Division of Academic and Student Affairs

Courses and Curricula Committee

2014 – 2015

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<td>October 1, 2014</td>
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DASA CCC Member Roster 2014-2015

| Chair, HES                  | Peggy Domingue              |
| University Honors Program   | Larry Blanton               |
| ASPSA                       | Maria Crockett              |
| Environmental Science       | William Winner              |
| FYC                         | Donna Burton                |
| University Housing          | Susan Grant                 |
| MUS                         | Tom Koch                    |
| USP                         | Sean Cassidy                |
| Army ROTC                   | Kirk Shands                 |
| Air Force ROTC              | Trevoron Jones              |
| Navy ROTC                   | Jeremy Watson               |
| Theatre                     | Mia Self                    |
| XONV, Office of Assessment  | Jason DeRousie              |
| XONV, Associate Vice-Provost for APS | Barbara Kirby |
| XONV, DASA CCC Coordinator  | Catherine Freeman           |
AGENDA

September 15, 2014 (Monday) – Park Shops 211D – 1:30-2:30 pm

Call to Order

- Welcome and Introductions – Chair Peggy Domingue
- Remarks from Associate Vice-Provost, Dr. Barbara Kirby

Presentations and Updates:

- Learning Outcomes – Dr. DeRousie
- Committee Overview and Agenda – C. Freeman
- GEP Submission Form – Course Review – C. Freeman

New Business

- Setting quorum
- Chair-elect process
- Approval of April 21, 2014 meeting minutes

Course and Curricular Actions for Review and Approval

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<th>Presenter</th>
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<th>Action</th>
<th>GEP Category</th>
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<td>Koch</td>
<td>HESM 476 Motor Learning and Sport Performance</td>
<td>Blanton, Burton, Jones</td>
<td>New Course</td>
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<td>Koch</td>
<td>Coaching Education Minor (24CAM)</td>
<td>Blanton, Burton, Jones</td>
<td>Revision to Coaching Education Minor</td>
<td>N/A</td>
<td>Adding HESM 476 to Coaching Minor; Remove HESM 479</td>
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<td>Cassidy</td>
<td>SLC 250 Critical and Creative Decision Making Models</td>
<td>Cassidy, Crockett, Self</td>
<td>New Course; New to GEP</td>
<td>IP-new</td>
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<td>Blanton</td>
<td>HON 300 Race, Society, and Eugenics</td>
<td>Cassidy, Crockett, Self</td>
<td>New Course; New to GEP</td>
<td>USD-new</td>
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<td>Blanton</td>
<td>HON 311 Words Through Space and Time</td>
<td>Burton, Watson, Winner</td>
<td>New Course; New to GEP</td>
<td>GK-new IP-new</td>
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<td>Blanton</td>
<td>HON 352 Self, Schooling, and the Social Order</td>
<td>Albert, Koch, Grant</td>
<td>New Course; New to GEP</td>
<td>SS-new USD-new</td>
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<td>Special Topics - Philosophy or Religion</td>
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<td>Intro to Musical Experiences</td>
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<td>MUS 320</td>
<td>Music of the 20th Century</td>
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Members Present (Quorum Present:7): Chair Allison Bergman; Larry Blanton; Donna Burton; Maria Crockett; Peggy Domingue; Tom Koch; Jeremy Watson

Members Absent: Trevoron Jones; William Winner

Guests: Cristen Cornelius (DASA-OUCC), Meghan Lobsinger (EcoVillage)

Call to Order: 1:30pm

WELCOME AND INTRODUCTIONS

Remarks from Chair, Allison Bergman:
Chair Bergman welcomed the committee and introduced Meghan Lobsinger (EcoVillage).

Remarks from Associate Vice Provost of Academic Programs and Services, Dr. Barbara Kirby:
Dr. Kirby welcomed the committee to the last meeting of the 2013-2014 academic year. She noted that the DASA CCC made considerable progress in moving courses forward for CUE review. Dr. Kirby explained that for the 2014-2015 academic year, new goals would be made for GEP course review. She thanked Allison Bergman for her year of service, noting that Dr. Bergman would be moving to the west coast starting Fall 2014. She noted that the committee, DASA, and the university would miss her presence.

Approval of the Minutes from April 7, 2014 Meeting:
A motion was made and seconded to approve the minutes as presented. Without discussion, the motion was APPROVED.

NEW BUSINESS

> USC 298 Ecovillage Sustainability-APPROVED unanimously pending revisions.
*Discussion:* Meghan Lobsinger stated that she has co-instructors to add to the course and they will be making revisions over the summer. One member asked if the optional field trip for $110 is required of the students. Ms. Lobsinger explained that all field trips are voluntary, and that there are two other field trips the students can choose from at no additional cost. One member expressed concern with the attendance policy which states a student can miss almost half the class and still make a B, since the class meets once a week. He suggested changing the policy to only one unexcused absence. Ms. Lobsinger agreed with the suggestion. Dr. DeRousie noted that the student learning outcomes needed work, offering his assistance. Dr. Kirby agreed, stating that students need to be clear what is expected of them. One member asked if the class is grade only and Ms. Lobsinger explained that the students can choose between graded only and credit only. Without any additional discussion, the motion was APPROVED pending revisions.

> MUS/AFS 230 Introduction to African American Music-APPROVED unanimously pending revisions.
*Discussion:* One member commented that the objectives for this course were very brief for the VPA category. Dr. DeRousie noted that for Objective #3, the standards are confusing and he was not sure what the outcomes apply to. One member noted that she thought it was about improving the skill level for students as they participate in the genre or art form. She viewed it as a compare and contrast. The presenter responded by stating that the students take a piece of music and evaluates that artwork to determine what kind of racial stereotypes it contains. He explained that what would distinguish it from a Sociology class is that it evaluates music in an analytical way. The presenter explained that listen to recording of music and evaluate the recordings. Without further discussion, the motion was APPROVED pending revisions.

> MUS 260 History of Jazz-APPROVED unanimously.
*Discussion:* One member noted that the Student Learning Outcome #1 could have been a little stronger. He felt that words could have used more active verbs, rather than passive ones. Dr. DeRousie asked for Objective #3 if students would explore or if they would demonstrate critical thinking and research skills. The presenter explained that students
would employ critical thinking which would be the means of exploring. Without any further discussion the motion was **APPROVED** unanimously.

> **MUS 330 Music Drama—** **APPROVED** unanimously.

*Discussion:* Dr. DeRousie noted that Outcome #1 for the VPA contained extra things that the objective may not need. One member asked if the objectives for the GK category has been met in the *GEP Short Form*. Dr. DeRousie noted that they had and complimented Objective #3 for the GK category. Without any additional discussion the motion was **APPROVED** unanimously.

