

**SALEM STATE UNIVERSITY  
UNIVERSITY CURRICULUM COMMITTEE  
MINUTES  
Meeting: 17/18:11**

Date: February 28, 2018

**MEMBERS PRESENT:** Luke Conlin, Lynn Fletcher, Regina Flynn, Gail Gasparich, Jen Girgen, Rebecca Hains, Joseph Kasprzyk, Peter Kvetko, Megan Miller, Shannon Mokoro, Chris Schoen, Kurt Von Seekamm

**GUESTS:** Michele Davila (WLC), Ryan Fisher (BIO), Keith Rattner (GPH)

<b>I.</b>	<p><b>Chair’s Report</b></p> <p>Committee Chair, Rebecca Hains declared a quorum of UCC members present. Rebecca called the meeting to order at 3:09 p.m.</p> <p><b>A. Remaining Spring Meeting Schedule:</b>                  March 28, 2018                  April 11, 2018                  April 25, 2018                  May 2, 2018                  May 9, 2018                  May 16, 2018</p> <p><b>B.</b> Rebecca H asked for a motion to change the order of business. Lynn moved to change the order of business and discuss course packets first and special business second. Megan seconded this motion. All UCC members present voted unanimously to approve this change in the order of business.</p>
<b>II.</b>	<p><b>Subcommittee Reports</b></p> <p>There were no subcommittee reports.</p>
<b>III.</b>	<p><b>Special Business</b></p> <p><b>A. Corrective Change Language</b></p> <ul style="list-style-type: none"> <li>- Rebecca H explained how the recertification process would work. Course categories will be up for review every five (5) years, approximately 2-3 categories per year. The current General Education (Gen Ed) Faculty Fellow would suggest up to three (3) Gen Ed categories that should be reviewed in the upcoming academic year. The Gen Ed Fellow would work with the Registrar’s Office and Academic Affairs to get them everything they need to review the courses that have the Gen Ed tags. For each course, the faculty in that department would come to a consensus that the course is meeting the standards for that Gen Ed</li> </ul>

	<p>category or if they want to make adjustments to the course or if the department no longer wants that course offered under that particular Gen Ed category. The deadline would be January 15<sup>th</sup> for letting UCC know if they plan to recertify, realign, or decertify a course/courses.</p> <ul style="list-style-type: none"> <li>- The idea is that courses do not receive a Gen Ed designation that never gets reviewed. This gives departments an opportunity to review their courses and have a conversation among themselves and with UCC about those courses.</li> <li>- Joseph K clarified that not all syllabi for every section of a course will be reviewed. The idea is that the most recent syllabi (when the course was most recently taught) would be reviewed.             <ul style="list-style-type: none"> <li>-The issue of workload for the departments and people on the Gen Ed subcommittee(s) was discussed by UCC members. It was also mentioned that the turn-around timeline is tight. Rebecca H. suggested having a certain percentage above a certain threshold of syllabi sampled.</li> <li>-Megan M. was asked if it is possible to know ahead of time which courses may have up to or above 10 instructors per course section (ENL 110, SPC 101, etc.).</li> <li>-One suggestion is for this work to start small, with categories that have less courses and/or a small category with lots of class sections balanced with a category with less courses</li> <li>-there was also discussion about what this review process means for adjunct faculty.</li> <li>-Lynn F, suggested reducing the maximum number of syllabi to be reviewed per course, as this is mainly an effort of quality control.</li> <li>-Megan M clarified that the UCC work is not to review all the syllabi, that is the work of the departments and the UCC work is to discuss what the departments have reviewed</li> </ul> </li> <li>- Rebecca H said she presented this at the Chair’s meeting and that the idea of Gen Ed recertification was received well by the Dept. Chairs.</li> <li>- Rebecca H. asked us to review the proposal and take some time to reflect on what the workload may be.</li> </ul> <p>Once UCC completes discussion about this proposal, the final document and decision will be forward to All University Committee (AUC).</p>
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<b>IV.</b>	<b>Old Business</b> – those assigned to specific proposals discussed their status and provided updates.
	<p><b>A. <u>ART + DESIGN DEPARTMENT - TABLED</u></b></p> <p><b>1.</b> BA-Art-Art Education-Ed Studies in the Community, Non-Licensure-New Flowsheet <span style="float: right;"><a href="#">17:007</a></span></p> <p>This item remains tabled.</p>
	<p><b>B. <u>WORLD LANGUAGES AND CULTURES (WLC)</u></b></p> <p>Peter K. made a motion to discuss and approve the items in the World Languages and</p>

Culture department packet. Chris S. seconded this motion.

