

**UPCC Minutes**  
**Thursday, October 24<sup>th</sup>, 2019**  
**12:30pm-2:00pm**  
**Marietta Campus – Atrium J152**

**Members Present**

<b>UPCC Members (2019-2020)</b>	<b>Representing</b>	<b>Present</b>	<b>Proxy Name</b>	<b>Excused</b>
<b>Evelina Sterling</b>	CHSS: Dept. of Sociology & Criminal Justice	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Ryan Ronnenberg</b>	CHSS: Dept. of History & Philosophy	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Parminder Juneja</b>	CACM: Dept. of Construction Management	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Bronne Dytoc</b>	CACM: Dept. of Architecture	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Zeynep Kelani</b>	COLES : Dept. of Economics, Finance, & Quantitative Analysis	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Doug Moodie</b>	COLES: Dept. of Management & Entrepreneurship	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Kim Loomis</b>	BAGWELL: Secondary and Middle Grades Education	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Shannon Howrey</b>	BAGWELL: Dept. of Early Elementary and Childhood Education	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>William Griffiths</b>	CSM: Dept. of Mathematics	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Michelle Head (UPCC Vice-Chair)</b>	CSM: Dept. of Chemistry and Biochemistry (UPCC Vice Chair)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Janeen Amason</b>	Wellstar CHHS: School of Nursing	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Jennifer Wade-Berg (UPCC Chair)</b>	Wellstar CHHS: Dept. of Social Work and Human Services (UPCC Chair)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Nancy Conley, School of Music</b>	COTA: School of Music	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Amanda Wansa Morgan (UPCC Secretary)</b>	COTA: Dept. of Theatre & Performance Studies (UPCC Secretary)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Felicia Mainell</b>	University College: Department of Leadership and Integrative Studies	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Carolee Larsen</b>	University College: Dept. of First Year and Transition Studies	<input checked="" type="checkbox"/>	Jennifer Wade-Berg	<input type="checkbox"/>
<b>Brian Etheridge</b>	Honors College: Director	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Sandip Das</b>	SPSEET: Dept. of Electrical Engineering	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Ayse Tekes</b>	SPSEET: Dept. of Mechanical Engineering	<input checked="" type="checkbox"/>	Zeynep Kelani	<input type="checkbox"/>

<b>Susan Vande Ven</b>	CCSE: Information Technology	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>D. Michael Franklin</b>	CCSE: Software Engineering and Game Design & Development	<input type="checkbox"/>	Susan Vande Ven	<input type="checkbox"/>
<b>Susan Rouse</b>	Gen Ed Council	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Xueying Chen</b>	KSU Library System	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>JJ Lopez</b>	SGA Representative	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Pam Cole</b>	Academic Affairs (non-voting)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Kevin Gwaltney</b>	Accreditation & Policy (non-voting)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Amy Jones</b>	Academic Affairs (non-voting)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Martha (Mardi) Richardson</b>	Registrar & Records (non-voting)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Danielle Herrington</b>	Registrar & Records (non-voting)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Kris DuRocher</b>	Faculty Executive Director of General Education and Curriculum Development (non-voting)	<input checked="" type="checkbox"/>		<input type="checkbox"/>

## **GUESTS**

<b>Originators/Dept. Representatives</b>	<b>Representing</b>	<b>Present</b>
Dawn Baunach	CDA Rep	<input checked="" type="checkbox"/>
Christie Emerson	Nursing	<input checked="" type="checkbox"/>
Susan Dyess	WCHHS	<input checked="" type="checkbox"/>
Raven Knudsen	Academic Affairs	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

## **CALL TO ORDER – 12:32pm**

**Quorum:** Are twelve members present to meet quorum requirements?  Yes  No

## **Announcements:**

FYI, the following proposals got sent back to departments out of the UPCC Executive Committee Meeting

- TS4490
- Comparative American Studies Minor
- Diversity & Community Engagement Embedded

Proposal	Proposed Changes	Specific Changes	Status
Approval of Minutes from September 2019 UPCC Meeting	None	None	<input checked="" type="checkbox"/> Motion to Approve By: Doug Moodie <input checked="" type="checkbox"/> Motion Seconded By: Bill Griffiths <input checked="" type="checkbox"/> Approved by ALL <input type="checkbox"/> Other Notes:

### CONSENT AGENDA

Proposals	Pulled	Status
<ul style="list-style-type: none"> <li>• <b>CHEM 3800</b> Forensic Analytical Chemistry (Change to Prereq/Coreq)</li> <li>• <b>INED 3305</b> Education of Students with Exceptionalities in Inclusive Setting I (Course Discontinuation)</li> <li>• <b>INED 3306</b> Education of Students with Exceptionalities in Inclusive Setting II (Course Discontinuation)</li> </ul>	none	<input type="checkbox"/> Representation not present; tabled <input checked="" type="checkbox"/> Motion to Approve By: Susan Vande Ven <input checked="" type="checkbox"/> Motion Seconded By: Michelle Head <input type="checkbox"/> Motion to Wave Second Reading By: <input type="checkbox"/> Motion Seconded By: <input checked="" type="checkbox"/> Approved by all <input type="checkbox"/> Other Notes:

