COUNCIL ON CURRICULAR PROGRAMS AND INSTRUCTION

Thursday, 2 October 2014

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

# MINUTES

MEMBERS PRESENT: M. Bernards, R. Buchanan, P. Goodwin, A. Hardeman, G. Jelatis, J. McNabb, K. Myers, L. Wolff, C. Zhao

**Ex-officio:** N. Parsons, J. Greuel

MEMBERS ABSENT: H. Marchand

GUESTS: Dale Adkins, Carol Longley, Patrick McGinty, Mary Mhango, Linda Prosise, John Wozniak

Chairperson Bernards introduced two new CCPI members: Anita Hardeman, Music, and Ginny Jelatis, History.

1. Consideration of Minutes  
   1. 18 September 2014

**MINUTES APPROVED AS DISTRIBUTED**

1. Announcements
   1. New General Honors Course Requests Approved by the Honors Council
      1. GH 299, Aspects of Sustainability, 1 s.h.
      2. GH 301, American Dreams: Immigrant Stories on the Stage, 3 s.h.
      3. GH 302, The Meaning of Life, 3 s.h.

Chairperson Bernards asked CCPI members to disseminate information about the three new Honors courses to colleagues in their colleges.

1. Old Business – None
2. New Business
   1. Curricular Requests from the Department of Dietetics, Fashion Merchandising, and Hospitality
      1. Requests for Changes in Course Descriptions and Prerequisites
         1. HM 459, Internship in Hospitality Management, 6 s.h.

**Current:** Supervised field experience for application of theory and skills in an agency or property approved by the department. Forty clock hours per semester are required.

**Proposed:** Supervised field experience for application of theory and skills in an agency or property approved by the department. Sixty-five clock hours per semester are required.

**Motion:** To approve HM 459 (McNabb/Buchanen)

Chairperson Bernards observed that the change would require students to work almost 400 hours to complete the course. Dietetics, Fashion Merchandising, and Hospitality professor Carol Longley explained that this has become the standard for other programs; the University of Missouri-St. Louis is also requiring students to complete a ten-week internship for 40 hours per week, and the rationale for the request states that some programs are requiring 1,000 to 2,000 hours of documented experience. Dr. Longley added that the field is very competitive.

**Changes:**

* Specify 6 s.h. in both titles at the top of the request form.
* Correct grammatical errors in rationale.
* Add “hours” at the end of the first sentence of the rationale.

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

* + - 1. ATM 476, Global Issues Affecting Fashion Merchandising, 3 s.h.

**Current:** Prereq: FCS 371, 372, 374; junior standing; and permission of instructor

**Proposed:** Prereq: FCS 170; and junior standing or permission of instructor

**Motion:** To approve ATM 476 (McNabb/Myers)

**Change:** Add a sentence to the rationale explaining that ATM 476 will be a core course for ATM students.

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

* 1. Curricular Requests from the Department of Sociology and Anthropology
     1. Request for Change in Title, Division, Number, Course Descriptions, and Prerequisites
        1. SOC 332, Social Research Methods II, 3 s.h.

**Current:** SOC 332, Social Research Methods II

Hypothesis construction and testing with emphasis on research design, data gathering techniques, and scale construction. The course includes a major research project with application of sociological statistics.

Prereq: SOC 232 or consent of instructor; ENG 280

**Proposed:** SOC 323, Social Research Methods I

Hypothesis construction and testing with emphasis on research design, data gathering techniques, and scale construction. The course includes the construction of a research proposal.

Prereq: SOC 100 or consent of instructor; ENG 280

**Motion:** To approve SOC 332 (Wolff/Myers)

Sociology and Anthropology professor Patrick McGinty explained that the changes to the two courses more closely reflect how they are actually being taught and will provide a more logical sequence for student learning. The department plans to teach research design before asking students to take the statistical methods course so that students will be able to see how statistics fits into research design.

