Case Western Reserve University  
UUF Curriculum Committee  
Meeting of Tuesday, September 12, 2006  
Room 1, Adelbert Hall, 11:30 a.m. - 1 p.m.  

**Please note changed date and room**

Agenda

1. Call to Order, Introductions and Election of a Secretary..............Patricia Underwood

2. Consent Agenda
   A. Minutes of the last meeting on May 11/06 (Attachment #1)
   B. Report of the UUFXC Meeting of Aug. 31/06

3. Update on SAGES Activity ...........Peter Whiting

4. Overview of Role of UUFCC and Plans for 2006 - 2007 Academic Year:
   Continuing Issues -
   A. Course Approval Process
   B. Courses used as prereqs, coreqs, majors and minors in other departments
   C. Course Objectives/Outcomes
   D. Course Action Form Revisions
   E. New UUF Bylaws
   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.

5. New Business:
   Courses approved over the summer (Attachment # 2)

6. Updates on Curriculum Activity of Constituent Schools over the summer
   A. CAS . . . Mtgs held May 18th and on e-mail to approve Course Action Forms
   B. CSE
   C. FPB Nursing
   D. WSOM. . . Minutes of the Meetings of June 13th and Aug. 25th (Attachment # 3)
   E. Medical Departments
   F. Physical Education & Athletics

Additional agenda items invited.

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UUF Curriculum Committee
Draft Minutes of Meeting of Thursday, May 11, 2006
Room 352, Adelbert Hall, 11:30 am - 1:00 pm

Present: Julie Amon, Gary Chottiner (Chair), Donald Feke, Lynne Ford, Amy Hammett, Steven Hauck, Jill Korbin, James McGuffin-Cawley, Matthew Schnupp, James Swain, Patricia Underwood

I. Announcements from the Chair, Gary Chottiner
   Discussion on summer signing authority for any CAFs - will circulate electronically.

II. No SAGES Activity update in the absence of P. Whiting.

III. Minutes of the previous meeting of April 6th approved, as circulated.

IV. Updates on Curricular Activity from Constituent Schools
   A. CAS - No questions on submitted written report. Kenneth Singer is the new elected member for next year. P. Underwood asked about “objectives” for FSSY 103. Chair Chottiner said SAGES has generally-stated objectives. Further discussion on the recommendation that every course must have stated objectives, and that this needs to be widely discussed in each school. Question on authority to reject courses already approved by a school; suggestion on whether to add a box on the CAF re course objectives and/or changes to same. This is an items for further discussion under Old Business.
   MOTION made to approve all submitted CASs - approved.

   B. CSE - ENGR 131, consultations requested completed. EECS 396-399 are restructured/renumbered; 398 is a capstone, not 399. Question about Consultations - asking is OK. The Macro program, previously approved in UUFCC, now has CSE faculty approval.
   MOTION made to approve all - approved.

   C. Nursing - None.

   D. WSOM - FSNA 1xx - one-time-only approval now. ECON 120 is a change in Bulletin description to restrict seniors from taking this for credit. Discussion on enforcing prerequisites for enrolling. While this raised some concerns it was decided to defer to the school’s judgment.
   MOTION to approve all submitted - approved.

   E. Medical School Departments of Biochemistry and Nutrition - None.

   F. Physical Education & Athletics: D. Feke noted that as instructed at the April meeting, he wrote to David Diles but received no reply yet.
   MOTION made to accept what we have and encourage the department to continue to get other courses descriptions added, especially for the first year courses.
VI. Old Business
A. Course Approval Process: G. Previts explained process for ECON where degree is granted by CAS but WSOM needs control over the major requirements. Chair Chottiner asked that this topic be discussed at each school’s curriculum committee. Question asked on requirement for advice memo for departmental seminars - WSOM has only one so far, and CSE would usually consult in any case.
B. Courses used as prereqs, coreqs, majors and minors in other departments - deferred to next semester, as was
C. Course Objectives/Outcomes - also deferred
D. Course Action Form Revisions - CSE would like to suggest some changes - discuss again next semester.
E. New UUF Bylaws - deferred
F. SAGES Capstones and M.S. Theses - deferred
G. Develop a summary of the university’s academic/programmatic/pedagogical innovations for use by the university. - deferred to Fall.

