Undergraduate Curriculum Council (UCC)
April 18, 2019 – 3:00-5:00 p.m. in AA102 and Meridian 680D
Volume XXXV, Meeting 4 (21-04)
MINUTES – Approved by Curriculum Council via email vote on May 3, 2019; Approved by Academic Affairs on August 2, 2019

A. PRELIMINARIES

1a. Attendance:
Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Wenxiang Zhu, Geoffrey Bennett (vice chair), Weldon Hill, Susan Belliston, Barb Mason
Ex-Officio: Chris Hunt, Alan Frantz (for Joanne Tokle), JoAnn Hertz, Emily White, Corey Zink
Admin. Asst: Catherine Read
1b. Excused: Lisa Goss, LaVona Andrew, Camdon Kay (ASISU)
1c. Guests: none

2. Minutes – all forthcoming
‘virtual’ meeting on January 31, 2019
March 14, 2019, March 28, 2019 and April 4, 2019

3. Report from the Executive Committee: none

4. Information from Academic Affairs: no report

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      i. GERC Minutes for March 26, 2019 – forthcoming
      ii. Council approved GERC’s Bylaws revisions made in accordance with the periodic review and update required every three years. (Appendix BYLAWS)
   b. BAS Committee update -- none

6. Information from the Chair:
   Belliston reported College of Health Professions is holding elections to fill her vacating seat for next year.

7. Information from the Faculty Senate and other Councils: none

8. Other related information or questions: none

B. INFORMATION ITEMS – none this week

C. CONSENT CALENDAR – none this week

D. REMAINS TABLED

1. Proposal #56 from Teacher Education Studies: CHEM to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the original comprehensive proposal and includes only changes to the Chemistry portions of the TES
curriculum in the catalog. Has been **tabled** pending resolution of curriculum with Chemistry department. *Contingent upon approval of TES Proposal #53 courses.*

E. **UNFINISHED BUSINESS** -- none

F. **NEW BUSINESS** – Council voted to **accept** New Business for consideration.

**Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):**

1. Council voted to **approve** the Change Memo: More Minor Changes for 2019-20 Catalog to correct various errors found while preparing catalog for publication. ([Appendix A](#))

**State Proposals for Review/Endorsement:**

1. Council voted to **endorse** #2019-02 COSE Electrical Engineering: change Instruct/Admin Unit: change unit name from Electrical Engineering Program to Department of Electrical and Computer Engineering – no catalog proposal required. ([Appendix S-1](#))

   This is the **first of three** proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments.

2. **2019-05 COSE Mathematics:** create new B.S. degree in **Applied Mathematics**

   Corresponds to UCC AY2021 **Proposal #3**

   **Tabled** pending dean’s signature

3. Council voted to **endorse** #2019-06 COSE Nuclear Engineering/Health Physics: change Instruct/Admin Unit: change unit name from Nuclear Engineering and Health Physics Programs to reestablish the former Department of Nuclear Engineering and Health Physics – no catalog proposal required. ([Appendix S-2](#))

   This is the **second of three** proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments.

4. Council voted to **endorse** #2019-xx COSE Physics: change Instruct/Admin Unit: change unit name from Physics Program to reestablish the former Department of Physics – no catalog proposal required. ([Appendix S-3](#))

   This is the **third of three** proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments. **However, the college dean does NOT want this proposed change going forward as yet; there are still some issues to be resolved.**


   Corresponds to UCC AY2021 **Proposal #5**

6. **2019-08 COT Respiratory Therapy:** create a new B.S. degree in Respiratory Care as an associate’s degree completion program. *Contingent upon approval of a new faculty position.*

   Corresponds to UCC AY2021 **Proposal #6**

   **Tabled** until next week’s meeting to allow time for more review.

7. Council voted to **endorse** #2019-09 COT Surveying and Geomatics Engineering Technology: create a new post-baccalaureate 30-credit Academic Certificate in Land Surveying. ([Appendix S-5](#))

   Corresponds to UCC AY2021 **Proposal #4**
Curriculum, Course, and Program Change Proposals:

1. **Proposal #3** from Mathematics & Statistics to create a new B.S. degree in Applied Mathematics. *Requires SBOE approval of State Proposal #2019-05 Tabled* until next week’s meeting

