**Curriculum Committee**

Friday, February 1, 2019

**Present:** Laura Jessup, Larry Shrewsbury, Emily Miller-Francisco, Anna Oliveri, Michael Stanfill; MaryAnn Neely, Lee Ayers, Jody Waters, Patrick Stubbins.

**Guests**: Scott Rex, Anne Connor, Dave Carter.

The meeting began at 1:35pm.

The minutes from the January 18th meeting were accepted.

**CRIMINOLOGY AND CRIMINAL JUSTICE**

Dave Carter discussed the proposed changes in Criminology and Criminal Justice. He said the new courses proposed were taught quite a few times as soft numbered courses, but now the program would like to give them hard numbers. Students were hitting the maximum number of 399 courses they can take for credit. The program also proposes two modifications for existing courses. CCJ 298 is really an introductory course and the program wants students to take it in their first or second term, so they propose a number change from 298 to 198. The proposed change to CCJ 399 is to increase the variable credits from 1-18 to 1-20. The courses taught are all 4 credits, so a student would never get to 18. In the infrequent cases where a student wants to take a fifth 399 course for credit, the program wants it to be possible.

Oliveri asked if all four of the proposed new courses have already been taught as described in the proposals. Carter said yes, we just want to hard number them. He said the program has a 380 series to which these courses would be added. They are elective upper division courses that are offered with some repetition, usually at least once a year.

Ayers asked about the CCJ minor and whether these courses would be approved electives. Carter said yes, these would become pre-approved upper division courses beyond the upper division courses the students pursuing a CCJ minor are required to take. Neely asked if these courses would also be included in the listed electives for the CCJ major. Carter said yes.

Waters said, with regard to renumbering CCJ 298, that generally when there’s a numbering change involving the level of the course (i.e. 200-300 or vice versa) there’s a change of course expectations and outcomes. Carter said this is a 5 week, 1 credit course which is taken P/NP and serves as an introduction to the program, so there are no real changes to the outcomes. The outcomes are to develop a blueprint in the major or minor, introduce students to common CCJ terminology, and to introduce them to the courses and instructors in the program. The course content is already relatively minimal, so the program doesn’t feel it needs to be changed.

Neely said some students might have a problem if they take one of the newly renumbered courses when they already took it as a 399. Carter said the program managed this potential issue when they hard numbered some 399 courses previously. He said the approach was to be clear in messaging to students. The program tells students trying to do this that they’ve taken the course as a 399 and can’t take it again with its new number. Neely said there’s a possibility that Enrollment Services would only notice this kind of issue when a student comes to graduate. Carter said it would be fine to manually exclude students from doing this. Waters said that it still creates an additional layer or two of discussion for the student. Carter said that the last time the program did this, it was addressed by messaging and checking with the students as they’re registering. Ayers asked if a student who did this by mistake would have it count toward their 180 credits for graduation. Carter said he thinks not. Neely said Enrollment Services will try to write a report so these situations can be avoided. Waters said we can also add a carefully written footnote to help avoid this. Shrewsbury said that the instructor could also check what courses students have already taken to help avoid this. Carter agreed that this would be another way to catch these cases.

Neely asked about having USEM 103 as prerequisite for the new courses. Carter confirmed that this is what the program would like.

Neely noted that the proposed title for CCJ 389 is Study Abroad, but it is more common now to call this study away. She also said that because topics for this course will be changing, it may be better to create 389A, B, etc. Carter asked if it needs to stay 399 for this reason. Waters said no, using 389A, B, etc. for different study away locations would probably be best.