> **MUS 350 Music of Asia—** **APPROVED** unanimously pending revisions.

*Discussion:* Dr. DeRousie noted that the objectives for this course seemed fairly generic, with rewording of the category objectives. Dr. Kirby explained that information about the musical genres should be included to supplement the objectives. Another member noted that for the GK component, information should be provided about what regions or countries would be represented. Without further discussion the motion was **APPROVED** pending revisions.

> **MUS/WGS 360 Women in Music—** **APPROVED** unanimously with no discussion.

> **HON 296 Sec. 003 A Global History of American Food and Drink—** **APPROVED** unanimously pending revisions.

*Discussion:* One member made the suggestion that the student learning outcomes for the IP category seemed dense and could be broken out. The presenter agreed that the learning outcomes could be broken out into multiple ones. Another member noted that the addendum for IP was particularly good, but specifying the genres would be helpful. One member asked if reading was considered an objective or an outcome. Dr. DeRousie noted that reading was the second part of the outcome, and that the section mentions the fields in the measure but not the objectives. Without further discussion the motion was **APPROVED** unanimously pending revisions.

> **HON 310 The Creative Process in Science—** **APPROVED** unanimously.

*Discussion:* The presenter explained that the course already exists on the GEP IP category list, but the U.S. Diversity element has appeared throughout the course. He noted that he had received enthusiastic endorsement from students. Dr. DeRousie noted that it would be helpful to use specific groups or categories to better explain the diversity component. The presenter noted that one specific example was a heavy emphasis of women in the sciences. One member found a typographical error on Measure #2\(^1\). Without further discussion the motion was **APPROVED** unanimously.

The meeting adjourned at 2:27pm.

*Respectfully Submitted by Cristen Cornelius & Gina Neugebauer*

\(^1\) DASA CCC April 21, 2014 Agenda, page 58.
DASA CCC Minutes- September 15, 2014
Park Shops 211D

Call to Order: 1:29pm

Members Present (Quorum Present: 8): Chair Peggy Domingue, Larry Blanton, Donna Burton, Sean Cassidy, Susan Grant, Tom Koch, Mia Self, Jeremy Watson

Ex-Officio Members Present: Jason DeRousie, Catherine Freeman, Barbara Kirby

Members Absent: Maria Crockett, Trevoron Jones, Kirk Shands, William Winner

Guest: Deborah Acker (General Shelton Leadership Center), Aaron Stoller (University Honors Program)

WELCOME AND INTRODUCTIONS

Remarks from Chair, Peggy Domingue:
Chair Domingue welcomed the committee to the 2014-2015 academic school year. She thanked members for donating their time. Chair Domingue welcomed the new members to DASA CCC: Mia Self (Theatre) and Kirk Shands (Army ROTC). Additionally, she welcomed the guests in attendance: Deborah Acker (General Shelton Leadership Center) and Aaron Stoller (University Honors Program). She encouraged members to review then DASA GEP Course Review List.

Remarks from Associate Vice-Provost of Academic Programs and Services, Dr. Barbara Kirby:
Dr. Kirby welcomed DASA CCC, and noted her appreciation for the efforts that will be put towards the committee. She noted that DASA CCC is part of the SACS accreditation process, and so the committee’s input is vital to the university. Dr. Kirby explained that actions will be assigned to reviewers for each meeting, and members need to review the following: format, grammar, content, and possible issues that need clarification. DASA CCC is in charge of what goes before UCCC and CUE for review. She updated the committee on the SACS reaccreditation process noting that it went well. The report provided by the onsite team can be found on the University Accreditation site. Dr. Kirby noted that the new goal is to maintain the standards. Dr. Kirby notified the committee that a new student’s services support individual, Kasey Harris, had been hired. One of her job duties will be to support the DASA CCC, and will be in contact about agendas, emails and minutes. Additionally, Kasey Harris will work with DASA for scheduling and graduation clearances for minors. Catherine Freeman will still be overseeing the committee’s functions. Dr. Kirby noted that new GEP Course Submission forms had been developed and approved by CUE the following academic year. The goal is that this will lead to more efficiency and concise information for CUE.

PRESENTATIONS AND UPDATES

Learning Outcomes with Dr. DeRousie
Dr. DeRousie noted that Student Learning Outcomes should be articulated to explain what the results should be and should take a specific form and/or statement. Dr. DeRousie noted that DASA CCC’s task is to look at the objectives and see how they pertain to the Student Learning Outcome. Additionally, it is the goal to see if the course satisfies the requirements outlined by the objectives. He urged members to come talk to him or the Assessment team if they are having trouble with Student Learning Outcomes. Dr. DeRousie reminded the committee the following formula that can be used when creating Student Learning Outcomes:

Students will +verb+ content=Appropriate Student Learning Outcomes.

Committee Overview, Agenda, and GEP Submission Form with Catherine Freeman
Catherine Freeman went over the DASA CCC website, showing the committee where resources could be found. She noted that a two week submission deadline is requested in order to prepare the agenda in enough time. Catherine Freeman went over how the agenda is organized. She noted that she does assign reviewers, and they should use review actions using the tips and techniques provided by Dr. DeRousie. When reviewing an action, she asked members to bring concerns and questions ready to the committee. Additionally, she went over the Committee Voting Actions and what members should do based on the decision. For new members, she pointed out the Archive; where past years’ minutes can be found.
Catherine went over the recently approved GEP Course Submissions forms that have replaced the old GEP Rubric, Short Form, and attachments. She explained that each GEP category has its own form to be completed. Finally, Catherine Freeman asked if the committee needs to contact her office, to please email both Catherine and Gina, to ensure that a response is provided in a timely manner.

NEW BUSINESS

Establish Quorum:
The quorum was set using the standard 50% plus one on the voting members as has been the committee’s preference in establishing previous quorums. With 12 voting members, the quorum would be set at 7. A motion was made to set quorum at 7 and was seconded. The motion was APPROVED unanimously.

Chair-Elect Process:
Chair Domingue requested nomination for the 2015-2016 DASA CCC Chair. She noted that members could email herself or Catherine Freeman with a nomination by October 1st. Chair Domingue explained that being chair has kept her up-to-date on what course and curricular matters are occurring. Dr. Kirby explained that the time commitments are one hour during the DASA CCC meeting and one hour prior to the meeting to review materials coming forward for committee approval.

Approval of Minutes from April 21, 2014:
A motion was made and seconded to approve the minutes as presented. A minor note was to change Dr. DeRousie’s name in the minutes, as he did not receive his doctorate until after the 4.21.2014 DASA CCC meeting. Without any further discussion, the motion was APPROVED.

