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Curriculum Committee Minutes

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10-15-2003

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University of Minnesota, Morris
Morris, MN

MINUTES 2003-2004 CURRICULUM COMMITTEE MEETING # 4

October 15, 2003, 8:00 a.m. Behmler Conference Room

Present: John Schwaller, Judy Kuechle, Jooinn Lee, Mike Korth, Jenny Nellis, Mary Elizabeth Bezanson, Chris DeVries, Tom Johnson, Dave Roberts, Laura Burbank, Jackie Thorvaldson, Ruth Thielke, Dorothy DeJager, Nancy Helsper and Jeri Mullin, Tom McRoberts, Matt Conner, Tammy Faux.

Absent: Danielle Thibido, and Joe Veilleux

Schwaller moved item number five (Topics Courses) on the agenda up to number two (Develop maximum credit limits for directed studies).

APPROVAL OF MINUTES

Schwaller asked for a motion to approve the minutes.

Motion: (Bezanson, Nellis) To approve minutes from October 1, 2003.

Discussion: A member questioned the discussion on the term indicator for a course. He was under the impression the discussion was continued. A member stated that she understood the discussion to mean that indicators were added to specify what term the course would correspond and if it is left blank then there could be no assumptions about which term the course would correspond. The last sentence of the first paragraph under the ECAS update would be changed to say *No action taken*.

Vote: Motion carried (9-0-0)

TOPICS COURSES AND PROVISIONAL APPROVAL

Schwaller reviewed Mike Korth's proposal.

- I. All courses must receive Curriculum Committee approval (either provisional or regular) before being offered.
- II. Courses receiving provisional approval may be offered a maximum of two times. If a course is to be offered a third time, it must be presented to Curriculum Committee for regular approval in time for Campus Assembly approval to be granted before the third offering.
- III. All variable topics courses xx00 will either be converted to course cluster headings or be eliminated from the catalog, as each discipline thinks best.

Motion (Korth, Bezanson) to approve the proposal for Topics Courses and the Course Approval process.

Discussion: Korth explained that number II in the proposal increases the number of times a provisionally approved course can be offered and asked if other members had concerns with the issue. A member stated that they did not have a problem with increasing the number of times a provisional course may be offered but suggested that instead of saying two times, which would be hard to keep track of, keep the course active for the current catalog. When asked if that

would be easier to track and the member stated that it would since courses in PeopleSoft can be made inactive on a future date. After discussion among the members it was agreed to revise the proposal to state that a provisionally approved course would remain active for the duration of the current catalog.

The committee members also discussed the issue of changing variable topics courses to regular courses and to have courses clustered under a header without a variable topic umbrella occupying a course number. A member asked if cluster headings would need curriculum approval. Schwaller indicated they would not as they are not courses, however he stated that good practice would indicate cluster headings to be scrutinized. A member asked if CC would police how each discipline would cluster courses. Schwaller stated that new cluster titles and descriptions should be subject to CC approval and all current Topic Course umbrellas will default to cluster headings.

Motion (Bezanson, Johnson) That Curriculum Committee will approve new cluster headings.

Discussion: A member asked for clarification on the motion. Schwaller stated that if disciplines wish to create new cluster headings they should be approved by Curriculum Committee but do not have to go to Campus Assembly and a Course Proposal form could be used for this purpose.

Vote: Motion carried (10-0-0)

Vote: Motion carried (10-0-0) to approve the three proposals as amended.

MAXIMUM CREDIT LIMITS FOR DIRECTED STUDIES AND INTERNSHIPS

Helsper explained that currently the defaults for the maximum credits allowed for a directed study is 999. Previously this was not a problem as it was a programming issue that was behind the scenes. Now this information is visible with the course information and should be reviewed, as 999 are excessive. Schwaller suggested 16 credits, as that is the maximum on the TC range. A member asked if a student could take 2 semesters of a directed study and Schwaller explained that the student would have to register separately for each semester. There was discussion among the members about the maximum with suggestions from 10 to 16 for a maximum. Helsper explained that this credit limit is for the lifetime of the student not the maximum for the semester. This would be the maximum number of credits a student could take repeating the same directed study course number. A member stated that all directed studies courses are 1-5 credits and a 15 or 20 credit limit would allow the student to take the same course 3-4 times. Helsper explained again that the maximum being discussed is not the number of times a course can be taken in a single semester but the maximum number of credits for the career of the student. A member asked if this change was in response to a problem and Helsper stated that it is in response to an image not a problem. This has not been an issue before because the maximum limit was stated "behind the scenes" now it shows up where students can see it.

Motion (Korth, Bezanson) To set the maximum credit limit for Directed Studies at 10 cr for the life of the student.

Discussion: A member agreed that 10 would be a good maximum. There was more discussion among the members regarding the maximum credit limit. Schwaller stated that he sensed from the discussion that the intent is not to inconvenience the students.

Vote: Motion carried (10-0-0).

Helsper asked if a limit could be discussed for internships, as the issue is the same for these courses. The committee members agreed.

Motion (Korth, Bezanson) To set the maximum credit limit for Internships at 32 cr for the life of the student.

Discussion: A member stated that they felt 32 was too high and it should be limited to 16 credits. A member stated that allowing a student to take the internship more than once is a good thing. Another member stated that other restrictions in

the degree programs would take care of problems with the higher limit of 32 credits.

Vote: Motion carried (8-2-0)

ONLINE CATALOG CHANGES

Helsper explained that after the discussion at the last meeting about making changes to the online catalog members need to be aware that changes do not happen magically. Helsper explained the process the division would need to follow to make changes to the online catalog when it is not a catalog year. A member stated that making changes as they arise would keep things from slipping through when it came to updating the catalog. Helsper explained that changes in the online catalog during an off year WILL NOT automatically go to the new printed catalog. Division offices will still need to keep track of these changes and make the corrections for the print copy. A member stated that the process of making catalog changes for each new catalog is a difficult and complicated process that should be made simpler and more efficient. Helsper indicated that the current process is the way it has been done for the life of the institution but it is complicated by the move from paper to electronic media. The member responded that it is a mess and there is a need to make the process simpler. A member asked if the online catalog could be printed as the working document for the next round of catalog revisions. Helsper stated that this was not possible as the working document needs to be in one format and the online catalog is in a very different one. She also stated that the online catalog is maintained by the Twin Cities and not here at UMM. Schwaller stated that disciplines make changes that do not always go to Curriculum Committee and are unique to the discipline, such as wording changes. A member stated that a simple way around this issue is for the division secretaries to keep a record of these changes in a bulletin copy file to be used for the next catalog. A member asked if that doesn't make more work for the Division Secretaries and Helsper agreed that it does, but the Division Secretaries have need to track such changes for many years. A member suggested that CC strongly discourage substantial changes in an off year. A member again raised the issue that the problems with current catalog revision process need to be resolved.

Meeting adjourned 9:00

Respectfully submitted,
Karen Van Horn