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

AGENDA

1. Call to Order ................................................................. E-Meeting

Please review all attached materials and advise of any corrections to written reports. Also, please indicate your approval for the attached Course Action Forms. If you have questions or concerns, we will hold the CAF to the April 5th meeting if they are not easily resolved. All other business will be held over.

2. Consent Agenda
   a. Minutes of the last meeting on Feb. 11/07 (Attachment #1)
   b. Report of the UUFXC Meeting of Feb. 22/07 (Attachment #2)

3. a. Discussion and Approval of CAS courses:
   Action Forms (6) for modifications in Economics Minor;
   B.A. with Physics Major;
   B.S. in Physics;
   B.S. in Mathematics and Physics;
   B.S. in Physics with a Mathematical Physics Concentration;
   B.S. in Physics with a Biophysics Concentration
   CAFs for new courses: PHYS 303, PHYS 352, COGS 304, and changes to POSC 385, MATH 302 and THTR 331

   b. Discussion and Approval of CSE courses: ECHE 362D and EMAC 378
   See 3. d. in the minutes of last month (Attachment #1) when provisional approval for a program change in the Engineering Physics Major was voted, pending the CAFs being approved by CAS (see PHYS 301, 303, 317, 351, 352, and 353).

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. Wolcowitz

6. Updates on Curriculum Activity of Constituent Schools and New Curricular Issues
   Upcoming:
   a. CAS: Meeting held on Feb. 15/07 (Attachment # 3)
   b. CSE: Minutes of the Meeting of Feb. 9/07 (Attachment # 4)
   c. FPB Nursing:
   d. WSOM: Minutes of the Meeting Feb. 2nd (Attachment # 5)
   e. Medical Departments of Biochemistry and Nutrition:
   f. Physical Education & Athletics:

7. Committee meeting process and concerns

8. Adjournment
   Additional agenda items invited.

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Attachment # 1 -

UUF Curriculum Committee
Draft Minutes of Meeting of Thursday, February 1, 2007
Room 352, Adelbert Hall

Present: Julie Amon, Marc Buchner, Rob Davis, Don Feke, Lynne Ford, Amy Hammett, Steven Hauck, Peter Lagerlof, Cynthia Pierce, Gary Previts, Kenneth Singer, James Swain, Patricia Underwood, and Peter Whiting

I. Meeting called to order at 11:37 AM by Patricia Underwood

II. Consent agenda – It was moved and seconded to approve the consent agenda and after no discussion, the motion passed.

III. Course Approvals
   a. ENGL 395
      Moved and seconded to approve CAF for ENGL 395
      Discussion: A question was posed as to whether learning outcomes should be a part of a course when presented for approval. It was determined that under current rules, course objectives are all that is required.
      Motion passed
   b. ENGL 380
      Moved and seconded to approve CAF for ENGL 380
      No Discussion
      Motion passed
   c. FSCS 150
      Discussion: (discussion ensued regarding this course before a motion was initially made for its approval) Several questions were discussed in regard to this CAF
      The question was raised as to the process of determining which students are
required to move on to FSCS 150 after taking the initial first seminar course for ESL students. Peter Whiting explained that seminar leaders determine the need for students to take this additional SAGES course. Students who are required to take FSCS 150 receive a grade of ‘R’ in their initial first seminar course. The grade earned by the student in FSCS 150 is then applied to the initial first seminar course.

A clarification of the ‘R’ grade was requested. ‘R’ was explained as a student doing passing work, but deemed to need further development of the English language in order to be a successful student. Peter Whiting and Julie Amon explained that this process within SAGES was consistent with the previous ENGL 148 and ENGL 150 process previously required of ESL students. Peter added that students receiving the grade of ‘R’ in the initial first seminar course have the right to appeal that grade. All but three ESL students in the initial first seminar course in Fall 06 were required to take FSCS 150.

Gary Previts suggested that there should be some stipulation to review this two-course sequence for effectiveness at some future point and a report made to the UUFCC. Motion: It was moved by Gary Previts and seconded by K. Singer, that FSCS 150 be approved with the stipulation that a report be made to the UUFCC in February 2009 regarding the effectiveness of this course helping ESL students develop better English language skills.

Motion: It was moved by Marc Buchner and seconded by Peter Lagerlof to table the motion.

