**Western Connecticut State University**

**Committee on Undergraduate Curriculum and Standards**

**CUCAS Minutes, February 15, 2018- 9:30 AM (Westside Campus) CC 212-214**

**2017 – 2018** Members Present: JC Barone (A&S Faculty), Keith Gauvin (Registrar, *ex officio*), Jessica Eckstein (At-Large Faculty), Josephine Hamer (A&S Dean, *ex officio*), Tom Yoon (Ancell Faculty), Rebecca Wade-Rancourt( Social Work Faculty), Jerry Wilcox, Katie Lever (At-Large-Faculty), Ming Ling (Cindy) Chuang (Management Dept. Faculty), Doug O’ Grady ( Department of Music, Faculty), Barbara Piscopo ( PS Faculty)

**Members Not Present:** David Martin (Dean Ancell, *ex officio*), Brian Vernon (Dean, VPA) Amanda Lubell (A& S Faculty), Mary Ann Rossi (Dean PS, ex officio),

**SGA Representatives: N/A**

# Guests: Terri Small

***Call to order at 9:31am***

## Minutes: CUCAS Meeting – January 18, 2018

* Approved
  + Discussions/Corrections: 0

1. **Announcements:**
2. **Blackboard Availability for students in advance of classes every semester:** Every instructor with a Blackboard page for a class has the ability to change the default whenever they want students to access course materials.

The steps to take are as follows:

a. Blackboard > (on the left column) Course Management > Customization > Properties.

b. Set Course Duration by selecting dates on the calendar icon up to 10 days before classes begin and 10 days after the semester ends.

c. Click Submit.

1. **Reports:**

1. Update on Curriculum Approval Process (CAP): The two CAP proposals CUCAS approved were presented to the University Senate by JC Barone at its January meeting. Provost Alexander addressed questions. **The Senate will vote on February 21, 2018 (Westside) at 3:30 p.m. on those proposals.**

a. Proposal 1: Add Revise Program Learning Outcomes to the Curriculum Approval Process (Sharepoint)

b. Proposal 2: Add Articulation Agreements to the Curriculum Approval Process (Sharepoint).

**ACTION: JC Barone to share the results on that vote at the March CUCAS.**

1. Subcommittee on Review of CUCAS By-Laws (Eckstein).

The subcommittee members: Jessica Eckstein, Barbara Piscopo, Rebecca Wade-Rancourt

Members were presented with both the clean and the mock up version.

Specific edits to note:

**B. Officers – Revisions**

1. The Chairperson shall be elected by majority vote at the last meeting of the academic year prior to the next academic year in which they take office. Only those committee members serving in the next academic year may vote for the chairperson and a quorum of such members is required at the last meeting of the year to conduct the election. If there is no quorum of members serving in the next academic year present for the vote, then the vote for Chairperson shall be held at the first meeting of the next academic year.

2. The position of secretary shall be filled, whenever possible, by a designee from the Registrar’s Office. Absent this person, a member other than the Chairperson may fill-in in this capacity.

**C. Reports - Revisions**

To whom reports are given:

a. The committee, through its chair, shall submit an annual report of all policy recommendations to the University Senate.

b. The committee shall notify, via Sharepoint, the appropriate department and school dean concerning recommendations regarding program and course proposals and changes.

c. The committee shall report, via Sharepoint or otherwise, to the Provost/Vice President for Academic Affairs (as the University President’s designee) for appropriate administrative review of the committee’s action.

2. From whom reports are received:

a. As they proceed through governance from the appropriate school curriculum review committees, proposals for undergraduate:

*a.* New/Revised Majors & Minors

*b.* New/Revised Options/Concentrations

*c.* New/Revised Courses

*i.* Including course changes (lab, lecture, studio, etc.)

*ii. Excluding revisions/changes ONLY to Title, Pre-requisites, Description, Outline, Outcomes, Dual label, Level, Catalog removal, Credit hours, Deletion, GenEd designation, or Frequency*; revisions to multiple aspects may be reviewed by CUCAS

*d.* New/Revised Certificates

*e.* Contract Majors

b. New programs and options of major impact to the University from the University Planning and Budgeting Committee.

c. Any catalog/curriculum/policy related to academic policy & procedure changes affecting more than one major.

