Case Western Reserve University  
UUF Curriculum Committee  
Meeting of Thursday, October 5, 2006  
Room 352, Adelbert Hall, 11:30 a.m. - 1 p.m.

Agenda

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

2. Consent Agenda
   A. Minutes of the last meeting on September 12/06 (Attachment #1)
   B. Oral Report of the UUFXC Meeting of September 21/06

3. Update on SAGES Activity . . . . . Peter Whiting (10 minutes)

4. Discussion and Approval of CAS courses: BIOL 375, BIOL 385, BIOL 389S, MPHP 351 and RLGN 350, Discontinuation of Communication Studies track (attached to e-mail); WSOM courses ECON 364 and ECON 395

5. Overview of Role of UUFCC and Plans for 2006 - 2007 Academic Year:
   Continuing Issues -
   A. New Bylaws and Proposed Amendment on membership (both attached to e-mail)
   B. Course Approval Process (attachment #2)
   C. Course Action Forms revisions
      (see http://www.case.edu/provost/registrar/forms.html Administrative Forms)

   Possible Future Issues -
   D. Courses used as prereqs, coreqs, majors and minors in other departments
   E. Course Objectives/Outcomes
   F. SAGES Capstones and MS theses
   G. SAGES First Seminar and University Seminar Course Numbers
   H. Develop a summary of the university’s academic/programmatic/pedagogical innovations for use by the university.

6. New Business:

7. Updates on Curriculum Activity of Constituent Schools and New Curricular Issues Upcoming:
   A. CAS: Minutes of the Meeting of September 21st (attachment #3)
   B. CSE
   C. FPB Nursing
   D. WSOM: No meeting held since last reported of Aug. 25th
   E. Medical Departments
   F. Physical Education & Athletics

8. Committee meeting process and concerns
9. Adjournment

Additional agenda items invited.

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Attachment #1 -

UUF Curriculum Committee
Draft Minutes of Meeting of Tuesday, September 12, 2006
Room 1, Adelbert Hall

Attendance: Russ Borski, Rob Davis (Secry.), Steve Eppell, Don Feke, Lynne Ford, Amy
Hammett, Steve Hauck, Peter Lagerlof, Gary Previts, Ken Singer, James Swain, Patricia
Underwood (Chair), Peter Whiting and Jeff Wolcowitz

I. Meeting called to order at 11:30 AM by Patricia Underwood
   a. Those present were asked to introduce themselves to the rest of the group
   b. Election of a UUFCC secretary: Rob Davis from Nursing volunteered to function as
      secretary for the Fall semester.

II. Minutes of the May 11, 2006 UUFCC meeting approved.

III. Report of the UUFXC Meeting of August 31, 2006Dr.
   a. Christine Hudak elected chair
   b. Patricia Underwood advised the “State of the University” address is to be given on
      9/26/06
   c. Don Feke presented an overview of the online evaluation system that is to be beta
      tested Fall 2006 and scheduled for full implementation for undergraduate programs
      Spring 2007.
      i. The system will be customizable to allow free text sections
      ii. System not currently mandated for graduate and professional schools but will
          be available to customize and use

IV. Update on SAGES activity – Peter Whiting
   a. Current semester overview
      i. 61 First Seminars for Fall 2006
         I. Over ½ are topical
         II. Remainder are Life of the Mind
      ii. 39 University Seminar offerings Fall 2006
      iii. There is a new, one credit hour Transfer Supplement course for transfer
           students with ≈ 38 students registered
   b. New Web site
      i. Lists Life of the Mind course descriptions
      ii. Allowed for better management of students to a course of interest
      iii. Allowed for better control of the social balance of courses
   c. Assessment of Spring 2006 seminars
i. On average, SAGES course received higher evaluations than most other undergraduate courses.
ii. Increased student choice may have contributed to the increased satisfaction.

d. Change in student’s declaration of major
   i. Students may now declare a major as early as November IF ready to do so.
   ii. Upon declaration of major, students are transferred to an advisor in their declared major area.

e. Questions were raised about the issue of resource allocation
   i. It was noted that there is still concern about schools and programs ability to meet SAGES expectations.
   ii. The SAGES Oversight Committee is continuing to investigate this issue.