- HESM 476 Motor Learning and Sport Performance- APPROVED unanimously pending revisions.

  Discussion: One member noted that he was confused by the stated attendance policy as there is a bonus if a student reaches a level of attendance but no penalty is listed for a level of absences. Additionally, the web address to the Attendance Policy Regulation was not listed. This gives students the impression that they don’t have to attend class unless they want to. Another member asked for clarification on whether the course would be taught via distance education, and if so, how it would be different from the on campus section. Chair Domingue explained that while the box was checked, the department and DELTA have approved this. She noted that the department would remove the check from the Distance Education box on the Course Action form. A different member noticed that there was no mention of what would happen in the case of an academic integrity violation. Another member pointed out that this was listed under Tests and Assignments. A different member notice under the Student Learning Outcome #1 the phrasing could be turned around, since the verb ‘use’ cannot be assessed, but the verbs later in the sentence can be. Without any additional discussion, the action was APPROVED unanimously pending revisions.

- Coaching Education Minor (14CAM)- APPROVED unanimously without discussion.

- SLC 250 Critical and Creative Decision Making Models- APPROVED unanimously pending revisions.

  Discussion: Dr. DeRousie asked if outcomes articulated as GEP outcomes should be listed under course outcomes. Catherine Freeman explained that she doesn’t think it matters as long as both sets of outcomes, course and GEP, are listed. Both should be listed in the syllabus. Dr. Kirby noted that the general education outcomes should be a subset of the course outcomes. Chair Domingue pointed out that the required textbooks need to have a cost provided in the syllabus. One member asked if for the course outline, it should state ‘model’ or ‘module’. Instructor, Dr. Acker confirmed that it should state module. Another member suggested that the attendance policy needs clarification. This will protect the instructor from the grade appeal process by outlining to the students ahead of time what expectations are for attendance. Without any further discussion, the action was APPROVED unanimously pending revisions.

- HON 300 Race, Society, and Eugenics- APPROVED unanimously pending revisions.

  Discussion: One member noted that for Outcome #6 and #7 “evaluate” is misspelled. Chair Domingue asked Dr. Stoller when the course would be offered. Dr. Stoller explained that the box for semester offering is marked ‘other’ because the offering is contingent upon the instructor. One instructor teaches the course, and the department wants to keep the option open to teach the course every semester. One member explained that the department cannot confirm that the course will be taught every semester. Based on the explanation provided, the committee felt that ‘other’ best
represented the course offering schedule. Chair Domingue noted that the textbook costs need to be provided. Without any additional discussion, the action was **APPROVED** unanimously pending revisions.

- **HON 311 Words Through Space and Time**  
  **APPROVED** unanimously pending revisions.  
  **Discussion:** The presenter explained that consultations from CHASS have been requested for this course, but Honors is awaiting word with final confirmation. The course schedule offering was marked ‘Other’ as with the previous action. Dr. DeRousie suggested that for the Global Knowledge component, that while it would inherently be globally focused, specific information about the countries or regions could help. CUE tends to ask for specific outcomes related to various parts of the world when looking over the appropriateness for a course requested to be added to the GK category. Another member noted that for Outcome #2 for IP, the disciplines will need to be referenced as CUE will ask for this. Without any further discussion, the action was **APPROVED** unanimously pending revisions.

- **HON 352 Self, Schooling, and the Social Order**  
  **APPROVED** unanimously pending revisions.  
  **Discussion:** The presenter noted that the department is still waiting on final consultations from CHASS. Dr. Kirby noted that consultations will need to be ready before the action is reviewed by UCCC. Chair Domingue noted that for the assignments a short explanation on how students will be graded could be provided for clarity. Dr. Stoller noted that he will submit the grading rubrics. Dr. DeRousie noted that for the SS category, he was unsure how the course met the question of ‘encountering problems or the origins of social problems’. He explained that it might be better to articulate the objective differently. He asked if the final project and final assignment are different or the same task. Dr. Stoller explained that they are different tasks. Without any additional discussion, the action was **APPROVED** unanimously pending revisions.

- **HON 353 Code Breakers: Unlocking the Mysteries of One Human Language**  
  **APPROVED** unanimously pending revisions.  
  **Discussion:** Dr. DeRousie noted that Outcome #3 for the NS category may need additional attention. Dr. Stoller noted that he will include the trajectory of the example to provide more clarity. Without any further discussion, the action was **APPROVED** unanimously pending revisions.

Chair Domingue requested a ten minute extension at 2:30pm. The motion was made and seconded, and approved unanimously.

**ANNOUNCEMENTS & DISCUSSION**

Dr. Kirby made the recommendation to the committee not to include faculty evaluations in course actions. Course evaluations are often considered personal in nature and shared only within departments. Dr. Kirby wanted to stress that this would not be considered a new requirement. She suggested that a summary could instead be included to illustrate student interest. She asked the committee if the course evaluations assist with the review of the course. The committee confirmed that course evaluations do not need to be included in a course submission.

Dr. Kirby asked the committee to consider meeting on October 1st from 3:00-4:00pm in Park Shops 211D. She explained that a couple of actions were recently submitted, but could not be included on the 9.15.2014 agenda due to time constraints. Dr. Kirby explained that for the Honors Special Topics actions especially, it is important to get to CUE as soon as possible. This will allow actions to get to CUE and UCCC without missing a cycle, and may lighten the load of actions needing review in late Fall 2014.

Meeting adjourned at 2:41pm.  

Respectfully submitted by Gina Neugebauer
October 1, 2014 (Wednesday) – Park Shops 211D – 3:00-4:00 pm

Call to Order

- Welcome – Chair Peggy Domingue
- Remarks from Associate Vice-Provost, Dr. Barbara Kirby

