

**APPROVED MINUTES**  
University Wide Undergraduate Curriculum Committee  
Tuesday, January 26, 2016  
**310 Humanities and Social Sciences Building**

I. Call to Order

In attendance: Ali, Clewell, Cussen, Deckert, Fair, Freda, Garrow, Greenawalt, Killam, Lewis, Mocek, Pistole, Racchini, Sechrist, and Wachter (Members of the Graduate Committee).

Excused: Hess and McDevitt      Absent: Maticic

II. Co-Chairs Report

Joint meeting with graduate curriculum committee.

The EDUC 471 catalog description addressed only special education not elementary education. Shirley Johnson provided an updated catalog description. A vote of the committee over email approved the changes.

III. Liberal Studies Committee Report

No Report.

IV. Items for Review/Possible Action:

a. Federal Guidelines for credit hours

- For every one-hour in class there need to be two hours spent out of class. Assignments include readings, homework, evaluation techniques, ect. Example: For a 1 credit lecture class that has 14 hours in-class, should have 28 hours out-of-class work. (Labs are excluded.)
- Course proposals need to give *indicators* of what out-of-class assignments are provided. Blanket statement in iwiki will include definitions and will have the Chairs approval signify that this requirement is met.
- On an Ali/Wachter motion we recommend to the Council of Chairs of the Federal requirement for the inclusion of two out-of-class hours of coursework included into every one hour of lecture. This requirement will be included in the iwiki and the department chair, or their designee, to ensure that this is covered in all future course proposals.

b. Treatment and Timing of Dual Level Courses

- -Dual level courses are graduate level courses that are also taught to undergraduate course. Main concern is that dual level course can only be edited for each committees level and not the entire course. Suggested having two separate courses or sending all responsibility o graduate committee. Currently if a course is dual level it is not "moved" to the Senate level in the electronic system until both committees have approved the course.
- -On a Lewis/Greenawalt motion we recommend to the Senate that the dual level courses will be sent only to the graduate committee who will ensure that graduate and undergraduate objectives will be met (pending APSCUF review).

c. Certificate Credit Minimum Level

- The System does not have a minimum level of credits of overlap in a major.
  - The System does not have a minimum number of credits.
  - A certificate does go on the transcript stating that the student is certified in the task. A certificate can use coursework in a student's major. Certificates can be for undergraduates, graduates, or continuing education students.
  - Both the graduate and undergraduate committees will determine the minimum levels of certificates and their max courses for majors courses that double dip.
- d. Registrars Office
- Propose that proposers of new minors, certificates, or programs meet with the registrar's office beforehand to iron out any issues beforehand. Marcy Rearick can help iron out issues even before the proposal went to Senate.
  - On a Deckart/Clewell motion we recommend to have proposers of minors, certificates, or programs meet with the registrar's office prior to UWUCC approval.
- e. Certificate of Recognition
- For graduate committee as these are only for graduate programs. Graduate committee is charged to draft a policy to handle programs with certificate of recognition.
- f. Tell IT about the following items
- Any other issues with the iwiki--the biggest problem is that the columns in the iwiki are too hard to maintain in a neat order--could change the side by side to be a word document upload.
  - Adding a checkbox on proposals to indicate whether a course is repeatable (such as internships, etc.)  
Adding a checkbox to the iwiki affirming that the course number (for a new course) is available.
- g. Blanket policy for undergrad and grad -81 courses
- Grad committee will draft up a motion to allowing -81 course to be taken for variable credit.

The meeting adjourned at 4:52 p.m.  
Respectfully submitted by Justin Fair