Case Western Reserve University  
UUF Curriculum Committee  
Meeting of Thursday, February 1, 2007  
Room 352, Adelbert Hall, 11:30 a.m. - 1 p.m.

REVISED AGENDA

1. Call to Order . . . . . . . . . . . . . . . . . . . . . . . . . .Patricia Underwood

2. Consent Agenda  
   A. Minutes of the last meeting on Jan. 11/07 (Attachment #1)  
   B. Report of the UUFXC Meeting of Jan. 25/07 (Attachment #2)

3. Discussion and Approval of CAS courses: ENGL 395, ENGL 380, FSCS 150; CSE Modification to Engineering Physics Major Program 
   (Forms (4) attached to e-mail)

4. Overview of Role of UUFCC and Plans for 2006 - 2007 Academic Year:  
   Continuing Issues -  
   A. Course Approval Process  
   B. Course Action Forms revisions  
      (see http://www.case.edu/provost/registrar/forms.html Administrative Forms)
   
   Possible Future Issues -  
   C. Courses used as prereqs, coreqs, majors and minors in other departments  
   D. Course Objectives/Outcomes  
   E. SAGES Capstones and MS theses  
   F. SAGES First Seminar and University Seminar Course Numbers  
   G. Develop a summary of the university’s academic/programmatic/pedagogical innovations for use by the university.

5. New Business:  
   A. How to Count Transfer Credit Toward Degree Requirements . . . . J. Amon for J. Wolcowitz

6. Updates on Curriculum Activity of Constituent Schools and New Curricular Issues Upcoming:  
   A. CAS: Meeting held on Jan. 18/07 (Attachment # 3)  
   B. CSE: Meeting held on Jan. 26/07 (Attachment # 4)  
   C. FPB Nursing: No report  
   D. VSOM: Next meeting Feb. 2nd  
   E. Medical Departments of Biochemistry and Nutrition: Nothing to Report  
   F. Physical Education & Athletics:

7. Committee meeting process and concerns

8. Adjournment  
   Additional agenda items invited.
UUF Curriculum Committee
Draft Minutes of Meeting of Thursday, January 11, 2007

Present: Rob Davis, Gary Deimling, Don Feke, Lynne Ford, Peter Lagerlof, Jim McGuffin-Cawley, James Swain, Patricia Underwood and Peter Whiting. Also Jim Hurley and Larry Parker for WSOM.

1. Meeting called to order at 11:38 AM by Patricia Underwood

2. Consent agenda – It was moved and seconded to approve the Minutes of the meeting on Dec. 7, 2006 and the report of the UUFXC meeting of Dec. 21, 2006 and with no discussion, the motion passed.

3. Course Approvals
The following CAF’s were passed unanimously without discussion: PHED 332, PHED 334, PHED 339, PHED 342, ECON 364.

PHED 340 (Dropped Course):
Discussion
If this course is dropped from the curriculum, what course(s) will students take in its place?
There is no documentation that consultation with other departments took place to ensure that appropriate anatomy and physiology courses would be offered to support sports medicine students.
Motion: It was moved and seconded that the CAF for PHED 340 be referred back for further clarification on the above questions. Motion passed.

PHED 340 (proposed new course):
Discussion:
It was noted that this proposed new course was given the same course number as a course the committee had just voted on to eliminate. After reviewing the supporting material it was determined that this was likely a clerical error and that a different course number would have to be assigned. There was discussion about how many clinical hours are involved with this course. It was noted that there is no place to record clinical hours on the current CAF and that this should be a topic of discussion for the CAF revision. It was concluded that lab and clinical hours are commonly grouped together in the “Lab hrs per week” section of the current CAF.
It was moved and seconded that the CAF for PHED 340 be approved with the following stipulations:
A new course number be assigned so that the course cannot be confused with the previous PHED 340. Change the section on the CAF to reflect that this course does not replace the previous PHED 340 course. Make clerical changes where necessary in reference to the course number in the prerequisite courses. Clarify the number of clinical and lab hours. Motion was approved.

