



**Western Connecticut State University
Committee on Undergraduate Curriculum and Standards
CUCAS Minutes for December 17th, 2015
CC 212/214 (WS)**

2015 - 2016 Members Present - Nicholas Greco (Chair), Keith Gauvin, Jerry Wilcox, Missy Alexander, Jamie Begian,, Jess House, David Martin, J.C Barone, Barbara Piscopo, Divya Sharma, Dave Smith, Timothy Wiggins, Jessica Eckstein and Katie Lever-Mazzuto

Members not present: Ming Ling Chuang, Linda Dalessio, Alina Sherwani, Kiely Hultgren, Douglas Brede, Brendan Mitchell

Guests: Jennifer Zdziarski, Terri Small, William P. De Feo, Jody Rajcula, Marsha Daria, Anthony Markert, Virginia Verhoff, Katie O'Callaghan

Called to order at 9:40 a.m.

Minutes:

1. Minutes of CUCAS Meeting from November 19th, 2015
 - Motion to approve: Missy Alexander, 2nd, Barbara Piscopo
 - Discussions/Corrections: None
 - #Approved: 9 / Opposed: 0

Announcements: None

Reports:

1. General Education Committee Report – (T. Wiggins)

- ❖ Gen Ed has approved and has posted the basics of the Gen Ed approval curriculum process on the website. We are currently in the process of doing another document talking about how we anticipate transitioning into the Gen Ed. program that should be approved in February. It talks about how freshman will be integrated into the new program and also how transfer students and the new TAP program will be integrated into the new competency based system with an anticipated start date of February 2016. Those are the two major documents that we have been developing in the last month or so. Competency approvals have begun across the board. The History, Communications and World Language Departments have approved a series of things and the Math, English and Biology departments all got approved as well. Keith and Missy have discussed the concept of how this is going to look in the Fall as far as the effect of the “new” Gen Ed. System in regards to program sheets and how that’s going to affect CUCAS here. There is a lot of paperwork for the Registrar’s office. Missy mentioned that she and Keith met last summer to minimize shock to the Banner system and they are trying to get that in order and are designating the courses based on competency and at the same time what the degree audits look like. All of this is happening at the same time the degree works is being built so it’s going to be a lot all at once.
- ❖ Missy also stated that for the program sheets, the question of how they change is somewhat impacted by discussions today about these degree definitions. The simplest answer is that they only change in as much as we go to competencies and then if there are pre-determined Gen Eds., they will count either as Gen Ed. electives or as competencies that have been approved for competencies. If we change the structure of the degree program then there will be a slight shift there. But it’s not changing anyone’s requirements it’s just changing how they’re represented on the program sheets. Missy has been sending out the sample program sheets since last summer to review and to provide feedback as well as suggestions and comments.



- ❖ James asked Keith if the target date of 2016 still a realistic goal. Keith responded that if Gen. Ed has been passed by the Senate, we'll have to make it work. Keith indicated that the biggest issue facing the Registrar's office is simply starting registration for the Fall Semester. Those courses are built in February and getting the classes approved with the new Gen. Ed. distinction and then getting them on to the course before we build the course is a pivotal piece for that. If there is not a critical mass by the time we start registration then we will have to deal with a few issues. *(Let's say a course gets approved after we've built it and students are registered, all of those students will have to be dropped out of the course, the course must be rebuilt with a new CRN number and then all of those students have to be re-built into the class as well)* Missy stated that the Gen Ed Committee in sensitivity to that issue has tentatively held a second February meeting. February is the deadline to build these classes.
- ❖ Nick had a question regarding that if in regards to departments getting their courses through, if there are certain courses that don't get through by the time the Fall comes and then Freshman actually take those and then those courses are later deemed - Are those allowed to then go back and have them filled in accordingly? **The answer is No.** It has to be approved ahead of time before they take despite the course is not changing. Nick reiterated that there is a real concern that we over place competencies and therefore the challenge is to keep fighting for the right balance.
- ❖ The question was asked as to when are courses being built for Spring 2017? The schedules are due on May 1st, 2016. The courses are built any time after that up until August 2016. So other courses that get approved for Gen Ed. will be available to gain the new competencies for Spring for Freshman, so we're not waiting an entire year necessarily.

