Received by the Undergraduate Coordinating Council May 1, 2014

COMMITTEE ON THE UNDERGRADUATE CURRICULUM (CUC)
Seventh Meeting/2013-14 Academic Year
April 10, 2014
Approved

PRESENT: G. Aase (BUS/OMIS), A. Bah (LAS/SOCI), I. Gómez-Vega (LAS/ENGL), J. Gray (HHS/NUHS), M. Henning (CEDU/LTCY), M. Kolb (Associate Vice Provost), M. Lenczewski (LAS/GEOL, chair), S. Takai (EET/TECH)

CONSULTANTS: D. Smith (Catalog Editor/Curriculum Coordinator)

The meeting was called to order by CUC chair Lenczewski.

APPROVAL OF AGENDA

Lenczewski asked that the report on the General Education PLUS task force be moved up in the agenda. Bah made a motion, seconded by Gómez-Vega, to APPROVE THE AGENDA AS AMENDED. Motion passed unanimously.

ANNOUNCEMENTS

1. Minutes from the March 20, 2014, meeting were electronically approved.

CONSENT AGENDA

Gómez-Vega made a motion, seconded by Gray, TO APPROVE THE UNDERGRADUATE CURRICULAR ITEMS ON THE CONSENT AGENDA. Motion passed unanimously. The following college minutes with no undergraduate-level curricular items were so received.

College of Business #7
College of Health and Human Sciences #11

The following college minutes with undergraduate-level curricular items were so received.

College of Education #10 (pending BOT approval)
College of Education #11

COLLEGE MINUTES AND OTHER CURRICULAR ITEMS FOR DISCUSSION

College of Liberal Arts & Sciences #12

New course HIST 480, Spies, Lies and Secret Wars: CIA in the World, was noted. It was pointed out that they checked with the Department of Political Science regarding nonduplication. The CUC felt that no other department needed to be consulted. Henning made a motion, seconded by Bah, TO APPROVE THE UNDERGRADUATE CURRICULAR ITEMS IN COLLEGE OF EDUCATION #12 (2/26/14). Motion passed unanimously.
OLD BUSINESS

1. APPM revisions. Lenczewski reported that the subcommittee met and went through all the documents with suggested revisions as prepared by Smith. She noted that most of the revisions are to clean up the language and bring policies up to date. The CUC looked at each document.
   a. Curricular Definitions. In this section is a proposed definition for a second degree and second major. Lenczewski noted that the new language comes from the catalog. Committee members discussed if the catalog language is actually something they want to endorse and, if not, it shouldn’t be included in the APPM language. Gómez-Vega made a motion, seconded by Gray to table the revisions to Curricular Definitions. Aase said he would work on a proposal to send to the administration to consider changing what is required for a second degree and major.
   b. Operating Procedures for Curricular Items. Among the revisions for this policy is a definition of the minimum and maximum hours for a minor. There was a discussion about making sure that students can earn a minor within the 120 hours to graduate and whether or not the maximum number of hours needs to be defined. It was noted that best practices has minors at 18-21 hours.
      Also in this section is a policy for deleting obsolete courses. Committee members felt that this policy wasn’t necessary. Henning made a motion, seconded by Aase, TO NOT APPROVE THE ADDITION OF A POLICY ON DELETING OBSOLETE COURSES. 
      Motion passed with one opposed. Henning made a motion, seconded by Gómez-Vega, TO APPROVE THE OTHER REVISIONS IN THIS SECTION. 
      Motion passed unanimously.
   c. Checklist for New Course Proposals. Assessment plan was added to the checklist. It was suggested that “as appropriate” be added. Henning made a motion, seconded by Gómez-Vega, TO APPROVE THE REVISIONS TO THIS SECTION WITH THE AMENDED LANGUAGE. 
      Motion passed unanimously.
   d. Curricular Approval Procedures. The changes here update current policy. Aase made a motion, seconded by Gómez-Vega, TO APPROVE THE REVISIONS TO THIS SECTION. 
      Motion passed unanimously.
   e. Curricular Approval Process. The change here is to update the chart according to current policy. There were questions why the line that deals with centers and institutes will now require clinics to go to the president and provost for a name change. Smith explained that clinics always needed this approval and reiterated that the change here is to update the chart according to current policy. But she added that she will ask why this is the policy. This item was tabled until the issue could be clarified.
   f. Guidelines and Sample Copy for College Curriculum Committee Minutes and Attachments. The revisions here are to strengthen the policy for what is required for the preparation of the college curriculum committee minutes and attachments. Gómez-Vega made a motion, seconded by Gray, TO APPROVE THE REVISIONS IN THIS SECTION. 
      Motion passed unanimously.
   g. Procedure for Requesting a New Degree Program or Off-Campus Degree-Granting Authority and Delivering a Degree Program Online. The CUC and GCCC were added to the approval process. Gómez-Vega made a motion, seconded by Bah, TO APPROVE THE REVISIONS TO THIS SECTION. 
      Motion passed unanimously.
   h. Request for Approval of a New Degree Program. Assessment Plan was added. The CUC suggested that “approved by the University Assessment Panel (UAP)” be added to the revision. Aase made a motion, seconded by Gómez-Vega, TO APPROVE THE REVISIONS TO THIS ITEM AS AMENDED BY THE CUC. 
      Motion passed unanimously.
i. Request for a Subdivision of a Major. The definition of a minor was added to this section. Committee members suggested that a referral to that specific definition in the APPM is all that is needed here. Aase made a motion, seconded by Gómez-Vega, TO APPROVE THE CHANGES TO THIS SECTION AS AMENDED BY THE CUC. **Motion passed unanimously.**

