UO Committee on Courses
Meeting Minutes

Date: April 3, 2012
Present:

☑ Boss, Jack*
☑ Churnetski, Lauren*
☑ Crosiar, John
☑ Engelking, Paul*
☐ Eveland, Sue
☑ Imamura, James*
☐ Jefferis, Mike
☐ Merskin, Deb*
☐ Newman, Emma*
☐ Peppis, Paul*
☐ Scott, Skelton
☐ Tuan, Mia
☒ Wahlstrom, Andrew
☒ Warden, Kathy
☒ White, Frances*

* Voting members

Next meeting: April 9, 2:00 PM – 4:00 PM, Owyhee Room (EMU)

I. Announcements

Spring Assignments: (Those marked with a ☑ have been completed) – 7 Completed, 76 to go plus 4 Admin Changes = 87 TOTAL

<table>
<thead>
<tr>
<th>Jack B.</th>
<th>Lauren C.</th>
<th>Paul E.</th>
<th>Jim I.</th>
<th>Deb M.</th>
<th>Emma N.</th>
<th>Paul P.</th>
<th>Andrew W.</th>
<th>Frances W.</th>
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II. Discussion

Syllabi: There was a lengthy discussion regarding including a syllabus with each course request. The Committee was in agreement that it would be a requirement for UOCC review. They felt strongly that they needed to see what the students would see.

Mia reported on graduate courses

Paul P. reported on the following courses:

- √ CIS 105 – UOCC approved course.
- √ CIS 110 – This request is asking that the course satisfy the math/computing requirement for a B.S. degree. Communication emails were included in the request from Andrzej Proskurowski and Hal Sadofsky discussing this requirement. It was not clear if Hal agreed that it would acceptable. Since the Math department has the approval authority for math/computing requirements requests, UOCC asked Paul to obtain the required approval from Hal. UOCC approved the course with B.S. degree request approval to be obtained from Math.
- √ CIS 111 – UOCC approved course.
- √ CIS 115 – UOCC approved course.
- √ CIS 122 – UOCC approved course.
- √ CIS 170 – UOCC approved course.
- √ CIS 633 – Assessment section of syllabus adds up to 85%, rather than 100%. Paul believes it is a typo and will have department correct it. UOCC approved course.

EALL 440/550 – Need syllabus. Wording for prerequisite needs changed to be consistent with Registrar’s practice.

KRN151 – Need syllabus. Cannot be graded only with Arts and Letters group

KRN 315 – The committee discussed the need for a prerequisite or equivalent to be included for the course. Cannot be graded only with Arts and Letters group. Paul will discuss with department.

Andrew reported on the following course:

PD 101 – Needs justification for General Education request.

Deb reported on the following courses:

- DAN 301 – Question was brought up about title containing “Africa.” May make more sense to have it as a Topic course. Also pointed out that the syllabus title doesn’t match the requested course title.
- DAN 360 – Deb reported that it wasn’t clear in the documentation provided where the justification was for increasing it from a 3 to a 4 credit class. The question was also brought up about how the 12 out-of-class hours were spent.

III. Action Items

Kathy reported that because of the tight spring schedule, ICGER would have to meet before UOCC’s last meeting. All Gen Ed requests should, if possible, be made a priority. They need to be reviewed by UOCC no later than UOCC’s April 17th meeting.

When committee members make requests to departments, they should include the department curriculum coordinator in any correspondence. Jack volunteered to review his courses at the next meeting.