New Business

- Approval of September 15, 2014 meeting minutes
- Chair-elect process

Course and Curricular Actions for Review and Approval

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<tr>
<td>Grant</td>
<td>USC 298 Sustainable Planning &amp; Urban Development for EcoVillage</td>
<td>Koch, Blanton, Jones</td>
<td>Special Topics Offering</td>
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<td>Blanton</td>
<td>HON 290 Sec. 001 Frauds and Mysteries in History</td>
<td>Self, Cassidy, Watson</td>
<td>Honors GEP Shell Course</td>
<td>HUM-new IP-new GK-new</td>
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<td>Blanton</td>
<td>HON 290 Sec. 002 The Ides of March, 44 B.C.</td>
<td>Self, Cassidy, Watson</td>
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<td>Blanton</td>
<td>HON 295 Sec. 002 A History of Economic and Financial Crises</td>
<td>Winner, Cassidy, Shands</td>
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<td>Blanton</td>
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<td>Koch</td>
<td>MUS 295 Sec. 002 Songwriting Using Digital Audio Workstations</td>
<td>Crockett, Blanton, Jones</td>
<td>Special Topics Offering</td>
<td>n/a</td>
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<tr>
<td>Koch</td>
<td>MUS: 107, 112, 113, 115, 121, 122, 131, 132, 134, 140, 141, 142, 143, 144, 152, 207, 300, 390</td>
<td>Crockett, Grant, Burton</td>
<td>Rev: Instructional Format</td>
<td>n/a</td>
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<td>Koch</td>
<td>MUS 493 Recital</td>
<td>Crockett, Grant, Burton</td>
<td>Rev: Instructional Format; Credit Hour</td>
<td>n/a</td>
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</tbody>
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WELCOME AND INTRODUCTIONS

Remarks from Chair, Peggy Domingue:  
Chair Domingue welcomed the committee to the 2014-2015 academic school year. She thanked members for donating their time. Chair Domingue welcomed the new members to DASA CCC: Mia Self (Theatre) and Kirk Shands (Army ROTC). Additionally, she welcomed the guests in attendance: Deborah Acker (General Shelton Leadership Center) and Aaron Stoller (University Honors Program). She encouraged members to review then DASA GEP Course Review List.

Remarks from Associate Vice-Provost of Academic Programs and Services, Dr. Barbara Kirby:  
Dr. Kirby welcomed DASA CCC, and noted her appreciation for the efforts that will be put towards the committee. She noted that DASA CCC is part of the SACS accreditation process, and so the committee’s input is vital to the university. Dr. Kirby explained that actions will be assigned to reviewers for each meeting, and members need to review the following: format, grammar, content, and possible issues that need clarification. DASA CCC is in charge of what goes before UCCC and CUE for review. She updated the committee on the SACS reaccreditation process noting that it went well. The report provided by the onsite team can be found on the University Accreditation site. Dr. Kirby noted that the new goal is to maintain the standards. Dr. Kirby notified the committee that a new student’s services support individual, Kasey Harris, had been hired. One of her job duties will be to support the DASA CCC, and will be in contact about agendas, emails and minutes. Additionally, Kasey Harris will work with DASA for scheduling and graduation clearances for minors. Catherine Freeman will still be overseeing the committee’s functions. Dr. Kirby noted that new GEP Course Submission forms had been developed and approved by CUE the following academic year. The goal is that this will lead to more efficiency and concise information for CUE.

PRESENTATIONS AND UPDATES

Learning Outcomes with Dr. DeRousie  
Dr. DeRousie noted that Student Learning Outcomes should be articulated to explain what the results should be and should take a specific form and/or statement. Dr. DeRousie noted that DASA CCC’s task is to look at the objectives and see how they pertain to the Student Learning Outcome. Additionally, it is the goal to see if the course satisfies the requirements outlined by the objectives. He urged members to come talk to him or the Assessment team if they are having trouble with Student Learning Outcomes. Dr. DeRousie reminded the committee the following formula that can be used when creating Student Learning Outcomes:

Students will +verb+ content=Appropriate Student Learning Outcomes.

Committee Overview, Agenda, and GEP Submission Form with Catherine Freeman  
Catherine Freeman went over the DASA CCC website, showing the committee where resources could be found. She noted that a two week submission deadline is requested in order to prepare the agenda in enough time. Catherine Freeman went over how the agenda is organized. She noted that she does assign reviewers, and they should use review actions using the tips and techniques provided by Dr. DeRousie. When reviewing an action, she asked members to bring concerns and questions ready to the committee. Additionally, she went over the Committee Voting Actions and what members should do based on the decision. For new members, she pointed out the Archive; where past years’ minutes can be found.
Catherine went over the recently approved GEP Course Submissions forms that have replaced the old GEP Rubric, Short Form, and attachments. She explained that each GEP category has its own form to be completed. Finally, Catherine Freeman asked if the committee needs to contact her office, to please email both Catherine and Gina, to ensure that a response is provided in a timely manner.

**NEW BUSINESS**

_Establish Quorum:_
The quorum was set using the standard 50% plus one on the voting members as has been the committee’s preference in establishing previous quorums. With 12 voting members, the quorum would be set at 7. A motion was made to set quorum at 7 and was seconded. The motion was **APPROVED** unanimously.

**Chair-Elect Process:**
Chair Domingue requested nomination for the 2015-2016 DASA CCC Chair. She noted that members could email herself or Catherine Freeman with a nomination by October 1st. Chair Domingue explained that being chair has kept her up-to-date on what course and curricular matters are occurring. Dr. Kirby explained that the time commitments are one hour during the DASA CCC meeting and one hour prior to the meeting to review materials coming forward for committee approval.

**Approval of Minutes from April 21, 2014:**
A motion was made and seconded to approve the minutes as presented. A minor note was to change Dr. DeRousie’s name in the minutes, as he did not receive his doctorate until after the 4.21.2014 DASA CCC meeting. Without any further discussion, the motion was **APPROVED**.

- **HESM 476 Motor Learning and Sport Performance** - **APPROVED** unanimously pending revisions.
  _Discussion:_ One member noted that he was confused by the stated attendance policy as there is a bonus if a student reaches a level of attendance but no penalty is listed for a level of absences. Additionally, the web address to the Attendance Policy Regulation was not listed. This gives students the impression that they don’t have to attend class unless they want to. Another member asked for clarification on whether the course would be taught via distance education, and if so, how it would be different from the on campus section. Chair Domingue explained that while the box was checked, the department and DELTA have approved this. She noted that the department would remove the check from the Distance Education box on the Course Action form. A different member noticed that there was no mention of what would happen in the case of an academic integrity violation. Another member pointed out that this was listed under Tests and Assignments. A different member noted under the Student Learning Outcome #1 the phrasing could be turned around, since the verb ‘use’ cannot be assessed, but the verbs later in the sentence can be. Without any additional discussion, the action was **APPROVED** unanimously pending revisions.

- **Coaching Education Minor (14CAM)** - **APPROVED** unanimously without discussion.

