Meeting Minutes
UAS Curriculum Committee
September 19, 2014


Chair C. Hay-Jahans called the meeting to order at 3:02 pm in the Novatney conference room.

Agenda:
The agenda was accepted as proposed.

Minutes from 04-11-2014: (tape count 1:57 -2:54)
Draft minutes from the last meeting are posted in the shared drive at |\berling\AY 13-14\Curriculum Committee\Minutes.  A. Staack moved to approve the minutes of the April 11, 2014 meeting.  A. Jones seconded. The minutes of the meeting were approved as presented.

Information and Discussion of UGCC Packet: (tape count 3:20 -1:22:40)
The UGCC Quick Reference Handbook was reviewed by the committee. C. Hay-Jahans explained that he pulled the information from the curriculum committee website and the faculty senate handbook and knew that changes will need to be made to make this a useful and interactive working document.

The committee made comments and suggestions during the review of the draft handbook and the TIPS section – some, but not all, noted below:

- C. Hays-Jahans will submit brief written report/notes to Faculty Senate instead of attending the meetings. The committee will receive a copy. (B. Hegel said she will attend the Faculty Senate meetings at their request.)
- The curriculum committee may choose to have meetings in addition to the regular scheduled meetings, if and as needed. This will be a committee decision as opposed to the chair calling such meetings.
- P. Dalthorp will provide updated instructions for Mac computers to access the share drive.
- The link to track proposals (out of date) will be removed from the Curriculum Committee website. It is best to refer to the spreadsheet on the share drive for that information.
- A link to the UAA and UAF academic catalog will be added to the website to assist in identifying UA-wide course numbers that may correspond to a proposed new course.
- Revised Category Change forms will be forwarded to the Provost office for inclusion in the Faculty Handbook.
- C. Hay-Jahans pointed out that if he votes he does so as the Natural Sciences representative – not as the chair. If he votes as the chair it is to break a tie.
- First Reading: If the Curriculum Committee member has been working with their faculty and if the proposal is well written then the initiating faculty may not need to come to the meeting.
The proposals should be submitted at least a week in advance to allow time for questions to be directed to the CC Chair and chair of the school program. However, it was suggested that initiating faculty should be at the meeting when submitting Category A forms.

- The committee members agreed that when proposals are submitted in advance, it avoids the potential for ‘fast-tracking’ requests. The committee will make a conscious effort not to fast-track any proposals in the current academic year.
- The numbering of the proposals will be the order in which they will be heard during the meetings.
- Course numbering: Please email B. Hegel for that information. Just because the number is not in the catalog it doesn’t mean it isn’t in use.
- For Tips Section: Note on Category B form to submit a syllabus for new course /program/ certificate forms.

**Student Learning Outcomes:** *(tape count 1:22:45 -1:23:30)*
The committee reviewed the proposed SLO process outlined in an email from C. Hay-Jahans dated August 21, 2014 (also posted in the shared drive at \berling\AY 14-15\Re Student Learning Outcomes A Heads Up RE UGCC.msg. C. Hays-Jahans commented that the committee would be looking at SLO’s but not in as much detail as new courses. The committee has not yet received any SLO’s.

**Proposal Review Process:** *(tape count 1:24:08-12)*
The proposal review process was covered during the discussion of the draft handbook.

**Future meeting topics:** *(tape count 1:24:17-1:24:20)*
C. Hay-Jahans reminded that all proposals are in the share file for review prior to each meeting (currently about 20). He encouraged the members to read the proposals throughout the month.

**First Readings:**

15-08 CT 155 Woodworking - Category B Curriculum Change *(tape count 1:24:23 – 1:34:20)*
This proposal requests the course be changed from 3 credit (1+4) to 3 credit (2+2), lab hours shorten to eliminate potential accidents with tired students working with power tools late into the evening – provides a safer learning environment. The additional lecture time provides the introduction of new topics. A. Staack moved to pass first reading. Seconded by A. Jones.

15-09 CT 227 Residential Construction Planning and Estimating - Category B Curriculum Change *(tape count 1:34:23- 1:46:30)*
This proposal requests combining CT 225 Construction Planning and Scheduling and CT 226 Construction Estimating into one course titled CT 227 Construction Planning and Estimating. The committee noted that the syllabus was missing from the submittal. It was also noted that the Construction Technology minor also needs to be addressed. B. Urquhart moved to conditionally pass first reading upon receipt of the new course syllabus. B. Wilkes seconded. The amended motion passed unanimously. C. Urata and R. Brewer said they would inform the department faculty.
15-10 CT 225 and CT 226 Construction Scheduling and Construction Estimating - Category B Curriculum Change (tape count 1:46:40-1:49:40)

This proposal requests the creation of the new course titled CT 227 Residential Planning and Estimating by combining CT 225 Construction Planning and Scheduling and CT 226 Construction Estimating. The combination of these two courses will provide students with the general aspects of construction management useful for an entry level position. It was noted that the Construction Technology minor needs to be addressed as in the previous proposal.  

A. Staack moved to conditionally pass first reading when the committee is supplied with the appropriate form to change the minor.  P. Dalthorp seconded.  
The amended motion passed unanimously.

15-11 AAS Construction Tech - Category B Curriculum Change (tape count 1:50:10- 1:51:35)

This proposal requests the AAS degree program deletion of CT 225 Construction Planning and Scheduling and CT 226 Construction Estimating and replacing them with a new course titled CT 227 Residential Construction Planning and Estimating. It also requests an additional advisor approved elective within the specific field of interest.  A. Staack moved to conditionally pass first reading when Proposals 15-09 and 15-10 meet all the requirements as stated in the motions. Seconded by B. Wilkes.  
The amended motion passed unanimously.

Other:

- C. Hay-Jahans asked for committee members to please review the draft Curriculum Committee handbook and to especially submit items for the ‘Tips’ section.
- B. Hegel announced that there will be a CourseLeaf Webinar presentation on Friday, September 26th at 2:00 pm in the Chancellor’s Conference Room. This is a Curriculum Management and Catalog Software system currently used by UAA. She encouraged committee members to attend.

Next meeting date: (tape count 2:01:35-2:02:15)

The next Curriculum Committee meeting is scheduled for Friday, October 17, 2014. Please review proposals prior to meeting.

The meeting adjourned at 5:03PM.