

Undergraduate Curriculum Committee
Meeting Minutes - October 18, 2022

Call to Order – Meeting: 3:47 pm, Zoom

Voting Members Present: Sheila Flener, John Cipolla, Kate Hudepohl, Scott Grubbs, Jason Wilson, Kristi Branham, Matthew Nee, Said Ghezal, Stacy Leggett, Alex Olson, Grace Lartey, Anthony Paganelli, Jim Lindsey

Advisory Members Present: Beth Laves, Stuart Burris, Dennis George, Evelyn Thrasher, Danita Kelley, Jennifer Hammonds, Jessica Dorris

Guest: Joseph Evans

Approval of Minutes, September 20, 2022 – 1st/2nd: Wilson/Nee – **Vote:** Approved (8/8)

Old Business:
CourseLeaf Change Update – Move to bottom of agenda

New Business:

Curriculum Agenda

College of Health & Human Services				
Code	Title	Status	Contact	Received
<u>CHHS 150</u>	<u>CHHS 150: Enhancing Quality of Life in Health and Human Services</u>	Edited	Danita Kelley Amy Wininger	9/22/2022
<p>Motion to Approve – 1st/2nd: Paganelli/Wilson Discussion: Danita was present to answer questions – Temporary course now. Vote: Approved (7/7)</p>				
<u>PH 100</u>	<u>PH 100: Personal & Public Health</u>	Edited	Grace Lartey	9/27/2022
<p>Motion to Approve – 1st/2nd: Hudepohl/Wilson Discussion: None Vote: Approved (10/10)</p>				
<u>524P, 524</u>	<u>524P, 524: Dental Hygiene, Bachelor of Science</u>	Edited		9/30/2022
<p>Motion to Approve – 1st/2nd: Ghezal/Hudepohl Discussion: Laves said she’s been working on it with others, delivery mode change requires SACSCOC approval. Vote: Approved (10/10)</p>				

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College of Education and Behavior Sciences				
Code	Title	Status	Contact	Received
<p>Motion to Bundle all SUPR courses – 1st/2nd: Wilson/Nee Discussion on Bundle: None Vote: Approved (8/8) Motion to Approve Bundle – 1st/2nd: Nee/Wilson Discussion: Ghezal talked briefly about this. Just changing ACC/MGMT/BUS/MKT subjects to SUPR subject so the GFCB keep their accreditation. Grubbs asked when we are adding the SUPR subject code; Now. Vote: Approved (10/10)</p>				
SUPR 200	SUPR 200: Performance Reporting & Bookkeeping I	Edited	Gheza Said	10/6/2022
SUPR 102	SUPR 102: Introduction to Ethical Issues in Organizations	Edited	Gheza Said	10/6/2022
SUPR 110	SUPR 110: Basic Bookkeeping and Performance Reporting	Edited	Gheza Said	10/6/2022
SUPR 212	SUPR 212: Organizational Promotions and Advertising	Edited	Gheza Said	10/6/2022
SUPR 214	SUPR 214: Supervisory Communication	Edited	Gheza Said	10/6/2022
SUPR 225	SUPR 225: Records and Information Supervision	Edited	Gheza Said	10/6/2022
SUPR 230	SUPR 230: Internship-Supervision	Edited	Gheza Said	10/6/2022
SUPR 244	SUPR 244: Introduction to Human Capital Information Systems	Edited	Gheza Said	10/6/2022
SUPR 245	SUPR 245: Supervising Diversity in the Workplace	Edited	Gheza Said	10/6/2022
SUPR 248	SUPR 248: Principles of Supervision	Edited	Gheza Said	10/6/2022
SUPR 249	SUPR 249: Employee Benefits Programs	Edited	Gheza Said	10/6/2022
SUPR 250	SUPR 250: Entrepreneurship and Organizational Innovation	Edited	Gheza Said	10/6/2022
SUPR 252	SUPR 252: Selling and Sales Supervision	Edited	Gheza Said	10/6/2022
SUPR 253	SUPR 253: Supervision Capstone	Edited	Gheza Said	10/6/2022
SUPR 254	SUPR 254: Office Administration	Edited	Gheza Said	10/6/2022
SUPR 257	SUPR 257: Human Capital Supervision	Edited	Gheza Said	10/6/2022

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SUPR 270	SUPR 270: Labor Relations Administration	Edited	Gheza Said	10/6/2022
SUPR 201	SUPR 201: Performance Reporting & Bookkeeping II	Edited	Gheza Said	10/6/2022
Pulling the below two items off the agenda:				
SUPR 210	SUPR 210: Organization and Supervision	Edited	Gheza Said	10/6/2022
288	288: Organizational Supervision, Associate of Arts	Edited	Gheza Said	10/6/2022

Old Business:

CourseLeaf Change Update – Move to bottom of agenda

Group met yesterday about this (Joint Information Item - attached)
 Learning outcomes was not part of the system
 Nee asked if there is a timeline for #4 – No – Should be set by 2025
 Kelley - Plan of action – will they come through full review – Yes
 Hudepohl did say they could be bundled, maybe 5 year academic review should look at this stuff, but colleges/departments should decide for themselves how to handle.
 Kelley said is this for Graduate level as well, it will be added later
 Lindsey need to add a date
 Grubbs do you want this done in a more organized fashion, instead of randomly?
 Hammonds answered, Depends on courses/programs and explained.
 Burris asked why - Determined it is a SACSCOC cleanup.
 Kelley talked about should the document say Undergraduate and no Graduate.
 Graduate will create their own process, possibly using our list.
 Flener made changes live to the document and it'll be added to the minutes for reference.
 Flener said it will be shared with colonnade committee next week for their meeting.
 Branham asked if we should add language in the context regarding why this is happening, YES it should, adding SACSCOC info.

Motion to Endorse – 1st/2nd: Hudepohl/Lartey

Vote: Approved (12/12)

Announcements

None

Adjourn @ 4:22pm – Motion 1st/2nd: Nee/Wilson

Respectfully Submitted
UCC Recorder
Jessica Steenbergen

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Appendix

Colonnade General Education Committee
and Undergraduate Curriculum Committee

Joint Information Item

Update CourseLeaf with Existing Course Objectives/SLOs

Context:

When CourseLeaf was adopted by WKU, basic information from existing undergraduate courses and undergraduate programs was entered into the system. However, for the sake of expediency, information such as course objectives and student learning outcomes, information required on new course proposals (and revisions to existing courses), was not entered. The missing information is necessary for SACSCOC Accreditation.

Information item #1:

The Registrar's Office will do a one-time update of CourseLeaf to add learning outcomes from approved/existing Colonnade courses. Information will be obtained from approved proposals archived in the Colonnade General Education Committee shared drive.

Information item #2:

Learning outcomes for existing/approved Undergraduate Academic Programs also need to be added to CourseLeaf. The Registrar's office requests that undergraduate academic programs coordinate with Associate Deans and forward Program Learning Outcomes to the Registrar's office no later than the end of Spring 2023. Program Learning Outcomes not forwarded by the deadline will have to be added to the system through the process of full curricular review. Undergraduate Programs that were reviewed last year will start first.

Information item #3:

The Registrar's Office requests that departments review their undergraduate course inventory and suspend or delete any course they no longer wish to offer.

Information item #4:

Learning outcomes for non-Colonnade undergraduate courses also need to be added to CourseLeaf. Academic Departments should review CourseLeaf and develop a plan of action to update the missing information by end of Fall 2024.