# UPCC MINUTES

25 March 2021

MS Teams Meeting

| Representing | UPCC Members (2020-2021) | | Present | Proxy Name | Absent |
|---|---|---|---|---|---|
| **Bagwell College of Education** | Ethel | King-McKenzie | ☒ | | ☐ |
| **Bagwell College of Education** | Kim | Loomis | ☒ | | ☐ |
| **College of Architecture and Construction Management** | Bronne | Dytoc | ☐ | | ☒ |
| **College of Architecture and Construction Management** | Hussein | Abaza | ☒ | | ☐ |
| **College of Computing and Software Engineering** | D. Michael | Franklin | ☐ | | ☒ |
| **College of Computing and Software Engineering** | Susan | VandeVen | ☒ | | ☐ |
| **College of Humanities and Social Sciences** | Daniel | Farr | ☒ | | ☐ |
| **College of Humanities and Social Sciences** | Ryan | Ronnenberg | ☒ | | ☐ |
| **Coles College of Business** | Zeynep | Kelani | ☒ | | ☐ |
| **Coles College of Business** | Doug | Moodie | ☒ | | ☐ |
| **College of the Arts** | Nancy | Conley | ☒ | | ☐ |
| **College of the Arts** | Amanda Wansa | Morgan | ☒ | | ☐ |
| **College of Science and Mathematics** | Michelle | Head | ☒ | | ☐ |
| **College of Science and Mathematics** | Prabha | Padukka | ☒ | | ☐ |
| **Journey Honors College (1)** | Brian | Etheridge | ☒ | | ☐ |
| **Southern Polytechnic College of Engineering and Engineering Technology** | Sandip | Das | ☒ | | ☐ |
| **Southern Polytechnic College of Engineering and Engineering Technology** | Ayse | Takes | ☒ | | ☐ |
| **WellStar College of Health and Human Services** | Janeen | Amason | ☒ | | ☐ |
| **WellStar College of Health and Human Services** | Johnathan | Steppe | ☒ | | ☐ |
| **General Education Council (1)** | Jeanne | Bohannon | ☒ | | ☐ |

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|---|---|---|---|---|---|
| Office of the Provost and Senior Vice President for Academic Affairs | Anissa | Vega | ☒ | | ☐ |
| Library System | Xueying | Chen | ☒ | | ☐ |
| Registrar or Designee | Paul | Parker | ☒ | | ☐ |
| Office of Accreditation and Policy | Danielle | Buehrer | ☐ | | ☒ |
| Director, Digital Learning Innovations | Brichaya | Shah | ☐ | | ☒ |
| Undergraduate Student Representative (SGA) | JJ | Lopez | ☐ | | ☒ |
| Undergraduate Student Representative (SGA) | None | | ☐ | | ☒ |
| | | | | | |
| GUESTS | | | ☐ | | ☐ |
| Amy Jones | AA | | ☐ | | ☐ |
| Carmen Skaggs | RCHSS | | ☐ | | ☐ |
| Jeff Yunek | Music | | ☐ | | ☐ |
| Cecile Accilien | Int. Studies | | ☐ | | ☐ |
| Connie Stone | Registrar | | ☐ | | ☐ |
| Danielle Herrington | Registrar | | ☐ | | ☐ |
| Debra Hill | Admin | | ☐ | | ☐ |
| Heather Pincock | RCHSS | | | | |
| Kristina DuRocher | AVP | | ☐ | | ☐ |
| Rebecca Hill | Int. Studies | | ☐ | | ☐ |
| Rebecca Shabo | Nursing | | | | |
| Xiao Huang | EFQA | | | | |
| Mardi Richardson | Registrar | | ☐ | | ☐ |
| Margaret Lowder | SPCEET | | ☐ | | ☐ |
| | | | | | |

## Approval of the Agenda

EDIT AGENDA – Email was sent on Tuesday March 23rd – Adding an agenda item to vote to change the University Handbook in regards to voting procedures
**Motion to edit agenda with that change:** Susan Vande Ven
**Second:** Zeynep Kelani
**Approved by all**

