

**MINUTES OF THE  
UNDERGRADUATE CURRICULUM COMMITTEE MEETING  
April 5, 2016**

**Members Present:** C. Adler, M. Anderson, T. Barton, J. Cantzler, C. Dominguez, D. Guoso (sub.), R. Gonzalez, J. Gorsky, R. Kaufmann, J. Kua, B. O'Shea, C. Ruiz, S. Sgoutas-Emch (sub.), M. Stufft, S. Tammelleo, I. Williams, L. Williamson, S. Yard (note: representing DAA+AH and Ethnic Studies for this meeting)

**Guests:** T. Herrinton, M. Magnin

Meeting materials available at [www.sandiego.edu/curriculum/undergraduate-committee/meeting-materials.php](http://www.sandiego.edu/curriculum/undergraduate-committee/meeting-materials.php)

Ron Kaufmann brought the meeting to order at 12:25 pm

**Announcements**

- Next meeting (last one of the Academic Year – May 10)
  - The final meeting might be cancelled if there's not enough material to review. If the meeting is cancelled, pending curricular actions will be addressed at the first UCC meeting in September.
- **Draft policy regarding deletion of courses that are taught infrequently**
  - It was suggested that the wording be changed to "recommended" especially in relation to smaller programs that might not offer certain courses as often as larger programs. Also, it was suggested that the time frame be changed to 5 years instead of 3.
  - Another member agreed with the change to a recommendation, however, they suggested the change to '4 years.'
  - There was general consensus around 4 years, which nominally encompasses a student's time at USD.
  - There was concern that this policy might lead to a mechanism for the administration to remove courses without department approval.
    - It was clarified that the Registrar does not delete courses unilaterally. Requests to remove a course must come from the department, with approval from the UCC and Assembly.
  - It might be a good idea to include a statement in course descriptions to let students know if a course isn't necessarily taught every year.
  - Due to a new incoming Registrar, it is unknown how things will be processed moving forward. Should include a recommendation that departments should consider removing a course if it's not taught within a 4 year period. Make it clear that the department is the initiator of that change.
  - If the Registrar ever were to make unilateral decisions concerning curriculum changes, it would be an issue for the Provost. The Registrar cannot interfere with faculty governance.
  - Ron Kaufmann will draft language for a course removal policy and include that language with the materials for the next UCC meeting.

- **Draft policy regarding Special Topics courses**
  - A draft for x94 (Special Topics) courses was distributed for the group's consideration prior to the meeting. The purpose of which was to put a limit on the number of times a course can be taught before it needs to be submitted for approval by the UCC and Assembly. Input from the committee was requested.
  - Draft language in the meeting materials was amended (see below)
  - It was suggested that the last sentence clarify who will do the submitting.
    - Policy regarding Special Topics courses (SUBJ 194, 294, 394, 494)
    - Special Topics course numbers exist, in part, to provide opportunities for faculty to teach courses a limited number of times without requiring approval by the UCC and Academic Assembly. For example, a faculty member may want to offer a course on a new topic or with a structure that might be considered experimental, and submission for a fixed course number may be premature. It is expected that faculty will obtain approval from their department before offering a new Special Topics course. A course may be taught up to twice with a Special Topics number. Additional iterations of the course must be submitted by the department for a fixed course number and approval by the UCC and Academic Assembly.
  - Motion to approve by L. Williamson. Seconded by T. Barton
  - **Vote 17/0/1 (Motion passed)**
  
- **Degree audit systems and courses without unique numbers**
  - A challenge for the Registrar is that some academic programs have topics or special topics courses that only satisfy a program requirement when taught with a specific subject (e.g., COMM 494 Special Topics can satisfy a requirement for the Women's and Gender Studies minor when taught as Feminist Rhetoric).
  - Degree audit systems like DARS can only recognize course numbers, not topics or course descriptions. If DARS templates include the course number, then someone may need to review the DARS records for all students and request that the Registrar remove courses for students who took a course with an eligible number but an ineligible topic. If DARS templates do not include the course number, then students may need to request that the Registrar apply eligible courses to their DARS records. Both of these approaches are potentially labor-intensive.
  - Another option would be to submit courses like these for fixed course numbers.