- **SLC 250 Critical and Creative Decision Making Models** - **APPROVED** unanimously pending revisions.
  _Discussion:_ Dr. DeRousie asked if outcomes articulated as GEP outcomes should be listed under course outcomes. Catherine Freeman explained that she doesn’t think it matters as long as both sets of outcomes, course and GEP, are listed. Both should be listed in the syllabus. Dr. Kirby noted that the general education outcomes should be a subset of the course outcomes. Chair Domingue pointed out that the required textbooks need to have a cost provided in the syllabus. One member asked if for the course outline, it should state ‘model’ or ‘module’. Instructor, Dr. Acker confirmed that it should state module. Another member suggested that the attendance policy needs clarification. This will protect the instructor from the grade appeal process by outlining to the students ahead of time what expectations are for attendance. Without any further discussion, the action was **APPROVED** unanimously pending revisions.

- **HON 300 Race, Society, and Eugenics** - **APPROVED** unanimously pending revisions.
  _Discussion:_ One member noted that for Outcome #6 and #7 ‘evaluate’ is misspelled. Chair Domingue asked Dr. Stoller when the course would be offered. Dr. Stoller explained that the box for semester offering is marked ‘other’ because the offering is contingent upon the instructor. One instructor teaches the course, and the department wants to keep the option open to teach the course every semester. One member explained that the department cannot confirm that the course will be taught every semester. Based on the explanation provided, the committee felt that ‘other’ best
represented the course offering schedule. Chair Domingue noted that the textbook costs need to be provided. Without any additional discussion, the action was APPROVED unanimously pending revisions.

- HON 311 Words Through Space and Time- APPROVED unanimously pending revisions.
  *Discussion:* The presenter explained that consultations from CHASS have been requested for this course, but Honors is awaiting word with final confirmation. The course schedule offering was marked ‘Other’ as with the previous action. Dr. DeRousie suggested that for the Global Knowledge component, that while it would inherently be globally focused, specific information about the countries or regions could help. CUE tends to ask for specific outcomes related to various parts of the world when looking over the appropriateness for a course requested to be added to the GK category. Another member noted that for Outcome #2 for IP, the disciplines will need to be referenced as CUE will ask for this. Without any further discussion, the action was APPROVED unanimously pending revisions.

- HON 352 Self, Schooling, and the Social Order- APPROVED unanimously pending revisions.
  *Discussion:* The presenter noted that the department is still waiting on final consultations from CHASS. Dr. Kirby noted that consultations will need to be ready before the action is reviewed by UCCC. Chair Domingue noted that for the assignments a short explanation on how students will be graded could be provided for clarity. Dr. Stoller noted that he will submit the grading rubrics. Dr. DeRousie noted that for the SS category, he was unsure how the course met the question of ‘encountering problems or the origins of social problems’. He explained that it might be better to articulate the objective differently. He asked if the final project and final assignment are different or the same task. Dr. Stoller explained that they are different tasks. Without any additional discussion, the action was APPROVED unanimously pending revisions.

- HON 353 Code Breakers: Unlocking the Mysteries of One Human Language: APPROVED unanimously pending revisions.
  *Discussion:* Dr. DeRousie noted that Outcome #3 for the NS category may need additional attention. Dr. Stoller noted that he will include the trajectory of the example to provide more clarity. Without any further discussion, the action was APPROVED unanimously pending revisions.

Chair Domingue requested a ten minute extension at 2:30pm. The motion was made and seconded, and approved unanimously.

**ANNOUNCEMENTS & DISCUSSION**

Dr. Kirby made the recommendation to the committee not to include faculty evaluations in course actions. Course evaluations are often considered personal in nature and shared only within departments. Dr. Kirby wanted to stress that this would not be considered a new requirement. She suggested that a summary could instead be included to illustrate student interest. She asked the committee if the course evaluations assist with the review of the course. The committee confirmed that course evaluations do not need to be included in a course submission.

Dr. Kirby asked the committee to consider meeting on October 1st from 3:00-4:00pm in Park Shops 211D. She explained that a couple of actions were recently submitted, but could not be included on the 9.15.2014 agenda due to time constraints. Dr. Kirby explained that for the Honors Special Topics actions especially, it is important to get to CUE as soon as possible. This will allow actions to get to CUE and UCCC without missing a cycle, and may lighten the load of actions needing review in late Fall 2014.

Meeting adjourned at 2:41pm.

*Respectfully submitted by Gina Neugebauer*
Welcome & Introductions

Remarks from Chair, Peggy Domingue:
The Chair, Peggy Domingue, called the meeting to order and welcomed guests: Meghan Lobsinger (EcoVillage Director), Bryan Botts (Assistant Director, Bragaw Hall, University Housing), and Austin Bowman (Sophomore in Chemistry, mentor for EcoVillage, trip participant). Chair Domingue then turned the floor over to the Associate Vice-Provost, Dr. Barbara Kirby.

Remarks from Associate Vice-Provost, Dr. Barbara Kirby:
Dr. Kirby welcomed the committee and introduced Kasey Harris, the new Student Services Support person for DASA. Dr. Kirby expressed her appreciation for members attending the meeting. She invited the committee to celebrate Owen Hooper, as he will be leaving to take a new position with the University of South Florida at the end of the week.

New Business

Approval of September 15, 2014 meeting minutes:
A motion was made and seconded to approve the minutes as presented. Without discussion, the motion was APPROVED.

Chair-Elect Process:
Chair Domingue opened the floor to discuss the nominations for chair-elect for the 2015-2016 year. Catherine Freeman mentioned to the committee she would still be able to take nominations at this time. A member nominated Donna Burton from First Year College. Catherine Freeman volunteered to follow up with Donna Burton, and noted that nominations are still being accepted.

