Prereq/Coreq)
- SOCI 4420 Advanced Quantitative Research Methods in Sociology (Prereq/Coreq)
- SOCI 4432 Criminology (Course Description)
- SOCI 4443 Medical Sociology (Course Description, Prereq/Coreq)

- SOCI 4444 Social Movements and Social Change (Course Title, Course Description, Prereq/Coreq)
- SOCI 4445 Sociology of Mental Illness (Course Description, Prereq/Coreq)
- SOCI 4464 Population and Demography (Course Title, Course Description, Prereq/Coreq)

Department of Geography and Anthropology

- ANTH 2210 Archaeological Discoveries and Debates (Course Title)
- ANTH 3305 Principles of Archaeology (Prereqs/Coreqs)

SOUTHERN POLYTECHNIC COLLEGE OF ENGINEERING AND ENGINEERING TECHNOLOGY

Department of Engineering Technology

- MET 1800 CNC and Machining (Course title/description, prereq/coreq)
- MET 2800 CNC Programming (Prereq/Coreq)
- MET 3132 Engineering Materials (Prereq/Coreq)

DISCUSSION AGENDA

COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING

Department of Computer Science

- CS 3305 Data Structures (Prereqs/Coreqs) – Held at the request of the Dean
- CS 3305L Data Structures Lab (Prereqs/Coreqs) – Held at the request of the Dean
- CS 4492 Undergraduate Research (New Course)
 - Repped by Susan Vande Ven
 - Recommendation from Exec is to send the proposals back for edits.
- CS 4493 CS Research Seminar (New Course)

DISCUSSION

CS3305 & 3305L are being held for review of their gate.

Motion to Reject for revisions made by D. Michael Franklin

2nd – Doug Moodie

Approved to reject – by ALL

COLLEGE OF SCIENCE AND MATH

Department of Ecology, Evolution, and Organismal Biology

- ENVS 4490 Special Topics in Environmental Science (New Course)
 - Suggested Edits:
 - Add “Varies with content”
 - Clarification – they can select one of the two grading schemes
 - Question around credit hours and lab hours – is there a chart?
 - Syllabus – Jennifer Wade-Berg requested a “real syllabus”
 - They should follow the FORM for Special Topics when creating the outline
 - Needs to change “N/A” to “varies by subject”
 - Will get sent back for edits (above) and re-submit.

Suggestion to all from D. Michael Franklin: Make sure you are reviewing your proposals regarding “N/A” and correct that language and make sure that “N/A” really means “N/A”

**Motion to reject ENVS4490 for revisions from department made by Bill Griffiths.
2nd – D. Michael Franklin**

Approved (rejection) by all: ALL

HONORS COLLEGE

- University Honors Program (Change to Program)
- HON 3600 PEGS: Foundations in Leadership (New Course)
- HON 3630 PEGS: Representing Yourself Professionally (New Course)
- HON 3660 PEGS: Global Issues (New Course)
- HON 3690 PEGS: Introduction to Civic Engagement (New Course)

Pulled from Agenda

SOUTHERN POLYTECHNIC COLLEGE OF ENGINEERING AND ENGINEERING TECHNOLOGY

Department of Electrical Engineering

- Biomedical Engineering Minor (New Minor)
- ENGR 3410 Fundamentals of Biomedical Engineering (New Course)
 - 3/0/3
 - PR: “Engineering standing”
 - But in description says “PHYS2212 is a PR”?
- ENGR 3411 Biomechanics for Engineers (New Course)
 - 3/0/3
 - PR: ENGR 2214 & engineering standing
 - Does this duplicate any other BIOMECH class?
- ENGR 3412 Biomedical Instrumentation (New Course)
 - 3/0/3
 - PR: EE 2301 or EE2305 – issue with “or”

Motion to table discussion made by Bill Griffiths

2nd: Doug Moodie

Discussion:

Doug wanted to clarify how to proceed – do we table and allow edits at this level or do we simply send it back with edits?

If it’s a minor edit, we can make a change here at UPCC, but if it’s major, it may want to go all the way back so that the levels below UPCC can see and make edits.

Pam Cole: Its really important that UPCC creates consistency in how we deal with edits to a proposal. Pam agrees that if edits need to be made, then proposals need to go back to be reviewed at the lower levels. The other fact is that proposals need a representative to discuss them. If they don’t have a rep, perhaps it shouldn’t be discussed.

Jennifer Wade-Berg: the UPCC has the right to review without a rep.

Pam Cole: We want to give the originators the right to respond.

**Call for Question:
2/3 vote to stop discussion
Approved: 8
Reject: 2**

**Motion to table made by Bill Griffiths
Rejected by All**

**Motion to reject entire ENGR package made by Amanda Wansa Morgan
2nd: Bill Griffiths**

Discussion:

Doug made a point that we are setting up a precedent of how UPCC runs.

