UO Committee on Courses
Meeting Minutes

Date: April 27, 2017

Present:
- Bramhall, Ron
- Brand, Colin**
- Cherry, Christian*
- Eveland, Sue
- Hall, Gordon*
- Hodges, Sara
- Jefferis, Mike
- Lowery, Brian
- Mann, Roberta*
- Morrill, Bil
- Norris, Boyana*
- Jana Prikryl*
- Skelton, Scott
- Mike Urbancic*
- Warden, Kathy

* Voting members
** Voting student members

Next meeting: May 1, 2017, EMU Rogue Room

Courses submitted to UOCC for review: (Listed by Committee member responsible for review).
(Those highlighted have been approved, withdrawn, rolled forward/pending, denied)

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<thead>
<tr>
<th>Colin Brand</th>
<th>Christian Cherry</th>
<th>Gordon Hall</th>
<th>Roberta Mann</th>
<th>Boyana Norris</th>
<th>Jana Prikryl</th>
<th>Mike Urbancic</th>
<th>Frances White</th>
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Administrative Actions:
- ASL 311
- EDLD 638
- GEO 403
- IARC 447/547
- INTL 280
- INTL 420/520
- J 469/569
- LAW 732
- MUP 741
- MUP 742
- MUP 743
- MUP 744
- MUP 745
- MUP 746
- MUP 747
- MUP 748
- MUP 749
- MUP 750
- MUP 751
- MUP 752
- MUP 753
- MUP 754
- MUP 755
- MUP 756
- MUP 757
- MUP 774
- MUP 775
- MUP 776
- MUP 777
- MUP 778
- MUP 781
- MUP 782
- MUP 783
- MUP 784
- MUP 785
- MUS 441/541
- PSY 304
- PSY 305
- PSY 306
- PSY 307
- PSY 308
- PSY 309
- MUS 694
- MUS 695
- MUS 696
- MUS 698
I. Announcements – None

II. Discussion

**ARH 314** – Would like the expanded course description changed to add multiculture information. There was a question if they still want the course to be a series with ARH 315. UOCC approved course and multicultural request.

**ARH 354** – Not clear how IPT multiculture is woven into course. Need more detail with IPT as a core theme. Suggestion was to have it built into each assignment week in syllabus because it will help students understand the IPT content better. Grading needs to be consistent between CourseLeaf and syllabus.

**ARH 211** – Since this is a 4-credit class that meets less than four hours per week, need to have a better understanding how the extra hour is captured. Would like to have due diligence emails from Latin American Studies and Folklore.

**ENG 286** – UOCC approved course, gen ed, and MC.

**Online course submissions** – When courses are submitted to UOCC with online components added, the committee needs to have SEIs for CourseLeaf. Would like to see more description and examples. In future, the committee would like to have example links placed on a PDF and added as an attachment on CL. Would also like to see prose attached such as the memo Ian McNeely did for Anthropology’s submissions.

**MATH 201** – UOCC approved. Mike U to work with Scott S. on title issue with MathLab.
**MATH 202** – UOCC approved.
**MATH 203** – UOCC approved.
**MATH 204** – UOCC approved.
**MATH 205** – UOCC approved.
**MATH 206** – UOCC approved.

**CourseLeaf discussion:** (from last week and this week)
- Add column on SEI for online/hybrid
- When rolled back and then forward again, course required to go through all approvals again. Would like to have option to send it forward to selected workflow. Good idea to ask CL how they’ve handled this with other institutes.
- Need to add an additional contact. Have one faculty contact and one department representative.
- 400/500 courses – require an answer of yes or no
- Due diligence wording needs to be changed because the current explanation is not getting the information needed.
- The Multi-listed section needs to be its own separate section. Too close to due diligence which makes some people skip the due diligence section.
- Department sponsorship title needs changed perhaps to Overlap and Impact. There are three sections within that section and they need to be separated out.
Need to have definition of duplication in due diligence section.
Separate out department resources.
Need more information regarding due diligence. State something about UOCC may ask for more information.
For due diligence, info should be clearer on who is to submit it. Should be program or department head or designee.

- In grading section, add N/A for both non-major and major.
- Enrollment restrictions – Mike to look into cleaning up punctuation. Needs better explanation. Maybe add a glossary. Need to know what the entire list is in glossary. In “Other” change wording. ACTION: need meeting with Mike, Frances, Ron, and Kathy to review.
- Rationale for Course - Need summary for the change similar to cover letter UOCC used to receive.
- Course connected to any other curr changes section - Describe or attach how change impacts others in the summary.
- Student Engagement – column titles will need to change with hybrid/online column added. Traditional format verses online/hybrid. Maybe need two different sections. Allow text wrapping. Change example to a typical 40 hour course on first line.
- Instructional format - needs help.