Undergraduate Curriculum Committee Meeting - 9/3/2021

Meeting Date: 9/3/2021 7:30 AM
Location: https://umsystem.zoom.us/j/96217530731?pwd=VTRMemF5ZjB0UjJaVmRHR1NBMGFSdz09
Link to Outlook Item: *click here*
Invitation Message
Participants

- Hall, Amy R. (Meeting Organizer)
- Carlson, Amy (Accepted in Outlook)
- Hunt, Jamie J.
- King, Gregory W. (Accepted in Outlook)
- Levy, Gayle A.
- Mahaffy, Mardi
- Marx, Dea (Accepted in Outlook)
- McCarthy, Darla L.
- McNeley, Kim (Accepted in Outlook)
- Mead, Molly (Declined in Outlook)
- Owens, Jennifer L. (Accepted in Outlook)
- Reed, Aaron W.
- Smith, Sandra A.
- Soder, Aidan L. (Accepted in Outlook)
- Villalpando Mitchell, Tanya (Accepted in Outlook)
- Waddell, Jennifer H (Accepted in Outlook)
- Waldron, Nikita (Accepted in Outlook)
- Welchert, Tammy (Accepted in Outlook)
- Ellinghausen, Laurie (Accepted in Outlook)
- Sega, Liana M. (Accepted in Outlook)
- Nikita Waldron

Notes

AGENDA

Member Introductions - Jena Owens
- Liana Sega (New CAS Sciences Rep) - Amy and Jena will meet with Liana to go over responsibilities, etc.

New Programs - Jena Owens
Please review and leave comments on the following programs in the UCC Chair Role in CourseLeaf (http://nextcatalog.umkc.edu/courseleaf/; Approve Pages; Role: UCC Chair)
- MAD Major and Minor
  - Major

    APPROVED

- Minor

  Created to allow students who cannot double major a way to obtain the credentials. APPROVED

- REGS Major and Minor - **Laurie will send to Amy - REATTACH DOCUMENTATION AND THEN RE-REVIEW IN OCT**
  - Major

  - Minor

- Urban Journalism BA

  APPROVED

- BAS (A&S 311 course) - **Laurie will send Amy the full proposal to add to CourseLeaf and we will review in October. Ask for updated curriculum map and note lack of mastery in map.**

    A&S 311
    owensjen (08/31/21 10:26 am): Catalog Course ID A&S 3XX needs to be updated in the syllabus. Otherwise ok.
    mccarthydl (09/02/21 11:54 am): Okay, but still have concerns about this being a 300-level course with 100-level learning objectives.
    villalpandot (09/02/21 3:19 pm): is this for one credit hour in the first semester? For a level 300 - it seems like an introductory course.
    levyg (09/02/21 8:52 pm): SLOs are still 100-level, there are no prereqs, and no mastery of any outcomes.
    segal (09/02/21 11:48 pm): I would like to know more about the reasoning for this being a 300 level class.

    Add a prereq of a number of college hours or Junior level standing;
    Suggest pulling in work experience, etc.

- Separate in agenda going forward - major and then minor; BAS and then course. Committee members were confused about what to review.

Course Updates for Core-42 - Kim McNeley
COMM-ST Course Updates (not yet completed)
ECON 201 and ECON 202 (title changes to be in sync with Core 42) -
ANCH 102 is now URBAN ST 101 and approved to be a MOTR URBN 202 course with the updated number
Will provide more updates at the October meeting
Shakespeare - not lower level at UMKC
REGS?

Guidelines and Forms - Jena Owens and Amy Hall

Course
Proposal ...

Course
Proposal ...

New to note:
- Requesting course rotation for each course proposal;
- adding field for course 'renumbering' or 'releveling' to include a rationale for the shift in course level;
- asking for grading criteria in a specific field;
- each SLO will note how it will be assessed in the course; degree audit information field designating if the course is a requirement or elective and for which program(s);
- Adding field for co-listings with guidance on including syllabi for both course levels in the proposals.
- Rebuilding curriculum website for policy, guidance, and tutorials.

