Case Western Reserve University
UUF Curriculum Committee
Meeting of Thursday, December 7, 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 Nov. 2/06 (Attachment #1)
   B. Report of the UUFXC Meeting of Nov. 16/06 (Attachment #2) (New Item)


   New agenda item: CSE courses: EBME 370, 380, Modification to Biomedical Engineering Major, EECS 304, Modification to the Computer Engineering Degree.

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. A Long-Term Proposal for Writing Proficiency (attached to e-mail) . . . P. Whiting
   B. 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 Oct. 19th and Nov. 16th (Attachment # 3)
   B. CSE: Notes from the Meeting of Nov. 29th (Attachment # 4)
   C. FPB Nursing:
   D. WSOM: Notes from the Meetings of (New item) Oct. 27th and Dec. 1st (Attachment # 5)
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.

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Attachment # 1 -

UUF Curriculum Committee
Notes from the Meeting of November 2, 2006

Present: Russ Borski, Marc Buchner, Gary Deimling, Steve Eppell, Don Feke, Lynne Ford, Steve Hauck, Amy Hammett, Jill Korbin, Peter Lagerlof, Ken Ledford, Jim McGuffin-Cawley, Sandy Piderit, Cynthia Pierce, Gary Previts, Ken Singer, James Swain, Patricia Underwood (Chair), Peter Whiting and Jeff Wolcowitz

New student member, Cynthia Pierce, was introduced and welcomed.

Consent Agenda: Sandy Piderit asked that PHED 014A, 014B and EBME 327 be pulled from the consent agenda and discussed. The discussion to approve the 0 credit Physical Education courses led to a broader discussion of how to best accomplish the charge in the UUF Bylaws with regard to approvals for courses. The notes from meetings in each school list courses being considered and those approved at the school level. Should they also be discussed in these meetings? Important information is available on the CAFs. Members are especially concerned when one school’s actions may affect another school’s programs. Amy Hammett suggested that one way to check for cross-listing, etc. is on the University General Bulletin site; the new PeopleSoft may be capable of helping with this. Other opinions expressed were that departments are knowledgeable about who requires their courses. It was suggested that a database could be established making much of this information available. Past chairpersons of this committee signed all CAFs, something which Amy Hammett appreciated. She will be bringing a new CAF to the committee as the new system has new capabilities.

The discussion continued for most of the balance of the meeting time on best use of this committee’s time and energy, and how to fulfill the mandates of the bylaws, which also requires reporting to the UUF Executive Committee.

The meeting adjourned at 12:55 p.m. with the hope that some summary and conclusions could be reached at the next meeting.

New Business then will be discussion of a long-term proposal for Writing Proficiency.

Lynne E. Ford, Secretary pro tem
UUF Executive Committee
Minutes of the Meeting of November 16, 2006
11:30 a.m. - 1 p.m., Room 352 Adelbert Hall

Present: Lynne Ford, Chris Hudak, Miranda Lange, Larry Parker, David Samols, and Jeff Wolcowitz
Also Present: Peter Whiting

1. No announcements. Very few members were present, partly due to a conflict with the faculty meeting in the Case School of Engineering.

2. Minutes of the meeting of October 26th were approved as distributed.

3. F. Students enrolled in courses without having the prerequisite courses:
   Discussion on this topic; many issues to consider - whether students have the personal responsibility to come prepared; unfair to students who are better prepared for course work

3. B. SAGES Update - Peter Whiting
   Reported that we are getting ready for 90+ University Seminars to be offered this spring. There is more stability in the SAGES program, and we are able to enhance/make more efficient assessments for First Seminar instructors. He has addressed the standard questions and now addressing the second-order questions. Mid fall assessments are notably better; more positive than last year. Students now view other students as more positive; faculty are more comfortable.
   D. Samols and M. Lange reported hearing of unhappy comments from Biochemistry majors.
   Chair Hudak said that the SAGES ad hoc Oversight Committee has not yet met but hopes they will by semester’s end.

3. C. Report from the Vice Provost for Undergraduate Education - Don Feke
   D. Feke was not in attendance due to the CSE faculty meeting but submitted a written report with updates on
   1) Student Photo Project - delayed implementation but expect service to be operating for Spring ‘07 semester.
   2) Student Technology Fee Update - Questions about exemptions to fee of $213/semester; list of those at web site http://www.case.edu/its/TechFeeFAQ.htm#exempt.
   3) New Course Evaluation Process - last report is that a demonstration will be available soon and beta-testing will be done during Spring ‘07 term.

