

UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

MINUTES

October 7, 2015

2:00-3:30 pm

****HOH 706****

I. UCOC September 2015 Minutes

- Attachment: UCOC September 2015 Minutes

→**APPROVED**

II. OLD BUSINESS

A. Twenty-four Unit Residency Requirement, Current Policy for All Doctorates

The online EdD, Organizational Change and Leadership, was approved for fall 2014 implementation with no residential units required. Per the *Curriculum Handbook*, Appendix O: Guidelines for New Professional Doctorate Programs, 24 units should be completed in residence:

Appendix O: Guidelines for New Professional Doctorate Programs

- Doctoral students should be part of an 'on campus' cohort of scholars for some period of time and thus a minimum of 24 units applicable toward the doctoral degree, exclusive of 794 Doctoral Dissertation, must be completed while the student is in residence on the University Park and/or Health Sciences campuses.
- Course work that will be counted toward the professional doctorate degree may not be applied toward another graduate degree as well unless as part of a formally recognized and approved dual degree program (such as the Pharm.D./Ph.D. in Pharmaceutical Sciences program).
- If a new professional doctoral program will have a significant on-line component then the on-line component should be reviewed using the same process applied to all USC programs which use on-line course delivery.

Per the 2014-15 USC Catalogue: <http://catalogue.usc.edu/graduate-2/grad-req/>:

Residence Requirements

A minimum of 20 graduate units at USC is required for the master's degree; 24 units for the doctoral degree.

Residence for a graduate degree program at USC is a period of intensive study completed on the University Park Campus, the Health Sciences Campus and/or at one of the approved off-campus study centers. Each degree-conferring unit may establish a school residence policy. School residence requirements as presented in the *USC Catalogue* are approved by the University Committee on Curriculum and are to be interpreted consistent with university policies on continuous enrollment, leaves of absence, transfer of credit and time limits for completion of graduate degrees. Individual exceptions must be approved by the vice provost for graduate programs.

Another department is interested in following the EdD lead in offering an online professional doctorate, with no USC residence requirements. Should this published rule stand, or be changed for the professional doctorate?

(Please note the "minimum of 20 graduate units at USC is required for the master's degree" published in the 2014-15 USC Catalogue. Online master's programs have been approved that do not follow the stated residence requirement.)

MAY 6, UCOC members said that the residence component should be program specific, rather than a rule applied across all graduate programs. Members called for the removal of the line requiring a certain amount of residency across all graduate programs.

Kristine Moe will identify all areas in the USC Catalogue and the Curriculum Handbook where the rule is stated, edit, and request approval of the edit by UCOC members.

SEPTEMBER 2, A compilation of the Graduate Residency Requirement, as published in the USC Catalogue, the Curriculum Handbook, and various graduate programs at USC, was attached for UCOC members' review.

- *Attachment: Graduate Residency Requirement*

UCOC members said that residence should be established on a program-by-program basis. Geoff Shiflett proposed that the residence rule be written to say 20 of all required units must be USC courses. UCOC Members agreed and approved.

After the meeting Kristine Moe discussed the proposed revision with Associate Registrar, Matt Bemis. The revision approved by UCOC is incomplete (It did not deal with the 24 units residence for a doctoral program.) and it did not deal with the definition of "residence": "Residence for a graduate degree program at USC is a period of intensive study completed on the University Park Campus, the Health Sciences Campus and/or at one of the approved off-campus study centers."

Bemis said that the residence definition pre-dated online programs. He suggested simply removing that line (crossed out in the paragraph below) and inserting the bolded line: "Course work must be completed in residence at USC." This would include any USC coursework, taken at a campus or remotely.

The proposed edit for UCOG review and final approval:

<http://catalogue.usc.edu/graduate-2-2/grad-req/>

Graduate and Professional Education

Requirements for Graduation

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Residence Requirements

A minimum of 20 graduate units ~~at~~ of USC **course work** is required for the master's degree; 24 units for the doctoral degree. **Course work must be completed in residence at USC.**

~~Residence for a graduate degree program at USC is a period of intensive study completed on the University Park Campus, the Health Sciences Campus and/or at one of the approved off-campus study centers. Each degree-conferring unit may establish a school residence policy. School residence requirements as presented in the *USC Catalogue* are approved by the University Committee on Curriculum and are to be interpreted consistent with university policies on continuous enrollment, leaves of absence, transfer of credit and time limits for completion of graduate degrees. Individual exceptions must be approved by the vice provost for graduate programs.~~

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OCTOBER 7, UCOG Members considered Matt Bemis' proposed revision (in the above paragraph). They considered further edits (noted in the first sentence of the above paragraph). After several attempts to revise the language, UCOG Members decided, with the expressed support of Provost Sally Pratt, that all reference of "Residence Requirements" should be removed from the 2016-17 USC Catalogue. Transfer units are dealt with separately and should not be confused with "residence requirements," which specifically refers to courses being offered and taken on campus. The University Residence Requirements policy is outdated with the emergence of online graduate programs and should be decided upon on a program-by-program basis.

→APPROVED, Motion to remove the University Residency Requirements policy from the 2016-17 USC Catalogue.

