The meeting began at 8:00 a.m.

Welcome:
The Chair welcomed the Committee.

Prior to action on the Consent Agenda, the Chair noted a clarification and correction to a couple items. First, on item 3.b., it was noted that the incorrect cover memo was distributed, but that the Chair confirmed with the program that the CRC form was correct and reflected the intent of the BME program. Second, on item 5.a., the original syllabus indicated that a score of 69/100 indicated a failing grade, which was inconsistent with university policy. Prior to the meeting, the Chair conferred with the Career Services office, and they provided an updated sample syllabus that indicated that a score 59/100 would be considered a failing grade, with 60/100 a passing grade. The Chair indicated that he will upload the updated syllabus to the document archive.

Consent Agenda:
The following items remained on the Consent Agenda, and the Committee unanimously recommended them for approval by the Provost.

1. College of Aeronautics
   a. CRC – AVM 4302 – Aviation Law
   b. CRC – AHF 3104 – Human-Machine Systems
   c. CRC – AVS 4000 – Aviation Physiology Laboratory
   d. CRC – AVT 2002 – Aeronautics 4

2. College of Engineering and Science
   a. ANC – AEE 4708 – Unmanned Aircraft Systems Design

3. Department of Aerospace, Physics, and Space Science
   a. ANC – AEE 4708 – Unmanned Aircraft Systems Design

4. Department of Biomedical and Chemical Engineering and Science
   a. CRC – BME 3261 – Biomechanics and Biomaterials Lab
   b. CRC – BME 4110 – Tissue Engineering
   c. ANC – BME 4150 – FDA Medical Device Curriculum
   d. CRC – BME 4410 – Introduction to Biomedical Imaging

5. Department of Ocean Engineering and Marine Sciences
   a. ANC – ENS 4011 – Water Quality Techniques
   b. ANC – ENS 4012 – Estuarine Ecology
   c. ANC – OCN 4013 – Ocean Biology for Engineers
   d. CRC – MAR 3410 – General Ecology
   e. CRC – MAR 4710 – Marine Biology
   f. CGR – B.S. General Biology
   g. CGR – B.S. Marine Biology
   h. CGR – B.S. Marine Conservation
College of Psychology and Liberal Arts

5. Career Services
   a. ANC – CWE 1000 – Intro to Career and Professional Development
   b. CRC – CWE 1001 – Cooperative Education 1
   c. CRC – CWE 2001 – Cooperative Education 2
   d. CRC – CWE 3001 – Cooperative Education 3
   e. CRC – CWE 3003 – Engineering Cooperative Education
   f. CRC – CWE 4001 – Cooperative Education 4

Consent Agenda Discussion Items:

The following item was discussed, and the Committee unanimously recommended it for approval by the Provost, as amended.
1. College of Aeronautics
   e. CRC – AVT 4302 – Air Traffic Control 2

It was suggested that having “Instructor approval” as an “OR” condition to another named course in the prerequisites was redundant. However, it was pointed out that if a program wishes to waive a prerequisite, the instructor does not sign the form, but instead the form is signed by the student’s advisor and department head (or program chair). Having “OR instructor approval” as a prerequisite can streamline that process by a) not signing a waiver from the published curriculum, and b) allowing the instructor to determine whether a student has sufficient background to take the course and signify that with a signature on a Registration or Add/Drop form.

The Registrar indicated that BANNER cannot accommodate a “course OR instructor approval” type of restriction, that it has to be one or the other. If a student were to come to the Registration Center with an instructor’s signature on a Registration form (for example), BANNER would still flag a prerequisite error, and during the busiest times of enrollment, the registration processors cannot be checking the catalog in every instance to see if “instructor approval” is an acceptable alternative. Thus, the best practice is to keep only the course prerequisite, and if a program wants to waive it, it be done so through a Co/Prerequisite Waiver Request form with the advisor and department head (or program chair) signatures.

To that end, CoA agreed to remove the “OR instructor approval” restriction from this request. The form was so amended.

Discussion Item:
1. Nominations for UGCC Chair, 2021 – 2023

The Chair reminded the Committee that it nominated the Chair for reelection. The Chair accepted on the condition that there were no other accepted nominations for the position. The Chair opened the floor to additional nominations. None were put forth. The Chair was then unanimously reelected (with the Chair abstaining) to serve another term.

2. Upcoming Syllabi and Course Assessment Requirements (raised during meeting)

A question was raised as to whether there were going to be additional required changes to course syllabi in the future. Dr. Ruane (Director of Academic Program Assessment) responded that it is anticipated that course syllabi will need to include a minimum of three course-level outcomes, and that these syllabi must be
uploaded to Canvas. Further, at the end of each term in Canvas, it is anticipated that instructors will need to indicate how these course-level outcomes were measured, what the results were, and what improvements can be made to further improve student performance. When noted that these changes were anticipated to start in the spring, a concern was raised that this change seemed to be rushed and that there has yet been no communication about it with the faculty. In response, it was noted that details about these changes were anticipated to be promulgated imminently. There was also some discussion as to what is expected as minimum-required Canvas use in each course by all faculty going forward.

3. Meeting Dates:
   November 20  Submission deadline: November 12
   Deadline for new programs to APAC and Financial Affairs
   January 29  Submission deadline, January 21
   Deadline for 2021-22 catalog changes
   February 26  Submission deadline: February 18
   March 26  Submission deadline: March 18
   April 30  Submission deadline: April 22

The Chair noted the date and time for the next meeting and the deadline for agenda items to be received. He emphasized that the next meeting was the deadline for academic changes to the upcoming University Catalog. Our next regular meeting is Fri., Jan. 29 at 8:00 a.m. via Zoom. Agenda items are due Thurs., Jan. 21. Deadline for all remaining curricular changes (too late for first consideration of new programs).

The meeting ended at 8:26 a.m.

Respectfully submitted,

Mark Archambault – Chair