

**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

Minutes of January 27, 2022

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

PRESENT: Jason Crockett, Sue Czerny, Qin Geng, Jonathan Joy, Andrew Miness, Karen Rauch, Todd Rober, Lindsey Runell, John Stanley, John Vafeas, Michelle Vaughn, Amy Walton

ABSENT: Cynthia Stunkard

ALSO IN ATTENDANCE: Michelle Kiec, Brian Meares

GENERAL ANNOUNCEMENTS

J. Vafeas stated that there will be a continuation meeting if needed on Thursday, February 3, 2022, in Stratton Room 200 at 11 a.m.

MINUTES

It was moved by T. Rober, and seconded by J. Joy, to approve the minutes from the December 2, 2021 meeting. MOTION PASSED.

Old Business

Current #: LAS 22035
Course: CHM 1 Preparatory Chemistry, Fall 2022
Proposal: De-archive course.
Comments: The college wishes to withdraw this proposal. The department is working on a different course that will meet their needs. A larger university level conversation is taking place regarding courses of a similar nature. - J. Vafeas PROPOSAL WITHDRAWN.

New Business

UCC Organizational Discussion

Motion to move UCC Organizational Discussion to the bottom of the agenda. It was moved by Q. Geng, and seconded by T. Rober. MOTION PASSED.

College of Business

No new business

College of Education

No new business

College of Liberal Arts and Sciences

No new business

College of Visual and Performing Arts

No new business

ANNOUNCEMENTS

Curriculum

COB 22015 Course Revision: SPT 325 Sport Consumerism, Fall 2022
The department should upload an updated proposal with the prerequisite change box checked and a summary of request describing the changes to the prerequisites.

General Education

LAS 22014 General Education: ANT 239 Historical Archaeology, Fall 2022
LAS 22015 General Education: ANT 235 Pennsylvania Archaeology, Fall 2022

Selected Topics

COE 22002 Selected Topics in Community Counseling: COU 560 LGBTQ+ Counseling, Summer 2022

UCC Organizational Discussion

College representatives to UCC need to communicate back to their faculty/departments/college the things that are discussed. If there are updates that need to be made to proposals the college reps should communicate that back as well.

Chair's prerogative to check and make sure proposals fulfill the requirements for the category for which the request is being made.

Curriculum proposal coversheet updates and revisions

- The Assessment Memo, a required document for many curriculum proposals, has a few items that need more attention by many of the proposals that have been submitted to the committee in recent months. The back of the curriculum proposal coversheet has

information for anyone needing more information about what Assessment Memo should include. It is also what data informed the need for this proposal. A note should be added, see website for more information with a link.

- UCC coversheet Table 3: Documents #7 Descriptive Memo is not required for any proposal. “Descriptive Memo” will be removed and #7 will be used by a new required document.
- J. Stanley said there are a few documents that would be helpful for the General Education Committee. He will communicate those items to J. Vafeas.
- Table 1 line e. should have #10 added as a document.
- Table 1 line p. and q. are similar and can be combined. The checkbox and text “Change in certificate” will be moved up to line p.
- Table 1 line r. should have a new document required, a Teach Out Plan for programs going into moratorium.
- Review to ensure consistent order of items e.g. Certificate and Certification lines l. and n.
- Edits to the cover sheet to begin with academic year 2022-2023.
- It is a difficult form but to the extent possible try to make it user friendly. A form with as many fields fillable as possible. Perhaps not a DocuSign form, the frequency of changes needed to proposals would make the inflexibility of digital signing a hindrance. M. Kiec suggested working with an MFA Design student, they may be helpful making a user-friendly fillable form.

Selected Topics

- The topics to be taught as a Selected Topics course are announced as part of the meeting agenda.
- Prerequisites listed on the specific topic announcement proposal will not be implemented to prevent students from registering for that topic.
- Each prefix can have more than one Selected Topics course number. Each of these different Selected Topics “shells” can be used by the department for different needs if they are set up purposefully. Examples: one Selected Topics course number might have 3 credits; another might have 6 credits. One Selected Topics “shell” course might have a prerequisite that is often used for different announced topics; another might use Permission of instructor; another might not have any prerequisite.

- Permission of the instructor could be used as a prerequisite on the Selected Topics “shell” as a way of having a specific prerequisite on the course, but the instructor would need to admit each student into the course if this is used.
- Curriculum proposals to announce a topic are separate from curriculum proposals that request changes to the Selected Topics “shell” course.

UCC meeting place/modality for upcoming meetings

- Zoom would be preferred. It is easier for guests and committee members especially those who have class immediately before or after the meeting. In the past when we had Zoom meetings more individuals were in attendance and able to speak for their proposals.
- Consensus is that Zoom is preferred.
- The meetings will continue to be recorded for aiding in the creation of the meeting minutes.
- A few individuals noted that face to face is better for discussions. An in person meeting once a year to discuss committee updates/issues etc. would be valuable and help facilitate the open exchange of ideas.
- The committee will begin holding meetings via Zoom starting with the next meeting, February 24, 2022. A Zoom link will be created and sent out prior to the meeting.

ADJOURNMENT

Brian P. Meares

Susan G. Czerny, Secretary

Date

Date

1/31/2022