Program
Proposal ...

New to note:
- Removing fields that are handled through Academic Innovation and will attach as files to the proposal. Proposals will be primarily what we need for catalog content and system set up.

CourseLeaf and Catalog Updates
- Policy updates for 300 and above - Kim McNeley
- Update to 'prerequisite knowledge' and remove additional text; change last bullet to a note for all rather than an 'or'.
- Will be built into course form for new courses at the 300 or 400 level
- Flag those that do not meet within edits; to make change for F23.
- History uses course numbers for area of study - may need to review at some point.

Policy-Desig
nation of ...
- New program proposal process - Laurie Ellinghausen
- Online program designation - Laurie Ellinghausen
  - Call for proposals for Missouri Online

UMKC Forward Updates, Effective Fall 22 - Kim McNeley
https://nextcatalog.umkc.edu/colleges-schools/
> School of Education, Social Work, and Psychological Sciences
>> All Education Programs
>> *+Social Work*
>> *+Psychology (removing CAS requirements)*
>
> School of Science and Engineering
>> Computer Science, Electrical Engineering, Civil and Mechanical Engineering
>> *+Architecture, urban Planning and Design*

+Biology
+Chemistry
+Mathematics and Statistics
+Physics and Astronomy

School of Humanities and Social Sciences
Maintaining all programs except those shifted to other schools above.
=Art, Art History, and Film Studies have merged to Media, Art and Design
=Communication Studies is now Communication and Journalism
=Political Science and Philosophy have merged departments
=Sociology is now department of Sociology and Anthropology

Decisions on degree specific requirements will be made by new units by October 1st.

CourseLeaf Course Proposal Form DRAFT

New Course Type (Open for NEW Only)	Select: General Education, Undergraduate, Graduate, Professional
Academic Unit	Select from pre-loaded list
Department	Select from pre-loaded list
Course Subject	Select from pre-loaded list
Course Catalog Number	Numerical text field *(do not allow duplicates)*
Active Course (ADMIN Field only)	Yes or No
Print to Catalog (ADMIN Field only)	Yes or No
Academic Level	Select: UG, GRAD, PROF-DENT, PROF-LAW, PROF-MED, PROF-PHARM *(This field determines workflow)*
Effective Catalog Cycle	Select from pre-loaded options
Is this a Course Number Proposal changing the level of a currently offered course?	Yes or No *(open only if NEW)* *If Yes, open text field for rationale*
Course Title	Text field *course title or description change-minor word change or typos without any content change would be considered non-substantive, unless a MOTR or UMKC Essentials Course*
Course Abbreviated Title (appears on transcript)	30 character limit text field
Course Catalog Description	Course descriptions should... • be entered as they are to appear in catalog publication • be limited to 100 words • be written in third person, present tense • focus on general subject matter rather than listing specific topics • not reflect placement in the curriculum • not contain programmatic information • not include requisites, restrictions, or term offered • avoid using language, "this course..." *see model catalog descriptions at: info.umkc.edu/ucc*

Credit Hours

Help Text *"For variable credit, enter the minimum and maximum credits, separated by either a "-" symbol, or the word "to"*
Examples:

"1-3" or "1 - 3" or "1to3" or "1 to 3"

Repeatability: Select from pre-loaded options ('None' will default to the course taken 'once')

If repeatable, is there a credit hour limit on this course? If yes, specify limit from pre-loaded list.

