

# Meeting Minutes

## UAS Curriculum Committee

### November 15, 2013

Attendance: P. Dalthorp, C. Urata, E. Dillingham, A. Jones, B. Urquhart, B. Wilkes, C. Hay-Jahans, E. Hill, M. Chapman. Ex-Officio: J. Crichton, B. Hegel, G. Hays, scribe. Guest: Pete Traxler, Reed Brewer, Katy Spangler, Jeffrey Lofthus, Dale Miller, Brian Vander Naald, and Heidi Pearson

Chairman P. Dalthorp called the meeting to order at 3:05 pm in the Novatney Building conference room.

Agenda: P. Dalthorp noted that the order of the agenda would be arranged to accommodate the guests in attendance to present their agenda item.

#### Review of updated curriculum forms:

P. Dalthorp noted a few things about the forms at the beginning of the discussion:

- The curriculum committee email has been changed to [UAS\\_jycurriculum@uas.alaska.edu](mailto:UAS_jycurriculum@uas.alaska.edu). The website will be updated to reflect this new address to forward proposals.
- The draft forms are currently in "DOCX" format and will be converted to PDF once the format is accepted.
- The drop down menus for campus and program designations, credit hours and contact hour information and the scrolling action of the table boxes are not visible in the DOCX format.

He also pointed out that the forms were revised in response to the committee's desire to:

- have the titles clarify the type of form in the heading
- ensure that the proper form is used
- clarify when information needed to be attached to the form
- remove unnecessary or inaccurate verbiage

The committee reviewed and approved the modifications to the forms and thanked Chairman Dalthorp for his excellent work. They also suggested that the website form headings be expanded to clarify form usage. Reference to the 6-year course sequence was decided to not be necessary for these curriculum forms.

#### Minutes from 10-18-2013:

Minutes from the last meeting are posted in the shared drive at `\\berling\AY 13-14\Curriculum Committee\Minutes`. The committee had no comments on the meeting minutes. **E. Hill moved to approve the minutes of the October 18, 2013 meeting as presented. C. Hay-Jahans seconded. The minutes of the October 18, 2013 meeting were approved.**

### Second Readings:

#### **14-04 PSY S473 Psychological Testing – New Course Form Category A (tape count 1:44:05-1:47:17)**

E. Hill reported that the faculty member that presented this will no longer be working at UAS, and that no other faculty has been assigned to teach the course as this time. The committee decided to remove this proposal from review. *E. Hill moved to table. E. Dillingham seconded. The motion carried.*

#### **14-05 Anthropology 430 Ethnographic Methods – New Course Form Category A (tape count 1:47:25-1:50:35)**

*C. Hay-Jahans moved to pass second reading. The motion was seconded by C. Urata. The proposal passed through second reading without objection.*

#### **14-06 BA in Social Science – Change Form Category A (tape count 1:53:36 – 1:55:43)**

*TABLED* - This document is not signed by the Faculty Senate President Fredenberg although the spreadsheet indicates it had been signed. B. Hegel said she will make sure it is signed and returned.

#### **14-08 SSCI S373 Data Analysis in the Social Sciences – New Course Proposal Category A**

*TABLED - OUT OF TIME*

#### **14-09 SSCI S200 Orientation to the Social Sciences – New Course Proposal Category A (tape count 1:52:08 - )**

*TABLED - OUT OF TIME*

#### **14-10 BIOL S250 Tropical Marine and Coastal Ecology – New Course Proposal Category B (tape count 1:04:30-1:06)**

Heidi Pearson verified that this would be a 2+2 credit course. It was also noted that she approved the course description to read, "Travel to tropical sites is a required course component and instructor permission required." *E. Hill moved to pass second reading. Seconded by E. Dillingham. The proposal passed through second reading without objection.*

### First Readings:

#### **14-07 Minor in Economics AY15 – New Program Proposal Category A (tape count 57:50 -1:04:10)**

This proposal, presented by B. Vander Naald, adds an economics minor to meet demands from Business (accounting and management) students. The program assessment will be included in the BA of SS review. The student graduate numbers on the form would be modified to reflect more accurate information. *E. Dillingham moved to pass first reading, seconded by E. Hill.*

#### **14-12 Fish Tech CIOS 105 – Curriculum Change Category A (tape count 1:07:20-1:08:40)**

This proposal, presented by R. Brewer, adds CIOS 105 as a requirement to the Fisheries Technology AAS which includes coursework covered by CIOS 132A, CIOS 135 and CIOS 140. This has been signed-off by Faculty Senate. *E. Hill moved to pass first reading, seconded by E. Dillingham.*

**14-13 Fish Tech S230 New Course Proposal Category B (tape count 1:08:50-1:16:30)**

This course proposal, presented by R. Brewer, adds an elective for all Fish Tech AAS and Certificate programs. This was piloted as a 2 credit, 100 level course, but because the information has moved beyond an introductory course, it will now be offered as 1 credit 200 level course. The committee requested that the language under the Learning Outcomes section be reworded as action statements. *E. Hill moved to pass first reading, seconded by E. Dillingham.*

**14-14 Marine Transportation Curriculum Change Category B (tape count 1:17:37 – 1:18:20)**

This proposal, presented by D. Miller, removes MT 131 Seamanship, MT 236 Advanced Navigation and MT 238 U.S. Coast Guard Regulations from the catalog. *E. Dillingham moved to pass first reading, seconded by C. Hay-Jahans.*

**14-15 Marine Transportation Curriculum Change Category B (tape count 1:18:30 – 1:21:18)**

This proposal changes the catalog course subject code from MT to MTR and changes the department name from Marine Technology to Marine Transportation. *E. Hill moved to pass first reading, seconded by E. Dillingham.*

