

# UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

## MINUTES

*May 3, 2017*

2:00-3:30 pm

\*\*\*\*HOH 114\*\*\*\*

### I. UCOC April 2017 Minutes

- Attachment: UCOC April 2017 Minutes

→**APPROVED**

### II. NEW BUSINESS

#### A. Rossier-Yonsei International Partnership Dual Degree Program (Kristine Moe, Curriculum)

The Rossier-Yonsei International Partnership dual degree program further reduces the units on the Yonsei side, per that university's request. USC has the no more than 25% of the minimum total units reduction rule for dual degrees; however, per Rossier program director Rob Filback, Yonsei wishes to further reduce its program unit requirement in service of this dual degree. He cites Marshall's World Bachelor of Business (WBB) as precedent.

Rossier's total unit reduction is in line with USC dual degree policies: 24 units are reduced by 6 to 18 units. Six units from Yonsei will be applied toward completion of the Rossier MAT, TESOL. Yonsei will reduce its 30-unit degree to a total of 18 or 15 units, applying 12 to 15 units of the Rossier MAT, TESOL toward the completion of its degree.

Both the Social Sciences Subcommittee (SSS) and Off-campus Studies Panel (OSP) have reviewed and approved the dual degree/global partnership program. Does UCOC as a whole approve this program as well as an exception to the USC dual degree reduction of units (no more 25 % of the minimum total units) policy?

(The proposal can be reviewed on page 6 of All Proposals, Curriculog.)

**DISCUSSED**, Kristine Moe emphasized that the current dual degree rules were followed for both newly approved Rossier global partnership programs. Rob Filback was thorough in his preparation. Over the past 1.5 years, Filback had reached out to all parties involved in the previous creation of global partnership programs at the university, per Moe's instruction. Moe emphasized that she had asked the Registrar if there were further aspects that needed to be considered during that time. Both programs have been approved by SSS. The approval of this Rossier-Yonsei dual degree program, with its further reduction of units on the Yonsei side, was re-affirmed by SSS chair Diane Badame. Moe requested however that this program "exception" be reviewed by UCOC as a whole, because the

further reduction on the Yonsei side did not follow USC dual degree rules. However, the policy was followed on the USC side.

OSP chair Steve Bucher said that the review of the global partnership program was outside of the scope of what OSP normally reviews for health, safety and transportation.

Associate Registrar Robert Morley said that comprehensive guidelines for global partnership programs were needed. He had raised this issue at the beginning of the year, but it was not addressed. He verified that a total of six units of the 24-unit MAT, TESOL, would be transferred in from the partner institution. Moe confirmed; Rossier had followed the current USC second master's degree rule and dual degree guidelines. Morley concluded that a USC master's degree would be awarded for only 18 units completed at USC. Moe said "yes, per the current guidelines that is allowed." She said that she had heard from a Marshall representative that that school is not in favor of such reductions of their 24-unit degrees and does not allow it. However, the unit reduction requested by Rossier of its MAT, TESOL, in service of the two newly proposed (and SSS approved) global partnership programs, is in line with current USC policies.

UCOC members expressed concern that USC degrees were being "given away." Morley noted issues to be addressed with articulation, degree progress; he questioned who would notify completion of the degree from the partnering university? Robin Romans said that there were potential accreditation issues to address as well.

Moe said that she had asked if there were further issues to address previously. None had been expressed until now. Filback had done all that had been asked of him. She asked that Morley meet with Filback to address any outstanding concerns, and that she be present at the meeting to learn what areas may have been overlooked.

Morley reiterated that guidelines were needed. He would work to develop them. Moe said that Filback would be a valuable resource to create a comprehensive plan, having gone through the circuitous process this past year.

→**APPROVED**, UCOG members agreed that the two Rossier global partnership programs should be approved, per UCOG subcommittee confirmed approval. However, better, more comprehensive guidelines were needed. UCOG needs to ensure that the integrity of a USC degree is upheld.

## B. Suggested Improvements to Curriculum Process and Procedures for 2017-18 (Kristine Moe, Curriculum Coordinator)

Ideas CCO asks UCOG to consider:

1. 14-day deadlines on each university review step (automatic approval if not reviewed or held). University-level reviews have been delayed and there are more people involved in reviews.
2. Weekly, priority, review sign-ups, ala Disney "fast passes": the department signs up and delivers its complete package of proposals ready to review that week. Proposals submitted with no "reservation" are reviewed when the priority reviews are completed. (This year a majority of departments delivered at deadline.) CCO cannot review the massive amounts of proposals that arrive in one day in an efficient time, nor can the provost and faculty subcommittees that follow.
3. CCO plans to make short how-to videos this summer and to focus on improving the OSP database and approval processes.
4. Do you have other improvements to suggest: to approval processes, website, documents, procedure, etc.? The Curriculum Coordination Office (CCO) is open to your suggestions.

