

# UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

## MINUTES

*September 2, 2015*

2:00-3:30 pm

\*\*\*\*\*HOH 706\*\*\*\*\*

### I. WELCOME AND INTRODUCTION

(Tom Cummings, Chair, University Committee on Curriculum (UCOC) and Robin Romans, Associate Provost)

**WELCOME**, Tom Cummings introduced Associate Provost, Robin Romans. Romans spoke on behalf of Vice Provost, Elizabeth Graddy, who thanked UCOC for the transformative efforts in the past two years, respecting academic units to make appropriate academic decisions. She asked that UCOC continue to do what it has been doing, encouraging collaboration and use of the various expertise of units across the university. She asked for more bench marking of programs, process, etc. against other universities.

- *Attachment: UCOC 2015-16 Roster*

### II. UCOC May and Summer 2015 Minutes

- *Attachment: UCOC May 2015 Minutes, UCOC June 2015 Minutes, and Addendums to March 2015 Minutes*

→ **APPROVED**

### III. OLD BUSINESS

#### A. Interdisciplinary Minors, Composed of New General Education Courses. A President and Provost Initiative. (Robin Romans, Associate Provost)

Associate Provost Robin Romans proposed an interdisciplinary minor series concept at the March 4, 2015, UCOC meeting:

#### I. NEW BUSINESS

##### A. Interdisciplinary Minors (Robin Romans, Associate Provost)

**DISCUSSED**, Robin Romans said that he would like to use the new General Education courses to build interdisciplinary minors, built around the classics, and/or various themes, with a culminating experience of a capstone. He would like to present

this minor from an interdisciplinary unit, such as the Academy for Polymathic Society.

UCOC members stated their support of the idea and welcomed Romans' submission of the new minor(s). Currently there is no policy against the new General Education (GE) courses being allowed to be used in a minor. Brian Head and Kristine Moe said that there were at least two minors that had already been approved with a new GE course included. Geoff Shiflett said that it would be better for the minor to be submitted through an existing department.

Catalogue copy for the new President and Provost initiative minor was submitted to the Curriculum Coordination Office (CCO) at the beginning of May. Curriculum Coordinator Kristine Moe realized that the current rule for minors had not been addressed when UCOC expressed support of creating a series of minors, composed of the new General Education courses: "16-units of a minor must be unique (i.e., not required to fulfill the student's major, another minor OR GENERAL EDUCATION REQUIREMENTS)."

A clarification of the rule and a request for email review of the March 2015 Agenda Item was sent out on Wednesday, May 13, 2015. By May 20, 2015, five out of eight voting members responded in favor of allowing the interdisciplinary minors (a President-Provost initiative), composed of multiple GEs, as an exception to the rule:

(4) Students must take at ~~least four courses~~ (at least 16 units) which are unique to the minor (i.e., not required to fulfill the student's major or another minor or general education requirements). (<http://catalogue.usc.edu/undergraduate/grad-req/#minors>.)

→ **APPROVED, May 15, by a quorum of five via email**

Robin Romans responded to the May 15 approval of the proposed minor series, made up of General Education courses, as an exception to the above stated minor rule. He said that it was his understanding from the March 2015 meeting that UCOC members had voted to remove "general education requirements" from the minor rule entirely.

Romans asked that UCOC members approve the removal of "general education requirements" from the following minor rule, rather than to make the Classical Perspectives minor (a President-Provost initiative) an exception to it:

(4) Students must take at least 16 units, which are unique to the minor (i.e., not required to fulfill the student's major or another minor ~~or general education requirements~~). (<http://catalogue.usc.edu/undergraduate/grad-req/#minors>.)

Romans said that the intent of his visit to UCOC in March was to establish small, integrative minors of 16 units, which may include general education (GE) courses. It was his understanding that UCOC had supported the idea. Per Romans, "the point is that GE is not an additional credential noted on the transcript (such as a major or minor), so there should not be unnecessary restrictions on its use to satisfy other major/minor requirements. Otherwise, in the case of the minors that we are trying to design, students would have to complete 20-units since all the foundational courses for *Classical Perspectives* also satisfy GE."

A request for a final vote on March 2015 Agenda Item was sent out on Wednesday, July 8, 2015. By July 20, 2015, five out of eight voting members responded in favor.

→ **APPROVED, July 20, by a quorum of five via email**

**SEPTEMBER 2**, Associate Registrar Matt Bemis asked UCOC members for direction. Shall this revised minor rule be applied fall 2015 onward, or shall the revised rule be applied retroactively as well?

From Matt Bemis:

Dear all,

If I understand the question, GE coursework has always been available to apply to minor requirements for specified subjects. However, GE courses that met specific GE requirements were prohibited from meeting the 16 unit unique course requirement for minors. We are now being asked to remove that restriction from current catalog copy. If the rationale is to remove this because it is different than a major or minor program as transcribed, it would seem to make sense to me that the same argument would apply to earlier date ranges/catalog years.

Either way there is a large number of affected minors that will need to be reprogrammed, about 160. If this decision is to apply this retroactively, we want to do this reprogramming all in one step.

Best,

Matt

**DISCUSSED**, Matt Bemis was invited to address the question of the General Education requirements being removed from the 16 units unique to the minor statement, retroactive from 1998. Bemis and Robin Romans felt that that was fair. UCOC concurred.