j. General Curricular Policies. Committee members discussed a revision to the proposed changes. Gray made a motion, seconded by Gómez-Vega, TO APPROVE THE CHANGES TO THIS SECTION AS AMENDED BY THE CUC. **Motion passed unanimously.**

k. Guidelines for the Development of Interdisciplinary Courses. Gray made a motion, seconded by Gómez-Vega, TO APPROVE THE CHANGES TO THIS SECTION. **Motion passed unanimously.**

l. Contract Majors. Lenczewski explained that the main reason for the change for this policy is to allow departments to offer more contract majors if they aren’t able to offer a permanent major due to reasons beyond the department’s control, for example, lack of funding at the administrative level. Gómez-Vega made a motion, seconded by Gray, TO APPROVE THE CHANGES IN THIS SECTION. **Motion passed unanimously.**

m. Guidelines for Online Courses Carrying Graduate Credit Offered by Northern Illinois University. This was tabled because the University Council is also working on this document. [Note: this item really only needs Graduate Council approval, so will not go back to the CUC.]

2. B.S. in Applied Management revisions. No report.

**NEW BUSINESS**

1. General Education PLUS Task Force. Kolb reported that the models that have been developed can be viewed on the PLUS web page (niu.edu/PLUS). PLUS stands for Progressive Learning in Undergraduate Studies. The task force membership is made up of faculty, staff, and students from the six undergraduate colleges. Kolb said that he and other members of the task force have been making presentations to the colleges seeking feedback on the models. Kolb pointed out that for each of the models, three things are addressed. First, all of the models reduce the number of credit hours. The intent was to give programs more flexibility in requirements for the majors and to be able to extend general education into the majors, such as major-related writing courses. Second, all models encourage the addition of more course offerings. Third, all models propose an increase of upper-division courses. He invited CUC members to also participate and complete the survey. An invitation to the survey was e-mailed to the NIU community. He said that Acting Provost Freeman has asked that the final report be submitted by this September and the task force will be preparing that report over the summer. Kolb said the report will be as specific as possible regarding the new general education model and catalog language. Kolb said that what the task force will need from the CUC is guidance on implementation. He also asked for the CUC to consider policy on allowing general education credits to count for majors. Gómez-Vega asked how upper-division courses could be included and Kolb responded that they would be vetted through the GEC, for example upper-division writing courses in the major. Bah noted that many upper-division courses have prerequisites and Kolb responded that those would be evaluated by the GEC during the vetting process. Kolb added that all of the models also include integration of courses through, for example, themed learning or pathways. There was a discussion about the reduction of hours for general education credit and would programs need to increase their credit. It was clarified that many programs already
require enough credits for graduation, but if they didn’t, this would allow for flexibility to add other requirements or electives.

2. Contract Majors and KNPE 101 letter suffixed courses. Smith explained that contract majors are reviewed every year to ensure that one college isn’t offering a contract major in the same discipline too many times. If they are, the CUC could suggest that they propose that theme as a new major. The only major that has been offered several times in the past is Women and Gender Studies. It was noted that the college has put through a proposal for a major in this area of study, but the provost at that time asked that they put a hold on the proposal due to budget limitations. Smith said that the KNPE 101 lettered suffixed are reviewed for a similar reason, that if one theme is offered too many times, then the department should put through a new course proposal. Smith said that there were no course offerings from the 2012-13 year that were repeated in recent years.

Meeting was adjourned at 2:40 p.m.

The next meeting will be in September, 2014.

Respectfully submitted,

Donna M. Smith