

UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

MINUTES

September 7, 2016

2:00-3:30 pm

****JFF 415****

I. WELCOME AND INTRODUCTION

(Elizabeth Graddy, Executive Vice Provost for Academic and Faculty Affairs, and Tom Cummings, Chair, University Committee on Curriculum (UCOC))

Tom Cummings welcomed UCOC members.

Elizabeth Graddy thanked members for their service. She said that collaboration amongst departments and schools continues to be a high priority. The current focus is on elevating teaching, which is a key part of what faculty do with research.

Graddy opened the floor to discussion. Members asked about international partnerships and if guidelines for reviewing the overseas programs (in particular, safety requirements) should be updated with the changing global circumstances. Anthony Bailey said that issues rise from Student Affairs to Matthew Erskine's office. If a State Department warning is released, the issue is elevated to Ainsley Carry, Vice President for Student Affairs.

The suggestion was made that the various components of overseas program review could be made more clear, detailing all required reviews and departments involved, and minimally posting an overview of the process on the curriculum website. Bailey said that Lynette Merriman and the Office of Student Affairs had oversight of the overseas programs. He said that in general overseas offerings are decentralized and agreed that Annenberg and Marshall had some of the best practices.

Contact hours were also addressed. Diane Badame asked if there was any further guidance on evaluating online versus traditional on-campus contact hours. Robin Romans said that a review of contact hours is planned this year and that UCOC would be invited for its input. Graddy said that there was a desire for standardization. Kristine Moe said that a *Contact Hour Reference* does exist as a contact hour standard. Departments offer the hours according to the reference sheet, but what is scheduled does not always match the contact hours listed. Additionally, more and more departments have made use of the 4-unit for 3-unit contact hours, with additional outside workload, exception, as it is stated in the *Contact Hour Reference* as a viable option.

Finally, Sally Pratt presented the updated, compiled PhD Program Progress Data. A more detailed database has been created, including information such as self-funded students versus teaching (TA) or research (RA) assistantships, special achievements, fellowships, a list of faculty, tenure track, as well as a five-year summary of degrees, including information such as size, lapse to degree, expected attrition, inclusion, admission GRE and GPA, overages of TA and RA hours worked, etc.

In addition to reviewing all PhDs, it is being proposed that the University Committee on Academic Review (UCAR) expand beyond PhDs to review professional master's programs that are not reviewed by outside accrediting bodies as well.

Pratt said that the review of ALL graduate programs (not only new as in the past) would continue at the Provost level of review. Asked if there were any common issues that she noted in her program review last year, Pratt said that she did not see any particular area of concern. She agreed that a line noting any admissions and GPA requirements should be included, or specified as to where that information can be found. Judy Garner complimented Pratt for the quality of review offered by Pratt last year.

- Attachments: UCOG Roster 2016-2017,
UCOG Membership 2016-2017

II. UCOG May 2016 Minutes

- Attachment: UCOG May 2016 Minutes

→APPROVED

III. NEW BUSINESS

A. Bovard School: Introduction and Mission (Anthony Bailey, Vice Provost for Strategic and Global Initiatives, and John Keim, Chief Academic Officer, USC Bovard College)

Anthony Bailey introduced the Bovard School, an official academic unit conceived by President Max Nikias in summer 2015 to give access to low income, first generation students. The Bovard mission is one of access and opportunity. USC Bovard Scholars Program is key to that mission. High-achieving, low socio-economic students are given the support and opportunities that mid- and upper- socio-economic students get on a more regular basis. The pilot program of fifty students will start next summer. Currently the program targets eleventh and twelfth graders in the state of California and is completely free to the students. (Community college transfer students will be a population that is targeted in the future.)

Additionally, Bovard School will offer professional master's programs that support non-traditional students in further improving their employment prospects. The faculty will be teaching only, not tenured. The same level of quality of programs emanating from other USC schools will be maintained. The first program that is currently being developed is the Human Resources Management program. Future master's programs may include: Hospitality Administration, Project Management and Fundraising.

Bovard School will create its own online platform for these master's programs, with the future possibility of servicing other USC schools as an internal partner.

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.

Deferred until October meeting (ran out of time)

IV. OLD BUSINESS

A. Transfer Units Applied to Masters

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.

The decision extracted from October 7, 2015, UCOC minutes:

OCTOBER 7, 2015, Matt Bemis presented his case as to why the current system of bracketing, based on the required total units of a master's program, should be maintained. The amount of issues caused by the current bracketing system is negligible. With over 300 active graduate programs, the programmatic change would have significant overhead on his department.

Provost Sally Pratt rebutted, saying that the reason that Degree Progress did not see many transfer unit issues was because they were thwarted by her office. She argued that a USC degree should be a USC degree. Allowing a range of 12-33 percent of courses to be transferred in and applied to USC graduate programs was inconsistent and not appropriate. It magnified lack of equitable treatment. She would prefer a lower amount of units to be transferred in, however, was okay with the upper limit of transfer units being capped at 25%.

UCOC members said that their approval of September 2 stands. 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.

(NOTE: This ruling does not address Doctoral programs, many of which allow 30 of the 60 minimum units required to be transferred in.)

The catalogue copy should be revised as follows:

Transfer of Course Work

The Degree Progress Department in the Office of Academic Records and Registrar determines whether course work taken elsewhere is available for transfer credit...

(1) Courses used toward a degree completed elsewhere may not be applied toward a master's degree at USC. If courses were not used toward a completed degree, the maximum number of transfer credits that may be applied toward a master's degree, subject to departmental approval, is **no more than 25 percent of the minimum units required for the program.** ~~four units in degree programs requiring 24-32 units; eight units in programs requiring 33-40 units; 12 units in programs requiring 41 or more units.~~ Except in formally designated dual degree programs, the same limits apply if a student wishes to transfer credits from any advanced degree previously completed at USC toward a master's degree.

→APPROVED, Motion to change the University Transfer of Course Work policy, as it relates to master's degrees, from the current bracketing to a flat 25 percent of minimum required units for a program, effective fall 2016.

CLARIFIED, SEPTEMBER 7, 2016, UCOG 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: **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-reg/> 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).

B. GE Process (Brian Head, Arts and History Subcommittee Chair)

April 6, Brian Head suggested that General Education courses be streamlined into the existing curriculum review process on Curriculog for greater workflow transparency. The current Dropbox method does not allow for trackability, reason for request, and discussion back and forth between committee(s) and department(s).

UCOC Chair Tom Cummings said that Richard Fliegel should be invited to the next UCOC meeting to discuss.

May 4, Richard Fliegel was unable to attend the meeting. Robin Romans will reach out to Fliegel to discuss.

September 7, Robin Romans will report on his meeting with Richard Fliegel this past summer.

Deferred until October meeting (ran out of time)

IV. INFORMATION ITEMS

A. GE Memos

- *Attachments: GE Memo 6-14-16, GE Memo 7-20-16, GE Memo 8-16-16*

Members present

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

Members absent

Guests

Anthony Bailey
W. Matt Bemis
Elizabeth Graddy
Andrea Hodge
Sarah Pratt