BAFI 355 (WSOM)
Discussion:
The intent in this course action form is to clarify the prerequisites for BAFI 355 for the BAFI
The intent of the Weatherhead School is that Accounting/Management majors wanting the BAFI minor will take ACCT 101 and non-majors will take ACCT 303. The question was raised as to whether the note after ACCT 303 was clear enough to convey that intent. It was concluded that the current wording was sufficiently clear. Moved and seconded to approve the changes to BAFI 355. Motion passed.

MATH 319 (CAS)
There was brief discussion on the check in the “One Time Only” box and possible confusion that this course is now being proposed as a permanent offering. Course was approved.

USSO 284 (Nursing)– No action considered as it was noted this was for a one time offering which is not within the jurisdiction of UUFCC.

SAGES Update:
New SAGES writing requirement
Peter Whiting requested that all constituent schools vote on the new SAGES proposal at their next meeting as the proposal needs approval from all schools before it can be moved forward. A question was raised about the ability of individual seminar leaders to adequately evaluate student writing ability. It was noted that there is much support and many resources available to faculty in this area.

4. Overview of Role of UUFCC:
A. Chair Underwood distributed a chart which broke down the role of the UUFCC according to the wording of the new bylaws.
B. The committee began a discussion of the first point: “UUFCC has responsibility for coordinating the curricular aspects of undergraduate education.”
   i. The question was posed: What does it mean for the UUFCC to ‘coordinate’ curricular aspects of undergraduate education.
   ii. Discussion included the points following:
      - Is the more appropriate function of the UUFCC to be reactive or proactive?
      - Constituent schools have the primary responsibility for a course that does not affect any other department or school.
      - UUFCC should take a close look at courses and changes that affect multiple schools or departments.
      - It was noted that in the past, the UUFCC has been charged by other groups such as the UUFXC to accomplish certain objectives and tasks.
      - Due to time constraints, discussion to be continued at a later time

Meeting was adjourned at 1:00 PM

Rob Davis, Secretary

Attachment # 2 -

UUF Executive Committee
Draft Minutes of the Meeting of Jan. 25, 2007

Attendees: Antonio Candau, Peter Chung, Kimberly Emmons, Don Feke, Lynne Ford, Steven Garverick (secretary), Amy Hammett, Christine Hudak (chair), Uziel Landau, Miranda
Lange, Jim McGuffin-Cawley, Vassilis Panoskaltsis, Larry Parker, Sheila Pedago, David Samols, Peter Whiting, Jeff Wolcowitz, and Jeff Zabinski.

Guests: Paul Jarc, Nate Murphy and Julie Petek

1. No announcements.

2. Minutes were approved without comments.

3A. Committee vacancies, etc.
   Student Life committee continues to await student members. JWolcowitz believes that USG is beginning to show interest.
   Computing committee is not meeting and has no clear charge. Elimination would require a change to the b-laws.

3B. SAGES update (PWhiting)
   We have entered the 4th semester of full implementation. The portfolio requirement is being considered and PW has proposed a more efficient process to identify writing deficiencies earlier and ease the burden of portfolio evaluation, by funneling students into various tiers of writing proficiency. Seminar requirements are made more complicated, and various curriculum committees are now studying the proposal. It is suggested that the SAGES Oversight committee should look into this, but this committee has not yet met.