Returned to discussion of 3.F. on prerequisites.
   - faculty updates of records
- accrediting organization requirements
- in Nursing, responsibility of advisors to see that students have prereqs
- safety issue in labs
- most important issues is that unprepared students hold back the class

**N.B. Chair Hudak suggested that each school discuss these issues on course prerequisites and revisit the topic at the December 21st meeting.**

3. G. Study Abroad - Jeff Wolcowitz

Dean Wolcowitz has learned of increased interest on the part of students in these opportunities. He suggests forming an ad hoc committee to review the requirements:
- GPA of 3.0 or better to do study abroad
- 2 years of that language prior to going to foreign country
- review of transferring of credits

He noted that policies such as these “belong” to the faculty, and that Undergraduate Studies help with implementation. We would also have a faculty oversight committee for study abroad. C. Hudak believes that schools think of this as their issue but it should be an undergraduate issue, with faculty policies governing it. P. Whiting also commented that our Board of Trustees has identified “internationalization” as a recruiting interest.

**N.B. J. Wolcowitz will prepare a charge and background materials for consideration.**

Meeting adjourned.

Lynne Ford, for the Secretary

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Attachment # 3 -

**College of Arts and Sciences**

**COMMITTEE ON EDUCATIONAL PROGRAMS**

**October 19, 2006**

Members Present: D. Dannefer, R. Greene, A. Helmreich, K. Ledford-Chair, H. Meakin, A. Pearson, T. Peshek, J. Wolcowitz

Members Absent: J. Heilman, L. Hengehold, K. Lavelle, C. Rozek, G. Starkman, M. Willis

**Proposed Minor in Cognitive Science**

The Department of Cognitive Science is proposing a program to include two of the department’s four core classes plus three additional COGS courses at the 200- or 300-level. The department believes that this will allow students to narrow down exposure to the aspects of Cognitive Science most relevant to their other academic interests. The proposal was approved and will be forwarded to the college’s Executive Committee.

**Approved Course Proposals**

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<tr>
<th>Docket No.</th>
<th>Course No.</th>
<th>Title Action</th>
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<tr>
<td>05-AS-043</td>
<td>USSO 239</td>
<td>Change Agents: Past, Present, and Future (3) New</td>
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<td>05-AS-060</td>
<td>USSY 237</td>
<td>The Transformation of the American South (3) New</td>
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The committee also considered permanent approval of a SAGES University Seminar…USSY 256—Violence and Identity (Docket 06-AS-002). The members expressed concern regarding a disjuncture between the course title, description, content, and objectives, and recommended further consultation with the cognate department. The proposal was marked Pending.

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College of Arts and Sciences

COMMITTEE ON EDUCATIONAL PROGRAMS

November 16, 2006

Members Present: L. Hengehold, M. Han, H. Meakin, A. Pearson, M. Willis
Members Absent: D. Dannefer, R. Greene, J. Heilman, A. Helmreich, K. Ledford-Chair,
Proposal to Change the Name of Religion Major and Minor

The Department of Religious Studies requested approval to modify the title for the major and minor to reflect the recently approved revised name of the department. The proposal was approved unanimously, and will be forwarded to the UUFCC, the Office of Undergraduate Studies, the Registrar, and the Faculty Senate for any additional further consideration.