No Discussion

Vote failed with three voting aye, and four voting nay.

Gary Previts called the question – Unanimously approved

Vote on motion (ii above): Passed with one nay vote and one abstaining.

d. Proposed modification to Engineering/Physics major:

Moved and seconded that provisional approval be granted to the proposal, contingent upon individual CAFs being approved by both constituent faculties.

No Discussion

Motion passed.

IV. SAGES writing proposal update

Engineering: Both the Undergraduate Engineering Curriculum Committee and the Engineering ad hoc SAGES committee have recommended against the current SAGES writing proposal.

CEP: No definite conclusions regarding the SAGES proposal

Nursing: Proposal will be presented to the Nursing School Curriculum Committee on 2/29/07

Peter Whiting will be discussing the proposal with faculty at Weatherhead on 2/2/07.

V. Overview of Role of UUFCC

a. Course approval process

Discussion about what the committee felt about placing CAFs on the consent agenda and
pulling individual courses off of the consent agenda at the request of a committee member.
Amy Hammett informed the committee that the new student information system contains information not previously accessible to users which should be considered as part of revising the course approval process.
Chair Underwood suggested forming an ad hoc committee to move forward with the course approval process revision.
b. An ad hoc committee was appointed as follows:
   Rob Davis
   Amy Hammett
   Gary Deimling
   Cynthia Stillwell
   A representative from WSOM to be named later, perhaps Tiffany Welch
c. Charge to the ad hoc committee on Course Approval Revision: Have forms and processes finalized by the end of academic year.
d. Other issues the UUFCC feels important to discuss
   Enforcement of pre- and co requisites
   Course number system
e. Chair Underwood asked that committee members ask their constituent school/program faculty what they feel would be helpful to them for the UUFCC to focus on

VI. Meeting was adjourned at 1:00 PM

Rob Davis, Secretary

Attachment # 2 -

UUF Executive Committee
Draft Minutes of the Meeting of February 22, 2007
Room 352 Adelbert Hall

         students: J. DeQuach, M. Lange, J. Zabinski.

1. No announcements.

2. Minutes were approved without comments.

3A. S.B. in Systems Biology (CH)
   In view of the deadline for submitting material to the Faculty Senate, this process is being “fast-tracked.” UUFCC has recommended the new degree program during their December meeting – no other comments were forwarded. It was not clear at the time of this UUFXC meeting whether UUF by-laws would permit forwarding to Faculty Senate prior to obtaining approval of the complete UUF. As such, this motion was unanimously passed by UUFXC: “The UUF Executive Committee recommends the proposal to establish a B.S. in Systems Biology and will put it on the agenda for the Spring meeting of the UUF, and will immediately forward the proposal to the Faculty Senate for examination as allowed by the UUF by-laws.”
3B. Enforcement of pre-requisites (JW)

PeopleSoft has capability of enforcing pre-requisites, which has not been done in the past.

JW presented 3 alternatives (see meeting handout):

- alternative 1: no enforcement but allow instructors to disenroll students--this has been approved by University attorneys
- alternative 2: enforce all courses, but allow instructors to provide override
- alternative 3: enforce courses at the request of instructors

A long discussion ensued.

In the third case, it was suggested that enforcement be the default, but instructors would be allowed to turn off enforcement to help manage a wide range of practical problems that particularly occur with first-year students, such as late arriving transfer credit.

There is also the question as to serial courses in which a student must register for the next course before completing the present course -- can PeopleSoft allow registration contingent upon completion of an ongoing course?

It was also noted that different departments use pre-requisites in different ways, often treating them more as advisory than truly required. Can we get data from S07 semester to find out how many students registered without pre-requisites? Probably not.

Can we update pre-requisites without doing individual Course Action forms through UUFCC

Conclusion:

Most committee members favored alternative 2, but there are concerns about the practical problems. Departments will be informed that Case will be adopting a policy of universal enforcement of pre-requisites.

All departments will need to examine their existing pre-requisites, and modify as necessary.

The registrar will provide a simple form for updating pre-requisites and attaching advisory notes to courses.

A proposal will be brought to the Spring faculty meeting of UUF.

3C. Commencement marching eligibility (JW)

USG has endorsed the proposal.

UUFXC has suggested minor wording changes to clarify the policy.