Dr. McNabb asked if SOC 323 (formerly 332) will still be considered a WID course. Dr. McGinty responded that it will; rather than requiring students to complete a full research project, students will complete a written research proposal, which will still qualify the course for WID designation.

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

* + - 1. SOC 232, Social Research Methods I, 3 s.h.

**Current:** SOC 232, Social Research Methods I

Introduction to the application of the scientific method and statistics in sociological research. Emphasis on sampling, measures of central tendency, dispersion, association, and introduction to inferential statistics.

Prereq: SOC 100 and completion of the University General Education Curriculum baccalaureate-level skills in mathematics requirement.

**Proposed:** SOC 324, Social Research Methods II

Introduction to the application of the scientific method and statistics in sociological research. Emphasis on sampling, measures of central tendency, dispersion, association, and introduction to inferential statistics. Students will gain proficiency with data-analysis software (e.g., SPSS, STAT, or SAS).

Prereq: SOC 100 and SOC 323 (formerly SOC 332) or consent of instructor; completion of the University General Education Curriculum baccalaureate-level skills in mathematics requirement.

**Motion:** To approve SOC 232 (McNabb/Hardeman)

Ms. Prosise noted that SOC 100 is required by SOC 323 so would not need to be listed separately in the prerequisites. Dr. McGinty responded that SOC 323 requires consent of instructor, and the department wishes to make sure that students complete a minimum of SOC 100. Chairperson Bernards asked why the department does not require that students take STAT 171 rather than the more general requirement of the Gen Ed baccalaureate-level skills in mathematics. Dr. McGinty responded that the department had previously eliminated STAT 171 as a course alternative because they wish to have their students take the SOC statistics course. Chairperson Bernards asked if Mathematics saw the request when it went through the college curriculum committee; Dr. McGinty responded that they did.

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

* 1. Review of Current CCPI Request Forms
     1. Request for New Course
     2. Request for Change of Existing Course

Chairperson Bernards stated that the College of Business and Technology’s curriculum committee would like to see examples of all request forms on the CCPI website. Ms. Hamm will work on uploading the four requests that were flagged as good examples last semester, and the Council will continue to identify good examples that are submitted for each category of request. Chairperson Bernards added that the College would also like to see more narrative explanations on the forms, so he has suggested review of each of the request forms at subsequent CCPI meetings.

CCPI discussed the request for new course and request for change of existing course forms and recommended changes that will be brought back to the group for final approval. Suggestions included changing the instructions in italics to a red font, changing “date of first offering” to “date to appear in undergraduate catalog” with fall semester pre-identified, and adding a statement to the beginning of the forms instructing faculty to consult their college CCPI representatives if they have questions.

CCPI members spent some time discussing how to assist departments to determine if there is any overlap that needs to be featured in the Relationship to Courses in Other Departments section. Dr. McNabb suggested that perhaps language should be added instructing faculty to consult the undergraduate catalog by searching key words and working through their dean’s offices since they would have a much more global perspective of their college and the University. She suggested that the language for this section could be strengthened to indicate that “Documentation of consultation (such as emails) in cases where possible overlap occurs is required.” CCPI also asked Ms. Hamm to email the agendas to the college curriculum committee chairs in addition to department chairs. Currently, each dean’s office receives the same packet of materials that is sent to CCPI members, while department chairs are emailed the CCPI agenda.

Dr. Buchanen suggested that faculty may need some direction for designing a new course before they ever come to the stage of completing the new course request form. She stated that faculty should have already been considering relationships to courses in other departments before beginning to fill out the new course request form. CCPI decided to create a subcommittee to design a flow chart outlining the steps for designing a new course. Drs. McNabb, Wolff, Buchanen, and Jelatis volunteered to serve on the subcommittee.

VI. Provost’s Report

Associate Provost Parsons announced that General Education assessment data is due tomorrow. This information has also been communicated to chairs.

**Motion:** To adjourn (McNabb)

The Council adjourned at 4:27 p.m.

Kat Myers, CCPI Secretary

Annette Hamm, Faculty Senate Office Manager and Recording Secretary