Approved Course Proposals

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<th>Docket No.</th>
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<td>The First Amendment (3)</td>
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<td>USSO 233</td>
<td>The Pursuit of Equity and Quality in Public Education (3)</td>
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<td>05-AS-048</td>
<td>USSO 243</td>
<td>Making Facts Dance: Literary Journalism and Social Issues Reporting (3)</td>
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<td>USSY 235</td>
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<td>USSY 241</td>
<td>The Birth of the Modern: 1905-1925 (3)</td>
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<td>05-AS-128</td>
<td>USSY 246</td>
<td>How to Make a Leader (3)</td>
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<td>USSY 254</td>
<td>Nonverbal Communication (3)</td>
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<td>06-AS-001</td>
<td>USSO 262</td>
<td>Shame, Honor, and the Self (3)</td>
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<td>06-AS-050</td>
<td>MLIT 325/425</td>
<td>Seminar in Cognitive Poetics and Text Analysis (3)</td>
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<td>06-AS-051</td>
<td>MLIT 328</td>
<td>Seminar in Intercultural Communication: A Multilingual Media Approach to Language and Discourse</td>
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<td>06-AS-103</td>
<td>USSO 274</td>
<td>Passion, Insult, and Virtue in Ancient Athens (3)</td>
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<td>06-AS-106</td>
<td>USSY 267</td>
<td>Medieval Love songs: Poetry, Music, Spirituality (3)</td>
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<td>Psychology of Creativity (3)</td>
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<td>06-AS-113</td>
<td>ARTH 384/484</td>
<td>American Art and Architecture in the Age of Washington and Jefferson (3)</td>
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<td>PSCL 394</td>
<td>Psychology Capstone Seminar: Current Problems (3)</td>
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<td>POSC 321/421</td>
<td>News Media and Politics (3)</td>
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<td>06-AS-123</td>
<td>USSO 280</td>
<td>Democracy? (3)</td>
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<td>USSO 282</td>
<td>Community Policing: A Comparative Study (3)</td>
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<td>06-AS-125</td>
<td>ETHS 253B</td>
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<td>06-AS-126</td>
<td>MUHI 301</td>
<td>History of Western Music I (3)</td>
<td>Change Prerequisites, Add Corequisite, Change Description</td>
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<td>06-AS-127</td>
<td>MUHI 302</td>
<td>History of Western Music II (3)</td>
<td>Change Prerequisites, Change Description</td>
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<td>06-AS-128</td>
<td>MUHI 303</td>
<td>History of Western Music III (3)</td>
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<td>06-AS-129</td>
<td>CHEM 479</td>
<td>X-Ray Crystallography (3)</td>
<td>Resurrect Old Course</td>
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<td>06-AS-130</td>
<td>CHST 301</td>
<td>Child Policy (3)</td>
<td>Change Prerequisite, Add Cross-list</td>
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<td>06-AS-131</td>
<td>CHST 302</td>
<td>Experiential Learning in Child Policy (3-6)</td>
<td>Change Credit-hours, Change Prerequisite, Change Description, Add Cross-list</td>
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<td>CHST 398</td>
<td>Child Policy Externship (3-6)</td>
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<tr>
<td>06-AS-134</td>
<td>USSY 230</td>
<td>Sexualities, Citizenship, and Social Action (3)</td>
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The committee also considered permanent approval of a SAGES First Seminar…FSCS 150—First Seminar Continuing Semester (Docket 05-AS-140). The intent of this course
is to give ESL students who may be experiencing difficulty due to their language proficiency an opportunity to have an extra semester to master the first seminar concepts, skills, and information. The committee felt that the proposal, as written, was not clear enough on this intent, and appeared instead to offer the student an opportunity to repeat a course and receive credit twice. The committee, by a vote of 0-6, voted against permanent approval and instead asked that the proposal be marked Pending so that a revised description and/or syllabus could be considered.

**CEP Review of SAGES Proposals**

Due to limited time, the committee only briefly discussed this topic. It was suggested that discussion be continued at a meeting free of course proposals, or limited to only those proposal of a time-sensitive nature. It was also suggested that Associate Dean and SAGES Director Peter Whiting and Dean of Undergraduate Studies Jeffery Wolcowitz be invited to attend. It may be possible to use either the December or January CEP meeting for this discussion.

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Attachment #4 -

CSE Undergraduate Curriculum Committee Meeting

Wednesday, November 29, 2006

Committee members present: Marc Buchner, Peter Lagerlof, Xin Yu, Jeffrey Wolcowitz (Undergraduate Studies), Thomas Zawodzinski, Brian Ballentine, Ken Singer

**ACTION ITEMS:**

The Course Action Form for EECS 304 (change of pre-requisite) was approved

The CWRU Action Form for replacing EECS 399 by EECS 398 (SAGES capstone course) in the Computer Engineering Degree Program was approved

The CWRU Action Form for introducing EBME 370 in the Biomedical Engineering Degree Program was approved. Two previously required courses, EBME 313 (2 credits) and EBME 314 (2 credits) were replaced by EBME 318 (1 credit) and EBME 319 (1 credit), thus this change does not alter the total number of credits required for graduation.

The Course Action Form for EBME 370 (new course) was approved.

The Course Action Form for EBME 380 (change in title, Classroom/Lab hours, Pre- or Co-requisite, Bulletin, and Course Content changed; Capstone SAGES course) was approved

The committee would like to request that the issue of accepting Interdisciplinary Undergraduate Courses in the College of Arts and Sciences be raised with the Arts and Sciences Faculty with the intent that these courses be acceptable to meeting the Engineering Core Breadth requirement. This would include the courses, for example, in the American Studies,
Environmental Studies, Ethnic Studies, Judaic Studies, and Women’s studies areas.

The committee recommends to the Engineering Faculty that the current one year transition structure of teaching ENGL 398 (2 credits via the English Department) and ENGR 398 (1 credit via the Case School of Engineering) be extended into an additional two year trial in its current ENGL 398/ENGR 398 format. An extended discussion was held concerning the current situation of the ENGL 398/ENGR 398 course in which a large number of issues and factors need to be examined. If the 2 year trial period proves successful, then the recommendation by the committee would be to make the combined offering permanent.