**DISCUSSED**, The above points were considered. Brian Head noted that sometimes a review period of fourteen days is not sufficient for review. There is much back and forth that is not noted on the Curriculog forms. Kristine Moe said that comments should be entered on the Curriculog forms to note progress, conflict, or inaction; otherwise, there is no indication that work is being done. Moe reminded members that subcommittee comments are private unless made with a vote. Then they are visible. Members did not like the fact that their individual names were attached to decisions on the Curriculog approval processes. They asked if their roles could replace their individual names and if the language for approval or rejection could be toned down. Moe said that she would ask the vendor what was possible. She was fairly certain that the language was a system standard.

Moe said that further training may relay to subcommittee members the value of making the comments directly in Curriculog. Also Curriculum staff are placed right before and after a subcommittee step, so chairs should not be concerned with rejecting a proposal back to the beginning. Curriculum staff direct appropriate comments back to the department and work toward resolution.

UCOC members agreed that if a proposal is submitted incorrectly (saying that it is administrative, when it is not) the proposal should be rejected by the Curriculum Coordination Office (CCO) and required to resubmit so that the proposal lands in the appropriate subcommittee task list.

Head agreed that some sort of staging of review timelines make sense to avoid the downpour of proposals all at once.

Steve Bucher asked if there were a way to alert a user that a program/course was up for five-year review. Moe was not aware of this as an option, but she would investigate.

### C. 2017-18 Subcommittee Membership Requests

**DISCUSSED**, Members noted that they had received the Provost request for desired committee membership. The question of subcommittee membership was not further addressed.

## II. OLD BUSINESS

### A. 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, UCOG 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.

Geoff Shiflett noted discrepancies in the detail of program and degree types offered at the university and published in the 2016-17 USC Catalogue. 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 is the advantage to change the requirements; what is the academic rationale? How many students are 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.

**UPDATE for MARCH 1, 2017**, Related to the above discussion, Steve Lamy and Jane Cody reached out to Kristine Moe about the highlighted line below, added to the USC Catalogue in the mid-1990s, per Associate Registrar Matt Bemis:

<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.**

This policy also applies to transferable courses (see [Course Work Taken Elsewhere](#)).

Lamy expressed concern that with the recent move of the General Education courses to professional schools, coupled with the highlighted line above, the meaning of a BA comes into question.

Lamy is unable to attend UCOC at the scheduled times due to a teaching conflict. Jane Cody will attend UCOC on April 5 to address.

**DISCUSSED, MARCH 1, 2017**, Robin Romans said that he spoke to Elizabeth Graddy about the various ideas and issues brought up by UCOC members in relation to the original "adjunct major" proposal. Graddy said "no" to the concept of "adjunct major." She had the similar concern of UCOC members: if a student drops the major, what is s/he left with? The "adjunct major" is therefore removed from the conversation.

The BA, Informatics, is a good way forward, if the intention is to couple the Informatics major with another BA major. The mechanism for a BA, with double major (within that degree type) already exists. However, Graddy requested that Steven Lamy and/or Jane Cody present before a decision is made.

Romans said that he requested a report from Associate Registrar Robert Morley to gain an understanding of the number of students potentially impacted by modifying the minimum 160-unit rule for a second bachelors. He asked for a report of the

number of students who graduated with a second bachelors in the past five years, and the total number of units completed. (He asked for a similar report for students who graduated with double majors just to gain an understanding of how many students pursued multiple majors.)

Morley reported that in the past five years, 28,129 undergraduate degrees were awarded. 1,417 students graduated with double majors. 1,081 students graduated with second bachelors. Of the 1,081 students, 665 completed between 160 and 169 units. 180 students completed between 170 units and 179 units. The remainder completed 180 units or more. Robins concluded that perhaps those 600-plus students, who completed 160-170 units, could have completed the second bachelors with only 156 units. Romans said that he would attempt to run a report to investigate that question more closely. Morley said that that type of report would be difficult to run.

Romans said that Graddy saw the value of removing the minimum 160 units for a second bachelors as perhaps good marketing, but it is not a significant difference in the total units required for the second bachelors currently. Romans said that the bigger issue may be the 104-minimum unit value for Dornsife majors; 96 with a minor outside of Dornsife. Adjustment to that unit value is most likely to affect “the College” (Dornsife). Those numbers were decided on when the College alone offered all GE courses. Graddy said that further discussion is needed with UCOC and representatives of Dornsife, Steve Lamy and/or Jane Cody, regarding those unit values.