## Approval of the February 25th Minutes

**Motion to approve:** Susan Vande Ven
**Second:** Nancy Conley
**Approved by all**

## Announcements

- UPCC Membership (Debra Hill)
  - Colleges were notified to get their names to Debra by March 31st. In April we will vote on leadership for UPCC for the 2021-2022 AY. Think about if you would like a role on the Executive Committee.
- UPCC Bylaws (Michelle Head)
  - Sent out in the email that contained the agenda. We won't approve ByLaws in this meeting but we will vote in the next (April) meeting. Please look them over and be prepared to vote on them at that meeting and feel free to send feedback to Michelle when she solicits it via email between then and now.

- Curriculog Update and Curriculog Forms (Kris DuRocher and Raven Malliet)
  - Raven was absent but Kris DuRocher gave an update
  - Update to Curriculog will occur June 7th – 28th.
  - It's more cosmetic rather than structure.
  - Revisions to curriculum forms have been made. We want to hear feedback from the faculty who create proposals as well as those who review.
  - There will be forums you can attend virtually OR use the survey.
  - These links are also on the homepage for cia.kennesaw.edu.
  - We want to see UPCC members attend AND please encourage folx from your units to attend these forums and/or complete the survey if they review proposals and/or create them.
  - Question was asked if the meetings will cover all of the same content?
    - Answer: yes.
  - PASTED FROM CHAT:
    - Feedback Opportunity On The Curriculog Forms / Join us in one of three forums to discuss Curriculog forms
      - Tuesday , March 30th / 9:00-10:00 AM / Join Meeting
      - Tuesday , March 30th / 1:00-2:00 PM / Join Meeting
      - Friday, April 2nd / 11:00 AM- 12:00 PM / Join Meeting
      - Cannot attend? Complete our survey.

## New Business

Package #1

Wellstar College of Health and Human Services / Nursing – Rebecca Shabo

| Proposal | Discussion | Status |
|---|---|---|
| • NURS 4406 (New course) <br> • NURS 4428 (course description, prereq/coreq) | No discussion | ☒ Motion to Approve <br> By: Doug Moodie <br> ☒ Motion Seconded <br> By: Janeen Amason <br> ☒ Approved - all <br> ☐ Rejected <br> Notes: |

Package #2
College of the Arts / Music – Jeff Yunek

| Proposal | Discussion | Status |
|---|---|---|
| • MUSI 4434 (prereq/coreq) | No discussion | ☒ Motion to Approve<br>By: Doug Moodie<br>☒ Motion Seconded<br>By: Jonathan Steepe<br>☒ Approved - all<br>☐ Rejected<br>Notes: |

Package #3
Radow College of Humanities and Social Sciences
Geography and Anthropology – Wayne Van Horne

| Proposal | Discussion | Status |
|---|---|---|
| • ANTH 3360 | No discussion | ☒ Motion to Approve<br>By: Doug Moodie<br>☒ Motion Seconded<br>By: Zeynep Kelani<br>☒ Approved - all<br>☐ Rejected<br>Notes: |

## Discussion Items
  • Crosslisting Policy Discussion (Michelle Head)
Michelle explained that this policy did NOT pass at Faculty Senate. She wants UPCC to examine the policy to ensure that it will pass when it goes up again.

<div align="center">

**KSU Policy on Course Cross-listing**

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A cross-listed course is a course that is offered under more than one prefix. It must have documentation with the Office of the Registrar and a proper description in the course catalog.[1]
1. Courses must be within the same undergraduate or graduate numbering level
2. Cross-listed courses must have the same credit hours and same learning outcomes.  In addition, sections of a cross-listed course must have the same syllabi, which includes the same instructor, course location and time, assignments and grading scheme.

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[1] Requests for policy exceptions may be submitted to UPCC or GPCC.

