

# UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

## MINUTES

*September 4, 2019*

2:00-3:30 pm

\*\*\*\*ACC 312\*\*\*\*

### I. WELCOME AND INTRODUCTION (Chi Mak, UCOC Chair)

- *Attachment: UCOC 2019-2020 Full Membership*

### II. UCOC MAY 2019 MINUTES

- *Attachment: UCOC May 2019 Minutes*

➔ **APPROVED**

### III. NEW BUSINESS

#### A. Review Procedures for Graduate International Programs (Eric Kidder & Shelby King, Articulation Office; Curriculum Office Staff)

**DECIDED SEPTEMBER, 2019** with discussion. Kidder explained that a gap in the services provided by the Registrar's Office has been identified, particularly related to the way overseas graduate programs are evaluated for USC credit. There has been growth in the number of these programs, but the articulation office isn't staffed with a specialist for graduate programs as it is for undergraduate programs. The undergraduate specialist has filled in as a stopgap solution, but this is neither optimal nor sustainable. As a permanent solution the Registrar's Office is proposing to extend USC's arrangement with the International Education Research Foundation (IERF) such that their team would perform the reviews for each program, for a fee. The value of this arrangement would extend beyond a per student basis to a university-level, per program basis, potentially for many students at a time. Kidder explained that a form would be designed to provide the basic characteristics of the foreign institution, which departments would include with their curriculum submissions. The Curriculum Office (CCO) would then *laissez* with IERF and document their evaluation of the institution's details for review by OSP. Once a program is approved, the data would be coded into DARS following the same treatment of undergraduate programs, which would grow the database for potential use with future programs, and which is far more efficient overall.

UCOC members were supportive of the idea, but questioned the cost of the arrangement. Kidder said IERF offered to perform the reviews for \$400 per program, and he reiterated the potential value for many students and the university as a whole. He suggested that the cost seems to be the department's responsibility. Steve Bucher, OSP Chair, said he recognized the value of this arrangement since IERF can help identify potential issues as a program is developed. He wondered if the cost should be covered by the Provost's Office instead of the department, as the data provided would be housed centrally, contributing to a university-wide effort. UCOC members agreed this is important data to have, and Chair Chi Mak recommended the idea move forward. The question of cost responsibility and other specifics will be analyzed and finalized in consultation with the Provost's Office, the Registrar's Office and other key players.

B. Report on Bovard College's MS in Project Management Revision (Chi Mak, Chair)

**DISCUSSED** Mak reported briefly that over the course of the summer that Bovard College requested a new POST code to be used for an entirely on-campus version of their existing online master's program in Project Management. There was concern that campus partners would need to review this proposal in more detail as a program revision, despite the standard protocol of the Registrar's Office creating the additional POST via administrative action alone. Mak reported that he spoke with Anthony Bailey, Dean of Bovard College, to help mitigate concerns, particularly from Marshall School of Business. Bovard decided they would not pursue the program revision proposal until continued discussions with Marshall could take place to resolve these issues.

Other points of discussion arose related to the perceived disparity in quality and value of programs offered by different schools that may appear to perspective students to have similar content. Additionally, there are also questions of quality and depth based on their methods of instructional delivery. Mak recommended UCOC continue this discussion, noting the proliferation of online and asynchronous learning, and the variety of instructional methods being proposed.

C. Open Invitation for Curriculum Community Outreach (Chi Mak, Chair)

**DISCUSSED** Mak shared his concern that it's not uncommon for proposals reviewed at the subcommittee level to be inherently flawed, resulting in inefficient use of subcommittee time. He suggested that academic units should be invited to review their program and course changes with UCOC/Subcommittee, particularly when the requests are complex. John DeMartini, Curriculum Coordination, said that the CCO does recommend consultations with the relevant subcommittee chair, but the recommendation is rarely acted upon. He suggested that UCOC may wish to consider developing a strategy to advertise the value of such consultations or to incentivize them in some way to inspire participation.

D. Syllabus Template and CET (John DeMartini, Curriculum Coordination Office)

**DISCUSSED** DeMartini reported on a meeting attended by Katie Guevara, instructional designer with the Center for Excellence in Teaching (CET), and SES Subcommittee chair, Geoff Shiflett. Among items discussed was the idea for CET to house the syllabus template currently housed by the CCO, because CET has expertise in syllabus design and the CCO does not. UCOC members were opposed to this idea, however, noting that the purpose of the template is for curriculum review, and beyond the required technical elements outlined in the template, the proposing faculty should be allowed full latitude to construct their syllabi as they see fit. DeMartini noted that the curriculum team routinely refers folks to the CET for course and syllabus design questions, and will continue to do so.

IV. OLD BUSINESS

A. Online Components at the Undergraduate Level (Brian Head, AHS Chair)

**DEFERRED UNTIL LATER MEETING**

B. Multiple Undergraduate Degrees, Continued Discussion from Previous Years (Brian Head, AHS Chair and Geoff Shiflett, SES Chair)

**DEFERRED UNTIL LATER MEETING**

- C. International Partnership/Joint Programs Checklist (UCOC/OSP, Provost's Office, Registrar's Office, Financial Aid Office)

**DEFERRED UNTIL LATER MEETING**

V. INFORMATION ITEMS

A. GE Memos

- *Attachments: UCOC GE Memo 7-12-19*

B. Scheduled Special Topics Report

- *Attachment: Summer 2019-August 2019 Special Topics*

**Members Present**

Diane Badame  
Steven Bucher  
John DeMartini (Support Staff)  
Donna Garcia  
Judy Garner  
Lawrence Green  
Brian Head  
Chi Mak (Chair)  
Danielle Mihram  
Robin Romans  
Geoffrey Shiflett

**Members Absent**

Matt Bemis (Assoc. Registrar)  
Megan Chan (Financial Aid)

**Guests**

Eric Kidder