**14-16 Marine Transportation Curriculum Change Category B (tape count 1:21:50 – 1:25:15)**

This proposal, presented by D. Miller, changes the catalog course number and description of MT S230 to MTR S220 Proficient in Survival Craft. The previous course number (MT S230) will still be accepted for Occupational Endorsement and degree candidates. The course should be listed as graded. The title will be confirmed by D. Miller. *C. Hay-Jahans moved to first reading, seconded by E. Dillingham.*

**14-17 Marine Transportation Curriculum Change Category B (tape count 1:27 – 1:29:52)**

This proposal changes the catalog course number and description of MTS232 to MTR S250 Radar Observer. The previous course number (MT S232) will still be accepted for Occupational Endorsement and degree candidates. The course should be listed as graded. *E. Dillingham moved to pass first reading, seconded by E. Hill.*

**14-18 Marine Transportation Curriculum Change Category B (tape count 1:32:50 – 1:35:26)**

This proposal adds catalog course numbers and subject code MTR to the Marine Transportation Occupation Endorsement. It also deletes three courses that are no longer offered (see 14-14). *C. Hay-Jahans moved to pass first reading, seconded by C. Urata.*

**14-19 MTR 122 Diesel Engine Maintenance New Course Proposal Category B (tape count 1:30:04 – 1:32:47)**

This proposal, presented by D. Miller, adds a diesel engine maintenance course to the proposed AAS in Marine Transportation and minor in Marine Transportation. This is an introductory course. *E. Dillingham moved to pass first reading, seconded by E. Hill.*

**14-20 Marine Transportation Minor Fall AY14 New Program Proposal Category A (tape count 1:35:25-1:36:01)**

WITHDRAWN

**14-21 Diesel/Auto Electrical II (DESL S131) New Course Proposal Category B (tape count 1:37:04-1:40:42)**

Pete Traxler presented this proposal and explained that the course will replace the elective required for Power Technology AAS, Diesel Emphasis and Mine Mechanic emphasis. It provides a strong emphasis on electrical and electronic components for all aspect of diesel technology. *E. Hill moved to pass first reading, seconded by C. Hay-Jahans.*

**14-22 Power Technology, Diesel Emphasis Curriculum Change Proposal Category B (tape count 1:40:52-1:42:31)**

This proposal deletes Power Technology and replaces it with DESL S131 – Diesel/Auto Electrical II as a requirement for UAS diesel associate degrees. *C. Hay-Jahans moved to pass first reading, seconded by E. Hill.*

**14-23 PSY S302 School of Education Curriculum Change Category A (tape count 47:23 – 48:49)**

This proposal, presented by J. Lofthus, removes PSY/SOC S302 from the program to help reduce the degree credits requirement from 128 to 120 – more in line with other bachelor programs at UAS. Amanda Sesko and Bill Urquhart were advised of this change and were in agreement. *E. Hill moved to pass first reading, seconded by E. Dillingham.*

**14-24 BA Elementary Education Curriculum Change Category B (tape count 49:04 – 51:40)**

This proposal, presented by J. Lofthus, changes “Other Skills” from a 4-credit elective to a three-credit elective to help reduce the degree credits requirement from 128 to 120 – more in line with other undergraduate programs at UAS. *E. Dillingham moved to pass first reading as amended to read “Other Skills advisor approved elective (3)” – under proposed catalog, seconded by E. Hill.*

**14-25 ED 460 BA Elementary Education Curriculum Change Category B (tape count 52:00 - 57:12)**

This proposal presented by J. Lofthus and supported by A. Jones, changes credit hours for ED460 Integrated Curriculum and Instruction from two to three to account for the increase instructor time and the assignment expectations for students. The committee requested a new course outline. *E. Hill moved to pass first reading contingent upon receipt of a course outline, seconded by E. Dillingham.*

**14-26 Children’s Literature ALST 403 BA Elementary Education New Course Proposal Category B (tape count 24:22-41:15)**

This proposal removes ALST 300 and ED304 and adds a children’s literature course (ALST 403) to meet the Alaska Studies requirement for State of Alaska teaching certificates. This is also part of the Bachelors program. The committee asked to see the syllabus and a complete reading list before making a decision on this proposal. The committee also made suggestions for changes under course description. *E. Hill moved to table, seconded by E. Dillingham. Motion carried.*

**14-27 ED 304 & ALST 300 BA Elementary Education Curriculum Change Category B (tape count 41:20-44:25)**

This proposal removes ED 304 and ALST 300 and replaces them with ED 403 Alaska Children's Literature – a new course (see 14-26). The committee noticed that there was a discrepancy on how the course would be listed – ED 403 or ALST 403. Because this proposal is dependent on the action taken on proposal 14-26, it was TABLED (see 14-26).

**14-28 ED 452 BA Elementary Education Curriculum Change Category B (tape count 44:28-46:59)**

This proposal, presented by J. Lofthus and K. Spangler, changes the credit hours for ED452 from nine to seven is part of the process to reduce the degree credits requirement of the BA program from 128 to 120 – more in line with other undergraduate programs at UAS. *E. Hill moved to pass first reading, seconded by E. Dillingham.*

**14-29 BA Elementary Education Curriculum Change Category B**

*TABLED - OUT OF TIME*

**14-30 BLA Humanities Curriculum change Category B**

*TABLED - OUT OF TIME*

Next meeting date: December 13, 2013 (tape count 1:55:53 – 1:56:53)

Meeting Schedule for AY 13-14 (Third Friday of the month)

12-13-13; 01-17-2014; 02-21-2014; March 2014 TBA; 04-18-2014. All meetings begin at 3:00 pm and are held in the Novatney Conference Room.

The meeting adjourned at 5:02 PM.