

UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

MINUTES

February 1, 2017

2:00-3:30 pm

*****HOH 114*****

I. UCOC December 2016 Minutes

- Attachment: UCOC December 2016 Minutes

Note: no UCOC meeting in January

→**APPROVED**

II. OLD BUSINESS

A. Transfer Units Applied to Masters, specifically Dual Degree “double counting rules” as presented in the *Curriculum Handbook*

On OCTOBER 7, 2015, UCOC approved that the Transfer of Course Work policy should be changed to allow no more than 25% of the minimum units required of a master’s level program (excluding prerequisites) to be transferred in and applied to a USC program.

...

CLARIFIED, SEPTEMBER 7, 2016, UCOC members confirmed that their intention was to apply the language of “no more than 25 percent of the minimum units required for the program” to all areas that previously used the bracketing of units rule, including the Second Master’s Degree rule and the rules of “Double Counting” for Dual Degrees.

The Second Master’s Degree rule should now read:

1. Second Master’s Degree (referenced in USC Catalogue)

A “second master’s degree” is any master’s degree pursued after a first master’s degree is earned at USC. The maximum number of units which may be applied toward the second master’s degree for course work taken from a first master’s degree at USC is: **no more than 25 percent of the minimum units required for the program.** ~~4 units toward degree programs requiring 24–32 units; 8 units toward programs requiring 33–40 units; 12 units toward programs requiring 41 or more units.~~ Second master’s degrees are not allowed in the same program of study for students who earned their first master’s degree at USC.

For students who earned their first master's degree at another institution, no course work may be repeated from the first program of study and no unit credit from the first program of study may be counted toward the second master's degree. Subject credit could be awarded if approved through a petition process to the dean of the degree program. Program exceptions require approval of the University Committee on Curriculum and are listed in the departmental sections of this catalogue. No individual exceptions are allowed.

DISCUSSED, SEPTEMBER 7, 2016, The Rules on "Double Counting," in regard to Dual Degrees are suggested below. The final edit will be reviewed and potentially approved at the UCOG October meeting:

2. Rules on "Double Counting," Minimum Units Required (referenced in *Curriculum Handbook*)

...

In addition, there is the following limitation on "double counting:" a GPSC subcommittee (11/18/71) proposed that the requirement for each degree component not fall below those that pertain to a second master's degree. The limits for a second master's (<http://catalogue.usc.edu/graduate-2/grad-req/>) indicate how many units earned toward a first master's degree at USC may be applied toward a second master's. They are: **no more than 25 percent of the minimum units required for the program.** ~~four units toward degree programs requiring 24-32 units; eight units toward programs requiring 33-40 units; 12 units toward programs requiring 41 or more units.~~ Thus, if a dual degree were established combining a 30-unit MA and a 60-unit MS, the program could use ~~4~~ **7.5** units from the MS toward the MA and ~~12~~ **15** units from the MA toward the MS, reducing the total units from 90 to ~~74~~ **67.5**. **The sum of the minimum units required for the dual degree may be reduced by no more than 25 percent of the minimum units required for each, standalone degree.** However, all required courses for each degree ~~would be~~ **are** required for the dual degree. If a required course for either degree is not required for the dual degree, the catalogue copy must include justification for the omission (i.e., that certain courses in one degree provided comparable content to the omitted course in the other degree).

DISCUSSED, OCTOBER 5, 2016, UCOG members suggested that the text from the beginning of the first highlighted section to the end of the second highlighted section be removed and the words "sum of" be added to the second iteration of the "minimum units" in the added bolded sentence. Kristine Moe said that she would edit per their instructions for the November meeting and ask for UCOG members' approval of the final edit. She added one additional line edit that is detailed in the below paragraph.

For UCOG Review and Approval on November 2, the edited:

Rules on "Double Counting," Minimum Units Required (referenced in the *Curriculum Handbook*)

...

In addition, there is the following limitation on "double counting:." ~~a GPSC subcommittee (11/18/71) proposed that the requirement for~~ **The requirements of** each degree component **may** not fall below those that pertain to a second master's degree. The sum of the minimum units required for the dual degree may be reduced by no more than 25 percent of the sum of

minimum units required for each, standalone degree. All required courses for each degree are required for the dual degree. If a required course for either degree is not required for the dual degree, the catalogue copy must include justification for the omission (i.e., that certain courses in one degree provide comparable content to the omitted course in the other degree).