Chair Tom Cummings said that beside the minimum overall unit values taken within Dornsife for an undergraduate degree conferred by Dornsife, a larger issue needs to be discussed. What is a BA? Why should only Dornsife confer it? Many of the professional schools now offer a BA. UCOC members discussed the evolution of the BA, and Romans confirmed that the language requirements of a BA are a university rule, not a Dornsife rule. UCOC members pointed out that a BS in Dornsife requires a foreign language. A BS in global business requires no foreign language. Geoff Shiflett reminded UCOC members that historically all programs started at the College, and then split off into the professional schools.

Romans said that the discussion is pushing UCOC toward better defining the various degree types. He questioned Kristine Moe if any input was required from Dornsife for the creation of the BA in Communications. Moe said that she would have to research. Romans questioned does a BA, Informatics, offered by Viterbi, offer enough breadth, a significant opportunity to do more than the major requirements? If all the extra units are taken in computer science, does that suffice? Geoff Shiflett said that GE is the only insurance of breadth. Roman concluded that that is Jane Cody’s argument that with the expansion of GE to professional schools some of that breadth may have been taken away. Brian Head countered that the professional schools provide that breadth as well.

UCOC members welcome Jane Cody’s input at the April 5 meeting.

**DISCUSSED, APRIL 5, 2017**, Jane Cody addressed the 104/96 units within Dornsife College rule. She said that because the new General Education (GE) (post 2015) resides to a significant extent outside of Dornsife College, Dornsife administration would like to return to the pre-1996-97 catalogue language, when students pursuing a Dornsife-conferred major were ensured a broad liberal arts education. Under the old GE (pre-2015), students were guaranteed 24 units of liberal arts education via the Dornsife courses that made up all the GE courses— 32, if the two writing courses were included. Cody said that Dornsife would like to maintain the 96-unit rule in Dornsife for degrees conferred by

Dornsife and remove the exemption for “students who are completing major degree program in a professional school, but whose degree is conferred by Dornsife College.”

UCOC members said that that change would significantly impact the number of units required of students pursuing BAs currently offered by professional schools. Members questioned if “exploratory curriculum that offers students an intellectual pathway” must be limited to the liberal arts degree. Could not the same be achieved with the professional degree? Cody said that Dornsife course offerings were theoretical and critical rather than the practical offerings of a professional school.

Cody said that she was not wedded to a certain minimum number, but theoretically a liberal arts undergraduate degree should be made up of 75% liberal arts courses, or well over 50%. The number of liberal arts courses required of the liberal arts degree has eroded over the years, and most significantly with GE courses being offered by professional schools since fall 2015. In addition, students are now being placed out of, not one or two language courses, but three, and then they are done. The units required of liberal arts is therefore further reduced: a 40-unit major, one language class—not even half of the units are in Dornsife College.

Science and Engineering Chair Geoff Shiflett questioned if students taking courses in schools other than Dornsife College was a negative in itself. The students may take courses in the Thornton School of Music, Viterbi School of Engineering, and many other professional schools, and experience another level of breadth.

The conversation again turned to degree types and what constitutes a Bachelor of Arts (BA). Jane Cody said that BAs not offered in liberal arts schools are trade schools. Robin Romans said that what one expects of a BA is a breadth across traditional disciplines. That is a better way to judge a liberal arts degree rather than minimum units. Social Sciences Subcommittee (SSS) chair Diane Badame agreed: better to have a percentage parallel to theoretical underpinning. Associate Registrar Robert Morley said, however, that stating a minimum number of units serves the students.

Arts and Humanities (AHS) chair Brian Head said that the University of Southern California (USC) is unique in its comprehensive offering of professional schools. Romans agreed and said that the desire of university administration is to lower the barriers and allow students to take courses from the various schools. Head countered that right now there is a disincentive: 104/96 units within Dornsife rule. Romans said that the integrity of the degree must be prioritized, along with the interdisciplinary nature of USC: Dornsife along with professional school options. He said, a BA, Journalism, with an Art History minor should not require more than 128 units.

Brian Head wondered at the untapped data of students who might have double majored but did not because of excessive rules. Head again stated that a student should be required to take the required courses for the major, GE, writing, and then be allowed to take the electives from Dornsife or any other unit, to satisfy the minimum 128-unit requirement for an undergraduate degree.

