

COMMITTEE ON COURSES
MAY 5, 2021
MINUTES

PRESENT: M. Tang, Chair; W. Chen; S. Dingwall; A. Loyd; Z. Yang

GUESTS: B. Dailey, Registrar; J. Palencia-Gutierrez, GSA Student Representative; M. Miller, Course Specialist; C. Williams, Library Representative

ABSENT: Q. Chen; E. Goodman (on leave); W. Gui; Z. Qian

The Chair called the meeting to order at 1PM.

The Committee discussed the proposed addition to the proposed new policy document for courses and instructions to define the components required for courses offered online. The Chair shared that the Senate Chair has informed her of a potential increase in proposals for online courses for the coming year and the recommendation that the Committee provide more guidance to the campus regarding what online courses should include. The Committee recommend that proposals for online courses provide evidence that guidelines for in person courses are met in the proposed online course and also include a clear description of metrics including the proposed course activities and evidence that the course meets the required contact hours in terms of units. The Committee recommended that syllabi for online courses include details to document that the course has a virtual interface with students by documenting the lecture platform, discussion boards, interactive lectures, proctoring and other virtual activities. It was also recommended that documentation be included for how the instructor has developed the online course by gaining support from XCITE or attending an XCITE online instructional design class. The Committee recommended that a plan be included for updating and keeping course materials current with the onus on the department for oversight. Lastly, the Committee recommended that policy on ownership be included in proposals for online courses to clarify who owns the course content. The Chair will share the Committee's proposed guidance for online courses with the Senate Chair and report back to the Committee on feedback received.

The Committee voted to approve the minutes from the April 21, 2021 meeting.

The Committee voted to approve the following University Extension instructor proposals:

Michael Arvanitopoulos to instruct PHIL XR003 and PHIL XR007

Duncan Gale to instruct PHIL XR003

The Committee voted to support all of the course proposals assigned for their review.

The Committee reviewed the response from the program proposing the ESHQ (Environment, Sustainability, and Health Equity) subject code and was appreciative that the program consulted with the School of Medicine's Department of Social Medicine, Population and Public Health to determine that there is no content or subject code overlap. The Committee voted to approve the ESHQ subject code. The Chair will report the Committee's approval to the program.

The Committee reviewed the proposal for a B.S. in Robotics Engineering and did not note any concerns related to the Committee's charge of courses and instruction. The Chair will report the Committee's review of the proposal to the Senate Chair.

With no other business to discuss the meeting adjourned at 2:09PM

Approved: June 2, 2021

Prepared by: Beth Beatty, Committee Analyst