University Curriculum Committee

Meeting Minutes

February 5, 2016, 2 p.m.

Members attending: Micky Autrey, Beth Bos, Lynn Brinckmeyer, Debra Feakes, Ken Moon, Michael Supancic, JoAn Zimmerman

Guests: Kim May, Martin Mills, Linda Safranski

Dr. Supancic gave a brief overview of the CIM project with an explanation that it’s a work in progress and today’s review of the course form is Draft #1. The CIM team is also reviewing the form and will be combining edits with the UCC edits. Kim began the demonstration of the course form draft and pointed out that all the forms will be modified to include an explanation at the top of the form about the red required boxes, the blue help bubbles, and the green plus boxes.

In reviewing draft #1 of the new online course form, the Committee members suggested the following edits:

1. On Search Restrictions – would it be a good idea to eliminate the ability to search with only the “wildcard” \* -- limiting the function of the Find Restrictions button?
2. CIP Code – needs character counter, must be 10 – with this info in the help bubble
3. Course Goals & Objectives – should this be called “Student Learning Outcomes”? Shouldn’t this section be stated in terms of ‘students’ and the measurement? This change would need to be discussed by UCC at the next meeting on February 26th.
4. Bibliography discussion – Ideas – limit the # of entries, but require some (like at least 5, but not more than 10). If combined with the box above “Other Learning Resources” – it would have to have the word ‘Bibliography’ added in the box title. Also needs to be discussed by UCC at the next meeting on February 26th.
5. What would happen if 2 people are adding info to the same course number at the same time? Does it limit if one person has selected that number and not let the second person select the same number.
6. Other groups have department review before it would need to go to workflow. How can we incorporate this? Perhaps make the Primary Person (First listed) as the pre-reviewer and the others on the form could make entries and changes.
7. Is it too early to give a few access to start playing around and give feedback? Yes.
8. Is there a way to get back to it after you submit to workflow? Say you decided you forgot to change something and want to pull it back and edit it? Is there a way to do this?
9. Will there be email notifications? Yes.
10. What does this do to our current course cycle? There will be an annual review of courses after the new system is in place, and we have distributed a draft timeline of that review at previous UCC meetings.
11. The delete form needs to replace “Course Inactivation Proposal” with “Course Deletion Proposal”.
12. Change form needs to be modified to disallow changes to course number.
13. How will users know about the status of their proposals? The system will send emails on every proposal in workflow. CourseLeaf knows this is a problem and they are possibly working on a batch notification; maybe daily or weekly.
14. We’ll be developing the workflow reviews after this draft course form is finished.
15. There will be a pilot group identified who will be asked to use the last paper forms and enter them in the system.

General Comments:

* Looks much more user friendly.
* Going to be nice – as long as it works better than “Eportfolio” (low bar!).