NOTES

Present: Jim Keville, David Hoopes, David Sherman, Caroline Bordinaro, John Wilkins, Cathy Jacobs, Lisa Stallworth, Tracey Haney, Jeremiah Woolsey

Absent: John Davis, Kathy Chai, Milton Krivokuca, Jack Han, Carol Tubbs, Jan Gasco, Sheela Pawar, Brandy McLelland, Cynthia Turner

UCC did not have quorum- 6/8 voting members were present. Proposals on the agenda were reviewed only by UCC. Comments and feedback will be given to the department in preparation for review at the next meeting scheduled for December 14, 2011.

Old Business- Curriculum Proposals

1. UCC 11-12
   a. Syllabus was revised. Significantly cleaned up and addressed major concerns.
   b. Grading scale needs revision.
      i. Must remove A+ grade; can’t give A+ to undergraduate students. There are two D grades; grading scale needs to be revised to reflect the removal of the D- grade.
   c. SLO’s- “Describe” and “Identify” are basic outcomes and weak for a 300 level class.
   d. J. Woolsey- Informed UCC that the instructor went through the online academy. Staff recommendation to communicate online quality in the face-to face course.
   e. C. Bordinaro- contact information p. 7- put SEH 348. Should be MKT 350 throughout syllabus.
   f. Prerequisite- Proposal form lists ECO 300. Syllabus and form do not match. Need to be consistent.

FC = frozen course, MC = modified course, NC = new course, RC = retired course FP=frozen program, DP=discontinued program, MP = modified program, NP=new program
g. Some grammatical errors should be cleaned up.

2. **UCC 11-12** 029 SEH 310 MC
   a. J. Bersi - SLO’s are simplistic for 300 level class; need to be revised.
   b. Grading Scale errors from above. A+; and correction of the points for the two D grades.
   c. Contact information for emailing the professor is incorrect. The subject line should reflect the correct course.

3. **UCC 11-12** 030 SEH 348 MC
   a. SLO’s need revision; not measurable and need to be in-line with course level.
   b. Grading Scale errors from above. A+; and correction of the points for the two D grades.

**New Business- Curriculum Proposals**

1. **UCC 11-12** 032 PHI 305 MC
   a. C. Jacobs - grading scale is done on grade point average scale. Concerned that the grade/score calculations may not be clear to students and cause confusion for grade assignments
   b. Revise SLO’s to be more clear and measurable.
   c. DSS Statement is missing contact information.

2. **UCC 11-12** 043 HIS 120 MC
   a. GE has approved to teach as hybrid class.
   b. OK as submitted. No recommended revisions.

3. **UCC 11-12** 047 HUM 200 MC
   a. OK as submitted. No recommended revisions.

4. C. Jacobs moved to tentatively approve proposals reviewed so far.

**BS Business Administration- Finance Concentration**

1. **UCC 11-12** 033 BS Business Administration- Finance Concentration MP
   a. No feedback

2. **UCC 11-12** 034 FIN 360 MC

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a. “Optional Resources” lists a required reading of Wall Street Journal; this should not be listed under optional if it is required.
b. DSS statement is missing.
c. P.9- Tentative Schedule- Update schedule to remove the listed furlough dates.
d. Prerequisites on proposal form do not match syllabus.
   i. FYI- MAT 171 is not regularly being offered/scheduled.
   ii. Clarify which math class they take.
e. C. Bordinaro moved to approve pending revisions.

3. **UCC 11-12**
   **035 FIN 382**
   **MC**
   a. Schedule of Exams is missing- tentative dates/weeks should need to be listed for exams.
   b. No distribution of points for grading of exams/assignments.
   c. DSS Statement is missing contact information.
   d. C. Bordinaro moved to approve pending revisions.

4. **UCC 11-12**
   **036 FIN 425**
   **RC**
   a. No feedback

5. **UCC 11-12**
   **037 FIN 426**
   **NC**
   a. Replacing FIN 425.
   b. Predicted enrollment/number of sections missing from the proposal form.
   c. Missing CS#
   d. SLO’s need to be more rigorous for the 400 course-level. Some of them are low level.
   e. DSS Statement is missing contact information.
   f. Suggested that prerequisite FIN 360 be listed at the top of the syllabus. Prerequisite is currently listed under “Comments” on. Pg. 10 of syllabus.
   g. D. Hoopes moved to approve pending revisions.

6. **UCC 11-12**
   **038 FIN 481**
   **MC**
   a. DSS Statement is missing contact information.
   b. Exam schedule needed- adjust format to weeks.
   c. D. Hoopes moved to approve pending revisions.
7. **UCC 11-12** 039 FIN 483  
RC  
a. No feedback

8. **UCC 11-12** 040 FIN 484  
MC  
a. Must resubmit a completed proposal form that includes the current course information including prerequisites. This information is missing from the current form.  
b. SLO’s are weak; need to be restated; make appropriate for a 400 level class.  
c. DSS Statement is missing contact information.  
d. Typo- “Stuents”  
e. J. Kerville moved to approve pending revisions.

9. **UCC 11-12** 041 FIN 485  
MC  
a. Must resubmit a completed proposal form that includes the current course information including prerequisites. This information is missing from the current form.  
b. Need more info about “group discussion forums”  
c. SLO’s are ok.  
d. DSS Statement is missing contact information.  
e. If all students are on the same week exam/course schedule needs to be in “weeks.” If students are doing individual modules, schedule can be left as-is.  
f. D. Hoopes moved to approve pending revisions.

10. **UCC 11-12** 042 FIN 488  
MC  
a. DSS Statement is missing contact information.  
b. Need signatures from proposer and department chair on the proposal form.  
c. Need to change course utilization to make it a Core Course. Also need to update the predicted enrollment to reflect that change.  
d. SLO’s are weak. Need to be rewritten.  
e. Need a face-to-face syllabus.  
f. Suggestion to move “Comments on This Course” to the top portion of the syllabus.  
g. Academic Dishonesty does not apply to online course. Needs to be updated to reflect mode of delivery.  
h. C. Bordinaro moved to approve pending revisions.

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11. 11-12 044 BUS 445
   MC
   a. Last SLO needs to be revised.
   b. Typo- p. 8- “bottton” should be “button
   c. Missing DSS statement.
   d. C. Bordinaro moved to approve pending revisions.

12. UCC 11-12 045 MKT 358
   MC
   a. SLO need to be revised.
   b. Questioned if comment on “Note taking” applies to online delivery.
   c. “Class time” needs clarification. Is this ‘real time’ online? Or typo from face to face syllabus?
   d. Grading factor- typo- online assignment(s)
   e. Syllabus needs to be more detailed for online delivery.
   f. D. Hoopes moved to approve pending revisions.

13. UCC 11-12 046 MKT 459
   MC
   a. Proposal form #15- none of the boxes are checked. Need to resubmit the completed form.
   b. Identify that this is an online course on the syllabus.
   c. SLO- needs to be revised for course level.
   d. C. Bordinaro moved to approve pending revisions.

Adjourn- 12:05p.m.