The meeting time was exceeded. UCOG Chair Tom Cummings said that UCOG members would respond to removal of the highlighted sentence in May.

**UPDATE for MAY 3, 2017**, Related to the above discussion and for UCOG consideration, Jane Cody spoke to Kristine Moe after the April UCOG meeting. She said that since the professional schools offer and confer their own BAs, the highlighted line could be removed. Previously the line was followed by an asterisk. The asterisk has been removed from the Catalogue since 2013-14. The related asterisks should then be removed from the SIS and STARS reports of students who

receive a BA from a professional school. Kristine Moe spoke to Val Sas of Degree Progress. She said that although SIS.D.POST shows the conferring unit of professional BAs as Dornsife, the diploma shows only the professional school. There is no asterisk on the STARS report.

Referring to the below paragraph:

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

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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.**

This policy also applies to transferable courses (see [Course Work Taken Elsewhere](#)).

In the end, multiple issues are tied into one:

1. May a professional school confer its own Bachelor of Arts degree?  
Currently although professional schools alone appear on the printed diploma, the Conferring Unit entered in SIS.D.POST is Dornsife. That is why the above bolded and highlighted line exists. That is why two BAs offered by the same conferring unit, Dornsife, may be offered as a double major. (A student completing a BA major from a professional school, not conferred by Dornsife, and BA major from Dornsife, would follow the same minimum unit rule followed when combining a BS and a BA major: two diplomas, minimum 160 units.)
2. Jane Cody suggested removing the above highlighted and bolded line of exemption and the asterisks that note a BA offered by a professional school, conferred by Dornsife, from the Catalogue. (That scenario however leads to the issue of number one.)
3. What constitutes a Bachelor of Arts degree? What constitutes a Bachelor of Science degree?
4. Most importantly for this final meeting of the 2017-18 academic year:  
The original request was for a BA, Informatics, offered jointly by Viterbi and Dornsife, within the parameters of existing university curriculum rules. May that proposal move on as the larger university curriculum policies and what constitutes various degree types are further considered?

#### **DISCUSSED, MAY 3, 2017**

Addressing point number 1, Robert Morley explained that historically at USC a Bachelor of Arts (BA) may be offered by a professional school, but it is conferred by Dornsife College. In talking to Assistant Registrar Valerie Sas he learned that the diploma notes only the professional school, with no indication of Dornsife on the diploma. Sas confirmed and said, if a student earns two BA majors, both majors are

printed on the one diploma and two signatures, representing both schools, appear on the diploma. The two majors appear on the same diploma because they are conferred by one school, Dornsife.

UCOC members questioned: what does “conferred” really mean? They acknowledged that professional schools already offer BAs at USC (though conferred by Dornsife). The larger question is does USC or Dornsife ensure the quality and/or integrity of a BA?

UCOC Chair Tom Cummings said that he would like to learn how other schools handle this. Robert Morley said that he would investigate.

SES Chair Geoff Shiflett said that more breadth is ensured by a student taking courses outside of Dornsife. General Education (GE) is the liberal arts core. The proposals approved by the GE committee are carefully vetted and by definition “liberal arts.”

Robin Romans said that the Provost agrees that the BA is not solely the domain of Dornsife. He agreed that breadth can come from other areas.

In regard to point number 2:

Jane Cody suggested removing the above highlighted and bolded line of exemption and the asterisks that note a BA offered by a professional school, conferred by Dornsife, from the Catalogue. (That scenario however leads to the issue of number one.)

Robin Romans said that he did not believe that Jane Cody meant to impact degrees outside of Dornsife. Brian Head agreed that he did not believe that Cody wanted a student with a BA, Communications, to abide by the 104/96 minimum units within Dornsife. Kristine Moe said, however, that could be an implication with the removal of that line, especially if those professional BAs remain conferred by Dornsife.

Romans said that clarification was needed from Cody herself. Moe said that she would reach out to her after the meeting.

Regarding point number 3:

What constitutes a Bachelor of Arts degree? What constitutes a Bachelor of Science degree?

This question was not fully addressed. It was agreed that language is required of a BA. That is a USC requirement.

Finally, in response to point number 4:

Most importantly for this final meeting of the 2017-18 academic year:  
The original request was for a BA, Informatics, offered jointly by Viterbi and Dornsife, within the parameters of existing university curriculum rules. May that proposal move on as the larger university curriculum policies and what constitutes various degree types are further considered?

