COUNCIL ON CURRICULAR PROGRAMS AND INSTRUCTION

Thursday, 28 January 2016

**Algonquin Room - University Union - 3:30 p.m.**

# M I N U T E S

MEMBERS PRESENT: R. Buchanan, M. Doh, J. Gates, D. Gravitt, G. Jelatis, J. Lin, P. McGinty, K. Myers, L. Wolff

**Ex-officio:** N. Parsons, D. Williams

MEMBERS ABSENT: A. Hardeman, S. Rosenthal

GUESTS: Keith Boeckelman, Christie Davis, Katrina Daytner, W. Buzz Hoon, Kyle Mayborn, Rose McConnell, Michael Murray, Linda Prosise, Scott Walker, John Wozniak

1. Consideration of Minutes

	1. 3 December 2015

**MINUTES APPROVED AS DISTRIBUTED**

1. Announcements

Chairperson Wolff asked if someone would make a motion to add to the agenda a curricular request from Chemistry that was not provided to the Senate office in time to be distributed in packets but which accompanies the other requests from that department.

**Motion:** To add CHEM 452 to the agenda following consideration of CHEM 451 (Gravitt/Gates)

**MOTION APPROVED 9 YES – 0 NO – 0 AB**

* 1. Request for New Honors Course
		1. GH 301, A Real Game of Thrones: Medieval England from the Seven Kingdoms to the Wars of the Roses, 3 s.h.
1. Old Business – None
2. New Business
	1. Curricular Requests from the Department of Political Science
3. Request for New Course
	* + 1. POLS 447, Administrative Law and Politics, 3 s.h.

Dr. Lin asked if any discussion regarding overlap occurred with the Department of Management and Marketing regarding their Business Law curriculum. Political Science Chair Keith Boeckelman responded that he did not discuss this with the chair but would be willing to do so.

Dr. Jelatis asked if the course is only intended for Political Science Pre-Law students. Dr. Boeckelman responded that it could also apply to the Law and Society minor but is specifically intended for the Pre-Law minor. Dr. Jelatis asked if the prerequisite of POLS 122 or 300 will be a problem for Pre-Law students; Dr. Boeckelman does not anticipate that it will.

**Change:** Remove G from references to 400-level courses in the narrative and discussion of graduate studies.

MOTION APPROVED WITH CHANGE AND PENDING LETTER OF SUPPORT FROM MANAGEMENT/MARKETING 9 YES – 0 NO – 0 AB

* 1. Curricular Requests from the Department of Chemistry
		1. Requests for Changes in Credit Hours, Number, Title, Course Description, and/or Prerequisites
			1. CHEM 451, Applications of Forensic Chemistry, 3 s.h.

**Current:** CHEM 451, 3 s.h.

Designed primarily for forensic majors. In-depth applications of physio-chemical principles to analysis of physical evidence from criminal investigations, including explosive residues, arson debris, hairs, fibers, glass, paint, paper, inks, and soil. State of the art techniques and instrumentation are used. Cannot be applied toward a chemistry minor. *2 hours lecture, 3 hours lab*

Prereq: CHEM 332, CHEM 341, CHEM 370 or CHEM 374, or consent of instructor

**Proposed:** CHEM 351, 4 s.h.

Applications of physio-chemical principles to analysis of physical evidence from criminal investigations, including seized drugs, explosive residues, arson debris, hairs, fibers, glass, paint, paper, inks, and soil. Cannot be applied toward a Chemistry minor. *3 hours lecture, 3 hours lab*

Prereq: CHEM 251, CHEM 332, CHEM 341, or consent of instructor

 **Motion:** To approve CHEM 451 (Gravitt/Gates)

Dr. Gravitt asked if students will be able to complete all of the prereqs prior to taking the course. Chemistry Chair Rose McConnell responded that students can easily complete CHEM 251 and 332, and consent of instructor can override any of the prerequisites.

 **Changes:**

* Change “Division Change” to “Number Change.”
* Capitalize Forensic Chemistry throughout the narrative in references to the specific major or minor.

**MOTION APPROVED WITH CHANGES 9 YES – 0 NO – 0 AB**

* + - 1. CHEM 452, Forensic Toxicology and DNA Analysis, 4 s.h.