DISCUSSED, NOVEMBER 2, 2016, UCOC members said that the above edited paragraph was still unclear. Kristine Moe said that rather than editing the existing paragraph she would draft a more concise statement of the rules for creating a dual degree to be reviewed and potentially approved at the December meeting.

For UCOC Review and Approval on December 7, the edited:

Adhering to the Second Master's Degree rule, the rules for reducing units when combining two standalone degrees into a dual degree program are as follow:

1. The dual degree program must include the "required" courses of both standalone degrees.

If a required course for either standalone degree is omitted in the dual degree program, the catalogue copy must include approved justification for the omission (For example, certain courses in one degree provide comparable content to the omitted course in the other degree).

2. The number of elective units required to complete each standalone degree may be reduced by no more than 25 percent of the minimum total units required for each standalone degree.
3. The total number of units required to complete the dual degree program must total at least 75% of the sum of the minimum number of units required to complete each standalone degree.

DISCUSSED, DECEMBER 7, 2016, UCOC members said that the rule was still not clear. The three points were good, however, they need to be clarified by examples. Kristine Moe will redraft with examples included. The language will be reviewed and potentially approved at the next meeting.

For UCOC Review and Approval on February 1, the edited (bold text is added to previous revision):

Following the Second Master's Degree rule, the rules for reducing units when combining two standalone degrees into a dual degree program are as follow:

1. The dual degree program must include the "required" courses of both standalone degrees.

If a required course for either standalone degree is omitted in the dual degree program, the catalogue copy must include approved justification for the omission (For example, certain courses in one degree provide comparable content to the omitted course in the other degree).

2. The number of elective units required to complete each standalone degree may be reduced by no more than 25 percent of the minimum total units required for each standalone degree.

For example, if a dual degree is established combining a 30-unit MA and a 60-unit MS, the MA can be reduced by 7.5 units and the MS by 15 units, reducing the combined total units from 90 to 67.5.

3. The total number of units required to complete the dual degree program must total at least 75% of the sum of the minimum number of units required to complete each standalone degree.

Please remember, in a dual degree the unit reduction to each program is made with the belief that there is overlapping content between the two programs, and therefore the units of one program may be applied ~~or “double counted”~~ to the benefit of the other program and vice versa.

→**APPROVED, FEBRUARY 1, 2017**, UCOG members said that they would still like a further example after number three, but that the language sufficed. They agreed that the words “or double counted” should be removed.

Kristine Moe clarified that this language followed the Second Master’s rule and would be updated in the *2016-17 Curriculum Handbook*. Robert Morley said that if the above is policy, it should also be included in the *USC Catalogue*. Tom Cummings said that the Registrar could decide if the dual degree language should be included in the *USC Catalogue* as well.

B. Interdisciplinary Minors Designed by Students (Robin Romans, Associate Vice Provost)

Robin Romans would like UCOG feedback on an idea to offer interdisciplinary minors designed by students in consultation with faculty. This is a continuation of a discussion the Provost requested the year before last around the *Classical Perspectives* interdisciplinary minor.

DISCUSSED, OCTOBER 5, 2016, Robin Romans said that the Provost would like UCOG to consider new, interdisciplinary structures that will best serve students in addressing “wicked problems” and lead to innovation of the university in the 21st century, as was seen at the university in the early 20th century. The future student will be the political science major, who considers how best to approach global warming. Romans said that in discussions with the Provost, the idea of something bigger than the minor came up, or perhaps smaller, and more economical, at 12 units. The desire was to offer something that was flexible and would allow students to either gain greater depth or greater breadth, according to their academic inquiry or world view. The two ideas that resulted in the discussions with the Provost were (1) offering interdisciplinary minors designed by students, or (2) creating additional interdisciplinary minors (variations of the *Classical Perspectives* minor), from which the students would choose.