2. Council unanimously **approved Proposal #4** from Surveying and Geomatics Engineering Technology to create a new post-baccalaureate 30-credit Academic Certificate in Land Surveying. *Requires SBOE approval of State Proposal #2019-09 (Appendix 1)*

3. Council unanimously **approved Proposal #5** from Robotics & Communications Systems Engineering Technology program to create a new one-year Intermediate Technical Certificate (ITC) in Basic Electronics comprised of the first two semesters of the existing A.A.S program. *Requires SBOE approval of State Proposal #2019-07 (Appendix 2)*

4. **Proposal #6** from Respiratory Therapy program to create a new B.S. degree in Respiratory Care as an associate’s degree completion program, and to create new upper division RESP 44xx courses. *Contingent upon approval of a new faculty position and SBOE approval of State Proposal #2019-08 Tabled* until next week’s meeting to allow time for more review.

5. **Proposal #7** from Industrial Cybersecurity Engineering Technology program to convert some existing ECET courses to upper division (33xx and 44xx) in preparation for potential BAS degree. *Tabled* until next week’s meeting pending resolution of impact responses.

G. ADJOURNMENT: 4:10 p.m.

**APPENDICES**

**ACTIONS APPROVED:**

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

A. **Change Memo: More Minor Changes for 2019-20 Catalog** to correct various errors found while preparing catalog for publication.

To: Undergraduate Curriculum Council Executive Committee
From: Chris Hunt, Associate Registrar
cc: 
Date: April 15, 2019
RE: More Minor Changes for 2019-20 catalog

The following is a list of minor changes that were found to be necessary or beneficial during the catalog editing and production process.

- In the 30 credit endorsements for French and Spanish, the 4480 course should be 4470.
- In Secondary Education, the 20 and 30 credit endorsements in History were reformatted to match the BA in History changes in proposal 50.
- In Elementary Education, the 20 credit endorsements in History were reformatted to match the BA in History changes in proposal 50.
• In the French 20 and 30 credit endorsements, CMLT 2208 Cultures of the Spanish Speaking World, which was the incorrect course, has been replaced with the correct course - CMLT 2207 Contemporary European Culture

• Prop 11 - CTE 4499 has been removed from the list of electives because experimental courses cannot be used to fulfill program requirements.

• Added MATH 1153 to BA/BS Psychology requirements as it is a prerequisite to required course PSYC 2227.

• Secondary Ed French 30 credit endorsement electives should be 2-3 credits

• Elementary Ed Biology - clarification that BIOL 2227/2227L, or BIOL 2228/2228L, or BIOL 3301/3301L or BIOL 3302/3302L will meet the requirement.

• Statement in parentheses “or equivalent to CMLT 2208 or CMLT 2209” removed from CMLT 2207 in the 30 & 20 credit French teaching endorsements per Jamie Webster’s request

• The new course CSD 3374 has been added to the required courses for the BS in Sign Language Interpreting. This course was accidentally left out of Part C, and it is required for the program’s accreditation.

• The statement “PREREQ: Acceptance into Didactic Program in Dietetics” has been added to NTD 4401. NTD 4401 is a new course that is replacing NTD 3300. NTD 3300 had this prereq statement included, but the PO forgot to add it when creating the new course.

• ENGL 1101/1101P removed from requirements for BS Dietetics

• BIOL 2227/2227L and BIOL 2228/2228L added to BA/BS Sports Science, Exercise Science concentration as alternatives for BIOL 3301/3302.

• Per Allisha Weeden, all courses required for admission into the dietetics program should be marked as needing a grade of C- or higher.

• Per Allisha Weeden, the course MATH 1153 should be located in the list of required courses for the didactic program in dietetics instead of in the list of courses needed for admission into the program because this course is typically taken by students in the junior year.

• In BS Gen Family & Consumer Sciences, NTD 1104 & NTD 2204 have been updated to NTD 2205/L. NTD 1104 and 2204 have been deleted by the dietetics program. NTD 2205/L now covers the material from both 1104 and 2204.

• The same change as above has been made for NTD 1104 and NTD 2204 in the 45 credit endorsement for Family Consumer Sciences. Because this change lowered the total credits to 44, one credit was added to the electives, bringing total credits back to 45.