**ACTION: Additional edits:**

1. **Minutes of all meetings shall be made available online via central storage within two weeks prior to CUCAS Meetings.**
2. **Jessica Eckstein to make the necessary changes and send the updated version to JC Barone**
3. **Old Business:**

Registrar Keith Gauvin follow up: Additions to a document outlining the proposal-by-proposal request and process. Checklist will show the process for revised program learning outcomes, safeguards to “red flag” questionable learning outcomes or articulation agreements, to be uploaded to Sharepoint.

**ACTION:**

1. **Keith to revisit the other additions that were suggested from our prior CUCAS meetings.**
2. **JC to follow up with IT to determine that the form can be put in SharePoint**.

**IV: New Business:**

Resolved, that the following proposals be adopted:

**1. Proposal from the Department of Philosophy & Humanistic Studies - REJECTED**

a. Contract Major: Photojournalism for Rachel Peet (CD1617191)

**2. Proposal from the Department of Physics, Astronomy & Meteorology – N/A – Non Applicable**

a. MTR 150 Alignment of Critical Thinking and Scientific Inquiry Competencies. (CD1718060)

3**. Proposal from the Department of Physics, Astronomy & Meteorology** - **N/A – Non Applicable**

a. PHY 170 Electronics; Alignment with Scientific Inquiry Competency (CD1718068)

**4. Proposal from the Department of Music & Music Education** – **Previously Approved**

a. Jazz Vocal Ensemble (CD1718069)

**5. Proposal from the Department of Nursing** -

a. Revise Course: NUR 225 (CD1718072) - TABLED

b. Align Health and Wellness Competency to NUR 336 Human Health Experience (CD1718085)

* Motion to approve: Josie Hamer, 2nd Katie Lever
* Discussions/Corrections:
* #Approved: 10 Opposed: Other:

**6. Proposal from the Department of Social Work**

a. New Course: SW 312 (v2) (CD1718103)

* Motion to approve: Josie Hamer, 2nd Katie Lever
* Discussions/Corrections: Course credits being reduced from 4 to 3.
* #Approved: 10 Opposed: Other:

**b. Revise Course: SW 325 credit increase (CD1718107)**

* Motion to approve: Josie Hamer, 2nd Katie Lever
* Discussions/Corrections: Course credits being increased from 2 to 3. Learning outcomes are already listed in the main document.
* #Approved: 10 Opposed: Other:

**ACTION: Rebecca Wade-Rancourt to send changes to document to JC Barone**

\*Course rotation is non-applicable since overall total credits are being reduced.

**7. Proposal from the Women’s Studies Program**

a. Contract Major: Women's Studies: Pre-Midwifery - Rachel Galuska (CD1718110)

* Motion to approve: Barbara Piscopo, 2nd Katie Lever
* Discussions/Corrections: Already approved by the Bio. Department
* #Approved: 10 Opposed: Other:

**ACTION: Jessica Eckstein to submit an email from the Advising Committee approving proposal to JC Barone.**

**8. Proposal from the Department of Communication & Media Arts**

a. Proposal to Revise Course: COM 235 (CD1718099)

* Motion to approve: Barbara Piscopo, 2nd Katie Lever
* Discussions/Corrections: This is an existing course. The content is not being changed. The course is now requires pre-production for an actual film and is tethered to an actual capstone for the next semester. The frequency for the course is every Fall.
* #Approved: 10 Opposed: Other:

**ACTION: JC Barone had already submitted the teaching rotation sheet and program sheet to PRC, but somehow it has been misplaced. JC to re-submit both documents to PRC.**

9. Other:

1. **ACTION:** **Streamline SharePoint management processes for greater efficiency. Keith Gauvin and JC Barone to follow-up with John DeRosa for course of action to have this completed as soon as possible.**
2. **ACTION: Josie Hamer will follow-up on having an addition to CUCAS bylaws that all approvals must include at the very least an advisory committee correspondence stating that approval.**

***Meeting adjourned: 10:20 am***

***February Minutes respectfully submitted to Chair on 2/15/18 – 4:29 PM***