JWB sent edits to Dept. Head and he responded.

Question on the floor about one of the edits: listing subjects vs. topics covered. How shall we proceed? Eg. BioMechanics vs. "Strength and materials." There was a suggestion from D. Michael Franklin to include "Such as" into the course description.

Additional questions about PreRequisites. What is the best approach?

Jennifer Wade-Berg: The department has to decide the best course of action – is there something that is in a class that is specific that every student needs to take before they take this class. Do they need A&P?

Answer: the small portion of A&P that they need is covered in the course?

Question arose regarding curriculum design: HP & ES... that PreRequisite will be revised.

Mark Geil – regarding the ES courses – if we didn't have those PRs, there would be an enrollment management issues

Question from Mark Geil: can you restrict enrollment to a Minor?

Jennifer Wade-Berg: Registrar: do you have language on that? For a student to see it, it would have to be in the Course Description.

Jennifer Wade-Berg: : Another comment from Executive – what if you have students on the other side of the house who want to take this?

Answer: you can get "Engineering Standing for non-majors"

Jennifer Wade-Berg: : It would need to be in the proposal

Approval to Reject ENGR courses to be sent back to originator(s): ALL

Department of Systems and Industrial Engineering

- IET 4400 Directed Study in Industrial Engineering Technology (New Course)
- ISYE 3125 Statistical Quality Control (Course Description, Prereq/Coreq)
- ISYE 3398 Internship (Credit Hour Distribution)
- ISYE 3450 Work Measurement Study (Course Title)
- ISYE 4250 Manufacturing & Service Systems (Course Description, Prereq/Coreq)

Issues: missing approved Ratio Tables

**Motion to Reject entire package made by Bill Griffiths
[no second]**

Discussion:

Department stated they will take it back and make corrections and include ratio tables.

Motion to accept with minor revisions (2nd revision) made by D. Michael Franklin

2nd – Amanda Wansa Morgan

Discussion:

Amy Jones – the policy does not exist yet (that’s what we are voting on)

Jennifer Wade-Berg: : they needed to add a link for the syllabus

Issue with 4400 – add the new policy ratio table

D. Michael Franklin stated that if there are truly minor edits in this package that can be revised, then this doesn’t need to go back through the approval flow. We wish it was clearer but this is the reality.

Amanda Wansa Morgan wanted to clarify – minor changes warrant approval with revisions whereas major changes require a rejection back to the department to revise.

Approved to ACCEPT entire package with minor revisions – 10
Abstentions – 3

The ultimate message is: Send a clean proposal. Errors need to be caught along the chain.

A 2nd reading (ie. “Approval with 2nd reading”) is for minor errors.

A rejection (with edits) is for major errors that warrant big edits as well as knowledge going through the original chain.

UPCC used to be nice and allow revisions to happen and for things to go forward, and that has resulted in errors. It benefits the department to get the proposal back, get educated on how to design curriculum. People are tied to old procedures that are out-dated and inefficient.

This process helps departments clean things up.

Ultimately, the Executive committee doesn’t make the decision, we just make the Consent agenda. The UPCC has to vote on each item and pass it even if its vetted through the Executive Committee.

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Department of Interdisciplinary Studies

- ISD 3100 Interdisciplinary Research Methods (New Course)

This course came from an initial rejection package but this was a carryover.

Motion to reject ISD3100: Amanda

2nd by Bill Griffiths

Approved to reject by ALL

Recommendations for Executive Board Composition 2019-2020 – Part I

Motion: UPCC recommend that the Faculty Senate recommend to the President that the Executive Committee of the UPCC is a significant service commitment. Given that the President removed compensation to EC, that EC members receive a 20% workload compensation.

2nd – DMF

Discussion:

Amanda Wansa Morgan explained the difference between Exec. And UPCC in terms of time. Jennifer Wade-Berg explained how we have to explain to the Deans & Chairs what the UPCC Exec. Committee service really means. There has been discussion about how to delegate

reading of proposals but we can't arrive at a solution because the UPCC has to represent the university as a whole.

Amanda Wansa Morgan also clarified that UPCC has changed throughout the years, so there is a lack of understanding amongst admin.

Pam Cole: this decision to get rid of compensation was made under previous administration. I can take this back to the Provost, but this argument on paper would be difficult.

Jennifer Wade-Berg: we have the paper because we wrote it (PC requested a send).

Susan Rouse made a point about increased Volume.

Doug Moodie spoke to the Provost – University curriculum committee shouldn't be worried about details. The College committees need to do their job. Therefore, we should reject in order for them to fix it. After we've done that a few times, they should learn.