### New Business – Discussion – Expedited Curriculum Approval Flow

Proposal	Action & Proposal Type	Discussion	Status
Expedited Curriculum Approval Flow	UnTabled for discussion	<ul style="list-style-type: none"> <li>- FYI Initial Review includes: curriculum support manager, support specialists, &amp; registrar</li> <li>- Clarification from Pam Cole – “AVP” <i>includes</i> Pam Cole &amp; Faculty Designee</li> </ul>	<input type="checkbox"/> Representation not present; tabled

		<ul style="list-style-type: none"> <li>○ Can we add an official note about a faculty designee <i>within</i> the AVP Curriculum Review Step</li> <li>- Concern raised by Bill Griffiths regarding the absence of a UPCC step and about college committee meetings: if they don't happen, then the proposals don't get truly vetted. The college committees need to have meetings and publish their minutes. This links to the need for colleges to be stricter in the enforcement of college level committees doing their due diligence. <ul style="list-style-type: none"> <li>○ Jennifer Wade-Berg asks that we include notes about this in the Expedited Review document and also asked Pam Cole to ensure the GPCC sees these notes.</li> <li>○ <b>RECOMMENDATION to COLLEGES:</b> College curriculum Committees need to meet. They need to publish their agenda in Curriculog. They need to take minutes, then post publically on their college websites.</li> </ul> </li> <li>- <b>After much discussion around the “Motion to table with further edits for November 14<sup>th</sup> UPCC Meeting” Kim Loomis called to Question to stop discussion and Vote.</b></li> <li>- <b>Call To Question vote: Approved by All</b></li> </ul>	<input checked="" type="checkbox"/> Motion to Table with edits to return to UPCC in November By: Amanda Wansa Morgan <input checked="" type="checkbox"/> Motion Seconded By: Doug Moodie <input type="checkbox"/> Motion to Wave Second Reading By: <input type="checkbox"/> Motion Seconded By: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Rejected by ALL Notes:
--	--	--	---

Proposal	Action & Proposal Type	Discussion	Status
Expedited Curriculum Approval Flow <b>PART II</b>	Still up for approval or rejection after a vote to table failed.	<ul style="list-style-type: none"> <li>- Dr. Cole stated that going back and forth with edits is prolonging this process and is unsure about the requested edits and what needs to be added to the document.</li> <li>- Please clarify what happens at the AVP Curriculum Office Review level – include the role and responsibilities of the “Faculty Designee” within the AVP.</li> <li>- Kim: Isn't this last step (re: AVP office) making sure everything is good to go?</li> <li>- Bill Griffiths indicated that the prior steps don't need clarification because that is clear in the document.</li> </ul>	<input type="checkbox"/> Representation not present; tabled <input checked="" type="checkbox"/> Motion to Approve with addition of language in document regarding “Teaching faculty” at AVP step By: Kim Loomis <input checked="" type="checkbox"/> Motion Seconded By: Janeen Amason

		<ul style="list-style-type: none"> <li>○ Jennifer Wade-Berg clarified that this AVP step is a new role, so we need to clarify what's entailed at that level of review</li> <li>- Question from Bill Griffiths – is this teaching faculty?</li> <li>- Answer from Pam Cole – in my office, it's a teaching faculty <ul style="list-style-type: none"> <li>○ Pam Cole gave a clarification to the difference between teaching vs. administrative faculty.</li> <li>○ Bill Griffiths – can we add “by a teaching faculty designee”</li> </ul> </li> <li>- Jennifer Wade-Berg pointed out the GPCC passed this; therefore, we need to take that into consideration. Is it possible that we pass this and try it, then amend if it doesn't work?</li> <li>- Pam Cole concurred and asked that we pass, implement, and try this proposal. If it doesn't work well, we can return to a full review process or amend this Expedited process.</li> <li>- <b>MOTION &amp; VOTE OCCURRED, THEN ANOTHER QUESTION RAISED</b></li> <li>- Kevin Gwaltney – so, just clarification – there are two types of faculty here, right? Teaching and Administrative... Isn't Kris Durocher – the current person in the position – Administrative faculty?</li> <li>- Jennifer Wade-Berg – we voted on an edit to say “Teaching faculty designee”</li> </ul>	<input type="checkbox"/> Motion to Wave Second Reading By: <input type="checkbox"/> Motion Seconded By: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Other Notes: Approved = 15 Opposed = 2
--	--	--	--

