

UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

MINUTES

May 4, 2022

2:00-3:30 pm

****Zoom Meeting****

I. UCOC DECEMBER 2021/FEBRUARY 2022 MINUTES

- Attachments: *UCOC December 2021 Minutes*
UCOC February 2022 Minutes

➔ **APPROVED.**

II. NEW BUSINESS

A. Academic Programs/UCOC/CET Program Outcomes (Andy Stott, Vice Provost for Academic Programs)

Vice Provost Stott preliminarily proposed an optional CET program outcomes component for new program proposals that would dovetail with the newly implemented new program pre-proposal process in an effort to continue making the implicit thoughts and ideas surrounding curriculum design and implementation more explicit. Departments who wish to participate would have the opportunity to workshop new program ideas with CET for best practices and to strengthen curricular design and student-forward program outcomes. Members were supportive and interested in participating in the next steps of the creative process. Stott encouraged additional ideas to be sent by email and agreed to provide updates for review at some point during the fall.

B. New Program Pre-Proposal Process Feedback (UCOC)

Vice Provost Stott reported on the number of pre-proposal submissions and noted the general success of the newly implemented process. It has been an opportunity to realistically examine questions of capacity, financial implications, and student demand, among others. The majority of pre-proposals were for graduate certificates, followed by master's and bachelor's programs. Ninety percent of pre-proposals were approved at the pre-approval level, five percent were withdrawn, and a couple were denied or returned for revisions. Members strongly agreed that the pre-proposal process has gone well on the receiving end, noting the responses so far have been elevated compared to submissions in the past. One recommendation for future consideration was to require that the dean's office of the submitting unit be involved directly during the pre-proposal process to reduce the possibility of surprise proposals downstream.

C. Curriculum Cycle Status (CCO/UCOC)

John DeMartini from the Curriculum Office noticed a general trend toward higher proposal volume and an uptick in course revisions and new programs compared to previous years, potentially as a result of departments catching up on projects that may have been delayed by COVID 19 mitigation efforts. Despite a later deadline due to the new pre-proposal process, everything was on track to be completed on time for the year. Deadlines for the 2022-2023 curriculum cycle were discussed; ultimately the existing model for deadlines (mid-December for revisions and mid-February) was maintained, with an added expectation for pre-proposals to be received with sufficient time for approval prior to curricular submission.

D. FREN International Course Proposal

Brian Head, Arts and Humanities Subcommittee Chair, and Steve Bucher, Off-Campus Studies Panel Chair, reported on a proposal from the French and Italian department for a course that would be held at an international institution and would be taught in part by an international instructor. While initial concerns were alleviated following a discussion with the department in which it was made clear that USC faculty would play a significant role in the instruction of the course and the international experience overall, the question remained as to how such courses should be categorized and assessed and what level of oversight USC has or should have over such courses. Vice Provost Stott suggested that ultimately the dean of the academic unit is responsible for the quality and value of any course offered by their unit, but there may be a need to develop guidelines to help maintain quality and value broadly and transparently, with an emphasis on consistency of instructional and adjudication practices that are traditionally enforced by USC.

E. Dornsife and Bachelor of Arts Programs

Chair Chi Mak briefly mentioned that Dornsife College submitted a position paper reaffirming their interest in solidifying the college as the authority over BA programs. It was noted that BA programs are already offered by professional schools (which might normally be departments in the college at other institutions), many of which likely originated in the USC college. Dornsife's position paper would be reviewed for future discussion.

F. UCAR Updates

Chair Chi Mak briefly reported on UCAR proceedings, noting that the programs found to be at risk tend to be online programs, programs with a relatively large number of units, programs with a sudden increase in enrollment, and programs enrolling students with below average GPA. Donna Garcia mentioned that faculty composition (proportion of TT/NTT faculty) and level of student dept are also risk factors. Mak said he would continue to work with Ruth Wood and UCAR as program review continues and would provide updates when they might be helpful for curricular review.

III. INFORMATION ITEMS

A. GE Memos

- Attachments: *UCOC GE Memo 3-3-22*
UCOC GE Memo 3-10-22
UCOC GE Memo 4-5-22

B. Scheduled Special Topics Report

- Attachment: *February 2022-May 2022 Special Topics*

Members Present

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

Members Absent

Guests