**Current:** Forensic Toxicology and DNA Analysis

Designed primarily for forensic majors. A continuation of CHEM 451. Applications of pharmacological, toxicological, and molecular biological principles to the analysis of commonly encountered abused and toxic substances. Topics will include serology and DNA analysis. State of the art techniques and instrumentation are used. Cannot be applied toward a chemistry minor.

Prereq: CHEM 451, prerequisite or corequisite CHEM 421

**Proposed:** Forensic Toxicology

Designed primarily for Forensic Chemistry majors. Applications of pharmacological, toxicological, and instrumental methods used in forensic applications of death, poisoning, and drug use. Cannot be applied toward a Chemistry minor.

Prereq: CHEM 232 and CHEM 341

 **Motion:** To approve CHEM 452 (Gravitt/Myers)

**Change:** Capitalize Forensic Chemistry in the narrative when referring to the specific program.

**MOTION APPROVED WITH CHANGE 9 YES – 0 NO – 0 AB**

* + 1. Requests for New Courses
			1. CHEM 190, Introduction to Chemistry Research, 1-4 s.h., repeatable to 4 s.h.

**Motion:** To approve CHEM 190 (Gravitt/Jelatis)

Dr. Doh remarked that the class hours per week are not indicated on the form. Dr. McConnell explained that all four hours are lab with no lecture, so class hours per week is zero. Dr. Gravitt asked if the class can count toward the major. Dr. McConnell responded that it could count as an open elective but the intention is for students to be able to start research earlier in their programs. She added that currently the department’s research courses are all 300- or 400-level.

 **Changes:**

* Change lab hours per week to 0.
* Change “comprehend” in the Course Objectives to “explain” or “describe.”

**MOTION APPROVED WITH CHANGES 9 YES – 0 NO – 0 AB**

* + - 1. CHEM 251, Introduction to Forensic Applications, 3 s.h.

**Motion:** To approve CHEM 251 (Gravitt/Myers)

**Changes:**

* Capitalize Forensic Chemistry in the course description and narrative when referring to the major or minor.
* In Redistribution of Teaching Load, indicate that current faculty can handle the course.

**MOTION APPROVED WITH CHANGES 9 YES – 0 NO – 0 AB**

* + - 1. CHEM 450, Forensic Serology and DNA Analysis, 4 s.h.

**Motion:** To approve CHEM 450 (Gravitt/Myers)

Dr. Parsons stated that 450 numbers are reserved for workshops, so the department will need to choose a new number for the course. [Note: Following the meeting, the department chose 455 from a list provided by Ms. Prosise.]

**Changes:**

* Change number of course.
* Change “comprehend” in Course Objectives to a measurable action verb.
* Capitalize Forensic Chemistry in narrative when it is referring to the major or minor.
* In Redistribution of Teaching Load, indicate that current faculty can handle the course.

**MOTION APPROVED WITH CHANGES 9 YES – 0 NO – 0 AB**

* + 1. Request for Change of Major
			1. Forensic Chemistry

**Motion:** To approve change of major (Buchanan/Gravitt)

Dr. Lin remarked upon the replacement of CS 114, Introduction to Computer Science, with CS 305, Introduction to Computer Forensics, in the Other category. She noted that CS 114 actually involves programming whereas CS 305 is an issues course. Dr. Lin pointed out that the two courses have very different learning objectives and asked if students would develop programming skills elsewhere in the program. Dr. McConnell replied that this change was recommended by the program advisor in response to student interest. She added that programming skills are not specifically needed for forensics. Ms. Williams pointed out that CS 114 or 101 are also prerequisites for CS 305.

**Changes:**

* Change CHEM 442 to 4 s.h.
* Change CHEM 450 to new number for course [CHEM 455] in chart and in Summary of Changes.
* Change existing Directed Electives total to 28.
* Change Total Existing Hours to 142-145 and existing Hours to Complete the Program to 126-129.
* Capitalize Forensic Chemistry in narrative when it refers to a specific program.
* Minor formatting changes.

**MOTION APPROVED WITH CHANGES 9 YES – 0 NO – 0 AB**

* 1. Curricular Requests from the Department of Sociology and Anthropology
		1. Request for New Course
			1. ANTH 210, Medical Anthropology, 3 s.h.