→ **APPROVED**, The BA, Informatics, is an agreed-to collaboration amongst the Viterbi School of Engineering and the Dornsife School of Letters, Arts and Sciences. No resolution is needed beyond the proposal itself. UCOG Science and Engineering Subcommittee (SES) have expressed general support for the proposed, new BA, Informatics.

Geoff Shiflett indicated that the proposed program was not what the department wanted. The desire had been for a combined program. He said that by offering a BA, ABET and WASC accreditation would be avoided. UCOC members questioned why a unit would propose a program that it did not want. The program should be approved, unless there are other outstanding issues.

→ **OUTSTANDING**, Geoff Shiflett said that double majors and double degrees are still an issue to address. He will forward proposed catalogue language edits, resulting from the overall degree type, major, and Dornsife minimum units for a BA investigation and analysis spearheaded by Brian Head and Shiflett in 2017-18.

**UPDATE, POST MEETING**, Kristine Moe spoke to Jane Cody after the meeting. Moe asked for clarification of Cody and Dornsife's stance in regard to the 104/96 minimum-unit rule within Dornsife and the request to remove the line from the USC Catalogue: "Students who are completing major degree programs in a professional school, but whose degree is conferred by Dornsife College, are exempt from this policy."

Cody emphasized that Dornsife is concerned with its own degrees. It wants to ensure that a BA from Dornsife College is a liberal arts degree and as such allows students to explore a breadth of courses of their own choosing outside their major but within the liberal arts. Cody said, in addition, Dornsife already has provided for its students' taking advantage of the wide variety of professional school offerings since they are given the opportunity to explore 24-32 units of coursework offered outside of the College that may be counted for the liberal arts degree. She said, any further dilution of the degree is seen as problematic to its essence.

Cody explained that in 1996-1997, when she approved the addition of the exemption language, it was assumed that all General Education (GE) courses would be taken within Dornsife. Now, with professional schools offering GE courses as well, the breadth of courses required of a liberal arts education is no longer ensured; that is why Dornsife leadership would like to request that the sentence be deleted.

Moe noted that the current BAs offered by the professional schools are conferred by Dornsife. She said that part of the reason that two BA majors may appear on one diploma is because the BA offered by the professional school is conferred by Dornsife. Two majors conferred by the same school may appear on the same diploma. Echoing UCOC members' sentiment, Cody questioned what "conferred" means as Dornsife does not in any way interact with the degrees so "conferred" except that Dornsife apparently does sign the diplomas of Journalism BAs, per Robert Morley.

Cody said that UCOC/the university leadership should consider whether a student completing two degrees from two different schools should not receive two diplomas. Moe said that removing the exemption language from the USC Catalogue, without changing Dornsife as the conferring unit, could negatively impact the existing BAs offered by professional schools. Additionally, double majors sought with Dornsife and another professional school would most likely require more than the typical 128 units to complete a degree.

Moe's conclusion: this is a larger issue that will require further investigation by UCOC and the Provost.

#### D. Sign-Offs for Special Topics (Kristine Moe, Curriculum Coordinator)

The Curriculum Coordination Office (CCO) performs a cursory review of the temporary course offerings, Special Topics, via Kualu, and then schedules the courses for various departments. Attention has not been paid necessarily to getting "sign-offs" from potentially affected departments. The priority is an expedited review for new ideas to be tested.

Recently Sol Price proposed a course, "Social Marketing," which was approved without request for sign-off from Marshall. Marshall objected. The curriculum staff member then questioned if the following Marshall courses that were approved should have had sign-offs as well:

Course	Title
MKT 499	The Art and Science of Creating and Marketing Blockbuster Entertainment Franchise
BUAD 499	The Mixed-Use Development Process
BUCO 499	Crisis Communication
BAEP 599	Entrepreneurship in the Media and Entertainment Industry

Members of CCO question if a proposal should have a sign-off or two multiple times a day. For regular review, we insist on it. For the cursory review of Special Topics, which are supposed to be a fast-tracked approval to try out new ideas, should sign-offs be required as well?

Separate, but related, would the transparency of Curriculog assist this process by making departments more apt to communicate with potentially affected departments that may see the review in process on Curriculog?

→**DECIDED**, UCOG members felt that Special Topics offerings should also get affected school sign-offs. Units should be encouraged to collaborate. More and more special topics are being offered that impinge on content offered by another school. Sign offs for special topics would help mitigate this.

Members of CCO request that a memo be sent from the Provost stating this change to process and procedure for special topics offered by schools and departments, effective spring 2018.

**Members present**

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

**Members absent**

Diane Badame  
Judy Garner  
Danielle Mihram

**Guests**

Val Sas