Question on B.S./M.S. - mainly a CSE issue.

VII. New Business
A. SAGES First and University Seminar Course Numbers - not taken up at this meeting.

The meeting adjourned.

Lynne E. Ford
Secretary pro tem

Attachment # 2 -

For College of Arts and Sciences:
Approved Course Proposals – A&S CEP – May 18, 2006

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<th>Course No.</th>
<th>Title</th>
<th>Action</th>
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<tr>
<td>05-AS-004</td>
<td>FSTS 100</td>
<td>First Seminar Transfer Supplement (1) New</td>
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<td>05-AS-014</td>
<td>FSSO 104</td>
<td>Chemical Aspects of the Aging Mind (4)New</td>
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<td>05-AS-065</td>
<td>USNA 219</td>
<td>Inventions (3) New</td>
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<td>05-AS-223</td>
<td>BIOL 366</td>
<td>Genes, Embryos, and Fossils (3) New</td>
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<td>05-AS-065</td>
<td>USNA 219</td>
<td>Suburban Landscapes: Nature, Technology, And Culture (3) New</td>
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<td>05-AS-179</td>
<td>COGS 101</td>
<td>Introduction to Cognitive Science I (3) New</td>
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<td>05-AS-180</td>
<td>COGS 102</td>
<td>Introduction to Cognitive Science II (3) New</td>
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<td>05-AS-181</td>
<td>COGS 201</td>
<td>Human Cognition in Evolution and Development (3) New</td>
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<td>05-AS-182</td>
<td>COGS 202</td>
<td>Human Cognition Viewed from a Cultural Perspective New</td>
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<td>05-AS-214</td>
<td>POSC 397</td>
<td>Honors Program I (3) Drop</td>
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<td>05-AS-215</td>
<td>POSC 398</td>
<td>Honors Program II (3) Drop</td>
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<tr>
<td>05-AS-216</td>
<td>RLGN 353/453</td>
<td>Hindu and Jain Bioethics (3) Add Cross-list; Add 400-level</td>
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<td>05-AS-224</td>
<td>HSTY 106</td>
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<td>RLGN 205</td>
<td>Religions and Cultures of India (3)</td>
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<td>05-AS-226</td>
<td>USSY 249</td>
<td>Paris: From Revolution to Globalization (3)</td>
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<td>05-AS-228</td>
<td>ARTH 584</td>
<td>Seminar: History of Photography (3)</td>
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<td>05-AS-229</td>
<td>ARAB 201</td>
<td>Intermediate Arabic I (4)</td>
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<td>05-AS-230</td>
<td>GRMN 208</td>
<td>The Munich Experience (3)</td>
<td>Add Corequisite</td>
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<td>05-AS-231</td>
<td>GRMN 330</td>
<td>Topics in German Cinema (3)</td>
<td>Change Number, Description, Add Prerequisite</td>
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<td>GRMN 380</td>
<td>Topics in Advanced German Cultural Studies (3)</td>
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<td>RLGN 208</td>
<td>Introduction to Western Religions (3)</td>
<td>Add to GER, Change Number</td>
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<td>MUHI 301</td>
<td>History of Western Music I (3)</td>
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<td>HBRW 102</td>
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<td>HBRW 201</td>
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<td>HBRW 202</td>
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<td>05-AS-242</td>
<td>HBRW 301</td>
<td>Advanced Modern Hebrew I (3)</td>
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<td>05-AS-243</td>
<td>HBRW 302</td>
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<td>HBRW 399</td>
<td>Independent Studies (1-3)</td>
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<td>05-AS-245</td>
<td>SOCI (various)</td>
<td>Seminar in Musicology (3)</td>
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<td>05-AS-246</td>
<td>DANC 403</td>
<td>Fourth-Year Contemporary Dance Technique I (1-3)</td>
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<td>DANC 404</td>
<td>Fourth-Year Contemporary Dance Technique II (1-3)</td>
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<td>DANC 417</td>
<td>Advanced Contemporary Dance Technique I (1-3)</td>
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<td>DANC 418</td>
<td>Advanced Contemporary Dance Technique II (1-3)</td>
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<td>POSC 373</td>
<td>Politics of the European Union (3)</td>
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<td>05-AS-254</td>
<td>COGS 327</td>
<td>Gesture in Cognition and Communication (3)</td>
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<td>05-AS-255</td>
<td>SOCI 360</td>
<td>The Sociology of Law (3)</td>
<td>Change Title, Description, Prerequisite</td>
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**Approved Course Proposals – A&S CEP – June 2006**