UCOG members expressed support for the initiative, especially the interdisciplinary minor designed by students. They questioned the brevity of a 12-unit minor. They also questioned who would decide if there was a strong enough academic rationale for the proposed minor? They agreed that an advisor would need to be assigned, as one is for the interdisciplinary major, who fields students’ concepts and directs them to existent majors and/or minors, or agrees that the proposed study does not exist and builds the curriculum with the student. That person would also serve to connect students with faculty members for the required capstone projects.

UCOC Chair Tom Cummings requested that Robin Romans draft the parameters for such an interdisciplinary minor designed by students for UCOC review at the November meeting. He reminded Romans that clear parameters will be needed.

DISCUSSED, NOVEMBER 2, 2016, Robin Romans distributed a proposal detailing the USC Polymathic Problems Option. Romans said that the USC Polymathic Problems Option was intended to be larger than a minor—an assemblage of courses addressing social problems, tailored individually to make students whole in their studies. It would require at least 16-units with no more than 8 units in any one USC School or USC Dornsife Department. A 2-unit and reading salon and a 2-unit capstone would be required.

UCOC Chair Tom Cummings recommended not including the word “Problem” in the title. He suggested naming it instead the Polymathic minor, a minor dealing with intractable social problems. The entity of minor is available and it could be proposed currently. The minor proposed essentially is an interdisciplinary minor, comparable to the current interdisciplinary major. The question of titling was raised. Kristine Moe mentioned the difficulty a student currently had had with an interdisciplinary major being recognized as a science major by a clearing house that would not review a transcript or a dean’s letter to verify that the major was indeed scientific. Members questioned the 3.2 GPA for completion of the minor. Perhaps it is better as an entrance requirement.

Romans said that he believed the contract used for students completing a progressive degree would be a good model to follow for assembling the highly-individualized Polymathic Option (or minor). The course plan would be created by the student with an advisor and then forwarded to Degree Progress. Romans said that the impact on Degree Progress would have to be reviewed. He questioned how many interdisciplinary majors there were and how they were entered into the system of record? (Kristine Moe said that she would follow up with Degree Progress before the next meeting.)

Cummings requested that Romans create an example of Polymathic minor and what courses would be taken for the December UCOC meeting.

DISCUSSED, DECEMBER 7, 2016, Robin Romans presented the edited proposal. Per Romans, the Provost requested that the name be changed from “Polymathic” to “Integrative” Minor. He edited the GPA requirement from “completion” to “admission.”

UCOC members reviewed the two sample minors. They questioned not having a set capstone. Romans said that that was by design to offer students utmost flexibility in designing their own “Integrative Minor.” Some students could use CORE 400; however, there may be students who are better served by another existing course for their capstone. Members felt that the criteria for the capstone should be made clearer. They also questioned if the minor should not be 18 units, 16 units, plus a 2-unit capstone.

UCOC members questioned if advisors would be self-selected by students, and if so, what mechanism would there be for monitoring the quality of the curriculum assembled and approved by various faculty advisors? Also, which unit would be responsible for administering the Integrative Minor? Romans said that the Polymathic Institute is composed of faculty from around the university and members potentially would be selected from there to guide students with the appropriate curriculum to fit the student’s individual educational needs. The desire is not to create another academic department, as that is the whole point of making use of the expertise of faculty from across the boundaries of schools and departments.

Romans said the impact on Degree Progress needs to be researched if students create individual contracts following the model currently used to set up progressive degrees.

UCOC members questioned why the Integrative Minor would not be a major. Romans said that the major requires a certain discipline that is noted on the diploma. It is okay to experiment with the minor

but not with the major that denotes a level of expertise. The Integrative Minor is meant to fill the holes of a student's education, per the student's individual desire and need, guided by a faculty member.

- *Attachment: Integrative Minors_December 2016*

POSTPONED until March 1 UCOC meeting.

C. Second Major BA/BS and Adjunct Bachelor's Degree (Jane Cody, Dornsife Curriculum Dean)

The USC Dornsife College and the USC Viterbi School of Engineering propose creating a new kind of USC program, an adjunct major. An adjunct major is an option intermediate to a double major and a major and minor. It offers more depth and substance than a minor and is intended to amplify the value of the state of information students have achieved with respect to their respective home disciplines. A home discipline is established by completing a major from one of the USC Dornsife College's traditional disciplines. An adjunct major is a second major available only to students who are also matriculated in a traditional discipline. An adjunct major in informatics provides a template for how an adjunct major can be implemented at USC.