Course and Curricular Actions for Review and Approval

  Discussion: A member asked for clarification as to if the course was only being presented for review within DASA, or if it would need to move further on to UCCC. Dr. Kirby, explained that Ms. Lobsinger has worked with the intention of a general education component, as it may need to go on to CUE as a shell; however it will not be brought forward just yet. She then asked that Ms. Lobsinger to share what she was thinking as a GEP in the context of the course. A member of the committee asked for clarification as to if CUE would need to review this course. Dr. Kirby confirmed that CUE would in fact be reviewing the course as a shell. Dr. Kirby prompted Ms. Lobsinger to provide more information regarding how she foresees USC 298 meeting requirements to fulfill an IP, GK and USD requirement. Ms. Lobsinger noted her syllabus had been written in terms of meeting the US Diversity GEP criteria, but also felt that interdisciplinary perspective GEP would be an option as well. Ms. Lobsinger then posed the question to the committee as to which of the two, or both, GEP requirements they felt she should pursue. A member asked to take a closer look at the syllabus, and asked for clarification regarding the grading. The member pointed out that 50% of the grading would be attending the trip.
associated with the course. Ms. Lobsinger explained the class is for students intending to go on the trip and while on the trip students participate in other exercises including journaling. The member suggested including that information in the syllabus, explaining when class participation is being graded it should be clearly expressed as to what that will entail. The same member mentioned the cost of the trip should be listed as an expense in the syllabus and questioned the wording of the expressed cost. Ms. Lobsinger stated currently the total cost to the student was still being worked though, but agreed with the suggestion to change the wording. She noted once the interest meeting for the upcoming trip has been held she would be able to better work out the true personal cost to the student. Dr. Kirby suggested looking at the resources and providing a range of possible cost to help students determine interest when considering registering for the class. A member elaborated on Dr. Kirby’s suggestion by recommending Ms. Lobsinger provide a ranged cost in the course description and an actual cost in the class syllabus. One member pointed out as minor discrepancy with the learning outcome for US Diversity. The member mentioned having knowledge of a current topic being debated in academia involving US Diversity credit via experience versus US Diversity credit via academic study. The member stated this course would be more in the realm of experience, and if Ms. Lobsinger wished to add more academic elements such as literature and studies to the course it could aid in making the course more rounded. Another member requested to look at the first course learning outcome, and noted it actually did the opposite of its intended purpose. The member suggested rephrasing the statement to properly articulate the correct intentions. The same member stated that the outcomes are inherently fine; however, the member felt the outcomes were a bit dense. The member elaborated, stating the outcomes were worded with a lot of “ands” and commas. He suggested Ms. Lobsinger consider editing her learning outcomes to ensure proper understanding of the stated outcomes. One member suggested referring to the submission form for more information. A different member requested to look more into the interdisciplinary perspective GEP. The member stated the disciplines being integrated needed to be listed and how they are being addressed needed to be clearly articulated. Dr. Kirby agree with the member and explained Ms. Lobsinger should be aware of academic rigor as it relates to this course, as it is something that will be looked for if the course progress to CUE and UCCC. Dr. Kirby suggested having a required text to accompany the course. One member of the committee posed the question to Dr. Kirby as to the merit of editing the syllabus to be less specific in reference to city of trip. Catherine Freeman explained if the course were to be made into a permanent offering this would need to be done, but because it is only being offered as a special topic it can provide the specific location. Another member asked for clarification from a teaching perspective. He noted there was only one meeting post trip. Ms. Lobsinger confirmed there was only one meeting post trip scheduled to be used for student presentations. Ms. Lobsinger then expressed willingness to add a second post trip meeting. The committee member questioned Catherine Freeman as to if the contact hours meet the requirement. She confirmed the contact hour requirement was satisfied with the ten meeting and the trip. Dr. Kirby noted that this course would be utilizing the Study Abroad model. A member stated that he would encourage adding at least one other meeting post trip. Dr. Kirby raised the question of the instructional format of the course as it related to the contact hours. She noted, currently the course is listed as a lecture; however, the actual hours of lecture may be called into question later. Dr. Kirby questioned if another instructional formats lends itself more to the format of the course. One member noted that she felt the course was a lecture with a field work piece. Dr. Kirby mentioned short international trips were still being considered as lectures; however, she noted there was some debate over figuring out exactly what to consider those trip based courses. One member noted there were some grammatical issues in the main learning outcomes. Ms. Lobsinger made note of the corrections. With no further discussion the committee unanimously APPROVED the addition of USC 298 Sustainable Planning & Urban Development for EcoVillage as a special topics offering.

ES 150 Water and the Environment - Tabled

Discussion: One member noted the resource statement should state how you are paying for the course. The Chair mentioned this will be necessary in order to be approved by UCC. Dr. Kirby offered two scenarios for possible funding. One being there is no new money to afford to the course, or that the payment for the potential instructor will come from the Environmental Science budget. A committee member agreed this should be stated in the resource statement of the proposal. Dr. Kirby suggested changing the wording to express either funds have been prioritized for this course, or stating the funds would be coming out of the Environmental Science budget. Several members noted grammatical errors throughout the proposal. A member noted that the key to eventually creating this class will be communication with the intended presenter. He then stated the real area of concern was the resource statement. The member noted the learning outcomes should suffice; however, final outcome could benefit come grammatical corrections. The same member noted assessments were not included in the syllabus. Catherine Freeman noted technically assessments are not needed in the syllabus. Another member noted outcome three was not competency based, noting it does not establish any base lines in terms of what the standard is. She mentioned it is a language issue, and suggested the operative verb be “analyze”, to suggest improving students’ abilities. The same member stated the current wordage feels ambiguous. Catherine Freeman asked for clarification on the grading basis. Another member questioned if there would be a pre and posttest on the
syllabus. Dr. Kirby noted that she believed one is to imply that a student would improve their abilities by taking the course; however, she noted that she did not feel it is stated in the syllabus so that it would be measurable. One member indicated the issue is in the wording of outcome three, not necessarily what the outcome is stating. Another member mentioned the phase used could be “demonstrate analytical thinking in communicating about water and environmental issues.” Several members agreed the outcome needed to be worked through for proper wording. A member asked the committee to move on to the next outcome (four), and stated the current wording was also lacking. The member suggested using the phrasing “articulating how changes in water resources…” The committee suggested Dr. Winner rework his resource statement and other issues including phrasing and grammatical errors with Jason DeRousie. A motion was made to table the issue. The committee unanimously agreed to TABLE further discussion.

- **Honors Packet**

<table>
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<tr>
<th>Course</th>
<th>Vote</th>
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<tr>
<td>HON 290 Sec. 001 Frauds and Mysteries in History</td>
<td>APPROVED pending revisions</td>
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<td>HON 290 Sec. 002 The Ides of March, 44 B.C.</td>
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<td>HON 295 Sec. 001 Self, Schooling, and the Social</td>
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<td>HON 295 Sec. 002 A History of Economic and Financial Crises</td>
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<td>HON 296 Sec. 001 Freedom and the Self</td>
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Discussion: A motion was made and seconded to review HON 290 sections 001 and 002 along with HON 295 sections 001 and 002 and HON 296 as a package to be approved as a Honors GEP Shell Course. The presenter, Dr. Larry Blanton, noted several of the course have already been offered, thus they have already benefited from being reviewed by committees such as UCCC. One committee member noted that HON 290 section 001 did not indicate the cost of the required textbook. The same member also noted HON 295 section 001 under the grade components section should indicate information about field notes and presentation. Dr. Blanton stated he believed there were several rubrics that were not included that would help provide support to the grade components section. Another member questioned HON 290 section 001 had multiple GEPs; however, the Global Knowledge component was not listed in the syllabus. Dr. Blanton made note of this error. A different member of the committee made note of phrasing used in the second and third outcome for the 001 section of HON 290. One member noted the prerequisites for the course seemed to be fairly restrictive as to who is able to take the course. Dr. Blanton noted it is permissible for introduction seminar courses offered through the University Honors program to be offered in this manner. With no further discussion, Chair Domingue called the room to vote on the package of courses to be added as Honors GEP Shell Courses. The committee unanimously APPROVED the package pending revisions to HON 290 section 001.