**Motion:** To approve ANTH 210 (Buchanan/Gravitt)

Dr. Gravitt remarked that the course would seem to be suited for Global Issues designation if the department chooses to pursue that route in future. Ms. Prosise asked if any health science or biology courses are needed as prereqs. Sociology and Anthropology professor Christie Davis responded that the instructor would cover everything that students need to know; the only prereq necessary is ANTH 110.

**Changes:**

* Change abbreviated title of course to MEDICAL ANTH.
* In Redistribution of Teaching Load, indicate that current faculty are sufficient to teach the course.

**MOTION APPROVED WITH CHANGES 9 YES – 0 NO – 0 AB**

* 1. Curricular Requests from the Department of Broadcasting and Journalism
		1. Request for Change in Course Title and Description
			1. BC 100, Introduction to Broadcasting, 3 s.h.

**Current:** Introduction to Broadcasting

Introduction to the historical, programming, physical, legal, social and economic aspects of broadcasting and cable.

**Proposed:** Introduction to Mass Communication

Introduction to the mass media: how they are organized and how they function in modern society; their historical and technological bases, economic and political foundations, and their social implications.

**Motion:** To approve BC 100 (Gravitt/Myers)

Ms. Williams asked what the difference will be between this course and JOUR 121. Dr. Hoon explained that when Broadcasting and Journalism were merged, they discovered they were doing a lot of the same things in their entry-level classes. The department plans to bring forward a change of major that will show JOUR 121 being replaced by BC 100.

Dr. McGinty observed that the change in course title and description fundamentally change the course. He believes the changes actually make BC 100 a sociology course; the description seems to refer to a social institution called “mass media” – how it is organized and functions in modern society and its social implications. He asked if a letter of support from the Department of Sociology and Anthropology would be appropriate in this case.

Associate Provost Parsons pointed out that the course deals specifically with mass media; the focus will be from a mass media rather than from a sociological perspective. Ms. Hamm pointed out that requesting a letter of support for an existing course would represent a new procedure; up to this point, CCPI has only requested letters of support when courses are initially created.

After additional discussion, Dr. Buchanan suggested that the problem of perceived overlap could be solved by retaining the current course description but changing “broadcasting and cable” to “mass media.” The department agreed to this change.

**Changes:**

* Change proposed course description to “Introduction to the historical, programming, physical, legal, social, and economic aspects of mass media.”
* In the last paragraph, change “The structure of the mass industry today …” to “The structure of the mass media industry today …”

**MOTION APPROVED WITH CHANGES 9 YES – 0 NO – 0 AB**

* 1. Curricular Requests from the Department of Law Enforcement and Justice Administration
		1. Requests for New Courses
			1. FA 301, Administration of Firefighter Safety Programs, 3 s.h.

**Motion:** To approve FA 301 (Gravitt/Myers)

Ms. Prosise told CCPI that while the department has submitted a request to replace some FS prefixes with a new FA prefix, she has not yet made the change and thinks more detail is needed before doing so. LEJA professor Scott Walker explained that students keep trying to register for Fire Administration courses when they should be registering for Fire Science courses; the two options are targeted for students with different skill levels and goals. He explained that the Fire Administration option has been taught entirely online for the past three years while the Fire Science option is taught entirely on campus. He stated that while the two share the same core courses, they are two different disciplines within the same major, and to have the courses share the FS prefix is confusing for both advisors and students since they in many cases share the same prereqs. Mr. Walker thinks there needs to be a way to clearly identify to students which courses are appropriate for the online (BS/BGS) program and which are not.

Dr. Gravitt noted that the Construction Management major was broken out into different options with exactly the same prefix, and students use the catalog to determine which courses are appropriate for them to take for their option.

Ms. Prosise asked if a better alternative to different prefixes might be to add prerequisites that specify that students must be declared in the Fire Administration option to take those specific courses. Mr. Walker replied that this would not work in all cases; for instance, FS 485 is taught in both options.

Dr. Gravitt asked if the Fire Administration courses could include a statement indicating that they are taught online only. Mr. Walker replied that some of the courses, such as FS 211, are taught both online and in the classroom. Associate Provost Parsons remarked that she was unaware that there was a program at WIU, besides the Bachelor of General Studies major, that was taught entirely online. She added that CCPI does not approve or have input over delivery option, but Fire Administration is not listed as an online program in any of the University’s publications.