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<tr>
<td>05-AS-256</td>
<td>BIOL 117</td>
<td>Introduction to Human Anatomy and Physiology II (3)</td>
<td>Change Title, Prerequisite, Description, Delete Corequisite</td>
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<td>05-AS-257</td>
<td>BIOL 223</td>
<td>Vertebrate Biology (3)</td>
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<td>05-AS-258</td>
<td>BIOL 303</td>
<td>Principles of Chemical Biology (4)</td>
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<td>05-AS-259</td>
<td>BIOL 312</td>
<td>Environmental Sculpture (3)</td>
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<td>05-AS-260</td>
<td>BIOL 340</td>
<td>Human Physiology (3)</td>
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<td>05-AS-261</td>
<td>BIOL 351</td>
<td>Principles of Ecology (4)</td>
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<td>05-AS-262</td>
<td>BIOL 358</td>
<td>Animal Behavior (4)</td>
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<td>05-AS-263</td>
<td>BIOL 300</td>
<td>Dynamics of Biological Systems: A Quantitative Introduction to Biology (3)</td>
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<td>06-AS-003</td>
<td>MUGN 319</td>
<td>Jazz Skills I (3)</td>
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<td>06-AS-004</td>
<td>MUGN 320</td>
<td>Jazz Skills II (3)</td>
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Modification to Minor in Ethnic Studies to now require only two of five core courses.
Modification to Departmental Honors in Political Sciences requirements.
Modification to Minor in Public Policy in course selections.
Modifications to the Evolutionary Biology Major and Minor Programs in course selections.

For Case School of Engineering:
EBME 313, Biomedical Engineering Laboratory I - DROP COURSE
EBME 314, Biomedical Engineering Laboratory II - DROP COURSE
EBME 316, Biomaterials in Drug Delivery - NEW, PERMANENT
EBME 318, Biomedical Engineering Laboratory I - NEW, PERMANENT
EBME 319, Biomedical Engineering Laboratory II - NEW, PERMANENT
EBME 324, Laboratory Computing in Biomedical Engineering - DROP COURSE
EBME 325, Introduction to Tissue Engineering - NEW, PERMANENT
EECS 233, Introduction to Data Structures - CHANGE TO BULLETIN DESCRIPTION
EECS 350, Operations and Systems Design - CHANGE TO TITLE, BULLETIN DESC
EECS 360, Manufacturing & Automated Systems - CHANGE, TITLE, BULLETIN DESC
EMAC 375, Intro to Rheology - CHANGE TO BULLETIN DESC

For WSOM:
FSNA 105, You and the Natural World–A Socio-ecological Perspective
ORBH 370, Women in Organizations - NEW, PERMANENT
MGMT 315, International Management Institute - NEW PERMANENT

For Physical Education and Athletics
Adding Bulletin descriptions for
PHED 105, CPR/First Aid
PHED 108, Fencing
PHED 204, CPR/First Aid
PHED 216, Weight Training II

Attachment # 3 -

MINUTES of the WSOM Undergraduate and Integrated Studies Executive Committee Meeting, June 13, 2006

1. General Updates (G. Previts)
   - Minutes from May 30th UGIS Curriculum Committee meeting. (Refer to handout.)
   APPROVED
   - Recognition of Gary Murphy – recipient of the 2006 Outstanding Teacher award.

2. Assistant Dean Report (K. Carduff)
   - ECON 120 Limit Cards (R. Dubin)
     * Only a small percentage of ECON 120 students have taken MGMT 250/251, so limit cards are not necessary, makes it more difficult for the majority of students.

   - Communications Courses
     * COSI department has undergone change, eliminating COSI 100 and 236, one of which was required for ACCT majors. COSI 200 or 280 will now be accepted.
S. Piderit raised the point that because of the change of the GER there is no guidance assuring students take PSCL, SOCI or COSI. Should we offer a course internally?
* Decision to evaluate feedback from ACCT students who take these courses this year.
* Possibly use alternative university resources rather than our own.