- *Attachment: Defining Adjunct Majors*

DISCUSSED, OCTOBER 5, 2016, Jim Moore presented the history of the idea of the "adjunct major." Viterbi had wanted to offer a Bachelor of Arts (BA) Informatics. Dornsife was opposed to Viterbi offering a BA, but intrigued by the idea of partnering with Viterbi to make its idea come to fruition. They researched other institutions and two program types appeared that fit what they were attempting: adjunct and co-majors. They adopted the concept of "adjunct major," and Informatics coupled with another major only. Per Moore, the Informatics adjunct major (approx. 52 units) would make the humanities major more attractive. Informatics would couple a strong research methodology with a deep knowledge of subject area, offered by the primary major. No other university offers an Informatics "adjunct major."

UCOC members were generally intrigued by the concept and envisioned the potential (and marketability) of pairing a second major of Informatics with Sociology, and many other majors (attached either to the BA or BS). They asked if partnering with majors outside of Dornsife BA majors had been considered. Moore said that there has been discussion, perhaps a Bachelor of Science (BS) option, but the curriculum would be different; this was a place to start. Moore said that the "adjunct major" would offer departments another mechanism to "team up" in interdisciplinary ventures.

UCOC Chair Tom Cummings encouraged Dornsife and Viterbi to continue to develop the concept. He said that there was no need to present the new program type of "adjunct major" to the Committee on Academic Policy and Procedure (CAPP). The question was curricular in nature.

After Viterbi's presentation, UCOC members questioned if a new entity needs to be created, or if the current rule of not integrating BA and BS majors could be revised. (It was noted that then two diplomas would have to be given, one for the BA and one for the BS.) They considered the minimum units required by Dornsife, the units required for a double major, versus two degrees, and the units required for a BA versus a BS degree.

Discrepancies in the detail of program and degree types offered at the university and published in the *2016-17 USC Catalogue* were noted by Geoff Shiflett. Kristine Moe will review the *2016-17 USC*

Catalogue and address any corrections that need to be made. (Specifically dual degrees were found listed under Undergraduate Education, and dual degrees only apply to graduate level programs.)

Cummings assigned Brian Head and Geoff Shiflett to review the current policy as it relates to double majors.

The discussion will continue in November.

- Attachment: Geoff Shiflett's Review of Degree Types in 2016-17 USC Catalogue

DISCUSSED, NOVEMBER 2, 2016, Brian Head and Geoff Shiflett met to review the current curriculum entities and the rules that guide them in regard to the question of combining majors, no matter the degree type, BA or BS. No new curriculum entity of "adjunct major" need be created.

They detailed:

Three Undergraduate Structures

1. Single Degree
2. Second Bachelor Degree (independent)
3. Dual Degree-Combined Degree (curated)
 - a. Planned by faculty and approved for the catalog (e.g. Informatics and Psychology)
 - b. Student-created (Interdisciplinary Degree) –overseen by Polymathic Institute (unique to each student)

To encourage multidisciplinary, inter-school study, they proposed:

1. Eliminate the unit requirement for the extra 32 units for the second bachelor's degree.
2. Exempt students who are completing a second bachelor's degree program in a professional school from the College Rule: a minimum of 104 (or 96) units applicable to the degree must be earned in college academic departments.
3. Students who are completing a minor in a professional school, the College Rule would be reduced by the units required for the minor.
4. Allow any professional school to craft a Bachelor of Arts (BA) degree, if they so wish.

Head and Shiflett contended that students should not have a unit requirement superficially imposed on them. There is the undergraduate requirement for General Education (GE) and Writing and then that of the major and minor. Student should be able to fulfill the GE, Writing, Major (s), and Minor(s), based on the total units required for each of those entities, with the required minimum total units for the completed degree set at 128 units. A minimum unit rule within a school of origin should not be maintained. The concern should not be if one diploma is printed with two majors, or two diplomas with two separate degree types and major(s), but if the rules are fair to the student and encourage multidisciplinary study without unnecessary boundaries.