3D. SAGES (PW)

Results from the "first destination survey" of the first graduating class of SAGES pilot students are beginning to arrive. The data set is very small, but preliminary indications are that SAGES students attend better graduate schools and have higher salaries (except for engineering). It is strongly cautioned that results are early, limited in quantity, and there was self selection in pilot SAGES.

3E. Vice Provost (DF)

1. Applications are 100 behind last year, which was a record high, with a few days remaining. Engineering applications are up by more than 5%. At this time, 45 students have accepted.
2. The search for VP of Enrollment Management has been announced.
3. The online course evaluation system is on track. It will be open from Mar 1 to Mar 9 for use in midterm evaluations by all courses. Results will be available from Mar 10 to Mar 23. Nursing will serve as a focus group in shaking out the new system.
4. The new time grid is favored by most faculty, but USG has expressed some concern with loss of the Provost Hour, which is often used by seminars that meet once per week.

3F. SAGES Oversight (CH)

The committee seeks more representation from faculty that were not involved in the development of SAGES. At this time, only one member was totally uninvolved (Wyatt
Newman). He was asked to chair the committee, but declined due to other commitments.

3G. Study Abroad -- tabled

Meeting adjourned!

Steven Garverick, Secretary

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Attachment # 3 -

College of Arts and Sciences
COMMITTEE ON EDUCATIONAL PROGRAMS
February 15, 2007

Members Present: D. Dannefer, R. Greene, M. Han, L. Hengehold, K. Ledford-Chair, M. Willis, J. Wolcowitz
Members Absent: J. Heilman, A. Helmreich, H. Meakin, T. Peshek, G. Starkman, C. Rozek, A. Sadhu
Others: J. Korbin, P. Whiting

Proposals to Modify: Major in Physics, B.S. in Physics, B.S. in Physics – Biophysics Concentration, B.S. in Physics – Mathematical Physics Concentration, B.S. in Mathematics and Physics
The committee considered proposals to modify five degree programs in the Department of Physics, all to add three credits of required SAGES departmental seminar (comprised of a two-course sequence) to the respective programs. All of the proposals were approved.

Proposal to Modify Minor in Economics
The Department of Economics requested approval of a modification to the minor that would drop the requirement for a two-course concentration. The proposal was approved.

Approved Course Proposals
Docket No. Course No. Title Action
04-AS-119 MATH 361 Geometry I (3) New
05-AS-015 PHYS 493 Feasibility and Technology Analysis (3) New
06-AS-160 ARTS 350/450 Multimedia I New
06-AS-161 THTR 331 Play Direction II (3) Change Description, Content, Add to SAGES
06-AS-162 POSC 385/485 Bureaucratic Politics in the U.S. (3) New
06-AS-163 CLSC 111 Classical Civilization: Greek (3) Change Description, Add Cross-list
06-AS-164 CLSC 112 Classical Civilization: Rome (3) Change Description, Add Cross-list
06-AS-165 MATH 302 Department Seminar (3) Change Title, Credit-hours, Description, Content, Add to SAGES
06-AS-166 PHYS 301 Advanced Laboratory Physics I (3) Change Credit-hours, Add Corequisite
06-AS-167 PHYS 303 Advanced Laboratory Physics Seminar (1) New
06-AS-168 PHYS 317 Engineering Physics Laboratory I (3) Change Credit-hours, Add Corequisite
06-AS-169 PHYS 351 Senior Physics Project (2) Change Credit-hours, Change Prerequisite, Add Corequisite
06-AS-170 PHYS 352 Senior Physics Project Seminar (2) New
06-AS-171 PHYS 353 Senior Engineering Physics Project (2) Change Credit-hours, Add Corequisite
The committee considered a new course proposal from the World Literature Program to add a thesis option to the M.A. program. The members noted that this represents a change in the degree requirements, affording students the opportunity to fulfill the M.A. with either Option A or Option B (examination or thesis). The committee did not approve the proposal and requested that the program faculty complete the form for Majors/Minors/Programs/Sequences, including appropriately revising the General Bulletin description. The committee also advised that the new course proposal be resubmitted at that time.

The Department of Music submitted a proposal to add MUHI 342—Seminar in Early Music Performance Practices, to SAGES. The proposal was marked pending to await inclusion of a review memo by the SAGES Director.