V. Overview of the Role of the UUFCC (from Patricia Underwood’s worksheet)
   a. Course Approval Process
      i. The draft of last year’s UUFCC prepared by Gary Chottiner was distributed and discussed.
         I. There remain questions about programs that have courses within different schools.
            a. Does consultation = approval (point #3 on the draft).
            b. What is the balance between autonomy of individual schools or programs and the more centralized role and authority of UUFCC?
         II. ACTION ITEMS:
            a. UUFCC members asked to take the course approval process draft back to their constituent schools and obtain feedback to bring back to the next UUFCC meeting.
            b. Lynne Ford to send out electronic copy of the course approval process to UUFCC committee and school UCC chairs.
            c. Patricia to finalize a graph of the process and send to committee members.
   ii. New UUF Bylaws:
      I. After much discussion, it was determined that the format the committee had before them was too difficult to read and it seemed that there were several conflicting versions in front of members.
         a. Action Item: Lynne Ford to send the most current version of the bylaws to UUFCC members.
      II. Change in composition of UUFCC representation
         a. There was a lengthy discussion about the proposed bylaws changes regarding the reduction in representation to UUFCC by certain schools and the elimination of certain ex-officio positions.
         b. Concern was expressed that these changes may have been passed without adequate communication to the University faculty.
         c. Motion: It was moved and seconded that the UUFCC pursue the reinstatement of the ex-officio position of the chair of the Weatherhead School of Management curriculum committee and the Director of the BSN Program from the School of Nursing. Motion carried unanimously.
iii. Course objectives/outcomes: general discussion covering the points on the worksheet. No actions initiated.
iv. Sages Capstones and MS theses – Deferred
v. Sages First Seminar and University Seminar Course numbers – Deferred
vi. Develop a summary of the university’s academic/programmatic/pedagogical innovations for use by the University – Deferred

VI. New Business – Deferred
VII. Updates on Curriculum activity of constituent schools over the summer – Deferred
VIII. Adjournment at 1:10 PM

Attachment # 2 -

/. excerpt from an e-mail of 2/23/06 from Gary Chottiner, UUFCC Chair in 05-06

Course Approval Process (DRAFT)

My notes from the February meeting of the UUFCC indicate that there was broad agreement on the policies described below. If, after review, the committee feels that these notes reflect how we should operate, we should vote on these policies, inform the appropriate people (*curriculum committee chairs, associate Deans, etc.*, revisiting this issue if we find we’ve missed anything) and request that the UUFXC and Provost endorse these policies.

1. Except under circumstances noted below, undergraduate course and program actions go first to the undergraduate curriculum committee, UGCC, of the School/College in which a department is housed. These are then forwarded to the UUFCC, which will be primarily concerned with issues that cross institutional boundaries.

2. Certain actions, primarily those associated with new degree programs and changes in general education requirements, may require approval by the entire faculty of the originating College/School and/or the UUF (as well as the Faculty Senate, Board of Trustees, Ohio Board of Education?)

3. For departments which are housed in one school (*which has a UGCC of its own*) but offer a degree in another school (*which also has a UGCC of its own*), any course or program change which might significantly affect that degree requires a consultation with the chair of the Curriculum Committee of the degree-awarding school. That chair may determine that the School’s entire CC should consider the proposal before any action is taken. Proof of the consultation may take the form of a signature on the CAF or a message from that chair attached to the CAF. [*This policy would currently apply to degree programs in Computer Science, Engineering Physics, and Economics.*]

4. For departments housed in units that do not have a UGCC, if those departments offer a degree in a school that does have a UGCC or if the particular course/program request is primarily in support of a degree in such a school, that school’s UGCC should be the first committee to review any course or program action. [*This policy currently applies to Nutrition, Biochemistry, Public Health and possibly other courses in the MSASS and SOM.*]
5. For departments housed in units that do not have a UGCC, if the department’s offerings are not generally tied to a degree program, those requests should be taken directly to the UUFCC, which will consider them more carefully and critically than it might a course which has already passed a review by another UGCC. [This policy currently applies to all PHYS ED courses and possibly to specific courses which may be offered in MSASS and SOM.]

6. SAGES first and university seminars must receive a Letter of Support from the SAGES office before being considered via the path described above. SAGES department seminars and capstone courses are controlled by the individual schools, which may also require that actions include a Letter of Support from the SAGES office. [ASIDE TO THE UUFCC – does this committee wish to require these letters for all SAGES department seminars and capstones before the UUFCC will approve a course of this type?]

Gary Chottiner
Professor of Physics & Director of Undergraduate Studies
Department of Physics, Rockefeller Building 104D

Attachment # 3 -

College of Arts and Sciences
COMMITTEE ON EDUCATIONAL PROGRAMS
September 21, 2006

Members Present: D. Dannefer, R. Greene, A. Helmreich, L. Hengehold, K. Ledford—Chair, H. Meakin, G. Starkman, M. Willis

Members Absent: J. Heilman, K. Lavelle, A. Pearson, T. Peshek, C. Rozek, J. Wolcowitz

Also Attending: J. Amon, M. Davis, K. Jones-Smith, J. Korbin, C. Stilwell

Proposed Modification to Ph.D. Program in Musicology
Mary Davis provided the members with a brief overview of the proposal. The department proposes to modify the Ph.D. program in Historical Musicology to be consistent with recent curricular adjustments, and to be more in line with similar programs at other institutions. Currently there are different requirements for course work based on a student’s previous degree attainment (bachelor’s or master’s). The proposed modification would integrate the M.A. and Ph.D. track to “require 36 credit hours of course work and an additional 18 hours of dissertation research credit hours for all students.” The proposal was unanimously approved.

