College Curriculum Committee

Tuesday, January 23, 2018
12:00pm, 3120 Sangren Hall

Minutes

Members Present:
Jim Muchmore (TLES), Glinda Rawls (CECP), Francisco Cordero (FCS), Carol
Weideman (HPHE), Laura Ciccantell (TC), Chris Robinson (ADV), Derek Andree
(ADV), Susan Piazza (SPLS), David Szabla (FCS) Rachel Maceri (GSR), and Tina
Thompson (Committee Secretary)

Absent: Derek Andree (ADV), Rachel Maceri (GSR)

Guests: Richard Zinzer (FCS)

Administrative Issues:

One week prior to our next meeting, February 20, 2018, a hard copy of all proposals will
be sent via campus mail to each member of this committee.

Call to Order: 12:06pm Carol Weideman, Curriculum Chair

Acceptance of Minutes:
No minutes to approve at this meeting.

New Business

CEHD 845 (SCC) ELRT Pre or Co-requisites removal of OCL 6400 from OCL 6410

CEHD 846 (SCC) ELRT, Pre or Co-requisites removal of OCL 6400 from OCL 6430

CEHD 847 (SCC) ELRT, Pre or Co-requisites removal of OCL 6400 from OCL 6440

CEHD 848 (SCC) ELRT, Pre or Co-requisites removal of OCL 6400 from OCL 6890

Discussion: Dave Szabla explains that OCL 6400 is a pre-requisite for four courses and we
realize that this is a problem because we have students from other master's degree programs that

couldn't register for these courses because they needed the pre-requisite, which is required. This causes extra administrative work and it is proposed to open these classes up without the pre-requisite.

The course description is listed under "O" but Laura mentions that she was at a meeting with the registrar's office and they want a catalogue copy with title, number, and credit hours and they are going to update the electronic form to indicate that. The current course description is incomplete and the proposed course description is not listed. The current pre-requisites will be listed in "O" and the proposed course description without the pre-requisite will be listed in "P". The new title, credit hours, and number with course description and catalogue copy will be submitted in the proposal under "P".

In the electronic format, Carol Weideman will deny the electronic proposal. The denial will say, "Please address O, copy and paste from the graduate catalogue what it is and P, identify exactly what you want by removing the pre-requisites. The electronic form will go back to the initiator, then to the chair (David), back to Carol with changes and approval, and then to the Dean.

James Muchmore points out that #13 says N/A (non-applicable) whether it is an undergraduate or graduate level class. The class level should be listed here as it does in "B" on all four proposals. On G, the response is "the removal of this pre-requisite will have no effect on student learning assessment activities". The question is asking how this is a response to student learning assessment outcomes and to answer this question, we have determined through informal assessment activities, we have determined that students have a difficult time registering for this class because of the pre-requisites. This is the assessment that promotes the change in curriculum. By copying and pasting E will satisfy this question.

James Muchmore also points out that K, it says, "as a result of removing these pre-requisites, this may increase the enrollment in OCL 6890. The proposal should also say that with the increased enrollment for OCL 6890, we can accommodate this increase.

Where it lists the learning outcomes of the class, the answer is not applicable (NA), it is requested that a simple sentence, which indicates the removal of the pre-requisite and the course is not being changed.

Motion to approve proposals 845, 846, 847, and 848 contingent on revisions by Susan Piazza
Motion 2ⁿᵈ: David Szabla
Committee Vote: Unanimous to approve

- **CEHD 849 (SCC) ELRT,** New Course, Hierarchical Linear Modeling

  Discussion: David Szabla reported that there has been a course offered as a special topics course and they want to make a regular course of EMR. The course syllabus is attached to the electronic system as a curriculum supporting document.

James Muchmore pointed out that #4 will need special permission from the instructor if the class can be taken without the pre-requisite, this cannot be done in the banner system. Also on #13 where it asks to list the level of undergraduate or graduate course and the reply is non-applicable (NA). This should be listed as a graduate course. On #17 where it asks if the course a repeatable credit and the answer was NA and this should be a yes or no answer. On #19, select class type of lecture/lab/discussion that this answer was not indicated. The question is if this class includes all three or is it incorporated into the lecture. In summary, question O will need to be deleted because there is no current course description, add the pre-requisite on letter P, answer question #13 to indicate what level class it is, and #17 will need to be answered, list the credit hours, and update the catalogue description.