3. Special Topics courses can only be cross-listed with an equivalent Special Topics course with another departmental prefix.
4. Traditional independent study, honors thesis, practica, internships, directed study, master's thesis, dissertation courses should not be cross-listed.
5. Cross-listed courses must be supported by a rationale or justification.
6. No more than three courses can be cross-listed unless all prefixes are owned by the same department.
7. Students cannot earn credit for more than one of the cross-listed courses.

*Question: Would the courses have the same name?*
*Michelle answered that she wasn't sure, even though the course has to have the same syllabus.*
Rebecca Hill stated that she was one of the ones who had concerns at Faculty Senate. She was curious as to why the document Michelle was sharing in the meeting wasn't identical to the documents that had been shared via email.

Heather Pincock chimed in saying that the emails contained a "Rationale" document with information that caused concern.

Rebecca clarified that the issue is that "any cross-listed courses should be permanently cross-listed in the catalog." This would impact flexibility in a negative way.
For example, in the English dept. there is a course called "Ethnic Literature". There might be different sections on *different* styles of Ethnic Literature. One of those sections *might* cross-listed with another course in another department based on interdisciplinary connections. The current Cross-listing procedures allow for that. This new policy might restrict that if it requires courses that are cross-listed to permanently stay that way. This is a common practice that would be disrupted.
Cécile Accilien (Chair of Interdisciplinary Studies) raised concerns as well. We are trying to make sure we are meeting students' needs. This policy will affect how much we have to work on justifying faculty qualifications for teaching courses. This will also cause extra labor in the area of helping students plug courses into their portfolio and where things count.

Kristina DuRocher stated they are asking for a proper description in the catalog and [we] haven't unpacked whether a "permanently" cross-listed course limits its abilities to *not* be taught otherwise. [We] just want literature in the catalog that says this course "may" be cross-listed or "could" or "has been approved to be" cross-listed.
Michelle Head added that – from the committee that created this policy – [our] objective was to clarify to students what courses fall under this option, as a way of record-keeping. These courses are currently not being tracked in the system. The data doesn't exist as to what courses have been offered in this manner.

Rebecca Hill responded that it's helpful to know that the intent is to indicate what *could* be cross-listed. That wasn't clear in the data. Prof. Hill also expressed that it would be possible to cross list a course with different courses throughout the years in an area of discipline. Amanda (Wansa Morgan) suggested in the chat that the language on the course could refer to general Prefixes over specific courses…

Rebecca Hill also asked: How is it this information is not tracked?

Amy Jones chimed in. It's not that it's not tracked in Banner – Banner can keep a record of this. The issue is that we don't have a record of what is approved and there's no vetting for that. We have no idea if these instances have appropriate faculty, resources, etc. and we have no guidelines when these courses are going through the approval and scheduling process. Amy gave some examples as to why this could be problematic and raise the questions, "do these courses actually have content that matches and how do we track that?"

Michelle Head also pointed out that there were issues with Degreeworks and being clear on what counts toward graduation. If we don't have clarity on what courses "fit" where in Degreeworks, they won't populate. There are a lot of degrees that have guided electives or related studies. If a course that's cross-listed with a course in the degree doesn't fit into the degree program, there's a lot of work that needs to happen to plug it all in.

Carmen Skaggs said that having a policy makes sense and the issues that exist need to be solved. However, there are a few of these rules in the policy that might not be necessary; can we discern what we need from this drafted policy? In her opinion, points 1, 2, 4, & 7 are fine and applicable.

Heather Pincock – RCHSS – I was a Faculty Senator that raised concern about the policy. She clarified that she is hearing three goals here – the ability to track (which we can do after the fact), the ability to check Chairs & Deans approving these courses, and transparency for students. She amplified Carmen's request to discern the necessary policy points and get rid of those that are intrusive. Maybe the answer is as simple as stating *potential* for a course to be cross-listed to students. Heather also needed clarity on why tracking wasn't possible.

Amy stated that we can get a report on which courses have been cross-listed that particular semester. It doesn't flag students to say "You've already met this requirement."