#### New Business

- Expedited Actions
  - ARCH 101 – Introduction to Architecture Studio (pp. 4-5)
  - ARTV 105 – Introduction to Sculpture (pp. 6-7)
  - ARCH/ARTH 121 – Introduction to Modern Architecture (pp. 8-11)
  - ARTH 136 – The Year 1500 (pp. 12-13)
  - ARCH 322 – Contemporary Architecture (pp. 14-15)
  - ARCH/ARTH 323 – Memory, Monument, Museum (pp. 16-20)
  - BIOL 105 – Physiology of Exercise – Deletion (pp. 21-23)
  - BIOL 309 – Research Methods (pp. 24-26)
    - Clarification: The phrase “along with” in reference to BIOL 300 and 305 means that students will be able to take BIOL 309 during the same

semester as 300 and 305, rather than requiring 300 or 305 as a prerequisite.

- BIOL 460W – Ecology – Deletion (pp. 27-29)
- MUSC 101 – Introduction to American Popular Music – Deletion (pp. 30-32)
- PHYS 330 – Quantum Mechanics (pp. 33-37)
  - There was commentary that the prerequisites made sense; however, the prereqs are only taught once a year, making it challenging for students who need to take PHYS 227, then 330, then 480W to complete this sequence if any problems arise. It might be useful to consider ways to provide students with more flexibility.
- PHYS 480W – Experimental Modern Physics (pp. 38-41)
- POLS 304 – American Political Development – Deletion (pp. 42-43)
- POLS 306 – Political Ideology – Deletion (pp. 44-46)
- SOCI 441 – Drugs & U.S. Society (pp. 47-49)

**No objections. All stand approved. 18/0/0**

▪ Non-Expedited Actions

- ARTH 144 – Introduction to Cinema (pp. 50-55)
  - The department report form for all of the DAA+AH course proposals was inadvertently not included with the UCC materials. Ron Kaufmann promised to send the report in a later email and include it in a revised version of the UCC materials that will be available through the curriculum website.

**No objections. Stands approved. 18/0/0**

- ARCH/ARTH 220 – Money by Design (pp. 56-67)
  - It was asked how the course fit into the major.
    - This course should apply to a broad group of students and serve as an option that bridges the gap between introductory-level and upper-division courses. The course would count toward the major and minor.
  - A follow up question concerned whether this course will increase the required number of units in the Architecture major or minor.
    - The representative responded that there were no changes to the number of units needed for the major and the minor.

**No objections. Stands approved. 18/0/0**

- CIM (Course Inventory Management system)
  - A question was raised regarding the new CIM form for courses and whether it included a department report.
    - The rationale that formerly was part of the department report form now is included in the CIM form. In the future, it will not be necessary to submit two different forms.
  - Concerns were expressed about the length of the pdf generated by CIM (4-5 pages per course proposal) and the format, which creates difficulty in distinguishing proposal information from the text that is part of the form.
    - Ron Kaufmann will talk to ITS about shortening and clarifying the pdf produced by CIM.
- ARTV 355 – Digital Photography (pp. 68-75)