• In the FCS Minor: NTD 1104 has been replaced by NTD 2205/L. Under “Select one course from the following,” NTD 2204 has been removed.

• MSTH 0100 is returned to 2 credits, instead of the proposed reduction to 1 credit, because the credit amount shows up as 0 for dual enrollment students.

• The 1 credit elective was removed from the AAS in Massage so that the total credits would be 60, once MSTH 0100 returns to 2 credits.

• Add MATH 1143 as a prereq to ECON 3301

• Minor in Sign Language Studies: clarified how many credits of electives are needed

• Added BIOL 1100 exclusion in electives for BA Biol, Nat Hist, BS Biol, IOB and Envr.

• Added BIOL 1100 and BIOL 2221 exclusion to BS Microbiology
• Re-added ECON 4440 Economics of Health Care to the Health Care Proficiency list for the HO, OT, and OT-Accelerated concentrations of the BSHS, which was accidentally left out. (ECON 4440 was previously listed as ECON 3303 in prior catalog years.)

• Corrected Total Credits listed for GeoTechnology Minor from 13-25 to 18-25.

STATE PROPOSALS ENDORSED:

S-1. State Proposal #2019-02 COSE Electrical Engineering: change Instruct/Admin Unit: change unit name from Electrical Engineering Program to Department of Electrical and Computer Engineering – no catalog proposal required.
   This is the first of three proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments.

S-2. State Proposal #2019-06 COSE Nuclear Engineering/Health Physics: change Instruct/Admin Unit: change unit name from Nuclear Engineering and Health Physics Programs to reestablish the former Department of Nuclear Engineering and Health Physics – no catalog proposal required.
   This is the second of three proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments. However, the college dean does NOT want this proposed change going forward as yet; there are still some issues to be resolved.

S-3. State Proposal #2019-xx COSE Physics: change Instruct/Admin Unit: change unit name from Physics Program to reestablish the former Department of Physics – no catalog proposal required.
   This is the third of three proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments.

   Corresponds to UCC AY2021 Proposal #5

   Corresponds to UCC AY2021 Proposal #4

CURRICULUM PROPOSALS APPROVED:

1. Proposal #4 from Surveying and Geomatics Engineering Technology to create a new post-baccalaureate 30-credit Academic Certificate in Land Surveying. Requires SBOE approval of State Proposal #2019-06

2. Proposal #5 from Robotics & Communications Systems Engineering Technology program to create a new one-year Intermediate Technical Certificate (ITC) in Basic Electronics comprised of the first two semesters of the existing A.A.S program. Requires SBOE approval of State Proposal #2019-07

SUBCOMMITTEE BYLAWS APPROVED: Three-Year Review and Update

General Education Requirements Committee Bylaws
Article I -- Name

The name of the committee is the General Education Requirements Committee (GERC). The GERC is a subcommittee of the Undergraduate Curriculum Council (UCC). The GERC reports directly to UCC.

Article II -- Purpose

The GERC considers all policies related to the University’s General Education program and issues recommendations regarding these policies to the UCC. The GERC is responsible for reviewing all proposed changes to the General Education curriculum, approving the appointment of ISU representatives to external bodies with jurisdiction over that curriculum, and establishing and overseeing the process by which the Objectives and courses that compose ISU’s General Education program are assessed. The GERC may also issue recommendations regarding other General Education issues brought to its attention.

Article III -- Membership, Selection, and Recall

A. Committee Composition

The GERC consists of 16 members: 11 voting members and six non-voting members.

There are eleven (11) voting faculty members:
- two (2) from the College of Arts and Letters:
  - one (1) from Fine Arts & Humanities departments, and
  - one (1) from Social Science departments;
- two (2) from the College of Science and Engineering:
  - one (1) from Engineering, Mathematics, and Computer Science
  - one (1) from Biological Sciences, Chemistry, Computer Science, and Geosciences;
- two (2) from the Division of Health Sciences;
- one (1) from the College of Business
- one (1) from the College of Education
- one (1) from the College of Technology
- one (1) from the University Library and the Student Success Center, and
- one (1) student from ASISU

There are six (6) non-voting members:
- one (1) from Instructional Technology Services
- one (1) from the Office of The Provost and Vice President for Academic Affairs
- one (1) from the Academic Affairs Program Review and Assessment
- one (1) from the Office of the Registrar
- one (1) from the UCC
- one (1) from Central Academic Advising

