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Committee Minutes Committee

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Undergraduate Curriculum and Academic Policy Committee Minutes, October 13 and 20, 2009

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Undergraduate Curriculum and Academic Policy Committee

Minutes of October 13 and 20, 2009 Meeting

UCAPC held its regularly scheduled meeting on October 20 and a special meeting to review the course inventory management process on October 13. Business of the latter carried forward to October 20. The minutes reported herein are therefore the combined of the two meetings.

Present October 20: Carol Holdcraft (for Candace Cherrington), Jean Edwards, Jeanne Fraker, Jim Steinberg, Nathan Klingbeil, Joe Law, Richard Mercer, Tony Ortiz, Bobbie Pohlman, Tom Sav, Alpana Sharma, Karen Wilhoit. Guests: Wallace Neikirk, Kitty Friedman, Eric Poch, Todd Brittingham.

Present October 13: Candace Cherrington, Jean Edwards, Jeanne Fraker, Jim Steinberg, Nathan Klingbeil, Joe Law, Richard Mercer, Bobbie Pohlman, Tom Sav, Alpana Sharma, Karen Wilhoit. Guests: Wallace Neikirk, Kitty Friedman, Mary Holland.

Approved Minutes of September 29, 2009.

UCAPC Subcommittee Reports

Writing Across the Curriculum Committee (WAC): Joe Law, WAC Chair, reported that the semester WAC program proposal (absent, of course, specific courses) will be presented to UCAPC in time for its November meeting.

University General Education Committee(UGEC): Jean Edwards, UGEC Chair, reported that the semester GE program proposal (absent, of course, specific courses) will be presented to UCAPC in time for its November meeting..

Undergraduate Academic Program Review Committee (UAPRC): Susan Carrafiello, UAPRC Chair. No report.

Service Learning Committee (SLC): Cathy Sayer, SLC Chair. No report.

New Programs

COSM

B.S. Psychology: Industrial/Organizational Concentration: The committee noted that the GE program component of the proposal was flawed and that affected the remaining components of the program. The committee returned the proposal for additional work.

Course Inventory Management Workflow

The committee used the presentation of the course inventory management workflow as a review of the format and process for converting the inventory from the quarter to the semester calendar and for proposing new courses for the semester inventory. The committee made several requests for modifications necessary to improve the curricular functionality of the process and some recommendations to improve the user friendliness

of the format. The primary focus rested on the need to maintain the curricular integrity of the process while attempting to satisfy the administrative issues surrounding the desire to create separate course identities or, at least, separate tags for laboratories, recitations, clinicals, etc. The committee also focused on the need to maintain separate course prerequisite information for the subset of quarter system courses that would be converted to semester system courses. Some recommendations arose with regard to formatting the grading and course type selections and content of the explanatory text. Everyone agreed to the modifications that need to be incorporated prior to the deployment of the course inventory management. One issue that remained and could not be resolved pertained to the attachment of "Notes" and the authorization of individuals to enter notes during the submission process as well as the obligation of UCAPC to act upon such notes. That issue could be addressed later and should not delay deployment of the workflow, at least for the "save" stage. Current versions may be viewed at

www.wright.edu/courseinvmgt

Other Academic Matters

Minor and Certificate Program Policies; The committee picked up where it previously departed from the matter of credit hour minimums and maximums for minor and certificate programs. While considering the minimums under OBR discussions, the committee also agreed to some preliminary maximums. However, prior to any the formulation of formal proposals, the committee must resolve the possible inconsistencies that seem to arise in defining certificates. That problem also exists for the committee deliberations regarding concentrations, tracks, etc.

Adjourned: Fall meetings and deadlines for submission as well as Senate approvals as follows:

UCAPC Meeting	UCAPC Submission Deadline (No Exceptions: receipt after forwards to the next meeting)	Faculty Senate Meeting New Business	Faculty Senate Meeting Old Business
Current Meeting October 20		November 2	January 4
November 16 12:30 p.m.	November 5, 12:00 Noon	January 4	February 1

Additional meetings will be scheduled to attend to the semester academic calendar conversion.

[UCAPC HOME](#)

WRIGHT STATE UNIVERSITY

COURSE INVENTORY TOOLS

The services provided in this Course Inventory Management site have been developed initially to support the conversion of the university's course inventory from a quarters-based to a semesters-based curriculum. For more information about these services, see the [Services Overview](#) document.

The Course Inventory Workflow system will route the request forms through the University for approval. They will be routed to department chairs, college deans, curriculum chairs, Faculty Senate Undergraduate Curriculum Committee, etc. For more information about getting started with workflow, see the [Workflow](#) document.

What's new with course inventory management? Check out our [What's New](#) document.

Links to Tools

- [Course Inventory Request](#) (create a new request)
- [Course Inventory Search](#) (search for request in progress)
- [Program of Study Request](#)
- [Program of Study Search](#)
- [Course Management Reports](#) (produce reports to review requests)
- >>> *Contact your College's Cognos representative to produce these reports.*

Documentation

- [Course Inventory User Guide](#) (PDF)
- [Program of Study User Guide](#) (PDF)
- [Frequently Asked Questions](#) (PDF)

Videos

- [Subscribing to the Workflow Worklist Channel](#)
- [Navigating the Workflow Application](#)
- [Assigning a Workflow Proxy](#)
- [What To Do When a Task Arrives in Your Worklist](#)
- [Releasing a Workflow Task](#)

Related Links

- [Semester Transition](#)
- [Undergraduate Curriculum Committee](#)
- [Graduate Council](#)
- [General Education](#)
- [Writing Across the Curriculum](#)