**No objections. Stands approved. 18/0/0**

- BIOL 497 – Techniques in Biology (pp. 76-78)  
**No objections. Stands approved. 18/0/0**
- COMM 434 – Documentary Film (pp. 79-89)  
**No objections. Stands approved. 18/0/0**
- History Course Renumbering (pp. 90-92)  
**No objections. Stands approved. 18/0/0**
- Languages, Cultures and Literatures (pp. 93-209)
  - List of Course Titles (p. 94)
  - Course Proposal Action Sheets (pp. 95-166)
  - Sample syllabi (pp. 167-209)
  - FREN minor revisions (pp. 210-211)
  - ITAL 410 – Studies in Medieval and Renaissance Italy (pp. 212-214)**No objections. Stand approved. 18/0/0**
- MATH 494 – Special Topics (pp. 215-217)  
**No objections. Stands approved. 18/0/0**
- A question came up about what defined a Special Topics course.
  - It was clarified that this designation includes courses that are taught one time, are experimental, are not established enough to justify UCC approval, are taught by visiting faculty, etc. These courses do not need to go through the formal UCC/Assembly approval process, though they are approved within the department in which they're offered.
- MUSC 121 – Making Music (pp. 218-233)
  - The department report from was not included with the materials. Ron Kaufmann promised to send the report in a later email and include it in a revised version of the UCC materials that will be available through the curriculum website.
  - It was asked how this class fit into the preparation for the major.
    - MUSC 120 is required for all majors and minors. This is another iteration that is suitable for inclusion in an LLC. Students could not take both MUSC 120 and 121.**No objections. Stands approved. 18/0/0**
- Political Science and International Relations (pp. 234-319)
  - It was pointed out that some of the rationale for the proposed actions was included in an addendum to the department report form, both of which were included in the UCC materials.
  - Revision to Political Science major (pp. 234-235)
  - POLS 300 – Democratic Theory (pp. 236-244)
  - POLS 303 – Liberal Political Thought (pp. 245-251)
  - POLS 304 – American Political Thought (pp. 252-258)
  - POLS 305 – Black Political Thought (pp. 259-265)
  - POLS 306 – Conservative Political Thought (pp. 266-271)
  - POLS 318 – Black Politics (pp. 272-281)
  - POLS 319 – Politics of Race and Ethnicity (pp. 282-290)
  - POLS 320 – War Powers in the American Constitutional System (pp. 291-301)
  - POLS 379 – International Political Boundaries and Border Policies (pp. 302-319)

- It was asked if any of the courses have core attributes.
  - The response was that none of them do.

**No objections. Stands approved. 18/0/0**

- SOCI 425 – The Black Atlantic (pp. 320-324)

**No objections. Stands approved. 18/0/0**

- UGRS 496 – Summer Undergraduate Research (pp. 325-328)
  - This is a 0.5 unit course that will be offered in the summer for students doing research as part of the Summer Scholars program.
  - ACA requires USD to look at each person receiving compensation for services and decide whether or not that person is an employee.
  - Student researchers who are classified as employees do not earn enough and do not have enough responsibilities to be considered Exempt. Thus, they are considered Non-Exempt, meaning that they are hourly employees who need to fill out timecards.
  - A test was devised to determine whether or not a student is considered an employee. If they are deemed a non-employee, a student can still receive a stipend for their research work. However, this stipend can no longer be awarded through Payroll. It has to be awarded through Financial Aid.
  - It was asked how we determine if a student is considered a non-employee.
    - The form has to be completed and submitted to Katy Roig, Associate VP & Controller, who makes this determination.
  - Students cannot be given financial aid in the summer if they are not enrolled in a class. The summer stipend is charged against their living expenses for the summer so that it does not change their Spring and Fall financial aid packets.
  - For research grants, if students are being paid out of the grant, they may be ineligible for financial aid. The main question is whether or not the work would need to be completed without the presence of a student, or, put another way, does the work benefit primarily the student or the institution. Essentially, it must be a learning opportunity to benefit the student.
  - These criteria should be considered when writing proposals for future grants that intend to use student researchers.
  - This solution (UGRS 496 for students receiving stipends for research) is the best option that could be worked out in order to comply with the law. The university's accountant needs to be convinced that we are compliant with the law in case the university is ever audited by the IRS.
  - UGRS 496 is designed for students on campus. Specifically for PURE, SURE, etc.
  - It was commented that it might be useful to create UGRS 196 or 296 for PURE students, for whom a 400-numbered course might be premature.

**No objections. Stands approved. 18/0/0**

Meeting adjourned at 1:09 pm.