# University Course Review Committee

**Minutes**

**Meeting #319**

**May 26, 2022 – 3-5pm**

Members present: Warrie Means, David Mukai, Scott Turpen, Kami Danaei, Steve Smutko, Nicole, Choi, Janelle Krueger, and Molly DeLau.

* CEAS – Lab credits and contact hours for the courses approved in March 2022.
* College Course Committee structures and formats.
* Set UCC dates and times – discuss two-week CARF (for CCNS inclusion) deadline.
* Prerequisites like “instructor approval” or “C or better” – we need to differentiate what is implied and what needs to be listed in the catalog.
  + Specify for registration override process (Judy Yates)
* Credit hours/tuition/and revenue
  + SFS – Aaron Courtney would be the person who knows what tuition is for each course and their respective credit hours.
* Elect a new UCC chair for the 22-23 AY.
* How the UCC meetings will be impacted by Curriculog.
* How many times does a course (topics) need to be taught until it becomes a regular course?
  + There are no settings in Banner that will detect repetitions/duplicates
  + Repeats only look at SUBJ and number.
  + Topics courses are not automated in Banner. Each course has a different topic, so individual sections need to be created each time, regardless of how many times it has been taught.
  + Topics courses need to be created at the department level.
  + If a course repeats many times, that class could become a new class instead of being automated as a specific topics class.
  + The new software will make it easier to create new classes and improve the CARF process.
  + \*Tuition is based off the student’s program. There are some programs that are distance (they have a different rate than grad out of state vs. grad distance – 150% of resident)
* Do we need to CARF a course if it’s just adding a cross listed class?
* Which type (modification, add, discontinue) of CARFs need syllabi and which do not require one?
  + Nicole Choi: Currently we require an attached syllabi for the course description change and we discussed how that might be unnecessary.
  + Janelle Krueger: Currently, the CARF instructions indicate that a NEW and OLD/PRIOR syllabus need to be present anytime there is a:
    - *Change in course description*
    - *Change in credit hours*
    - *Change in dual listing*
    - *Change in the grading system*
  + She would like to propose that it is unnecessary to include both (old and new) syllabi for a change in course description and dual listing. Both the “before” and “after” should be included on the CARF itself so it’s unnecessary to see this represented in two additional syllabi attachments.
* CARFs for Seminar in \_\_\_\_\_\_\_ or Topics in \_\_\_\_\_\_\_.  We’ve asked for new/prior syllabi for these, but the faculty often have trouble generating since it may be a topic only taught once. What are our expectations for syllabi in regard to Topics or Seminar courses?

\* send 22/23 meeting dates and calendar to UCC

\*\*Nominees: Kami Danaei, Nicole Choi

Meeting adjourned: 4:47