They proposed that The School of Engineering be allowed to offer a Bachelor of Arts (BA) in Informatics, if they desired. That major could then be paired with another BA major such as Sociology. One diploma would be printed, with one degree type and two majors. Alternately, let the School of Engineering offer a Bachelor of Science (BS) in Informatics, and pair it with the Bachelor of Arts in Sociology, for instance. As long as the student fulfills the requirements of both majors, in addition to GE and Writing, s/he should receive a diploma for each unique degree type and major(s). Or, let the school or department submit a proposal to create a curated combined program, such as the Bachelor of Science in Computer Science/Business Administration.

Head and Shiflett said that the artificially high number (160) for combining a BS and BA major is not necessary and can be avoided by removing requirements that do not directly relate to GE, Writing, Major(s) and Minor(s).

Members questioned foreign language requirements for a BA and potential accreditation impact of the School of Engineering proposing a BA.

No decision was made by the end of the November meeting.

DISCUSSION POSTPONED, DECEMBER 7, 2016 (out of time)

- Attachment: Taskforce Report_Brian Head and Geoff Shiflett

UPDATE for FEBRUARY 1, 2017, Jim Moore reached out to Kristine Moe in mid-December 2016 to see how to move the original Informatics “adjunct major” proposal forward. Moe said that the creation of another major type called an “adjunct major” was not supported by UCOC. UCOC had used the Informatics “adjunct major” proposal as a springboard to further investigate existing undergraduate major and degree rules, specifically pertaining to double majors. Moe told Moore that she had discussed how best to move forward the proposal in a timely manner with members of both the Provost’s and Registrar’s offices. She detailed the following three possible options:

1. Propose a BS, Informatics, and request that UCOC and the university alter the rule that an additional major of a different degree type will be 128 units *plus* the requirements of that other major, if the large number of units is a concern to the proposing school. (This would require a change in current university rules, and therefore, would take the most time.)
2. Propose a BA, Informatics, and keep the foreign language requirements of the BA. This would be the easiest way to get the proposal through now under the current rules with the least required additional units for the student. As detailed in the *2016-17 USC Catalogue*:

<http://usc.catalog.acalog.com/content.php?catoid=6&navoid=1315>

Basic Requirement for a Degree from the USC Dornsife College of Letters, Arts and Sciences

For those undergraduate students earning a degree in the USC Dornsife College of Letters, Arts and Sciences, **a minimum of 104 units applicable to the degree must be earned in college academic departments. For students graduating with a minor or a second bachelor's degree, this minimum is reduced to 96 units.** Other exceptions will be considered by the dean of undergraduate programs in Dornsife College.

Students who are completing major degree programs in a professional school, but whose degree is conferred by Dornsife College, are exempt from this policy.

3. Alternately, curate a program combining Informatics with another specific major (i.e., Computer Science/Business Administration (BS))

Jim Moore provided an update on the status of the Informatics proposal on January 30, 2017. He said that Viterbi has proposed a way forward to Dornsife, effectively, a new standalone BA. Viterbi would administer, and Dornsife would grant. Moore received an encouraging response from Dornsife representatives, but there have been delays due to illnesses. He remains positive about the prospects of moving this proposal forward in the near future. Moore anticipates that it will be configured in a way that most students will elect a double major, because it will incorporate an external concentration in the College that could easily be the core of another BA program. If students would like a single major in Informatics, it will be feasible.

DISCUSSED, FEBRUARY 1, 2017, Brian Head proposed that the university allow:

- (1) any major to be combined with any degree type, (give multiple diplomas if needed)
- (2) any school to offer and confer a Bachelor of Arts (BA) degree, as long as the requirements of a BA are adhered to (for example, foreign language)
- (3) an undergraduate degree to be completed with GE, Writing, Major (s) and Minor(s) requirements, and a minimum of 128 total units satisfied for the undergraduate degree, alone. There should be no further rules, such as the 104-unit minimum rule within Dornsife (or 96-units minimum rule within Dornsife with minor outside of Dornsife), or a minimum of 160 units for a second bachelors.