**DISCUSSION**

Topic	Question	Discussion
Modalities (Online, Hybrid, and Face to Face Classes) – Curriculum Requirements	Question – if you are choosing multiple modalities, what does the proposal need to have in order to be fully explained? How do we want that expressed?	<ul style="list-style-type: none"> <li>- Amy Jones is questioning: how do we want to monitor this, in relationship to how the documents line up?</li> <li>- Question from Jennifer Wade-Berg – is there any kind of archival evidence of different modalities</li> <li>- Answer from Amy Jones– the BOR can ask for evidence of curriculum review at any time. <ul style="list-style-type: none"> <li>○ There are BOR policies regarding how much of a program can exist online.</li> </ul> </li> <li>- Kevin G. – SACSCOC approves the ability to have a program online once and then it's a blanket ability</li> <li>- Amy Jones – there used to be a whole office that vetted this, and after the Curriculum Freeze, that office went away, so we need markers at this level to keep the documentation clear.</li> <li>- Jennifer Wade-Berg – in the course review process, how the department considers something to be a particular modality may or may not be informative as a proposal makes its way up the chain.</li> </ul>

<p>Led by Jennifer Wade-Berg and Kris Durocher</p>		<ul style="list-style-type: none"> <li>- Pam Cole – when QM (Quality Measures) went away, things were thrown back on the departments... we have had a lot of chair turnover and since they are new, Ron (Matson) needs to share this info with Chairs. <ul style="list-style-type: none"> <li>o The Provost has stated we need to take some steps to be able to review online learning. This topic is definitely at her level.</li> <li>o Some Universities require all video have captioning <ul style="list-style-type: none"> <li>▪ KSU doesn't have a blanket policy; however, UITS can aide in creating this content.</li> </ul> </li> </ul> </li> <li>- Doug Moodie: is the end-result a formal written policy? <ul style="list-style-type: none"> <li>o Pam Cole – I'm not sure what that will eventually come of this but we do need to develop a better system – guidelines, policies, etc.</li> </ul> </li> <li>- Ultimately, UPCC needs to be involved in the conversation; but at this point, we don't know what to contribute, while the University figures out the resources and processes they want to acquire and implement. QM handled it for us, so it was clear – objectives, accessibility, etc.</li> <li>- Kris Durocher – in regards to many proposals coming up to UPCC for review – we haven't looked at any of this... as proposals come up that this applies to – we have passed things along.</li> <li>- Pam – I'm grateful that UPCC is having the conversation. We want to make sure the AVP office isn't checking for things that won't be bothered with at the UPCC level. <ul style="list-style-type: none"> <li>o Think about: when are we implementing these changes?</li> </ul> </li> <li>- Jennifer Wade-Berg to Kris Durocher: What policies should we be enforcing? <ul style="list-style-type: none"> <li>o Ultimately, if these decisions aren't being vetted by this body (UPCC), then we need to know.</li> </ul> </li> <li>- Question from Michelle Head: Historically, which has come first? The proposal of the Hybrid course or the creation of the course then proposal? When we get these proposals, are they in reference to fully developed courses or potential courses? It has been a variety.</li> <li>- Discussion ensued regarding formerly required training for online teaching and the fact that it's gone away has caused issues in continuity.</li> <li>- Doug Moodie – we need a clearer policy from up above</li> <li>- Jennifer Wade-Berg: Since we are in mid-season, we want a reminder to the Deans that when you approve, it is your responsibility to vet quality in relationship to modalities. <ul style="list-style-type: none"> <li>o We <i>could</i> add a Drop down box – explain how this course modality is being reviewed and handled.</li> </ul> </li> <li>- Can there be something in between (before a “policy”) that's a set of recommendations, guidelines, etc? <ul style="list-style-type: none"> <li>o The former “Distance Learning” group should have drafted a document like this – so can we pull that?</li> <li>o Can anyone who took the training pull information?</li> </ul> </li> </ul>
--	--	---

Topic	Question	Discussion
Minors & CPoS		<ul style="list-style-type: none"> <li>- No representative present for Financial Aid</li> <li>- Bill Griffiths – Since CPoS says they will only cover courses in your program of study (Major)</li> <li>- BTW KSU has a policy that 9 hours in the minor can't duplicate in the major (“non-duplicative”)</li> <li>- Bill Griffiths recommends to lower the “non-duplicative” policy.</li> <li>- Certain programs can get a waiver</li> <li>- If CPoS isn't going to pay for classes in a minor, we should get rid of this rule to get rid of duplicative courses.</li> <li>- Pam stated there has been a meeting with the Provost and the Deans – the Provost is going to remove the Duplicative policy from our curriculum, which should solve that problem. <ul style="list-style-type: none"> <li>o Pam - A Memo from the Provost is ON THE WAY</li> </ul> </li> </ul>

**MEETING ADJOURNED AT 2:00pm**

**Minutes taken by UPCC Secretary Amanda Wansa Morgan**