Old Business:

1. Proposal from CUCAS (N. Greco)
 - a. Revise the faculty handbook Guidelines on Degrees (CD1516057)
 - **Discussion/Questions:** Nick asked how are the program sheets going to change in terms of the cognate? Missy envisions the cognate would be in the major section, but the credits would be allocated toward Gen. Ed. as to not overtax the student to take an additional 40 credits. Is it up to the department to choose as to what ends or doesn't end up in the cognate, and to decide where that fits? *For example: Within the major - let's say the first courses listed would be cognate and then after that would be everything else that's not and the cognate counts toward Gen Ed. and the major credits are just the ones that are left of which cannot exceed 18.* The number 18 was based on the earlier idea in the handbook of what an interdisciplinary degree is and which is basically an additional 18 credits outside of the major. The department decides whether a major is interdisciplinary or not.
 - #Approved: 9 /Opposed:



New Business:

1. Proposal from the Justice & Law Administration Department (W. P. DeFeo and A. Markert)
 - b. New Course: JLA 2xx (JLA 200 preferred) Writing for the Justice Professions (CD1516049)
 - Motion to approve: Missy Alexander, 2nd; Divya Sharma
 - Discussion: Anthony Markert explained that there is a need in JLA to find a good fit for a writing intensive course. So we decided over the years to develop it ourselves, which is how we came to have this course. It's designed to teach dual aspects of writing intelligently in a legal frame work and social science "type" papers and APA citation format. It would also satisfy the required materials for a second tier level writing intensive competency that previously went through Gen. Ed. In terms of full disclosure our plan is to get this course on the books as soon as possible. Afterwards we will follow up next month with program sheets along with pre-requisites, which we will do separately at the next round. We would like to offer this course for Fall 2016 and would end up being offered in the Fall and in the Spring. So the idea of pre-requisites as far as this course being a pre-requisite and where it sits in the program sheet can be dealt with when the program sheet is brought through.
 - #Approved: 11 /Opposed:
2. Proposals from the Education & Educational Psychology Department(S. Murphy)
 - a. New Course: ED IDM 2xx STEM I for Elementary Educators (CD1516059).
 - b. New Course: ED IDM 2xx STEM II for Elementary Educators (CD1516060).
 - c. Revised program sheet for Interdisciplinary Elementary Education (CD1516062).
 - Motion to consider as a packet: Katie Lever-Mazzuto 2nd; Jess House
Discussion: - We opened the program this past Fall and it was designed with Danbury and Bethel School districts in response to the needs of the local superintendents in response to teachers not being able to teach the common core of or have a conceptual knowledge base in the areas of math and science. The two course outlines really bring the program alive and is the heart of the program Stem I and Stem II. These two syllabi were created to walk candidates through the process. Stem I focuses on physical sciences and Stem II on earth and space sciences.

Edits for the Program Sheets:

- 1) IDM Section: **Please correct number of credits**
- 2) Educational Major in CT? **Katie will check and look into it.**
- 3) Prefix: Is the prefix ED or IDM? **IDM is the prefix.**
- 4) How are the credits and labs being handled? **The stem coordinators for Danbury Public Schools will be teaching these courses at the schools. The lab is incorporated in both of these classes which is why they are 4 credits and as they would be doing projects in those labs which includes the engineering piece as well.** There's no separate lab piece.
- 5) The course is listed as experimental inquiry and lab but lecture is not checked off - so how does this fit? It would seem that the course should really be categorized/labeled as Lecture/Lab Course in which lab and lecture are combined and mixed throughout. **The Courses will need to be categorized as Lecture/Lab Course for appropriate meeting time for 6 hour/(2) 3 hour**



meetings. Nick will follow-up to see if the label change can be made and push these courses through.

5) Follow-up Details:

- Meeting minutes need to be attached.
- Grading Scale: Needs to say either “ Standard Grading Scale Applies” or provide all the grades that can be earned.(presumably a student could get a “C” but they would have to take the course again)
- Does Theater 201 have a pre-requisite of Theater 181? **No it will be over-ridden with permission.**
- Send new syllabi with the changes and change of numbers for the program sheets. Once they are received they will be processed.

- #Approved: 11 /Opposed:

3. TAP Agreements

- a. TAP Biology (CD1516114).
- b. CSCU Pathway degree in Mathematics (CD1516086).