Motion to approve 849 with the revisions by Laura Ciccantell
Motion 2nd: Susan Piazza
Committee vote: Unanimous to approve

- **CEHD 850 (SCC) FCS, Enrollment restriction WFED 5100**
- **CEHD 851 (SCC) FCS, Enrollment restriction WFED 5120**
- **CEHD 852 (SCC) FCS, Enrollment restriction WFED 5130**
- **CEHD 853 (SCC) FCS, Enrollment restriction WFED 5420**

Discussion: These proposals are for enrollment restrictions, we don't have to worry about objectives. Proposal 851 is incomplete and will need to be rejected and then re-submitted. David Szabla asked about #3, Organizational Learning and Performance if they would want "Organizational Change Leadership" (OCLM) in there, the new one. Laura Ciccantell pointed out that the text needs to be changed and a code is being added. Also, this needs to have a letter of support because this is from another department. What would be helpful to Kelly in the registrar's office would be to help streamline process by adding the codes at the bottom if you put addition adding code workforce ed. development (WDCM), adding workforce ed. development and leadership (WGUD) so that it is clear that those are the new ones and that there is no change, just those additions that are happening. An approval will need to come from DonnaTalbot. Number D needs to have OCLM added. On E, it could state that this is an administrative clean up. In summary, in #3 adding or addition of workforce

Discussion regarding questions about how learning outcomes need to be stated on the paper and electronic forms. The Curriculum process is a way to institutionalize learning outcomes so that the course will not have to be revised in some way. By stating learning outcomes there will be no curriculum changes or having to develop outcomes in the future. This is a curriculum process throughout the university. Instead of putting N/A for learning outcomes, it is suggested that a sentence be added because it adds an excessive burden on the committee to determination if whether or not that is acceptable. If there was a sentence saying, "this is not applicable because", which helps guide the committee. We are helping to make the curriculum process consistent. If the proposal does deal with learner outcomes a statement should be added if not applicable. The committee continued discussion about curriculum processes. Carol mentioned that she will attend the faculty senate meeting to get clarification on the curriculum processes.

Motion to approve the pre-requisite and co-requisite removal OCL 6400 from OCL 6410, 6430, 6440, and 6890 with approved changes to O and P in the proposal by Laura Ciccantell.
Motion 2ⁿᵈ: David Szabla
Committee Vote: Unanimous to approve
Motion 2ⁿᵈ:
Committee vote:

- **CEHD 854 (SCC) FCS, Cross-Listing PSY 3440, PSY 2444**

  Discussion: Two paper proposals will need to be submitted as these are major changes for FOSJ and WDLJ. Francisco Cordero will facilitate this with the chair of his department.

  This proposal will be denied electronically and paper forms will need to be re-submitted for food service and one for work force.

- **CEHD 855 (SCC) FCS, Course Description Change, LS 1040**

  Discussion: Susan Piazza explains that this is not a general education course, it's a course that students currently have to test into but now it is a self-selection process. The students can decide whether or not they should attend LS 1040. This course is a reading, study skills, academic support class. Last year, the course title was changed and this a proposal to change the description by recommendation from the Intellectual Skills Advisory Committee. They wanted greater transparency and detail to help students understand what it is they are selecting or not selecting. The credits for this course do not count towards the credits for graduating from WMU. We are going to the current catalogue and replace that in O and then in P a new description will be put in with credit hours. Letter G, the rational will need to be copied here, which can be copied from letter E. A small sentence is suggested for the N/A answers on this proposal, as long as it isn't already populated. In summary, copying the rational from E to G, looking at going to the current catalogue and adding the components that area missing in O, adding the necessary components to P, which includes the name, credit hours, and the sentence about what it doesn't fulfill requirements for the program.

  Motion to approve proposal 855 with the recommended changes by Laura Ciccantelli
  Motion 2ⁿᵈ: James Muchmore
  Committee vote: Unanimous to approve

Next meeting February 20, 2018

Respectfully submitted by Tina Thompson, Committee Secretary