Is the course repeatable in the same term? Yes or No

Prerequisites	Co-requisites	Cross Listings	Co-Listings
Pre-req changes that provide clarity, enhance student pathway, or due to admin restructure would be non-substantive (addition of new prereqs would remain substantive). A course prerequisite is any requirement an academic department identifies as essential for a student to successfully complete before taking a course in order for a student to be successful in the course. All prerequisites, whether they apply to an individual course or to all courses in a department should be clearly stated in course offerings section of the	*A course co-requisite is a requirement that must be completed before or at the same time as the course for which it is required. All co-requisites, whether they apply to an individual course or to all courses in a department, should be clearly stated in course offerings section of the University Catalog and enforced if attached to a course. Co-requisites should also be stated in the course syllabus. Students are responsible for knowing and completing all published co-requisite requirements for a course. The university has the right to cancel a student's*	*Cross-listed courses are the same course offered with multiple subject codes and are programmed in the degree audit system to count equally towards degree requirements.* *https://info.umkc.edu/policy-library/?p=30*	*When a graduate course and an undergraduate course are co-listed they should reflect the following guidelines:* • *There must be two separate course syllabi (one for the graduate course and one for the undergraduate course) that clearly differentiate the performance expectations for students receiving undergraduate and graduate level credit in the co-listed courses (e.g., student learning outcomes, required problems, projects, readings, presentations or other methods). The relationship between graduate work and graduate credit must be clearly spelled out, and there must be different standards of grading.* *https://info.umkc.edu/policy-library/?p=40*

University Catalog and enforced if attached to a course. Prerequisites should also be stated in the course syllabus. https://info.umkc.edu/policy-library/?p=26

registration in a course if the student has not arranged to satisfy the co-requisite requirements for that course. https://info.umkc.edu/policy-library/?p=26

Proposed Course Offering for the Next Four (4) Years

Fall: ☐Every Year; ☐Odd Years Only; ☐Even Years Only
Spring: ☐Every Year; ☐Odd Years Only; ☐Even Years Only
Summer: ☐Every Year; ☐Odd Years Only; ☐Even Years Only

Grading

Grading Basis: Select from pre-loaded options. If 'other'; provide justification and description

Grading Criteria: Text field for explanation of grading criteria (grading scale and explanation of how grades are derived).

Course Format

☐ Lecture ☐ Lab ☐ Clinical ☐ Practicum ☐ Internship ☐ Studio ☐ Field Study ☐ Independent Study ☐ Individual Lesson ☐ Recitation/Seminar/Discussion	If more than one format is selected, please explain how many credit hours are applied to each format and which format will be the 'graded' component'. Please see the Academic Credit Hour Equivalency Policy *(insert link)*.

Instructional Mode – *Need to add definitions*

☐Classroom Based (class meets 71%-100% face-to-face)
☐Video (class meets via interactive video)
☐Blended (class meets five or more time on-campus)
☐Online-Campus (class meets between one and four times on-campus)
☐Primarily Online Synchronous (class meets primarily online 75%-99% with real-time interactions between instructor and students)
☐Primarily Online Asynchronous (class meets primarily online 75%-99% without real-time interactions between instructor and students)
☐Wholly Online Synchronous (class is 100% online with real-time electronic interactions between instructor and students)
☐Wholly Online Asynchronous (class is 100% online without real time interactions between instructor and students)
☐RooFlex (class is face-to-face or synchronously online at the student's discretion)

Course Attributes

☐ ~~Cluster Course~~ *(remove)*
☐ Community Engaged Learning *(opens additional form (in development) and determines workflow)*
☐ Dissertation Credit Hours *(Admin Field)*
☐ Eligible to be offered by HSCP *(Admin Field)*
☐ Environmental Studies
☐ Executive MBA program
☐ Executive MERE
☐ Full-time MBA
☐ Grad Incomplete – Do Not Lapse
☐ Healing & Humanities
☐ Internship
☐ Not for College Credit
☐ Online Certified *(Admin Field)*
☐ REGS
☐ Theme Course
☐ Topics Course
☐ UMKC Essentials *(opens additional form and determines workflow)*
☐ Missouri Transfer *(MOTR) (opens additional form and determines workflow)*
☐ Undergraduate Research-EUREKA *(opens additional form and determines workflow)*
☐ Urban Studies
☐ ~~Service Learning~~ *(remove)*
☐ ~~Women's, Gender, and Sexuality Studies~~
☐ Writing Intensive *(opens additional form and determines workflow)*
☐ None