3C. Vice Provost Update
   1. Online photos are available with class lists on my.case.edu as of 1/25/07. A printer friendly version is coming soon.
   2. The Cleveland Scholarship Program has signed an agreement with Case. This philanthropic organization will provide scholarships to Cleveland students that meet Case admission students. Case will allocate some additional scholarships for Cleveland students.
   3. The search for a new VP of Enrollment (Chris Munoz replacement) has been launched, including formation of a search committee and hiring of search firm.
   4. The Vice Provost will soon be charged with establishing outcome assessment for the university. Each major must have well defined learning outcomes.
   5. Nate Murphy, Paul Jarc, and Julie Petek presented an extensive demo of the online course evaluation system, and fielded many questions. (Refer to meeting handout.)
      The system is accessed through my.case.edu.
      Evaluations submitted are anonymous.
      The demo version is based on the questions used in the present paper form, but the multiple choice questions and free-form questions are integrated into a single survey.
      The final version will allow customization of the questions, in tiers: the university, the schools, the departments, and the instructors may each supply questions.
      The online system will be used to conduct course evaluations at the end of Spring 07 semester. Timing will be similar to present paper-based system, but instructor loses fine control of the timing. A paper back-up would be prohibitively expensive.
      A midterm pilot evaluation will be available during the first week of March for all interested instructors.
      There was lengthy discussion about the expected usage.
         Will students take the time to do it?
         Can it be streamlined to make it easier to use?
      The system will send automated e-mail to remind students of non-compliance.
Should president, department chairs, USG leaders, popular instructors send email encouraging students to use it?

3D. Teaching schedule -- tabled

3E. Students lacking pre-requisites -- tabled

3F. Study abroad -- tabled

Meeting adjourned!

Steven L. Garverick
Associate Professor of EECS

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Attachment # 3 -

College of Arts and Sciences
COMMITTEE ON EDUCATIONAL PROGRAMS
January 18, 2007

Approved Course Proposals
Docket No. Course No. Title Action
05-AS-061 ANTH 511 Topics Seminar in Anthropology and Global Health (3) New
05-AS-140 FSCS 150 First Seminar Continuing Semester (P. Whiting) Revisit
06-AS-153 ENGL 380 Departmental Seminar (3) Change Title, Pre- & Co-requisites, Description; Add to SAGES
06-AS-154 ENGL 395 Capstone Seminar (3) New
06-AS-156 ASTR 328/428 Cosmology and the Structure of the Universe (3) Add Prerequisite
06-AS-157 POSC 322/422 Political Movements and Political Participation (3) New
06-AS-158 PHYS 390 Undergraduate Research in Physics (3-6) New
06-AS-159 POSC 326/426 Constitutions in Practical Politics (3) Change Title

SAGES Writing Proficiency Proposal
At the request of the UUFCC, the members began discussion of a proposal to evaluate writing proficiency within the SAGES Program. It was decided to continue discussion on this topic at the next meeting, February 15, 2007.

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Attachment # 4 -

Undergraduate Curriculum Committee Meeting
Wednesday, January 26, 2007
Olin 709

Committee members present: Marc Buchner, Jim Cawley (CSE Dean’s office), Dario Gasparini, Xin Yu, Thomas Zawodzinski, Jeffrey Wolcowitz (Undergraduate Studies),
ACTION ITEMS:

The EMAC 378 Course Action Form was approved subject to two changes:

(1) The phrase “Approved SAGES capstone” be added to the Bulletin Description
(2) Specific Course Outcomes be included in the attached course Description.

The CSE UG committee approved (reflecting proper consultation with CSE) the CWRU Action form for Majors/Minors/Programs/Sequences that was submitted by Ken Singer on behalf of the Engineering Physics program in connection with the following changes:

PHYS 317 – reduced from 4 to 3 credits
PHYS 303 – a new course adding 1 credit
PHYS 353 – reduced from 6 to 4 credits
PHYS 352 – a new course adding 2 credits

The committee reviewed the (SAGES) proposal for evaluating writing proficiency submitted by the UUFCC on behalf of Peter Whiting. After discussion and deliberation the committee recommends to the CSE Executive Committee that the proposal NOT be forwarded to the full CSE faculty for a vote. The committee felt that the proposal was an attempt to deal with only one of the symptoms of more serious, systemic issues and problems associated with the SAGES program and that it was inappropriate to proceed in this manner. The committee also felt that an immediate and thorough review of the complete SAGES program should be conducted within Engineering. To accomplish this, the suggestion was proposed and agreed upon that the CSE UG committee meets and deliberates with the CSE Ad Hoc SAGES committee.

Next meeting: 9:00 a.m., Friday, February 9, 2007
Olin 709