Mr. Walker stated that FS 301 is a safety course that is taught on campus to students that want to become firefighters. A different FS 301, however, with a different focus is also being taught online to individuals who are already professional firefighters. He noted that this course is one of the points of confusion with advisors and students, who frequently find themselves enrolled in the wrong class and over their heads. He told CCPI that the recommendation for different prefixes is in response to repeated requests by students. If approved, FA prefixes would identify courses for students on the administrative track, while FS courses would identify courses toward becoming a firefighter.

Associate Provost Parsons stated that COMM 241 is the required speech course taken in a face-to-face format by most WIU students, while COMM 242 is intended to be taken online by BGS students. They are two similar classes with different target audiences and differentiated by the number rather than the prefix. Dr. Lin pointed out that if use of a different prefix for different options is approved in this case, there could be many programs that would want to take advantage of this opportunity. She pointed out that Political Science offers different options whose courses are differentiated by numbers but use the same prefix, as does Chemistry and many other programs.

CCPI does not approve new prefixes; this decision is made in the Provost’s office. The determination by both Provost’s office representatives is to retain the FS prefix, with different course numbers to differentiate the separate options; no FA prefix will be created. The request for new course FA 301 will be changed to a request for new course FS 303 to differentiate it from the existing FS 301 course.

Associate Provost Parsons asked about potential overlap with Health Sciences Emergency Management courses since the narrative references OSHA regulations. Mr. Walker admitted there may be some programmatic overlap but pointed out that he obtained letters of support when FS 301 was originally offered. Associate Provost Parsons asked if the proposed FS 303 will be identical to the existing FS 301except for its delivery method. Mr. Walker responded that FS 303 will have a different focus and has different objectives. He was asked to obtain a letter of support from the Department of Health Sciences and Social Work and to add a sentence in the Relationship to Courses in Other Departments section explaining the unique focus of the new course.

Dr. Lin asked if students can take both existing FS 301 and new FS 303. Mr. Walker responded that they should not. This will be added to the course description.

**Changes:**

* Change FS 301 to FS 303 throughout.
* Add statement to course description in italics indicating that “Credit cannot be earned for both FS 301 and FS 303.”
* Replace “explore” with “explain” or “describe” in course objectives and correct spelling of “rationale.”
* Add line in Relationship to Courses in Other Departments section about Health Sciences Emergency Management courses.

**MOTION APPROVED WITH CHANGES AND PENDING LETTER OF SUPPORT FROM THE DEPARTMENT OF HEALTH SCIENCES AND SOCIAL WORK 9 YES – 0 NO – 0 AB**

[Note: following the meeting, Mr. Walker and Ms. Prosise agreed to change the course number to 300 rather than 303.]

* + - 1. FS 487, Fire Codes and Standards, 3 s.h.

Mr. Walker stated that this course is part of the Fire Science option. Ms. Prosise asked if credit should not be allowable for both FS 484 and FS 487; Mr. Walker replied that he would check on this. *[Note: following the meeting, Mr. Walker determined that this restriction is unnecessary because the two courses have no real overlap and students would benefit from taking both.]*

**Motion:** To approve FS 487 (Gravitt/Doh)

**Change:** Add a comma to the prerequisites so that it reads, “FS 201 and FS 212, or permission of instructor.”

**MOTION APPROVED WITH CHANGES 9 YES – 0 NO – 0 AB**

* + 1. Requests for Changes of Options

**Motion:** To table consideration of changes of options and minors until changes can be made to FA prefixes and formatting (Gravitt/Doh)

* + - 1. Fire Protection Services (Fire Administration major)
			2. Fire Protection Services (Fire Science major)
		1. Requests for Changes of Minors
			1. Fire Administration
			2. Fire Science

**MOTION APPROVED 9 YES – 0 NO – 0 AB**

V. Provost’s Report – None

**Motion:** To adjourn (Gravitt)

The Council adjourned at 4:52 p.m.

Kat Myers, CCPI Secretary

 Annette Hamm, Faculty Senate Office Manager and Recording Secretary