Proposal to Drop Communication Studies Track
The Department of Communication Sciences has supported two tracks of study: Communication Disorders and Communication Studies. Following an external review of the department in January 2004, a phasing-out of the Communications Studies track was begun in March 2004. At that time, the department had no tenured or tenure-track
faculty in the track. Students currently enrolled in either the major or minor for this track were counseled and provided opportunities to complete their program. Currently all declared students have either completed their requirements and earned their degree or elected to pursue other interests. The appropriate course action forms to drop the remaining courses in this track are on the docket for consideration later in the meeting. The committee voted to approve this proposal.

Proposal for Alternate Track for Biology Minor
The Department of Biology is proposing a modification to the minor which would create a second track with a new sequence of core courses. The current core sequence consists of BIOL 214-215-216. These courses also carry a prerequisite of CHEM 105. The core sequence for the new track would be BIOL 250-251. The new track would also required 16 hours of biology electives. The department believes that the new track would be appropriate for students desiring a broader exposure to biology with emphasis on “the evolutionary relatedness of living organisms.” The new track would not include a laboratory component.

Much of the committee's discussion centered on the embedded prerequisites for the electives. It was noted that almost all of the appropriate upper-division biology electives still require the 214-215-216 core sequence. The members posed several questions. Is this the department's intent? Is the department committed to offering any non-214-215-216 prerequisite upper division electives frequently enough so that students can complete the new track in an orderly fashion? Does the department want to consider making both prerequisite core sequences eligible as prerequisites for the electives? Can students succeed in the electives on the basis of the 250-251 track despite the fact that the embedded requirement of CHEM 105 in the BIOL 214-215-216 track has been included, but will not be included in the 250-251 track?

Following discussion, the members voted unanimously to mark this proposal as Pending in order to invite the department to respond to these questions.

Approved Course Proposals

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<tr>
<th>Docket No.</th>
<th>Course No.</th>
<th>Title</th>
<th>Action</th>
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<tbody>
<tr>
<td>04-AS-065</td>
<td>BIOL 385</td>
<td>Seminar on Biological Processes in Learning and Cognition (3)</td>
<td>Revisit – New</td>
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<td>06-AS-023</td>
<td>STAT 437</td>
<td>Stochastic Modeling of Scientific Data (3)</td>
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<td>06-AS-024</td>
<td>STAT 538</td>
<td>Advanced Stochastic Modeling of Scientific Data II (3)</td>
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<td>06-AS-025</td>
<td>MUEN 398</td>
<td>Cleveland Orchestra Chorus (0-1)</td>
<td>New; Drop MUHI 601</td>
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<td>MUHI 610</td>
<td>Bibliography and Research Methods in Music (3)</td>
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<td>06-AS-027</td>
<td>MUHI 611</td>
<td>Doctor of Musical Arts Seminar (3)</td>
<td>New; Drop MUHI 602</td>
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<td>06-AS-029</td>
<td>MPH 351</td>
<td>Public Health SAGES Capstone Planning (2)</td>
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<td>06-AS-032</td>
<td>COSI 130</td>
<td>Workshop in Radio Broadcasting (1)</td>
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<td>06-AS-033</td>
<td>COSI 228</td>
<td>Introduction to Mass Communication (3)</td>
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<td>06-AS-034</td>
<td>COSI 236 Public Speaking (3)</td>
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<td>06-AS-035</td>
<td>COSI 328 Media Effects and Literacy (3)</td>
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<td>06-AS-036</td>
<td>COSI 330 Seminar in Radio Broadcasting (3)</td>
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<td>06-AS-037</td>
<td>COSI 336 Communication in Professional Contexts (3)</td>
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<td>06-AS-038</td>
<td>ANTH 302/402 Darwinian Medicine (3)</td>
<td>Change Prerequisite; Add to GER</td>
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<td>06-AS-047</td>
<td>BIOL 365/465 Evo-Devo: The Evolution of Body Plans (3)</td>
<td>Change Prerequisite, Description, Add 400-level</td>
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<td>06-AS-048</td>
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<td>06-AS-056</td>
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<td>06-AS-057</td>
<td>CHIN 315/415 Business Chinese (3)</td>
<td>Change Prerequisite, Add 400-level</td>
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<td>06-AS-058</td>
<td>RLGN 350/450 Jewish Ethics (3)</td>
<td>Change Description, Add Cross-list, Add to SAGES</td>
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<td>CHEM 304 Quantitative Analytical Chemistry (4)</td>
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<td>06-AS-060</td>
<td>COSI 100 Introduction to Human Communication (3)</td>
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<tr>
<td>06-AS-061</td>
<td>ARTH 395 Internship (3)</td>
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The committee also considered a proposal to drop GRMN 370—Topics in Literary Periods (Docket 06-AS-044). The Course Action Form carried no signature, so the committee voted to mark this Pending and will reconsider the proposal once it is signed and resubmitted.

**Topics for Future Committee Discussion**

Professor Ledford asked the members to review a memo listing related topics to come before the committee. He asked the members to contact him with other items to be added and to suggest a rank order for discussion at future meetings.