Jennifer Wade-Berg I agree with you (Doug) but we are at least 2 years away from colleges and departments knowing how to design curriculum.

Bill Griffiths commented on how proposals sail through the approval process with errors.

D. Michael Franklin – The time it takes to check proposals (made by Executive Committee) is still the same, regardless (even if its perfect).

**Motion to recommend to Faculty Senate: approved by All
We will draft something to pass to Faculty senate by next UPCC.**

Curriculum Review Policy & Process Discussion

- Expedited Review Process (Recommendations)
 - Jennifer Wade-Berg provided hard copies of this updated document (8/26/19) as well as sent via email.
 - Pam Cole reviewed the changes
 - Updated document has some examples
 - Question from Jennifer Wade-Berg: What happens when a package comes down but a portion of the package needs to be expedited
 - Amanda Wansa Morgan recommended that the entire package goes to UPCC
 - Bill Griffiths suggested that the last step in the process be faculty, and that could be the Executive Committee of the UPCC so we can do a gloss over.
 - Pam Cole – we're not voting for something for life. Let's look at it and try it.
 - Susan Rouse – if I'm eliminating a course and I run an Impact Report and it doesn't affect anything, why is "Termination of Course" not on Expedited
 - Bill G: I agree with you – if its not a part of your program, then it should be.
 - Pam Cole – a lot of programs have Related Studies and, historically, courses aren't named in there. If they're named, they'll populate. Now, with CPOS enforcement, many programs will have to name their acceptable courses
 - Jennifer Wade-Berg named a scenario of course equivalencies for transfers
 - DMF – maybe within Initial Review, notes can be sent to the UPCC Executive Committee to let them know what is being reviewed.
 - Question – would there be a way to see if a proposal is "expedited" in Curriculog?
 - Jennifer Wade-Berg is wondering if she can get pinged by the system if something becomes expedited or if it moves on as an expedited proposal.
 - Discussion will continue at the September UPCC meeting.

SUGGESTED EDITS & CONSIDERATIONS TO THE EXPEDITED WORKFLOW

- ***Specify Areas A-E***
 - ***Specify who is “initial review”***
 - **Investigate options for specifying “Expedited” in Curriculog**
 - **Add UPCC Exec as the last step in Expedited**
 - **Exec doesn’t need a meeting but can remotely vote**
-

Batch Curriiculum Processing

Amy Jones presented.

This is a new process in Curriculog to help with batch changes where it’s the same change on multiple classes to clean up.

Would include a search process that would ping the entire title of the package if the package is named with all of them.

Examples were given on batch changes that have happened in the past.

If we see additional changes (ie. PreRequisites, etc) this is not the process for you.

Approval Flow would remain the same. This is just a way to package things cleaner

MOTION TO APPROVE New Batch Curriculum Processing - Bill Griffiths

2ND – D. Michael Franklin

APPROVAL: ALL

Recommendations for Executive Board Composition 2019-2020 – Part II

Amanda Wansa Morgan as Secretary – APPROVED BY ALL

Michelle Head – Vice Chair – approved by all

Motion made to keep Jennifer Wade-Berg as UPCC Chair: Amanda Wansa Morgan

2nd – Bill Griffiths

Approved – ALL

D. Michael Franklin & Susan Vande Ven – Marietta Representatives

Doug Moodie volunteered to serve as Kennesaw Representative

- Guidelines for Field and Experiential Learning - Contact Hours

Move to accept new ratio tables made by D. Michael Franklin

2nd: Amanda Wansa Morgan

Discussion:

You can make up your own ratios as long as you can justify. Include paperwork to justify – accreditation, etc. ?

Pam Cole – If you vote to approve, we will create entry codes per each of those ratios.

Dr. Cole’s office will build them on the way it’s done.

Questions from Bagwell regarding “Contact Hours,” are we referring to hours in the field or hours contact with faculty? Jennifer Wade-Berg clarified that “contact hours” means with faculty. [This discussion was regarding compensation.]

Are Final Exams Contact Hours? NO. [that is up to the Colleges]

Approval: ALL
Rejection: 0
PASSED

Check out the document distributed regarding Curriculum flow

Note to All:

Check out the *added meetings* on the website and Jennifer Wade-Berg will send an email with those meetings listed. It is easier to cancel a meeting, so some of those may not be needed.

Next meeting: include our new SGA reps and do a “curriculum review” session.

Please welcome the Program Coordinators from your college to the next UPCC meeting to hear the review of process to help clean up the catalog.

Meeting Adjourned: 2:12pm (Bill G)

Not addressed:

Review of UPCC April 2019 Minutes