**The WLC program is redefining the course descriptions to match current trends in teachings languages and cultures.** Michele Davila explained the changes in the 101 courses to meet the fact that most students come to SSU with some basic knowledge in a language other than English (from high school or community college). Peter moved the “three lecture hours per week” to the end of the course descriptions. Megan spoke about how some 1<sup>st</sup>-year students do not always feel confident to take 102 and asked about changing the language that reads that the course is not open to those who have complete more than 1 year of study in the language. Michele explained that the students will be o.k. in 102 courses unless it has been more than 5 years since they had a language.

1. FRE 101 – Elementary French I – Change in Course [18:138](#)
2. FRE 102 – Elementary French II – Change in Course [18:139](#)
3. GER 101 – Elementary German I – Change in Course [18:140](#)
4. GER 102 – Elementary German II – Change in Course [18:141](#)
5. ITL 101 – Elementary Italian I – Change in Course [18:142](#)
6. ITL 102 – Elementary Italian II – Change in Course [18:143](#)
7. SPN 101 – Elementary Spanish I – Change in Course [18:144](#)
8. SPN 102 – Elementary Spanish II – Change in Course [18:145](#)

**Two courses applying to received DPDS designation**

9. SPN 382 – Latinx Immigration: Context and Representation – Change in Courses- DPDS [18:147](#)

- this course was reviewed and approved by the DPDS subcommittee
- there are many courses on the books about Latinx culture that no one is teaching, so this course was created to meet that void
- clarification was provided as to who is eligible to take the course and who needs permission

10. SPN 420 – US Latino Literature in Spanish – Change in Course – DPDS [18:148](#)

- this course was reviewed and approved by the DPDS subcommittee
- Change in course description: using the norm of using Latinx as opposed to Latino/a, and incorporating more historical and cultural aspects into the course
- there was clarification provided on students needing at least intermediary proficiency to be able to take this course

There being no further discussion, Rebecca called for a motion to approve the items discussed above. All UCC members presented voted unanimously to approve.

**C. BIOLOGY DEPARTMENT**

Shannon M. made a motion to discuss and approve the item 18:186 proposed by the Biology Department. Megan M. seconded this motion.

1. BIO 402 – Genetics – Change in Course [18:186](#)

	<p>- Ryan F. explained why the department is requesting to have the WII designation dropped from the course</p> <p>There being no further discussion, Rebecca H. called for a vote to approve the packet as discussed. All UCC members present voted unanimously to approve the Biology packet as presented.</p>
	<p><b><u>D. GEORGRPHAY DEPARTMENT</u></b></p> <p>Shannon M. made a motion to discuss and approve the items 18:170 and 18:180 proposed by the Geography Department. Chris S. seconded this motion.</p> <ol style="list-style-type: none"> <li>1. GPH 282P – Global Environmental Issues – Change in Course – SR <a href="#">18:179</a> <ul style="list-style-type: none"> <li>- this course was reviewed and approved by the SR subcommittee</li> <li>- Keith R spoke about the necessity of a 3 credit SR course</li> </ul> </li> <li>2. GPH 379 – Environmental Justice – Change in Course – DPDS <a href="#">18:180</a> <ul style="list-style-type: none"> <li>-this course was reviewed and approved by the DPDS subcommittee.</li> </ul> </li> </ol> <p>There being no further discussion, Rebecca H. called for a vote to approve the items in the Geography packet as discussed. All UCC members present voted unanimously to approve the Geography packet as presented.</p>

As the Committee had discussed all the business on the agenda, Regina F. made a motion to adjourn the meeting. Megan M. seconded this motion. The vote to adjourn was unanimous, and the committee adjourned at 4:44 p.m.

Respectfully submitted by  
*Shannon A. Mokoro*