

**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

Minutes of October 25, 2018

J. Vafeas called the meeting to order stating that there was a quorum.

PRESENT: Jason Crockett, Susan Czerny, Denise Darrah, Roseanne Perkins, Todd Rober, Cristen Rosch, Abdul Sraiheen, John Stanley, John Vafeas, Lisa Weckerle, Carole Wells

ABSENT: Soojin Kim, Graduate Faculty Representative, Graduate Student Representative, Undergraduate Student Representative

ALSO IN ATTENDANCE: Bethany French, George Hale, Brian Meares, Brad Shope, Ted Witryk

GENERAL ANNOUNCEMENTS

J. Vafeas stated that there will be a continuation meeting if needed on Thursday, November 1, 2018, in RL 29 at 11 a.m.

MINUTES

It was moved by D. Darrah, seconded by A. Sraiheen, to approve the minutes from Sept. 27 and Oct. 4, 2018. MOTION PASSED.

OLD BUSINESS

Current #: LAS 19018
Course: Course Revision: SWK 573, Publishing and Professional Presentations in Social Work, Spring 2019
Proposal: Change in course description and syllabus, and change in course credit hours.
Comments: An updated proposal was provided prior to the meeting.

It was moved by D. Darrah, and seconded by C. Rosch, to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19031
Course: New Course: CHM 332, Biochemistry of Human Disease and Disorders, Spring 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: No update was provided, proposal remains tabled.

Current #: VPA 19013
Course: Course Revision: MUP 276, Popular Music Ensemble, Spring 2019
Proposal: Change in course prerequisites.

Comments: T. Rober was present to speak to this proposal. T. Witryk noted that he had communicated with Visual & Performing Arts and the issues noted at the previous meeting has been resolved. The prerequisites for this course will not require an audition.

It was moved by D. Darrah, and seconded by T. Rober, to consider and approve this proposal. MOTION PASSED.

NEW BUSINESS

College of Liberal Arts & Sciences

Current #: LAS 19015
Program: New Program: MPA with Criminal Justice Concentration, Fall 2019
Proposal: Addition of a new master's program.
Comments: G. Hale was present to speak to this proposal. C. Wells recommended tabling this proposal, stating that the CRJ 500-level courses were unclear. J. Vafeas stated that CRJ was encouraged to move courses from the 400-level to the 500-level, but that those need to be submitted to UCC as proposals for approval to officially change the numbers

It was moved by D. Darrah, and seconded by C. Rosch, to consider and approve this proposal. It was moved by C. Wells, and seconded by A. Sraiheen, to table this proposal. MOTION PASSED.

Current #: LAS 19038
Course: Course Revision: CRJ 320, Evidence, Fall 2019
Proposal: Change in course prerequisites.
Comments: J. Crockett was present to speak to this proposal. The effective date was changed from Spring 2019 to Fall 2019.

It was moved by A. Sraiheen, and seconded by D. Darrah, to consider and approve this proposal. MOTION PASSED.

College of Business

Current #: COB 19021
Course: Course Revision: FIN 350, Financial Management, Fall 2019
Proposal: Change in course prerequisites.
Comments: The effective date was changed from Spring 2019 to Fall 2019. T. Witryk noted that the prerequisite was clearly written. J. Vafeas noted that there was no Assessment section included with this proposal, and B. French stated that this proposal was submitted prior to the memo going out requiring an Assessment section. The committee decided to allow this proposal to pass without the Assessment section due to the timing.

It was moved by T. Rober, and seconded by A. Sraiheen, to consider and approve this proposal.
MOTION PASSED.

Distance Education Offerings

Current #: COE 19006
Course: Distance Education Offering: COU 538, The Addicted Family, Winter 2019
Proposal: Request to offer course via Distance Education.
Comments: A. Sraiheen questioned the effective date of Winter 2019, and T. Witryk stated that this course is already listed as a Distance Education course for the coming Winter term, but needs the DE component passed at UCC.

It was moved by D. Darrah, and seconded by T. Rober, to consider and approve this proposal.
MOTION PASSED.

Assessment

Current #: UCC 19002
Course: Assessment Policy & Procedure
Proposal:
Comments: This is in review of the memo from the Provost. J. Stanley asked if the Assessment section is a requirement for the Gen Ed proposals; J. Vafeas said no. All proposals for new courses/programs and course revisions or program revisions must have Assessment section to be reviewed at UCC. Assessment should be vetted at the College Curriculum level. Questions were raised about reasons for changing or offering particular courses. C. Wells stated that this is not the same university, and that faculty cannot just offer a course because you like it or want to teach it, but that they need to show how it will benefit students' course of study and how it will fit in the program. J. Vafeas noted it could be also to expand topics for accreditation. Committee members had several questions, and requested examples and guidance for departments to follow, especially those departments without accrediting bodies. T. Rober asked if all Assessment memos need to come from the department chair, J. Vafeas responded that they need to come from the department. J. Vafeas also noted that evidence can come based on what is required from accrediting bodies, information from 5-year reviews, President/Provost directives, etc. J. Vafeas referred committee members to contact Krista Prock, Director of Assessment, to get answers to some more detailed questions. C. Rosch asked if this info would be posted on the web page, and J. Vafeas notes this is in progress.

It was moved by C. Wells, and seconded by C. Rosch to consider and approve this proposal.
MOTION PASSED.

Current #: UCC 19003
Course: UCC Cover Sheet Edits
Proposal: Policy Revision.

Comments: Edits to the new cover sheet include adding items 8, 9 and 10 to Table 3.
Description of #10 (Assessment) added to the back of the sheet.

It was moved by L. Weckerle, and seconded by J. Crockett, to consider and approve this proposal. MOTION PASSED.

ANNOUNCEMENTS

Selected Topics Courses

ADJOURNMENT

Bethany G. French, Recording Secretary

Susan G. Czerny, Secretary

Date

Date

11/20/18