B. Election/Appointment Process

Voting faculty members are elected by the faculty of the appropriate division, college, or school. The student member is appointed by the Associated Students of Idaho State University (ASISU). The non-voting members from Registration and the Office of the Provost are appointed by the Provost and Vice President for Academic Affairs. The non-voting member from Information Technology Services is appointed by the Vice President for Finance and Administration. The non-voting member from the UCC is elected by the UCC. Should an elected member resign or be unable to serve, his or her replacement will be elected by the faculty of the appropriate
division or college. Should a non-voting member resign or be unable to serve, his or her replacement will be appointed by the corresponding administrator or the UCC. Should a student member resign or be unable to serve, a replacement will be appointed by the president and vice-president of ASISU.

C. Terms of Membership

All elected members serve three years. Elected members may serve for no more than two terms consecutively. Additional terms are permissible once the faculty member is off the committee for a minimum of one term. Exceptions can be made in the case of mid-term vacancy (See III.B). The student is appointed for a 1-year term with the option for a 1-year reappointment. In the first year, those on the Committee will determine the rotation of elected members, so that the terms of 1/3 of the members expire each year.

D. Attendance and Substitutes

Members are expected to attend all meetings and to inform the Chair of the Committee when they cannot attend. Voting members who cannot attend a meeting may send a substitute with voting proxy from the member’s constituency.

Article IV -- Officers and Meetings

A. Selection of Officers

The GERC elects from among its voting members a Chair, a Vice-Chair, and a Secretary. The Chair would preferably have UCC experience and be tenured. Each officer normally serves for one year and may be reelected for a second term. In the event of a mid-term vacancy in any of these offices, the GERC will elect a person to serve the remainder of the unexpired term.

B. Meetings

During Fall and Spring, the GERC meets from 2:30 - 4:30 p.m. on the 2nd and 4th Tuesdays of each month and additionally as needed. The Chair must call a meeting upon the request of at least three (3) of the eleven voting members within two working Tuesdays of the request.

C. Duties of the Officers

The Chair calls meetings, proposes sets agendas, presides over meetings, delegates responsibilities among members, represents GERC to other committees as needed, and provides a report of the GERC’s activities to the UCC and other appropriate parties. The Vice Chair serves in the absence of the Chair, and attends UCC meetings (Thursday afternoons 3:00-5:00 p.m.) as needed, at least once a month, and reports highlights back to the GERC. The Secretary records and distributes minutes of the GERC meetings in collaboration with the committee’s administrative assistant.

Article V -- Minutes, Quorum, and Voting

A. Minutes

Minutes are kept for each meeting by the Secretary and, subsequent to the GERC’s approval, are submitted in a timely manner to the Undergraduate Curriculum Council (UCC) for review and approval/acceptance, in a timely manner. UCC will review actionable curricular items and notify the subcommittee of all feedback and decisions. A copy of GERC’s minutes will be attached to UCC minutes which are forwarded to the Provost. —The UCC
forwards accepted minutes to the Faculty Senate. After final administrative approvals, minutes will be made publicly available on GERC’s website.

B. Quorum

A quorum is five six (5 6) of the eleven voting members of the GERC or their proxy holders. A quorum may be established in person or via email in the event of an email vote.

C. Voting

Voting on motions that have been seconded at a regular meeting may be conducted by mail or email unless at least three (3) voting members request that it be done in person. A majority vote is required for passing a motion. The Chair may vote on any motion. In the event of a tie vote, the Chair will vote. All business of the committee shall be governed by Robert’s Rules of Order, Newly Revised.*

Article VI -- Bylaws Amendment Process

Bylaws may be amended by a two-thirds vote of the voting members, provided members have received advance notice (one working week) of the proposed changes. In the case of an email vote, the motion passes only if eight (8) of the eleven voting members vote for it. The UCC must approve all amendments to the bylaws. The GERC will review its bylaws within three years of the date of its last review.

Article VII -- Business Items

The GERC receives business items from the UCC, and may take up additional business at the discretion of the Chair. Business not completed by the end of Spring semester will be continued in the following Fall.

*Robert’s Rules of Order, Newly Revised is the authority in all matters not covered by these bylaws and/or approved operating procedures.