B. Transfer Units Applied to Masters (Mark Todd, Associate Provost for Academic Affairs)

MAY 6, Mark Todd presented his findings that the percentage of units allowed to be transferred in can vary from as little as 12% to as much 29.3%, depending on the overall units required for a master's degree. Rather than restricting the amount of units that may be transferred and applied to a degree, a percentage should be used. Brian Head suggested that instead of the rule stating no more than 20 units, it should state no more than 20% of overall units may be transferred in and applied to a program. UCOG members expressed general agreement.

Kristine Moe will identify all areas in the USC Catalogue and the Curriculum Handbook where the rule is stated, edit, and request approval of the edit by UCOG members.

SEPTEMBER 2, The topic was addressed, as presented in the USC Catalogue and Curriculum Handbook. Associate Registrar Matt Bemis encouraged UCOG members to leave good enough alone: use the current "bracketing." Brian Head said that Sally Pratt and Mark Todd had come in the spring because it was not good enough, the range was too wide. UCOG decided the rule should be changed to no more than 25% of a total required units of a master's level program may be transferred in. (This does not address Doctoral programs. A good amount allow 30 of the 60 unit minimum to be transferred in.)

The transfer credit rule was edited in the following way (bold added, crossed-out removed):

[http://catalogue.usc.edu/graduate-2-2/cwte-transfer/:](http://catalogue.usc.edu/graduate-2-2/cwte-transfer/)

Graduate and Professional Education
Course Work Taken Elsewhere

TRANSFER CREDIT

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.

UCOC members approved the above edit.

After the meeting Kristine Moe discussed the proposed revision with Associate Registrar, Matt Bemis. He asked UCOC to reconsider this ruling, with the statistics he had gathered. The 25% rule will cause more issues as “total required units” are contested by students, who will make a case that the prerequisites were required as part of the program, and therefore allow even more units to be transferred in. Stanford allows only eight units to be transferred in across the board. Bemis would like to attend the next UCOC to make his case “to leave good enough alone.” He invited Sally Pratt to attend as well.

OCTOBER 7, 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.

III. NEW BUSINESS

A. Requests to Change Prefix (Robert Morley, Associate Registrar)

Robert Morley would like UCOC guidance on when to allow departments to change prefixes.

DISCUSSED, Robert Morley said that multiple requests for new prefixes come in every year. Courses copied from one prefix to another have “Duplicates Credit in Former” language attached to each record. There is a good amount of overhead in dropping the old courses and creating the new courses with the new prefix. Programs are affected and all references to the old courses have to be updated in multiple systems. Morley asked for UCOC's guidance as to when new prefixes should be allowed and when they should not.

Brian Head explained the current scenario in Music. Over the past few years generational changes have been made to department names and their corresponding acronyms/prefixes. In particular Church Music became Sacred Music (MUCH to MSCR), Electro-Acoustic Music became Music Technology (MUEA shifting to MTEC), Theory and Composition became Composition (MUTC became MUCO). The prefix updates with each of these helped the new branding of the departments, and it reduced confusion by aligning the course prefix with the updated department name.

UCOC members agreed with Head that the acronym should reflect the updated department, or major, name. They said that requests to change/add prefixes should be reviewed on a case-by-case basis; however, in general they are in support of creating a new course prefix to reflect the updated, or new, subject matter. It is part of the branding of the department and its course offerings. The overhead to the Registrar's office was understood, but a means to a necessary end.

B. Collaborative Teaching Request (Robert Morley, Associate Registrar)

Robert Morley would like UCOC guidance on how to proceed on the following collaborative teaching request from Sol Price, PPD 499/OSP:

“The course is a 3-school partnership between [Price], Marshall and Architecture. It’s a complicated arrangement but it is the desire to have a section of the course offered in each school. Despite this, it will still be a single course with Richard Green, a Professor with a joint appointment between Price and Marshall as the instructor of record. There will several lectures by faculty from the other two schools but Richard will be the primary instructor. The title will be the same, the course will meet in the same time frame and location, etc. The entire group will travel to Shanghai during spring break with Professor Green.

The course is being made possible by the generosity of a donor so it is our goal and hope to be able to deliver the course in this way.”

OCTOBER 7, UCOC members said that last year they had agreed that the University should be more flexible in allowing such collaborations, based on a case-by-case review. They said that this temporary course collaboration should be approved.

→APPROVED

IV. INFORMATION ITEMS

A. Status of Curriculum and Catalogue Management System

OCTOBER 7, Kristine Moe reported that Curriculog training was well on its way. Beta-testing was in process currently and users were responding favorably to the system so far. The system is due to “go-live” on October 12, with the release of the partner Acalog Catalogue to be released a week later on October 19. Training of committee chairs will be set up as proposals hit the subcommittee steps.

B. GE Memo – New GE Designation to be Added to Existing and New Courses

- *New GE Memo, September 15, 2015*

Members present

Diane Badame
Steven Bucher
Thomas Cummings (Chair)
Brian Head
Susan Metros
Kristine Moe (Support Staff)
Robert Morley
Robin Romans
Geoffrey Shiflett

Members absent

Judy Garner

Guests

Matt Bemis
Sally Pratt