Meeting Minutes
UAS Curriculum Committee
October 18, 2013


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

Agenda: P. Dalthorp noted changes to the emailed agenda as follows:
1) Added information on Category A form procedures
2) Added NWCCU update
3) Added Course Duplication
4) First Readings 14-07 removed from agenda.

Announcements: None

Category A Form Procedures:
P. Dalthorp met with Faculty Senate President Fredenberg, Barbara Hegel and Graduate Committee Chair K. DiLorenzo to determine the process for submitting proposals.
1) Proposals should be emailed to CurriculumCommittee@uas.alaska.edu with the electronic documents attached.
2) Once email is received, the attached documents will be reviewed (by B. Hegel) to determine what is to be submitted to the CC and what should be submitted to Faculty Senate (FS).
3) The documents will be forwarded to the appropriate committees and logged into the tracking spreadsheet.

P. Dalthorp said this process will be documented in the Faculty Handbook.

Program proposals: There was a discussion about the role of the CC to review the budget impact of new/changed programs. While the committee believes it is necessary to have some discussion about this and that it is perhaps more relevant for the CC to have a voice on the impact of a program on the University or the school, it was decided that it is ultimately the FS that can interpret and comment on budget impacts. It was agreed that the CC is an advisory body and that budget information would be useful but not a determining part of the CC reviews.

During the conversation it was suggested that it would be helpful if the proposal forms could be titled to make them more self-explanatory. Samples would be created and brought to the next meeting.
NWCCU – phone interview: P. Dalthorp reported that he was interviewed by the NWCCU evaluation team member and discussed how the curriculum committee addresses the concerns of outlying campuses. He said that the adoption of the new on-line proposal forms was a good example of how that is managed. The main topics of interest were learning outcomes and competencies. He said the discussion was cordial and mostly complimentary.

Duplication of Courses: C. Hay-Jahans discussed his concern about adding courses that were duplicative in nature and the impact it might have on course enrollment, and relevance to graduate programs. The committee also reviewed the need to review course descriptions to eliminate any mention of course duplication.

Minutes from 09-20-2013
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. C Hay-Jahans moved to approve the minutes of the September 20, 2013 meeting as presented. A. Staack seconded. The minutes of the September 20, 2013 meeting were approved.

First Readings:

14-04 PSY S473 Psychological Testing – New Course Form Category A
This should be on a Category B form, but the committee allowed it to move forward as presented on a Category A form. The syllabus was missing from the document but was included in the Curriculum Committee directory. This is an introductory distance course offered from the Ketchikan campus that includes reviewing fundamental psychometric concepts and principles, assessment techniques, and discussion topics such as test bias, and administering and scoring of psychological tests. It applies to any concentration in the BA Social Sciences. E. Dillingham moved to pass to first reading, seconded by C. Hays-Jahans.

14-05 Anthropology 430 Ethnographic Methods – New Course Form Category A
This is one of a few courses in the Social Science degree program to satisfy the social science methods course. It was noted that this document did not include a syllabus. A. Staack moved to pass first reading. The syllabus must be included before the second reading. The motion was seconded by C. Hay-Jahans.

14-06 BA in Social Science – Change Form Category A (linked to 14-08 and 14-09)
E. Hill explained that this revision is from student feedback and recent faculty changes after a program evaluation. It allows more quantitative courses to support the program:

1) Remove three required SSCI courses (6 credits) from the Social Science curriculum;
2) Add requirement of 3-credit “Orientation to the Social Sciences” - SSCI S200 (See 14-09)
3) Add requirement of one 3-credit Methods course. (See 14-08)
4) Require a single world or Alaska Native language.
E. Dillingham moved to pass first reading, seconded by A. Staack.
14-08  SSCI S373 Data Analysis in the Social Sciences – New Course Proposal Category A  
This proposal should have been on a Category B form, however because it is accompanying the 14-06 proposal, the committee decided to let it remain on the Category A form. This course supports the department’s goal to enhance the curriculum and include courses with an emphasis on methodology and statistics.  
_E. Dillingham moved to pass first reading, seconded by C. Hay-Jahans._

14-09  SSCI S200 Orientation to the Social Sciences – New Course Proposal Category A  
This proposal should have been on a Category B form, however because it is accompanying the 14-06 proposal, the committee decided to let it remain on the Category A form.  
E. Hill explained that these replace prior courses and introduces the methods and analytical approaches of Social Sciences – a requirement of the B.A. in Social Science.  
_C. Hay-Jahans moved to pass first reading, seconded by A. Staack._

14-10  BIOL S250 Tropical Marine and Coastal Ecology – New Course Proposal Category B  
This course is offered during the summer term and provides a mechanism for students to earn extra credits towards their degree.  
Pre-requisites must be able to be tracked, so it was suggested changing the course information to require ‘instructor permission.’  
M. Chapman said she would check with Heidi Pearson to see if she agrees.  
Another suggestion was to include a course level.  
_A. Staack moved to pass first reading contingent on a change in the description to read by ‘instructor permission’ or to include a course level. Also the specific costs of the course written in the proposal would be deleted and added to the information written in the catalog. Seconded by E. Hill._

14-11  BIOL 355 Experimental Design and Data Analysis – New Course Proposal Category B  
This course provides hands-on experience in designing experiments in field and laboratory environments which will serve students majoring in Biology, Marine Biology, Environmental Science and Geography.  
_E. Dillingham moved to table. C. Urata seconded._  This will be placed on the next meeting agenda.

Meeting Schedule for AY 13-14 (Third Friday of the month)  
11-15-2013; December 2013 TBA; 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 5:08 PM.