

UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

MINUTES

November 2, 2022

2:00-3:30 pm

****Zoom Meeting****

I. UCOC OCTOBER 2022 MINUTES

- Attachment: *UCOC October 2022 Minutes*

➔ **APPROVED** with minor corrections.

II. OLD BUSINESS

A. CET Updates

DISCUSSED As a continuation from the October meeting, Chair Chi Mak provided updates on the status of reviewing the CET syllabus template and the materials posted by the Curriculum Office. One recommendation for CET's consideration was to post an individual document that lists all the support systems in addition to the CET syllabus template, which includes the same list. Doing so would be helpful for departments who have their own, often proprietary, template for syllabi but still need to list the resources. Mak offered to send around the list of UCOC-required syllabus elements that is posted on the Curriculum Office website for feedback from other members.

III. NEW BUSINESS

B. New Programs and International Enrollment (Guest: Esther Cho Lee, Director of the Office of International Services)

DISCUSSED Lee described her role in the Office of International Services (OIS) and a need for USC to be in compliance with regard to the institutional "I-17," which fundamentally documents the configuration of USC degree programs that are already approved by the U.S. Department of Homeland Security to be eligible for international students to receive F-1 visa status. For example, two-year master's degrees that require between 24 and 96 units are given blanket approval. The I-17 also lists programs that do not qualify for blanket approval but are approved as exceptions – for example one-year master's degrees. Being out of compliance can result in international students being denied F-1 visa status. With regard to new programs, Andy Stott, Vice Provost for Academic Programs, agreed to add some advisory language to the new program pre-proposal form, which as of Spring 2022 typically serves as the first point of contact for departments intending on creating new degree programs. The Curriculum Office also agreed to work with OIS to help provide documentation about the I-17 process for departmental consumption. With regard to revised programs, the subcommittee chairs and the Curriculum Office agreed to keep an eye out for instances where OIS may need to be involved and to alert OIS or recommend that the department alert OIS promptly.

C. Review of new Master of Sustainability Management Proposed by the Wrigley Institute

By email from John Keim on behalf of Wrigley Institute, 10/26/22: In the past, the Bovard College and Annenberg partner programs we've submitted were routed to the Social Science subcommittee of the UCOC. This committee is much more familiar with our format and likely better suited to review the subjects found in MSM program. I brought this to Joe Arvai's attention (copied on this message) and he agreed that the Social Sciences subcommittee would be a better choice to review this program. I've also copied Andy Stott on this communication as he's already aware of the program content and associated courses. Would it make more sense to route these proposals to the Social Sciences subcommittee of the UCOC for review?

- Attachment: *Master of Sustainability Management PreProposal_SignedFinal*

DECIDED without objection. The CCO will assist in navigating the Sustainability Management program and course proposals through the Social Sciences Subcommittee workflow.

IV. INFORMATION ITEMS

A. Scheduled Special Topics Report

- Attachments: *Summer 2022 - October 2022 Special Topics*
October 2022 - November 2022 Special Topics

Members Present

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

Members Absent

Matt Bemis
Megan Chan
Judy Garner
Robin Romans

Guests

Riley Cooper