The dates and times of the meetings for the Spring semester will be determined later.

Attachment # 5 -

MINUTES: WSOM Undergraduate & Integrated Studies Executive Committee Meeting 10/27/06

1. General Updates (G. Previts)
   - Minutes from September 29th Executive Committee meeting. (Refer to handout.)
   APPROVED

2. Assessment
   - Lunch Meeting: Friday, January 12th, all department reps coordinating assessment activities to attend.
   - Accounting: (L. Parker) ACCT 101, 202 and 540 have plans in place. (Refer to handouts.)
   - Economics: (G. Murphy) standardized portion of final for all sections of 102 & 103, 20 national multiple choice questions (content, concepts & terminology) and 326 written and oral communication testing. (Refer to handout.)

3. UUF Updates & Other (L. Parker)
   - Electronic Course Evaluations: on hold
   - Technology Fee: $213/semester, 3 hrs or less pay half.
   - Cleveland Scholarship Programs: provide scholarships to 50 Cleveland City school students to attend Case.
   - PeopleSoft: finalizing business process issues, next to implement forms, SOLAR to continue w/same issues.
   - Late Afternoon Classes: overall feedback OK, but possible issue w/more students, plus more time restrictions.
   - Transcription of Student Research: Close to settled.
   - SAGES Writing Portfolio: students to write reflective essay of no more than 2 pages, if further review needed then the portfolio will be examined, instructors always able to send students for additional help.
   - Instructional Technology and Academic Computing (ITAC): (G. Murphy) can help with
- University Assistance: (R. Dubin) due to a decrease in Pell Grants, Case may reassess granting of assistance as it is currently predominantly based on achievement.
- MGMT 395: Corporate Reporting Policy (T. King) - One offering in spring 2007 by Tom King, CPA, Progressive Insurance. (Refer to handout.) APPROVED

4. Assistant Dean Report (J. Hurley)
   - Words from Wolstein: new bi-monthly WSOM UG newsletter, prioritizing student activities, events, awards, etc., to have something included e-mail Heidi Bocan (hdd) or Jim Hurley (jxh12). (Refer to handout.)
   - Class Gift: P. Sobul working with group of juniors and seniors on a WSOM UG class gift.
   - Fisk to Case Fair: opportunity for Case to recruit for graduate programs, exchange ideas and information, develop relationships, Deborah Bibb and Matthew Hurley will be attending.
   - Dean’s Search: first meeting held this week, D. Bilmoria is chair, to wrap up by 12/20 & deliver recommendations.
   - Business Week Rankings: submitted employer data, e-mail next week to seniors to complete on-line survey.
   - Choices Fair: today during the Community Hour in Veale, mainly for freshman, reps from each department.
   - Dean’s Advisory Group on Recruiting (DAGOR): met yesterday, any tuition increase must be very well justified.
   - Admission: Goal of 1,050 for Fall 2007.
   - Open House: Sunday, 10/29 is the first, Saturday 11/18 is the next.
   - Career Development: (A. Sindelar) Goldman Sachs info session >50 people, 11/13 is the M&A discussion, must RSVP to Amy, Career Fair >700 students and >120 employers, record number of on campus interviewing & info sessions, A. Singh asked about Key Co-Op program, J. Wolcowitz asked about “Summer on the Street.”
   - Wake Forest Marketing Competition: possibility for WSOM UG marketing students. (Refer to handout.)

5. Assistant Dean Report (K. Carduff)
   - Texas Case Competition: case on real start-up, Netcast HD, Inc., form revenue projections & customer strategy.

6. Senior Coordinator (T. Welch)
   - MGMT 315: International Institute – trip to Frankfurt, Germany is set, cost is $2,500 plus out-of-pocket expenses, first 15 students to submit $500 deposit, focus on EU financial markets. (Refer to handout.)

7. Discussion of BAFI Minor (A. Singh) – TO BE CONTINUED AT DECEMBER MEETING
   - Actually an 18-hr minor, not 15, inequity in minors, due to hidden ACCT requirement. (Refer to handout.)
   - Minor is only 2 years old, would take away seats in ACCT 101, 1 major = 4 minors,
should require ACCT 303, BAFI 355 needs course action form to change prerequisites. 
- WSOM Boxscore - # of declared majors, on the rise, Graduated Minors – small numbers. (Refer to handout.)