- **MUS 295 Sec.001 Introduction to the Music Industry** - APPROVED unanimously

Discussion: One member posed the question as to why only spring was checked off for the course’s offering in the course action section. Catherine Freeman provided clarification, noting that since the course was a special topic section only to be offered in the spring, it was fine to not select any other box. Catherine Freeman then questioned Dr. Koch as to if an instructor had already been designated by the music department. Dr. Koch answered, currently no instructor has been designate; however, the department had just procured funds to conduct a search for an instructor. Catherine Freeman questioned if it would be possible for the music department to locate an instructor prior to the start of the spring semester. Dr. Koch assured the committee the music department would be able to locate a suitable instructor in time for the upcoming spring semester. Without further discussion, the committee unanimously APPROVED to add MUS 295 section 001 as a special topics offering.

- **MUS 295 Sec. 002 Songwriting Using Digital Audio Workstations** - APPROVED unanimously

Discussion: Catherine Freeman asked Dr. Koch for clarification as to if the class is being considered a studio. Dr. Koch confirmed that it was in fact a studio. Dr. Koch mentioned to Catherine Freeman the music department would like to offer the course as a 295 special topics offering; however, the department was made aware there was currently no 295 shell. Catherine Freeman offered to aid Dr. Koch in drafting a course action to pass on to UCCC in order to create the shell for the MUS 295. With no further discussion, Chair Domingue called the room to vote on MUS 295 section 002 Songwriting Using Digital Audio Workstations to be approved as a special topics offering. The committee APPROVED unanimously.

- **MUS: 107, 112, 113, 115, 121, 122, 131, 132, 134, 140, 141, 142, 143, 144, 152, 207, 300, 390** - APPROVED unanimously
Discussion: Dr. Koch, the presenter, noted the proposal is meant to update several MUS courses that are currently being listed under various instructional formats. With the approval of the recital performance ensemble (REP) format this past fall, these classes needed to be updated to conform to the new format. Dr. Koch noted MUS 150 was mistakenly left off the list, but need to be approved along with the listed courses. Catherine Freeman offered to add the course to the list, and mentioned she did not foresee any issues UCCC may encounter with updating the formats of these courses. Without further discussion the committee unanimously APPROVED the package.

- MUS 493 Recital - APPROVED unanimously
  Discussion: Dr. Koch, the presenter, noted the course would need a change in instructional format to RPE, and the credit hours for the class would need to be updated from two (2) hours to one (1) hour. Currently the class sits at two credit hours; however, the class does not meet for the required contact hours (1500 minutes). Thus it does not justify the two hours. Without discussion, the committee voted unanimously to APPROVE the instructional format and credit hour revision for MUS 493 Recital.

Announcements & Discussion

With no new business and no outstanding business to be discussed a motion was made to adjourn. The motion was approved, and the DASA CCC meeting for October 1, 2014 was called to a close.

Meeting adjourned at 3:59

Respectfully submitted by Kasey Harris
Call to Order

- Welcome – Chair Peggy Domingue
- Remarks from Associate Vice-Provost, Dr. Barbara Kirby

Minutes

- Approval of October 1, 2014 meeting minutes

Old Business

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<tr>
<th>Presenter</th>
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<th>Reviewers</th>
<th>Action</th>
<th>GEP Category</th>
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New Business

- Chair-elect nominations

Course and Curricular Actions for Review and Approval

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<tr>
<td>Blanton</td>
<td>HON 296 Sec. 003 / HI 298 <em>A Global History of American Food</em></td>
<td>All</td>
<td>Honors GEP Shell Course</td>
<td>IP HUM (Hist) GK USD</td>
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<tr>
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<td>All</td>
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</tbody>
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Call to Order: 3:01PM

Members Present (Quorum Present: 7): Chair Peggy Domingue, Larry Blanton, Sean Cassidy, Susan Grant, Tom Koch, Mia Self, Jeremy Watson

Ex-Officio Members Present: Jason DeRousie, Catherine Freeman, Barbara Kirby

Members Absent: Donna, Burton, Maria Crockett, Trevoron Jones, Kirk Shands, William Winner

Guests: Meghan Lobsinger, Bryan Botts, and Austin Bowman

Welcome & Introductions

Remarks from Chair, Peggy Domingue:
The Chair, Peggy Domingue, called the meeting to order and welcomed guests: Meghan Lobsinger (EcoVillage Director), Bryan Botts (Assistant Director, Bragaw Hall, University Housing), and Austin Bowman (Sophomore in Chemistry, mentor for EcoVillage, trip participant). Chair Domingue then turned the floor over to the Associate Vice-Provost, Dr. Barbara Kirby.

Remarks from Associate Vice-Provost, Dr. Barbara Kirby:
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New Business