- Motion to approve as packet: Missy Alexander 2nd; Jess House
- Discussion: TAP In Biology - Biology has already been approved by the BOR so these are simply endorsements. The Senate would like it to go through CUCAS and then to Senate and we will be seeing all of the others coming forward. The BOR did approve the Biology and there has been a voice throughout. In regards to the CSCU Pathway degree in Mathematics the math department will need to provide meeting minutes.

- #Approved: 11 /Opposed:

4. Proposal from the Distance Education Committee (?)

- a. Hybrid Course Definition Change (Ratio of Face-to-Face to Online Instruction) (CD1516092).

- Motion to approve: Jess House 2nd ; Jamie Begian
- Discussion: Jess House was questioned as to what changes are actually being made. The contact hours are still the same. There is simply a shift of the percentage of those contact hours which are now being allowed online. So if it's a 3 credit class you are still meeting for 3 hours a week, but if it's a 100 level class you could have a 1/3 of those hours online. The content of the class is not changing, just the language. The intent is to give the student the proper information regarding the class so they know what to expect from the class ahead of time. The content is not changing just the delivery of that content.

Given the certain complexities concerning the language change, further discussion is warranted. There is a lot to think about and to consider still. A lot of good points and issues were presented. We need to think on this and table this for next month as there is a lot more here than meets the eye. It doesn't go back to PRC - we are just going to continue processing. The language simply makes it over-complicated. Follow-up involves providing notification to the Committee with the concerns presented today and that this would be tabled until next month.



5. Proposals from the Health Promotion and Exercise Sciences Department (R. Houseman)
 - a. Change to the SBS requirements for B.S. Health Education (PreK-12) program (CD1516095).
 - b. Replace EPY 204 with ED 314 to the education certification requirements for B.S. Health Education (PK-12) program sheet (CD1516096).
 - c. Reduce free electives in B.S. Health Education (PK-12) program, from 17 to 12 credits (CD1516097).
 - d. Change B.S. program sheet to reflect current proposed changes (CD1516098).
 - Motion to approve as packet: Missy Alexander 2nd; Jamie Begian
 - Discussion: Are we adding more education classes and hiding them in Gen Ed. and taking away the student's ability to have those Gen. Ed Experiences? Can they be added under the major? It would seem that there is no freedom (locked up). All of the proposals will need to have meeting minutes. They are to be emailed to Nick and he will attach them.
 - #Approved: 11 /Opposed:

6. Policy on E-Devices in the classroom. (?)
 - Motion to approve: Katie Lever-Mazzuto 2nd; Jamie Begian
 - Discussion: Senate sets up adhoc committees to consider certain issues. So in seeing them on the agenda, I ask that they come here because it directly affects a policy or syllabus change. Matt is not here to discuss the policy on E devices. Requires policy to be provided by instructors to the students what E-Devices are appropriate in the classroom. There are some concerns regarding the language of this policy. We must be cautious against infringing upon the students or making unreasonable statements in the syllabus. It would be nice for there to be general guidelines that say "textbooks fit this definition" so that it can be clearly understood. There should be a general "e-device" statement. The Instructor should be aware that content required for the course should not be restricted. Instructors should be thinking about these things. Are we willing to consider changing "acceptable" to "reasonable"? Instructors will have to include this in their policy.
 - #Approved: 9 /Opposed:

7. Interpersonal Violence Statement on course syllabi. (J. Eckstein)
 - Motion to approve:
 - Discussion: This is important for information that needs to be out here. The question is if the best vehicle for this information is the syllabus. While the statement is crucial and should be disseminated, the validity of having this information listed in the syllabus is questionable. It would appear that the course syllabus is not the best place for this information and may defeat the purpose. Does our syllabus just become one long jargon of policies? Is there a better means of dissemination that would prove to be a more effective means of notification? It is not a requirement that it be presented in the syllabus, just that it be presented. We are required to provide this information but not mandated to specifically present in one way or the other. This is so important, and needs the proper and effective launching for it to be heard campus wide.



- And it reads: *All non-confidential WCSU employees including faculty are required to submit an anonymous report form when aware of any interpersonal violence. Although student information will remain secure it may be shared with the appropriate WCSU Campus Officials. Confidential on campus locations not required to report include the counseling center and Health Services. More information is available at _____*
- #Approved: 3 /Opposed: 4 Abstains: 4

8. Course credit definitions – Tabled to next month’s meeting.

Motion to adjourn: Missy Alexander 2nd B. Piscopo. The meeting was adjourned at 11:46 AM