→**APPROVED**

**NOTE:** Kristine Moe asked Matt Bemis if “four courses” or 16 units should be maintained as part of the minor rule for the minors that have been approved at fewer than 16 units, for example, engineering minors that are made up of four courses at three units each. Bemis said that such minors are rare. If minors are approved at less than 16 units, a note that the minor was approved as an exception to the 16 unit minimum rule would be helpful.

**B. What percentage of an individual, hybrid, undergraduate course can be online?**

The question was posed by Education, which is currently creating undergraduate courses and minors. Undergraduate programs may not be online, per President Nikias’ directive. However, how much of a hybrid course can be online? Richard Fliegel said that the question had not yet been posed, but he figured not more than half. What is UCOC’s stance to this question?

**MAY 6**, UCOC considered the standard definition that a course is not “online” unless it is offered online for more than fifty percent of the total time. However, in the light of Nikias’ directive that undergraduate courses be on-campus, perhaps it is more appropriate to maintain all contact hours (faculty-student interaction) on-campus. An online component could be used to flip the classroom, or to complete the outside workload required for the course.

UCOC members felt that this was a larger issue that required consideration and discussion and should

be reviewed more in depth in the next academic year.

**SEPTEMBER 2**, In regard to undergraduate “brick and mortar” education (topic addressed specifically by President Nikias at 7:17 of 9:30 minute segment):

<http://www.nbclosangeles.com/video/#!/on-air/as-seen-on/NewsConference---C-L--Nikias-Vision-for-USC--/311596851>

**DISCUSSED**, Online courses at the undergraduate level were discussed. What portion of online is acceptable? Discussions about the benefits of on-campus interaction were raised. Undergraduate courses should have the in-person student-instructor interaction, but supplemental activities can be offered online. Also, the flipped classroom, where lectures are presented online and activities, discussions, interactions, take place in class, are okay, as long as there is an appropriate amount of student-instructor interaction. A member commented that teaching a lecture hall of 200 students can be more impersonal than delivering content online.

Robin Romans said that his understanding was that President Nikias wants undergraduate programs to be “brick and mortar,” but that does not necessarily mean that no portion of an undergraduate course should be online. Romans noted the benefit of global internships where students share their global experience via an online platform. This too is an important initiative of the President.

UCOC members agreed that undergraduate course proposals, with an online component, should be reviewed on a case-by-case basis. The unit should provide an academic rationale for the online component of the course. If more hybrid undergraduate course proposals come in the upcoming years, UCOG can review and recommend a guideline to the Provost at that time.

#### C. 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 it is 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 (Should 24% of all required units for a doctoral program then be USC courses?) and does 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 UCOC review and final approval:

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

*Graduate and Professional Education*

**Requirements for Graduation**

...

Residence Requirements

A minimum of 20 graduate units at USC 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.

...

**DEFERRED UNTIL October 7**, Chair Tom Cummings said that agenda item should be revisited and the above edit voted on at the next UCOC meeting.

D. 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. UCOC 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 UCOC members.

**SEPTEMBER 2**, Associate Registrar Matt Bemis encouraged UCOC 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. UCOC 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/>:

*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 total 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 allowing 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.

**DEFERRED UNTIL October 7**, Chair Tom Cummings invited Matt Bemis to attend the next UCOC meeting and to present his case as to why the current system should be left in place. The agenda item will be revisited at the next UCOC meeting.

E. NEW BUSINESS

A. UCOC Composition 2015-16

**DISCUSSED**, UCOC members did not like the smaller membership of their subcommittees (two-three members reduced from last year's five members). They said if a subcommittee member does not respond to the call for a review, there is no one to turn to with a membership of two or three. Tom Cumming said that subcommittee chairs should let Kristine Moe know who additionally should be invited. Moe will ensure that an official invite is sent out to the additional subcommittee members.

B. Outreach Plan 2015-16

**DISCUSSED**, Outreach is now a yearly activity, per last year's revision to how UCOC does business. UCOC chair will reach out to the curriculum dean designees and any other central figures of curriculum at the schools for which they review. Kristine will coordinate the outreach and meetups to discuss each school's curriculum plan for 2016-17.

### C. Slight Adjustments to Curriculum Review Process

**DISCUSSED**, Kristine Moe mentioned that there were slight adjustments to the curriculum review process this year. Financial Aid expressed concern over courses that did not span the entire semester, so with the new curriculum and catalogue management system, a question addressing the length of courses will trigger an email notification to Financial Aid (FA), if the course is a non-standard length, for an FA representative to review the proposal as needed.

In addition, Vice Provost Elizabeth Graddy has asked for an undergraduate and graduate representative to conduct a first review of New Programs before Provost's review and sign off. New undergraduate program proposals will be first reviewed by Gene Bickers. New graduate program proposals will be first reviewed by Shayna Kessel.

## IV. INFORMATION ITEMS

### A. Status of Curriculum and Catalogue Management System

(Session concluded, before this item was noted.)

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

- *New GE Memo, May 18, 2015*
- *New GE Memo, May 21, 2015*
- *New GE Memo, June 16, 2015*
- *New GE Memo, June 23, 2015*

**Members present**

Diane Badame  
Steven Bucher  
Thomas Cummings (Chair)  
Judy Garner  
Brian Head  
Kristine Moe (Support Staff)  
Robin Romans  
Geoffrey Shiflett

**Members absent**

Susan Metros  
Robert Morley

**Guests**

Matt Bemis