Tom Cummings requested that Robin Romans present the idea to Elizabeth Graddy for a response.

Robin Romans questioned: what was the advantage to change the requirements; what was the academic rationale? How many students were currently negatively impacted by the existing rules? How many students pursue double majors and second bachelors?

Romans understood that the 160-units' minimum for two distinct bachelors may be punitive, if a student could obtain all degree requirements by completing the university minimum of 128 units for one degree, plus the unique major requirements for the second degree, for less. However, Romans did not agree with multiple diplomas being given at discount. One BA, with multiple majors, shows expertise in those various areas. He noted that accreditation does expect continuity in the unique degree types.

Romans agreed to discuss the various points with Graddy.

III. NEW BUSINESS

A. Review of Professional Programs that are Nationally Accredited (Judy Garner, Chair of Health Professions Subcommittee (HPS))

DISCUSSED, FEBRUARY 1, 2017, Judy Garner said that university review of curriculum may not be needed for professional programs that are nationally accredited and are already upheld to the strict guidelines of their accrediting bodies.

Garner questioned the value of UCOC review for programs, such as the Doctor of Pharmacy and Doctor of Nurse Anesthesia Practice, which operate under strict, accreditation guidelines.

UCOC Chair Tom Cummings asked Garner which programs she would recommend not to review due to their already strict, accreditation guidelines. Garner said that she would assemble a list.

B. ACAD 360 and MOR 462, Addressing Affected Units Conflict
(Brian Head, Chair of Arts and Humanities Subcommittee (AHS))

Brian Head brought up the concern of affected units conflict and how best to handle. There are a growing number of courses from various schools that offer subjects covered in some way by another school. If a school disagrees with another school's offering a course in a subject matter that they also cover, do they have the ability to veto a proposal from moving forward? If the Academy decides not to continue its interschool relationship for offering its courses, but offers a course designed on its own, does the participating/affected school have veto power?

UCOC discussed various instances and noted that protocol should be maintained. The chairs of the two departments should meet to discuss the issue first, and try to come to a resolution and/or understanding. If there is a resolution, the curriculum dean of the affected school signs off and the proposal moves forward. If there is no resolution, the curriculum dean notes the contention and the proposal moves to UCOC subcommittee review. The subcommittee reviews, with the dispute in mind, and may (1) decide on the matter, (2) invite the chair(s) to discuss and then decide on the matter, and/or (3) bring the proposal and the issue to the monthly UCOC meeting to be discussed and decided upon.

DECIDED, FEBRUARY 1, 2017, UCOC members agreed that Assistant Dean of the Iovine and Young Academy, Brian Shephard, should first reach out to the chair of the affected Marshall Management and Organization Department, Tom Cummings, to discuss and potentially come to a resolution.

C. ENGR 596 Internship in Engineering, Internship Guidelines and Maximum Units for Special Topics Policy
(Geoff Shiflett, Chair of Arts and Humanities Subcommittee (AHS))

Geoff Shiflett is not in favor of a major revision to the internship policy. The wording for internship guidelines states "Generally, one unit of credit for an internship requires 4-5 hours per week of offsite work experience for courses offering a part-time internship". These are guidelines, not rules, and the use of the word "generally" implies that variations are allowed under appropriate circumstances.

Another issue arose, however: EE wants to eliminate the limit on the number of 599/699 units PhD and Engineers degree students can count toward the degree. Shiflett believes that there is language somewhere that no more than a certain number of 599/699 units can count toward the total applied to the degree.

EE would like its 599 limits to be relative to the program rather than the course. Essentially, EE 599 for EE MS students would be allowed for 2, 3, or 4 units with a maximum of 8 while EE 599 for EE PhD and Engineers degree students would be allowed for 2, 3, or 4 units without any maximum. This sort of breaks the University template for 599 courses unless the maximum for EE 599 is set to 30 or so and additional language is inserted into the catalog that restricts EE MS students to no more than 8

units of 599. Both can be done. The question that UCOC might want to discuss is whether an unlimited number of 599 courses is desirable.

NOTE, in December, Kristine Moe wrote in error that the newly created special topics courses 299 and 699 should follow the existing special topics courses, 499 and 599, with a maximum of 12 units.

