

**University Curriculum Committee 2022-23**  
**Wednesday, January 25, 2023 2-4 pm**  
**Proposed Agenda (Meeting #16)**

**Present:** Aaron Baxter, Cara Cadena (Vice Chair), Elizabeth Davis Nagnon Diarrassouba, Erica Hamilton (ex-officio), Barb Hoogenboom (Chair), Susan Edwards, Lara Jaskiewicz, Andrew Kalafut, David Kurjiaka, Amy McFarland, Josita Maouene, Darren Parker, Mark Pestana, Paul Yu

**Consent Agenda**

- Approval of the Agenda for 1/25/23
- Approval of the Minutes from 1/18/23

**Approved at 2:02 pm**

Report from Chair: will decide whether to meet or not next week. We are caught up but several new CHM courses have come in. Barb will be in Copenhagen next week! **Meeting will happen asynchronously and the UCC is expected to be ready to discuss BSE February 8<sup>th</sup>.**

Report from Provost's office: New Programs Council looking at proposed minor. Reviewing the SAIL form for new programs.

- Enrollment numbers follow up: up 58% in applications (uptick largely due to Common app) but hard to say how many are enrolled.
- BSE follow up: consider only the curricular components, particularly within the emphasis. KCAD and GVSU logistics are not the purview of the UCC. Concentrate instead on the curricular components of the emphasis.
- Question about new programs and this administration's stand on these? Erica's observation is that GVSU is trying to be as innovative and creative as possible. We will be seeing new certificates and badges.
- FYI this may have an impact on GVSU enrollment: [https://www.bridgemi.com/talent-education/michigan-achievement-scholarship-how-apply-and-get-your-college-funds?gclid=Cj0KCQiAw8OeBhCeARIsAGxWtUwqrLiww0OMfw8\\_eFyZdxS6Wn7yViH2F15WvQXOaug5ntcone1TGEgaAgHnEALw\\_wcB](https://www.bridgemi.com/talent-education/michigan-achievement-scholarship-how-apply-and-get-your-college-funds?gclid=Cj0KCQiAw8OeBhCeARIsAGxWtUwqrLiww0OMfw8_eFyZdxS6Wn7yViH2F15WvQXOaug5ntcone1TGEgaAgHnEALw_wcB)

**Old Business:**

**New Business:**

- **Discuss/Finalize UCC Proposal guidelines document**

**Please review and be ready to ask questions and offer feedback.** Goal is to finalize today/this week to address Charge # 1 from UAS/ECS:

*Create a document for the College committee chairs with guidance regarding points to consider when reviewing proposals.*

*Do badges and certificates count as “programs”?*

- Yes. Because we have a process and applications where students can enroll separately and not necessarily the program with which the microcredential is embedded.
- New programs go to BOT and MASU, HLC
- New Minors go through curricular process, but not BOT and MASU
- New Majors go to BOT, MASU, HLC
- New emphases go through curricular process
- Suggestion to embed algorithms in SAIL that automatically route proposers on the correct path (programs vs badge vs minors vs certificates)

Credit hour, contact hour, activity hour, discrepancy

- Suggestion to put a link to GVSU's definition of credit hours.
- Suggestion to include exemplars (e.g. Darren's percentages, contact vs activity hours)
- SAIL—can we code it in so correct contact hours are entered?
- Include language that specifies the difference between credit hours, contact hours, activity hours, clock hours, etc
- Suggestion to form a supergroup to address 1, e, ii: *Align contact hours with current UCC documentation and credit hour designation associated with the course*
  - *Lara, Amy, Darren volunteered*

Discussion about length of courses (6-week, 15 week) and how to structure credit hours/activity hours.

**Suggestion to change prompt in SAIL to be contact hours by semester rather than weekly.** “As it fits within a regular semester”.

Suggestion to ask proposers to explain how each credit is earned.

Suggestion to create a matrix or grid: what kind of visual can you put together that people can understand how many hours are needed for a 3-credit, 1-credit, etc. Combo of activities with credits that shows people what their answer is. Excel spreadsheet with formulas?

Couple of weeks to turn this around, supergroup? Yes.

#### **Catalog copy:**

There are templates provided by the Registrar's office, but no standard. Include link to templates in this document. <https://www.gvsu.edu/registrar/catalog-update-guides-24.htm>

#### **Curriculum maps and when they are needed:**

New programs only? UAC reviews these for assessment anyways...

Suggestion to simply say, *have you updated your curriculum map? UAC will need that. See examples here:* <https://www.gvsu.edu/uac/resources-and-support-26.htm>

**Combined degree and exit pathway:** UCC discussed whether this should be required in catalog copy. Consensus that it should remain a required component.

More notes are here:

<https://docs.google.com/document/d/1RZu00mNUdLCqERnas76H2zwcWxlrqDYX4O9bYrgyyG8/edit?usp=sharing>

SHORE Log: 1245-2021

**Next steps:** send back to Sue and Andrew for minor edits. Then Barb will share with curriculum chairs at end of January.

- **Discuss DRAFT Combined Degree document (TABLED)**

Please review and be prepared to discuss. This is an internal UCC document at this point, that supports our work, which may eventually be shared with the greater community. May need to provide an exemplar, especially for catalog copy.

- **Charge #2 from UAS/ECS: Role of Market Research (TABLED)**

*Clarify the role of market research (see link below) in the curricular process, and adjust Sail forms as needed.* <https://www.gvsu.edu/gvdata/>

SHORE Log: 1247-2021

Preliminary discussion topics:

1. When is this needed (what type of proposals)?
2. Where (in SAIL) do modifications need to be made to address #1.
3. Can we create an exemplar to assist proposers/attach to a SAIL prompt.
4. Other ways to publicize this information once we complete the Charge (eventually)