8. Master of Accountancy Program
- Graduation Resolution: January 2007 graduates. (Refer to handout.) APPROVED
- MAcc Status for Spring 2007 and Fall 2007 (Refer to handout.)

9. Student Reports
- BAP – holding weekly meetings, very high membership numbers, Financial Literacy Presentation today.
- AKPsi - 17 pledges, 50/50 raffle ending November 6th, contact Daniel McCanless.


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<th>Instructor</th>
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<td>MGMT 395</td>
<td>Advanced Seminar</td>
<td>Corporate Reporting Policy version</td>
<td>T. King</td>
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MINUTES: WSOM Undergraduate & Integrated Studies Executive Committee Meeting 12/1/06

1. Associate Dean Repost (G. Previts)
- Minutes from October 27th Executive Committee meeting. (Refer to handout.) APPROVED
  - WSOM UG Graduation Resolution (Refer to handout.) APPROVED (w/change of office)
  - Alternative Course Arrangements – J. Rebitzer exploring possible STAT 207 changes, alternatives.
  - New Employees, Case Career Center: Peggy Gesing, Assistant Director of Employee Relations (working on employer Hot List) and Kristen Deaton, Experiential Learning Specialist (strengthen practicum)
  - UG Programs Status: currently 430 declared majors, over 500 by May, 15% of graduating class with class sizes of 1,000 equals 600 declared majors at full capacity.
  - Core Course Assessment Plan & Session: Friday, Jan. 12th, 11:00 - 1:30, H. Bocan (hdd@case.edu) to RSVP.

2. Assistant Dean Report (J. Hurley)
- Words from Wolstein: communication vehicle for students, faculty, staff, should others be receiving?
  - AACSB Conference/BW Rankings: sat on panel on UG rankings, came about due to BW rankings, AACSB should do ratings as opposed to rankings, should be an advocate for the schools.
- Dean’s Search: transparent process, interviews 12/4, 12/9 meeting to review information, 12/20 goal for submitting a recommendation to Provost’s office, early January announcement.

- Admissions (L. Woycznski): applications up 3%, 1,000 goal, early action down, but not much, these students 50% more likely to enroll, Experience Case Days very effective for WSOM.

- Career Development (A. Sindelar): Career Center fully staffed shortly, increase in listings on eCompass.

3. MAcc Director Report (L. Parker)
   - UUF Updates: review of study abroad policies (J. Wolcowitz), prerequisite issue still pending, based on feedback SAGES is doing better.
   - MAcc Projections (T. Welch): 6 new students for spring (possibly two more), early interest for fall 2007.

4. Senior Coordinator Report (T. Welch)
   - MGMT 315: 7 deposits for the Int’l Institute in Frankfurt, have until February 1st to determine if enough interest to support, may open up to MAcc students.
   - Meeting w/Laura Gordos, Director Finance and Administration: concern about presentation of gross (professional programs) to net (UG programs) comparisons, Laura said very difficult to determine net for professional programs although working on it, MAcc revenue included in professional programs, but administered out of UGIS.

5. Coordinator Report (H. Bocan)
   - Course Evals: all distributed, complete before last day of class, returned to depart. chairs after grades submitted.

6. Assistant Dean Report (K. Carduff)
   - ECON 364: Competition & Public Policy (R. Dubin): change name to Industrial Organization. (Refer to handout.) APPROVED
   - ECON Minor Change (R. Dubin): eliminate concentrations, limits course choices, effective Fall 2007, DPR corrections for current students. (Refer to handout.) APPROVED
   - International Business Challenge (L. Vannelli): U of Texas, 10 int’l and 10 domestic teams, similar to Action Learning, “live” case of a local start-up, learn how to present to a client. (Refer to handout.) APPROVED
   - Boxscore: soph class 2X normal size, ACCT majors @ 79, normally 60ies, 375-400 advisees. (Refer to handout.) APPROVED
   - Assessment: ACCT 101 General Course Objectives for all ACCT 101 courses, but each instructor determines how to assess those objectives. General UG Assessment Guidelines (L. Parker) (Refer to handouts.) APPROVED
   - BAFI Minor (A. Singh): change BAFI 355 prerequisites to ACCT 101 (Majors) or 303 (Non-Majors), instead of ACCT 202 AND change minor to ACCT 101 (Majors) or 303 (Non-Majors), BAFI 355, 356 and 2 of BAFI 341, 357 or 359. (Refer to handouts.) APPROVED
   - Need appropriate paperwork for prerequisite change. Possible name change to BAFI 301, as other courses.

7. Student Reports
- BAP – initiation on November 28th, 9 new members, double size.
- AKPsi – panel on November 30th, graduate school, great attendance.


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