University Senate Curricula and Courses Committee Minutes
September 19, 2023 – 2:00pm-3:30pm
Meeting Subtitles: "UICC Has Not Met but Still Exists…For Now"

I. Preliminaries
A. Welcome
B. Minutes for September 19, 2023 were eApproved.
C. We will next convene in the electronic ether on October 3.

II. Chair Reports (G. Nanclares)
A. University Senate
- Our consent agenda passed.
B. Senate Executive
- UICC has recently had very little business. SEC questioned whether it's worth maintaining the committee. Should it be rolled into Senate C&C?
- K. McDermott also suggested getting rid of the INTD designation, which is part of UICC's purview. It's a problematic designation that can be handled with cross-listings.
- One member felt the concept of UICC was important. We need a faculty-led body to oversee courses for these areas that sit outside schools or colleges. Another member expressed agreement.
- We also need to consider assessment for FYE courses, which is handled by UICC.
- There was discussion of the origins of the UICC, what its original purpose was, and what it should be in the future.

III. Member Reports
A. UICC (M. Hatfield)
- As noted above, UICC has not met but still exists.
B. Honors Board of Associate Directors (S. Wilson)
- There is a meeting this coming Monday.
C. Scholastic Standards (S. Rusch)
- S. Rusch has received no news.
D. CCC+ (P. Bedore)
- CCC+ is very busy. The Communication & Coordination subcommittee reviewed a proposal to add skill code letters to course numbers and returned eleven reasons not to add the letters. CCC+ didn't officially vote it down, but it's looking like CourseLeaf will have good capabilities to solve this issue for us. M. Hatfield spoke to the vendor and is confident that CourseLeaf will be able to meet our needs. CCC+ won't vote anytime in the near future on the proposal, and P. Bedore has a feeling it won't move ahead.

- There was also a suggestion to replace the TOI numbers with letters (e.g. TOI-C versus TOI-1). What does this committee think? There was general okay-ness with keeping the numbers.
- CCC+ hosted several well-attended workshops, each of about 20-ish people. One was on course spreadsheets and one was on TOI-1.
- An upcoming workshop will be on submitting grant proposals, Oct 18-19. The grant deadline was pushed back to November 17.
- There was a question of making faculty fill out CARs about minor changes. CARS will be required, but we will allow people to say "Please see syllabus" in some fields in the CAR form.
- The Assessment Subcommittee will be bringing program-level objectives up for review.
- P. Bedore met with eCampus about summer course development. For this year only, they will be working on courses that are doing a Direct Transition.

IV. Follow-up Business

A. Archived Course Proposal (Attachment)

- The feeling from a number of members was that the final process/outcome needed to be spelled out a little more in the document. There needs to be an understanding that courses will automatically be archived unless the department asks otherwise.
- What is the channel for a department to object? They should need to get dean-level approval to request a stay.
- There was discussion of possible rereview of courses that become unarchived. Courses change. One member pointed out that this is not an exclusive problem to archived courses. Active courses change all the time as well.
- M. Hatfield will revise the language to make it clearer and resend it around to the group.

B. Report on Pop-up Courses (Attachment in Word, or link to Google doc below)
Google Doc: https://docs.google.com/document/d/1b7qP_dpfVSKzf6AkM-BWZ0UHOyxrxTyr/edit?usp=sharing&ouid=102121621411999361156&rtpof=true&sd=true

- Who will decide in the future if there are pop-up courses?
- The COVID and ABR courses were more timely/urgent. These courses were driven by conversations with high-level people.
- For most courses we don't have a "we need this tomorrow" urgency. Would the process be different if we got another opportunity to do a course that had timely importance that we wanted to get through quickly?
- What should happen, and who should be involved in the decision-making? How does "rapid curricular innovation" take place responsibly?
- The start and end dates are sometimes complicated, and they are currently a problem without a solution. Courses need to align with the academic calendar for the benefit

and safety of students. Again, though, the unusual schedule had a lot to do with the urgency of some courses.

- Could we create semester segments for these courses so there isn't a free-for-all? That is, can we create "alternative calendars"?
- There are concerns about factors like financial aid and international student status. One member suggested talking to Arthur Galinat from ISSS for the international student piece.
- The courses have no cost, but the issue with financial aid is if a student drops the course and loses their fulltime status.
- There are multiple ways complications can arise and these can be very significant for students.
- Can we mandate that students have a certain number of credits in order to take the courses (e.g. fulltime status)? Making the ABR course mandatory will make that a problem.
- It was also noted in the chat that some non-degree students are permitted to enroll in the pop-up courses.
- Pop-up courses are usually seven weeks versus fourteen weeks. Is there a reason we can't say they need to be fourteen? One issue is if an important topic comes up mid-semester, the course would need to wait.
- We need to differentiate between courses that are more urgent and timely and those that can be offered more leisurely ("regularized").
- Should there be by-law language around this?
- We'll invite a few people to come talk to us and address these issues.

M. Hatfield motioned to adjourn. L. Hanzlik seconded. Everyone signaled their approval by leaving.

In Attendance (in bold): **Gustavo Nanclares (Chair), Dorothea Anagnostopoulos, Pam Bedore** (Ex-officio), **John Chandy, Sarah Croucher**, **Louis Hanzlik**, **Marc Hatfield**, Matt McKenzie, **Dan Mercier**, **David Ouimette**, Tina Reardon, **Sharyn Rusch**, Steve Stifano, **Suzanne Wilson**, Terra Zuidema (Registrar alternate)

Respectfully submitted by Karen McDermott