

UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

MINUTES

February 1, 2023

2:00-3:30 pm

****Zoom Meeting****

I. UCOC NOVEMBER/DECEMBER 2022 MINUTES

- Attachments: *UCOC November 2022 Minutes*
UCOC December 2022 Minutes

➔ **APPROVED**

II. NEW BUSINESS

A. Syllabus Template (Geoff Shiflett, SES Chair)

Shiflett reported (by email, 1/25/2023) that Engineering faculty would like clarification regarding the CET Syllabus template. Some faculty are under the impression that the CET template is the preferred format and any submitted syllabus should adhere to that format or risk rejection. In response, Chair Chi Mak asked for a discussion, noting that the impression that CET's template represents the "official" and the only syllabus format is pervasive.

DISCUSSED UCOC reaffirmed that an exhaustive syllabus template can be a useful tool but no single template is required for course submission and approval. Members discussed that a piece of information which UCOC doesn't review is the statement on support systems, noting that there may be a more effective means of distributing the content, perhaps digitally within learning management system environments. Above all, arbitrary adherence to a template should not be the basis of holding up a curriculum submission within a department or school. Vice Provost Stott offered to remind attendees of the Academic Planning Committee at a future meeting that no one central template is required. Members also suggested that language referring to syllabus templates could be revisited and tightened up.

B. Identifying New Programs In Professions that Require a First Professional Credential, Licensure, or Certification (Megan Chan, Financial Aid and Compliance)

DISCUSSED Chan reported that, as part of the FAFSA Simplification Act, Financial Aid will soon be required to include the cost of a first professional credential, a licensure, or a certification in a student's cost of attendance during the year in which the cost is incurred. To help identify these programs going forward and to facilitate discussions with relevant parties, Chan asked if the new program proposal process could be leveraged in some way.

DECIDED A question to help identify these programs will be added to the Curriculog new program form, which Financial Aid already routinely reviews. Language for inclusion will be discussed by email.

UPDATE FOLLOWING FEBRUARY MEETING After several iterations, the following language was added to the form within the existing section for Department of Education Review, which Financial Aid reviews:

USC is required to provide a listing of USC programs that satisfy education requirements for licensure or certification: licensure.usc.edu/programs. There are additional applicant notification requirements as well. Contact Joe Sanosa, USC Graduate Admissions (sanosa@usc.edu) and Jamie Putorti-Sandheinrich, Office of the Provost, USC State Authorizations (putorti@usc.edu) for more information. In addition, the Financial Aid Office is required to include the costs associated with obtaining a license, certification or a first professional credential in the cost of attendance for students in such programs. Once your program is added to the licensure and certification website, the Financial Aid Office will follow up with you regarding these costs.

Does this program prepare students for a profession that requires a license, certification or first professional credential? (Yes/No)

If yes, specify license, certification or professional credential: _____

III. INFORMATION ITEMS

A. GE Memos

- Attachment: *UCOC GE Memo 11-10-22*

B. Scheduled Special Topics Report

- Attachment: *November 2022 - January 2023 Special Topics*

Members Present

Diane Badame
Matt Bemis
Steven Bucher
Megan Chan
John DeMartini
Donna Garcia
Brian Head
Chi Mak (Chair)
Danielle Mihram
Geoffrey Shiflett
Andrew Stott

Members Absent

Judy Garner

Guests