Michelle Head asked if the Registrar can speak to how the tracking currently occurs.

Mardi (Richardson) chimed in. We are seeing students register for the wrong level of the course. Sometimes it's an undergrad vs. grad level of a course and folx are registering for the wrong level – this might be an advising issue. Michelle said that sounds like more like a "cross-leveling" issue.

Danielle added in – one area she has seen an issue in – ENGL 2002 and 2320 – they are using two different titles but teaching the same content. The student is registered for BOTH and it's not until the professor or unit is monitoring those rosters that this is problem. This is rare that this happens but it has happens. If they can use either one to satisfy an area, we need to have some indication for students as they are registering.

Amanda Wansa Morgan asked what research went into looking at policies across the USG. What do they do? What can we keep or toss from this current policy?

Xiao Huang responded that the committee studied over 20 other policies including UGA, Georgia State, and more. #3 causes the most problems for our departments and faculty concerns.

Michelle confirmed the concerns around #3, 5, and 6. Perhaps we can focus the conversation on those points?

Jeff recommended that the footnote get moved into the main body into #7. It seems like that's more critical than a footnote.

Brief discussion ensued about how this impacts Special Topics.

Carmen Skaggs pointed out that the Interdisciplinary Studies department is going to be the most impacted by this, especially the rejections to policy items 3, 5, and 6 exist. This activity is standard operation procedures for this department.

Amy wanted clarification on why there's an objection to #5.
Carmen responded – why do we need an extra process for that? Shouldn't we trust department heads to do that?
Amanda responded that it's helpful to have this on the books to ensure that folx are following policy and not abusing the ability to cross-list to solve other problems.

Point of Order- Doug wanted to know what the next steps are in order to move forward. Can we go "step by step" with each policy point and hear concerns and essentially approve points or re-writing points with concerns.

Michelle agreed that we could go through and vote each policy point.
Perhaps give members and those asked input to state: APPROVE – MODIFY – DELETE
**Michelle will send out a SURVEY regarding this option.**

Kim questioned – are any of these steps co-dependent? Answer: Not seeing as such.

Susan Vande Ven – Policy point #6. There are a bunch of courses in her area that are cross-listed. That point would really screw up those courses and the programs that they are connected to.

**Added Agenda Item**
Michelle Head sent an email on Tuesday March 23rd with a proposed edit to the University Handbook in regards to voting membership within UPCC.
The Current language does not delineate voting members vs. Ex-Officio (non-voting) member slots. The new language would delineate.


**Proposed change to the University Handbook – Section 3.1.2**
**Original Version**

**Undergraduate Policies and Curriculum Committee (UPCC) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost**
**Purpose:** This committee evaluates proposed changes to the undergraduate curriculum for consistency with University policies and goals and forwards approved proposals to the Provost. This body provides periodic reports of its actions to the Faculty Senate Executive Committee. As needed, this body makes policy recommendations to the Faculty Senate regarding the undergraduate curriculum development and review process.
**Membership:**

Two elected faculty members from each degree-granting college
One from Honors College
One elected from the General Education Council
Associate Vice President for Curriculum
Office of Curriculum Support
One representative from Accreditation and Policy
One librarian
Registrar
Director of Distance Learning Innovations
Two undergraduate students appointed by the President of Student Government Association in consultation with the Vice President for Student Affairs
**Term: 3 year**

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**Term: 3 years**

**MOTION TO APPROVE HANDBOOK CHANGES: Doug Moodie**
**SECOND: Susan Vande Ven**
**APPROVED BY ALL**

This will move to Faculty Senate for a vote.

**Reminder:** Please check emails for the survey from Michelle regarding feedback for ByLaws *and* the Cross-Listing policy

**Playout Song:** "It's Raining Men" made famous by The Weather Girls (it was stormy during the meeting).

Next UPCC Executive Committee – Thursday, April 8th at 12:30

Next UPCC Meeting – Thursday, April 22nd at 12:30p