Student Learning Outcomes (link to guidelines for leveling, etc); *Assessment only updates do not require UCC or Grad Council review.*

SLO 1	SLO 1 How Assessed
SLO 2	SLO 2 How Assessed
SLO 3	SLO 3 How Assessed

Degree Audit Information

This course is a requirement for the following program(s): Text Field
This course is an elective for the following program(s): Text Field

☐ I confirm that program edits will need to be submitted in CourseLeaf by the department **prior** to the established deadline.

Is this course replacing other coursework within the program? Yes or No
If yes, please explain and list course numbers affected.

Will faculty need to be hired to deliver this course? Yes or No
If yes, please provide the rationale for the course, faculty hire, and status of the hiring request within your unit.

Duplication: Are similar courses offered in other divisions? Yes or No
If yes, what is the rationale for adding this separate but similar course?

Supporting Documents (ATTACHMENTS)
Syllabus that includes a course outline; Revised curriculum map to include the new course

UMKC Essentials Form (only opens when UMKC Essentials attribute is selected)

This course is being proposed as: Select from List (GECUE, GECDV, GECRT-SS, GECRT-SC, GECRT-AH) Once selection is made, the outcomes for that particular UMKC Essentials area will populate.

This course is being proposed to meet:
☐UMKC Essentials Only
☐UMKC Essentials and Major requirements [By Provost Exception Only] *(if selected, list major(s) affected)*

Signature Assignment (link to guidelines) and include 'Upload' button.

MOTR Form (only opens with MOTR attribute is selected)
☐This is an existing and approved MOTR course.
☐This proposal is to request course be submitted for approval as a new MOTR Core 42 course.
Rationale: Text field

NEW POLICY

Designation of Upper-division Undergraduate and Graduate level courses

Undergraduate Upper-Level* Course designation:

- 50% or more of Student Learning Outcomes higher-order as indicated by Bloom's Taxonomy (2001, cognitive domain) at Level 3 or above; or
- Prerequisite Knowledge Required – As indicated by specific course or academic level (60 hours completed); or
- Curriculum Map Achievement Targets: Developing or Mastering for program SLO
- Assignment(s) should reflect appropriate upper-level student product
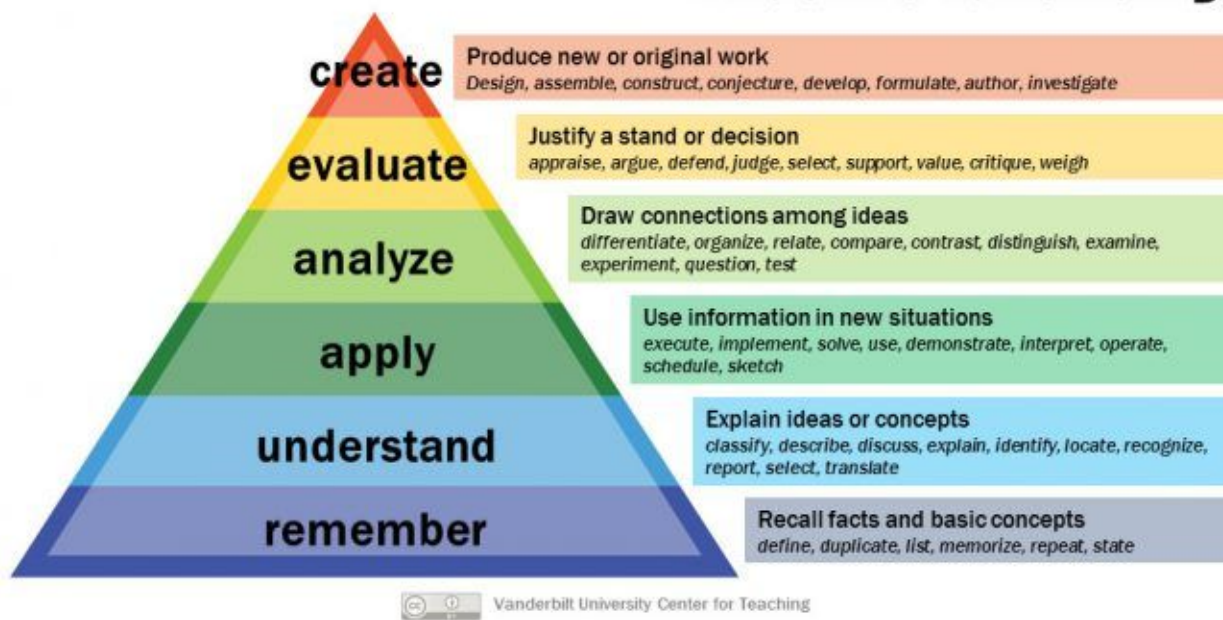
Graduate* Course designation:

- 50% or more of Student Learning Outcomes higher-order as indicated by Bloom's Taxonomy (2001, cognitive domain) at Level 3 or above; or
- Prerequisite Knowledge Required – As indicated by program admission criteria; or
- Curriculum Map Achievement Targets: Developing or Mastering for program SLO

*Co-listed course syllabi between undergraduate and graduate course reflects level appropriate assignments.

Bloom's Taxonomy

create — Produce new or original work
Design, assemble, construct, conjecture, develop, formulate, author, investigate

evaluate — Justify a stand or decision
appraise, argue, defend, judge, select, support, value, critique, weigh

analyze — Draw connections among ideas
differentiate, organize, relate, compare, contrast, distinguish, examine, experiment, question, test

apply — Use information in new situations
execute, implement, solve, use, demonstrate, interpret, operate, schedule, sketch

understand — Explain ideas or concepts
classify, describe, discuss, explain, identify, locate, recognize, report, select, translate

remember — Recall facts and basic concepts
define, duplicate, list, memorize, repeat, state

Vanderbilt University Center for Teaching

https://info.umkc.edu/policy-library/?p=318

CourseLeaf Program Proposal Form DRAFT

Program Code	
Academic Unit	Select from pre-loaded list
Department	Select from pre-loaded list
Academic Level	Select: UG, GRAD, PROF-DENT, PROF-LAW, PROF-MED, PROF-PHARM *(This field determines workflow)*
Program Type	☐Certificate ☐ Degree ☐ Emphasis (Transcripted Option) ☐ Minor
	If Emphasis, Select Parent Program from pre-loaded list If Degree, Select degree type from pre-loaded list If Certificate *Is at least 50% of the requested certificate program made up of existing courses, or is the program a subset of an existing degree program?* *Yes or No*
CIP Code	Select from CIP Code tool in CourseLeaf
Effective Catalog Cycle	Select from pre-loaded options
Program Title	Text field
Distance Delivery	100% online (Online) 50% or more offered online (Hybrid) Less than 50% offered online (Classroom)

Student Learning Outcomes	Aligned Instructional and Assessment Activities
SLO1 SLO2 SLO3	SLO1 How Assessed SLO2 How Assessed SLO3 How Assessed

Catalog Copy

List all coursework to be included in catalog program page according to catalog page template (contact catalog@umkc.edu for assistance). Examples are in the current catalog at catalog@umkc.edu.

Total Program Hours	*Numeric (may be a range)*
% Program Change Since Fall 2019 (open upon edit only)	*Check boxes* ☐Less than 25% ☐More than 25% ☐Not sure

Rationale for program change (open upon edit only): *Text field*

Remove: Duplication, Need, Impact, Alignment, Costs, and Marketing Strategies handled through Academic Innovation Council with documentation attached in supporting documents section below. See New Program Proposal Policy.

Supporting Documents (ATTACHMENTS)