Waters said that looking at the proposal for CCJ 389 she was uncomfortable when she saw how large a portion of the student’s grade would be based on their preparation to travel. It’s currently listed as a quarter of the course grade, which seems like a lot to be devoted to passports and packing. Carter said he will look into this and asked if it would be better to have the instructor revise it. Waters said that the proposal looks a little different than what’s listed elsewhere for evaluation. She said she is interested in the Committee’s opinion on whether the rigor of the course is a concern. She said there is an expectation for any course that a student be a “good citizen” of the course, which includes being present and prepared, etc. She said for example, a lot of our bench science courses involve a lot of student work similar to what’s listed here that isn’t part of the evaluation. Ultimately, it might be a clarification issue between the proposal and evaluation. Carter said he would be happy to take this back for a deeper look and then come back to the Committee. Waters said it’s a little unclear what part is being graded and there’s not much evidence of the level of rigor of the readings and other expectations for the course. Carter said he would be fine not including 389 for consideration with the other CCJ changes today.

Jessup asked about CCJ 298 changing to 198 and whether it might be better to use a number like 100 or 160, which other programs use for their orientation to the major courses. Carter said he didn’t know what the other departmental introduction to the major courses are, or if there’s a consistent course number used for such courses. He said the program just thought it would be easiest to move from 298 to 198, and that 198 would still be lowest number offered in the CCJ prefix. Oliveri said if the program doesn’t already have a CCJ 160, it seems using tha number might make sense. Carter said he had no objection to this. Neely asked if Carter would be okay if Tiffany Thom looks into other orientation to the major courses and reports back to identify the most appropriate number. Carter said yes.

Miller-Francisco/Oliveri moved to accept the proposed changes in Criminology and Criminal Justice with the exception of CCJ 389; the motion passed, 5Y/0N/0A.

**FOREIGN LANGUAGES AND LITERATURES**

Scott Rex and Anne Connor discussed the proposed changes in Foreign Languages and Literatures. Connor said one change is that the program would like to change its name to World Languages and Cultures. She said one reason for this is that the program offers Spanish and ASL, which are spoken here, so “Foreign” doesn’t seem as appropriate.

Connor said that, with regard to adding C- or better language to the prerequisites for many courses in the program, the program has had students who got a lower grade try to move forward to the next course but not have success in it and actually sometimes disrupt the experience for other students in the course. Other changes proposed include cleanups and removing courses no longer offered. Ayers asked if a student who takes SPAN 202 can do so Pass/No Pass and continue in the sequence. Connor said yes, a pass would mean C- or better, so this really just aligns the required grade with Pass/No Pass requirements. She said another change involves the credit buyback option. Previously students had to get a B to be able to do credit buyback, but now the program would like to change it to a B- because some students were right on the line and the program feels that a B- is still high enough that it should count. Jessup asked if the program finds that the placement test accurately places students. Connor said yes generally. Rex said the placement is not set in stone, and the test tends to slightly underestimate students if anything, but it gives us a ballpark idea of their proficiency and it works well.

Shrewsbury asked about changing “study abroad” to “study away,” and wondered how many times Connor and Rex get the question, “what’s the difference?” Rex said “study away” is what is used these days, and it’s more clear. He said some students think abroad suggests overseas, which wouldn’t include Mexico or South America.

Neely discussed the catalog language for the program and said that where it says “Degree Options” it should actually say “Major Options.” Rex said he was fine with that change.

Stubbins brought up a question submitted by Tiffany Thom, who was not able to attend. He said some of the courses proposed to be suspended have been used for irregular registrations recently and asked if the that would be a problem once they’re no longer available. Rex said that those irregular registrations have been part of a teach out and the program won’t have any more students in those majors, so that won’t be a problem.

Waters said it’s unfortunate to see so many courses having to be suspended, though she understood why it is necessary.

Neely said she asked Enrollment Services about the proposed name change and they were okay with just changing the code. Waters said SOU has reached out to find out whether any further approval is necessary for name changes like this and has not heard that there’s anything else needed yet.

Oliveri asked about the choice to suspend courses but not delete them. Rex said there is a small possibility that the program would want to cross-list some in the future. Connor said for example we once we offered Chinese because it was paid for by an outside source so it didn’t cost SOU anything.

Oliveri/Stanfill moved to approve the proposed changes in Foreign Languages and Literatures with the addition of changing “Degree Options” to “Major Options” in the program’s catalog language; the motion passed, 5Y/0N/0A.

The meeting ended at 2:17pm.