- Assurance of Learning (Refer to handouts.)
  * Program = UG MGMT & UG ACCT, UG ECON is separate
  * Need to develop 5 or so goals of the program that can be assessed.
  * Between now and August meeting develop 3 or so goals through review of core course descriptions.

3. Assistant Dean Report (J. Hurley)
   - Orientation
     * Dates on Agenda
     * Placement tests now given on-line, plenty of meet and greet opportunities.

   - Practicum Requirements (Refer to handouts.)
     * Co-Op – typically engineering students, some WSOM, no Arts & Sciences, 6 to 7 months.
     * Practicum – 4 months (1 semester), take off one summer.
     * Revisions – a student is eligible after their freshman year, not after their sophomore year AND it does not have to be during the academic year, can be in the summer AND for a summer practicum an Assistant Dean can be the advisor rather than a faculty member.

4. General Announcements
   - Fresh Look 2010 – Refer to handouts.
   - Class of 2007 – initial inquiries up 20% at this time.


MINUTES of the WSOM Undergraduate and Integrated Studies Executive Committee Meeting, August 25, 2006

A. General Updates (G. Previts)
   a. Minutes from June 13th Curriculum Committee meeting. (Refer to handout.)

APPROVED
   b. SOURCE – booklets of materials circulated. (Refer to handout.)
   c. Review of Committee Assignments – update Admissions representative, Ajai Singh. (Refer to handout.)
   d. Introduction of Bonnie Richley – will be conducting new international institute, MGMT 315.
   f. Announcement of Sandy Piderit’s promotion to Associate Dean.
g. Accreditation Discussion (T. Fogarty) – faculty need examples, the process is important, the measures that the programs are taking to assess the achievement of their goals, spreadsheet approach, possibly begin with the core courses. (Refer to handout.)

B. Assistant Dean Report (K. Carduff)
   a. MGMT 315: International Management Institute (B. Richley) – presented for approval as permanent offering, previously approved as one time offering, suggestion to edit course description to include indication that students will be living in another country, suggestion to have Frankfurt add objectives to their syllabus. (Refer to handout.) APPROVED
   b. MGMT 395: Workplace Flexibility (S. Piderit) – positive feedback from committee, concern that there might be too much work for a 1 credit hour course, possible future 3 credit hour offering. (Refer to handout.) APPROVED
   c. MGMT 395: Development of Business in the United States (G. Previts) – (Refer to handout.) APPROVED
   d. Integrated Study Option: Accelerated B.S. in Accounting/Master of Accountancy – current requirement states that students must have completed all of their General Education Requirements to begin the program, under SAGES the Senior Capstone is not completed until the students’ senior year therefore, the language needs to be changed to reflect the fact this exception. APPROVED
   e. turnitin Software – demonstration of turnitin software, as writing development tool to be piloted this semester.

C. Assistant Dean Report (J. Hurley)
   a. Orientation and Incoming Class – continued success with multiple summer orientation sessions, strong incoming class with 85 indicating an interest in business. (Refer to handout.)
   b. Undergraduate Studies – update at next meeting - incoming class & beginning the cycle for Fall 07 entering class.
   c. Case Career Center (A. Sindelar)
      1. Meet the Accountants – September 8th (Refer to handout.)
      2. Career Fair – October 5th – tentative list of attendees. (Refer to handout.)
      3. Career Center Program Guide – fall semester offerings for students. (Refer to handout.)

D. On-Line Course Evaluations (E. Connell)
   a. All graduate-level course evaluations will be done on-line beginning Fall 2006. (Refer to handout.)
   b. Several e-mail reminders will be sent to students and instructor, can be tailored specifically to instructor’s timeline, typically open the last two weeks of class then access is stopped, comments are stored on-line.
   c. Concern about drop in response rate, also UG students must still complete paper University course evaluation.
   d. Possible incentive for students completing all of their course evaluations, entered into a raffle.
   e. To be piloted at the undergraduate level during the fall semester by G. Previts, S. Cort, R. Dubin and K. Carduff. To be coordinated by T. Welch.

E. Master of Accountancy Report (L. Parker/T. Welch) - MAcc orientation wrapping up, 12 registered new students.
F. Student Reports
   a. BAP – Meet the Accountants currently the main focus.
   b. ODE – Introduction of new president, Micah Sanders, and announcement of new faculty advisory, G. Murphy.


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