However, on November 5, 2014, the following was approved in regard to Special Topics courses 499 and 599:

(excerpt from page two of the minutes)

DISCUSSED, NOVEMBER 5, After UCOC members approved a motion to allow all Special Topics courses topics to be offered for 1-4 units, max 8, including .5 unit increments, CCO received a request to allow a 6-unit special topics course. Will UCOC allow Special Topics 499 and 599 to be offered up to 6 units? The current Special Topics (2-4, max 8) would be edited to Special Topics (1-6, max 8) including .5 unit increments.

→**APPROVED** A motion was made and approved to allow all Special Topics courses topics to be offered for 1-8 units, max 8, including .5 unit increments. UCOC members believed it was best to give schools a large range of unit choices to choose from, dependent on the individual school's needs.

Special Topics 499 and 599 course units will now read (1-8, max. 8). The schools control the unit values for which they would like to offer the course.

DECIDED, FEBRUARY 1, 2017, Geoff Shiflett said that the current internship policy was broad enough and offered guidelines, rather than a strict set of rules. He did not feel that the request warranted a change to the existing internship policy. UCOC members agreed to maintain the existing internship policy.

Kristine Moe asked to correct the maximum units for all special topics to reflect a maximum of 8 units, as had been decided previously by UCOC. Chair Tom Cummings said to correct the UCOC December 2016 Minutes to reflect maximum 8 units, in line with the 499 and 599 special topics. The maximum should also be corrected in the 2016-17 Curriculum Handbook, which was edited incorrectly to reflect a maximum of 12 units for special topics in September 2016.

D. International Partnership Programs (Robert Morley, Associate Registrar)

A new series of international partnership programs are being proposed by Rossier School of Education. Robert Morley would like UCOC members to review current procedures for handling International Partnership Programs and to offer input into the various issues posed by creating a dual degree and/or joint degree with a partnering international institution.

Discussion postponed until March 1, 2017.

E. Provost Program Review Order – After CCO Step (Kristine Moe, Curriculum Coordinator)

The Provost Office is currently reviewing programs that have not had an initial read through, clean up and summarized analysis by the Curriculum Coordination Office (CCO). It would save time and effort of the reviewing provosts if programs were routed to CCO as the first university-level review.

Moe would like to propose this change in program review order for the 2017-18 academic year. If that order is changed, would it then make more sense for the subcommittee to review and approve, and the Provost to give the final blessing?

→**APPROVED**, UCOC agreed that CCO should review all programs first to make sure that they are ready for university review. The Provost should then acknowledge that a program may proceed to UCOC review.

- F. **General Education Proposal Review** (Robin Romans, Associate Vice Provost)
Robin Romans spoke to Elizabeth Graddy and to Vice Provost of Undergraduate Programs, Andrea Hodge. Hodge supported the use of one system Curriculog for the submission of all Curriculog proposals.

DECIDED, FEBRUARY 1, 2017, UCOC agreed that General Education proposals should be reviewed and approved on Curriculog.

The order of review was discussed. Robin Romans and Kristine Moe noted Richard Fliegel's preference that General Education (GE) proposals be reviewed at the department level, before they move on in the system for further approval. Moe said that either order could be accommodated by the system.

UCOC members supported that GE review would happen at the beginning rather than at the end of the curriculum review process.

UCOC members were okay with proposals to add a GE designation to an existing course being approved administratively by Curriculum Coordination Office (CCO) staff, but they questioned if new courses should not be reviewed by UCOC subcommittee as well. No decision was made.

IV. INFORMATION ITEMS

A. Library Representative added to UCOC Membership

- *Attachment: UCOC Roster 2016-2017, updated January 2017*

B. GE Memos

- *Attachment: GE Memo 11-14-16, GE Memo 12-7-16, GE Memo 12-19-16, GE Memo 1-24-17*

Members present

Steven Bucher
Thomas Cummings (Chair)
Donna Garcia
Judy Garner
Brian Head
Danielle Mihram
Kristine Moe (Support Staff)
Robert Morley (Assoc. Registrar)
Robin Romans
Geoffrey Shiflett

Members absent

Diane Badame

Guests