

COMMITTEE ON COURSES
JUNE 2, 2021
MINUTES

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

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

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

The Chair called the meeting to order at 1PM.

The Committee reviewed the new course proposals for CS 009B and CS 009C and noted concern that the syllabi were minimal and did not provide details on how the course activities for the courses will be fulfilled. The Committee voted to return the proposals and request that the syllabi be updated to include detailed descriptions of the course's activities including descriptions of the laboratory and when assignments will be do.

The Committee reviewed the course change proposal for ETST 405 and noted concern that the syllabus does not include an increase in activities to support the proposed six hours of activity. The Committee voted to return the proposal and request that the proposal be updated to detail the activities required to fulfill the six hours of activity.

The Committee reviewed the new course proposal for MUS 026/MCS 026 and noted concern that the syllabus does not include a description of the activities required to fulfill the one hour of discussion nor does the grading breakdown include how credit will be awarded for the discussion activity. The Committee voted to return the proposal with the request that the syllabus be updated to include a description of the discussion activity and how it will be graded.

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

The Committee was informed that the requests for funding for instructional equipment with lottery funds that the Committee has been tasked with reviewing has been updated. As a result, the updated document will be sent to the Committee for review and the deadline for responses has been extended to June 11, 2021.

The Committee reviewed the proposal for a Master in Public Health program and were generally supportive of the proposal. The Committee recommended that the proposal be updated to include letters of support from the departments whose courses will be used for the program including Sociology, Economics, Public Policy, and Statistics. The Course Specialist recommended that the Committee remind the program that consultation with the Registrar's Office is required for the creation of the proposed new subject code PBHL and to coordinate the fees for the program. The Chair will summarize the Committee's recommendations in a memo to the Senate Chair, which will be sent to the Committee for final review.

The Registrar noted that the Committee's proposed action to request that the Department of Electrical Engineering submit course change proposals to update Graduate Courses' prerequisite statements to include undergraduate courses from recently approved changes has not been enforced in the past. If the

Committee proceeds with the request, then a precedent will be set for the future that will increase the Committee's workload as reports will need to be run at the conclusion of each meeting to note if approved courses affect the prerequisite statements of existing courses. The Committee voted to not proceed with request for additional course change proposals to reflect the previously approved changes.

The Committee reviewed a request from the Theatre, Film and Digital Production department to increase repeatability units for undergraduate students taking TFDP 170, 171, 172, 173, 174 and 175. The Course Specialist reminded the Committee that the Committee's General Rules and Policies Governing Courses of Instruction do not allow for a maximum repeatability of 99 units, which is what the department is requesting. The Committee will review this issue in the Fall Quarter when the proposals are received for the Committee's review.

The Committee reviewed the proposed Remote Options for Fall 2021 and noted concern that the proposal does not give faculty an option for how to offer the courses they instruct. The Committee recommended that faculty be allowed to decide how to offer the courses they instruct. Concern was noted that placing the onus on faculty to accommodate student requests for remote options when the class is solely in-person places an undue burden on faculty, especially with regards to the fair administration of quizzes and exams and the delivery of class content. The Chair will draft a response with the Committee's concerns to the Senate Chair that will be sent to the Committee for final review.

The Committee voted to approve the minutes from the May 5, 2021 meeting.

The Committee reviewed the Chair's revisions to the Committee's proposed new guidelines and policies for courses and instruction. The Chair informed the Committee that she presented the Committee's proposed guidance for online courses to Executive Council and the recommendation was made not to require instructors to complete training with EXCITE for instruction of online courses. The Chair will update the guidelines to include the Committee's recommendations and send it to the Committee for final review.

The Course Specialist informed the Committee that the School of Medicine is sponsoring a course to create a credential program with Biomedical Sciences that will be ready for the Committee's review in the Fall Quarter.

With no other business to discuss the meeting adjourned at 2:34PM

Approved: October 15, 2021

Prepared by: Beth Beatty, Committee Analyst