**Writing Requirements for Senior Capstone Project**

There was extensive discussion about what should satisfy the capstone writing requirement based on the Task Force II documents and the A&S SAGES vote. The committee decided to judge each proposal on its own merits.

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Attachment # 4 -

CSE Undergraduate Curriculum Committee Meeting
Friday, February 9, 2007
Olin 709

Committee members present: Marc Buchner, John Blackwell (CSE Dean’s office), Dario Gasparini, Thomas Zawodzinski, Uziel Landau (guest)

**ACTION ITEMS:**
The ECHE 362D Course Action Form was approved

The committee began a general discussion about the SAGES program and Prof. Uziel Landau’s specific proposal for a freshman engineering course to act as a substitute for the SAGES First Seminar. General support for a freshman engineering course and the objectives in Prof. Landau’s proposal was expressed in addition for the need for continuing discussion on this topic at the next CSE UG curriculum committee meeting.

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Attachment # 5 -

WSOM Undergraduate & Integrated Studies Executive Committee
Minutes of the Meeting 2/2/07

1. Associate Dean Report (G. Previts)
   - Minutes from 12/1 Executive Committee meeting (Refer to handout) **APPROVED**
   - Minutes from 1/12 UGIS Core Courses Assessment meeting (Refer to handout) **APPROVED** (w/title change)
- Strategic Review - inputs to Mohan Reddy-G. Previts to provide 1-page summary for review at next meeting
- Request from Provost’s Office re: Military Science credit; full credit (20 hrs.) will not be awarded, possibly partial credit (K. Carduff to research other schools); discussion included political sensitivity of issue and evaluating based on merit; decision to be made at March 9th meeting

2. ITG Report (E. Connell)
   - Electronic course evaluations-Fall ’06 1st Pilot (4 classes), ALL classes Spring ’07; discussion included incentives, sustainability of response rate, missing e-mail prompts, quicker turnaround; G. Previts suggested boilerplate in syllabus stating course evaluated electronically going forward

3. Assistant Dean Report (J. Hurley)
   - Cleveland Scholarship Program in need of donor support; concern raised about preparation of students/brining skills up to speed; ACES connection
   - Senior Class Gift: targeting by school (@$20/student); still finalizing gift ideas-suggestions welcomed
   - UG Admissions: crunch time for building next freshman class (@ even w/last year)-March 1st deadline; Undecided apps. on rise; 95 early action students admitted-will be hitting hard w/email and phone contact; 1st Experience Case day Friday 1/26
   - Career Center: thanked for assistance w/Bus.Week survey; 1st Destination Survey (’05/’06) complete-will be posted next week, WSOM response rate slight decline, will begin assessing MAcc students; announced Career Connections-new shadowing experience over spring break

4. Assistant Dean Report (K. Carduff)
   - MGMT 397 SAGES capstone proposal-Faculty approved, Motion APPROVED
   - STAT 207: E. Bettinger voiced ECON dept’s concern @ having to re-teach topics to struggling students; ECON created new alternate course to offer one-time only in Fall ’07 (support of ECON faculty & J. Korbin); G. Previts-look at all options internally to make sure all students are well-served; to organize sub-group to further discuss/reach resolution in next couple meetings

5. Senior Coordinator Report (T. Welch)
   - MGMT 315 Update: 13 deposits; Met w/Lars Pilz, Managing Coordinator, obtained more information

6. Assessment (P. Whiting)
   - SAGES Writing Proposal: in response to variety of challenges currently facing, a new approach has been developed to improve writing assessment; rather than assess writing at end of all seminars, would assess along the way after each seminar; students having difficulty could take supplemental course for credit before continuing on into next seminar; P. Whiting to communicate updates, to attend next meeting in March

7. Master of Accountancy Updates (T. Welch)
   - All 7 deposits showed up for orientation
   - Applications up 63% for Fall ‘07
8. Student Group Updates
   - AKPsi – had event (professional panel) last week on 1/24
   - BAP – Wolstein Society had luncheon last week
   - ODE – have had 2 meetings this semester; trying to organize symposium; recruitment push, April inductions

9. Other
   - J. Pieri (Undergraduate Studies) reported on possible change to commencement marching requirement; currently students w/1 req. short allowed to march, would like to extend to 12 credits (to be completed by August); endorsed by UPC, needs to go in front of UUF; seemed to have full support of faculty/staff in attendance