Approval of September 15, 2014 meeting minutes:
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clarification regarding the grading. The member pointed out that 50% of the grading would be attending the trip associated with the course. Ms. Lobsinger explained the class is for students intending to go on the trip and while on the trip students participate in other exercises including journaling. The member suggested including that information in the syllabus, explaining when class participation is being graded it should be clearly expressed as to what that will entail. The same member mentioned the cost of the trip should be listed as an expense in the syllabus and questioned the wording of the expressed cost. Ms. Lobsinger stated currently the total cost to the student was still being worked though, but agreed with the suggestion to change the wording. She noted once the interest meeting for the upcoming trip has been held she would be able to better work out the true personal cost to the student. Dr. Kirby suggested looking at the resources and providing a range of possible cost to help students determine interest when considering registering for the class. A member elaborated on Dr. Kirby’s suggestion by recommending Ms. Lobsinger provide a ranged cost in the course description and an actual cost in the class syllabus. One member pointed out as minor discrepancy with the learning outcome for US Diversity. The member mentioned having knowledge of a current topic being debated in academia involving US Diversity credit via experience versus US Diversity credit via academic study. The member stated this course would be more in the realm of experience, and if Ms. Lobsinger wished to add more academic elements such as literature and studies to the course it could aid in making the course more rounded. Another member requested to look at the first course learning outcome, and noted it actually did the opposite of its intended purpose. The member suggested rephrasing the statement to properly articulate the correct intentions. The same member stated that the outcomes are inherently fine; however, the member felt the outcomes were a bit dense. The member elaborated, stating the outcomes were worded with a lot of “ands” and commas. He suggested Ms. Lobinger consider editing her learning outcomes to ensure proper understanding of the stated outcomes. One member suggested referring to the submission form for more information. A different member requested to look more into the interdisciplinary perspective GEP. The member stated the disciplines being integrated needed to be listed and how they are being addressed needed to be clearly articulated. Dr. Kirby agree with the member and explained Ms. Lobsinger should be aware of academic rigor as it relates to this course, as it is something that will be looked for if the course progress to CUE and UCCC. Dr. Kirby suggested having a required text to accompany the course. One member of the committee posed the question to Dr. Kirby as to the merit of editing the syllabus to be less specific in reference to city of trip. Catherine Freeman explained if the course were to be made into a permanent offering this would need to be done, but because it is only being offered as a special topic it can provide the specific location. Another member asked for clarification from a teaching perspective. He noted there was only one meeting post trip. Ms. Lobsinger confirmed there was only one meeting post trip scheduled to be used for student presentations. Ms. Lobsinger then expressed willingness to add a second post trip meeting. The committee member questioned Catherine Freeman as to if the contact hours meet the requirement. She confirmed the contact hour requirement was satisfied with the ten meeting and the trip. Dr. Kirby noted that this course would be utilizing the Study Abroad model. A member stated that he would encourage adding at least one other meeting post trip. Dr. Kirby raised the question of the instructional format of the course as it related to the contact hours. She noted, currently the course is listed as a lecture; however, the actual hours of lecture may be called into question later. Dr. Kirby questioned if another instructional formats lends itself more to the format of the course. One member noted that she felt the course was a lecture with a field work piece. Dr. Kirby mentioned short international trips were still being considered as lectures; however, she noted there was some debate over figuring out exactly what to consider those trip based courses. One member noted there were some grammatical issues in the main learning outcomes. Ms. Lobsinger mentioned this will be necessary in order to be approved by UCCC. Dr. Kirby offered two scenarios for possible funding one being there is no new money to afford to the course, or that the payment for the potential instructor will come from the Environmental Science budget. A committee member agreed this should be stated in the resource statement of the proposal. Dr. Kirby suggested changing the wording to express either funds have been prioritized for this course, or stating the funds would be coming out of the Environmental Science budget. Several members noted grammatical errors throughout the proposal. A member noted that the key to eventually creating this class will be communication with the intended presenter. He then stated the real area of concern was the resource statement. The member noted the learning outcomes should suffice; however, final outcome could benefit some grammatical corrections. The same member noted assessments were not included in the syllabus. Catherine Freeman noted technically assessments are not needed in the syllabus. Another member noted outcome three was not competency based, noting it does not establish any base lines in terms of what the standard is. She mentioned it is a language issue, and suggested the operative verb be “analyze”, to
suggest improving students’ abilities. The same member stated the current wordage feels ambiguous. Catherine Freeman asked for clarification on the grading basis. Another member questioned if there would be a pre and posttest on the syllabus. Dr. Kirby noted that she believed one is to imply that a student would improve their abilities by taking the course; however, she noted that she did not feel it is stated in the syllabus so that it would be measurable. One member indicated the issue is in the wording of outcome three, not necessarily what the outcome is stating. Another member mentioned the phrase used could be “demonstrate analytical thinking in communicating about water and environmental issues.” Several members agreed the outcome needed to be worked through for proper wording. A member asked the committee to move on to the next outcome (four), and stated the current wording was also lacking. The member suggested using the phrasing “articulating how changes in water resources…” The committee suggested Dr. Winner rework his resource statement and other issues including phrasing and grammatical errors with Jason DeRousie. A motion was made to table the issue. The committee unanimously agreed to TABLE further discussion.

- Honors Packet

<table>
<thead>
<tr>
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<tr>
<td>HON 290 Sec. 001 Frauds and Mysteries in History</td>
<td>APPROVED pending revisions</td>
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<tr>
<td>HON 290 Sec. 002 The Ides of March, 44 B.C.</td>
<td>APPROVED unanimously</td>
</tr>
<tr>
<td>HON 295 Sec. 001 Self, Schooling, and the Social</td>
<td>APPROVED unanimously</td>
</tr>
<tr>
<td>HON 295 Sec. 002 A History of Economic and Financial Crises</td>
<td>APPROVED unanimously</td>
</tr>
<tr>
<td>HON 296 Sec. 001 Freedom and the Self</td>
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Discussion: A motion was made and seconded to review HON 290 sections 001 and 002 along with HON 295 sections 001 and 002 and HON 296 as a package to be approved as a Honors GEP Shell Course. The presenter, Dr. Larry Blanton, noted several of the course have already been offered, thus they have already benefited from being reviewed by committees such as UCCC. One committee member noted that HON 290 section 001 did not indicate the cost of the required textbook. The same member also noted HON 295 section 001 under the grade components section should indicate information about field notes and presentation. Dr. Blanton stated he believed there were several rubrics that were not included that would help provide support to the grade components section. Another member questioned HON 290 section 001 had multiple GEPs; however, the Global Knowledge component was not listed in the syllabus. Dr. Blanton made note of this error. A different member of the committee made note of phrasing used in the second and third outcome for the 001 section of HON 290. One member noted the prerequisites for the course seemed to be fairly restrictive as to who is able to take the course. Dr. Blanton noted it is permissible for introduction seminar courses offered through the University Honors program to be offered in this manner. With no further discussion, Chair Domingue called the room to vote on the package of courses to be added as Honors GEP Shell Courses. The committee unanimously APPROVED the package pending revisions to HON 290 section 001.

- MUS 295 Sec.001 Introduction to the Music Industry- APPROVED unanimously

Discussion: One member posed the question as to why only spring was checked off for the course’s offering in the course action section. Catherine Freeman provided clarification, noting that since the course was a special topic section only to be offered in the spring, it was fine to not select any other box. Catherine Freeman then questioned Dr. Koch as to if an instructor had already been designated by the music department. Dr. Koch answered, currently no instructor has been designate; however, the department had just procured funds to conduct a search for an instructor. Catherine Freeman questioned if it would be possible for the music department to locate an instructor prior to the start of the spring semester. Dr. Koch assured the committee the music department would be able to locate a suitable instructor in time for the upcoming spring semester. Without further discussion, the committee unanimously APPROVED to add MUS 295 section 001 as a special topics offering.

- MUS 295 Sec. 002 Songwriting Using Digital Audio Workstations - APPROVED unanimously

Discussion: Catherine Freeman asked Dr. Koch for clarification as to if the class is being considered a studio. Dr. Koch confirmed that it was in fact a studio. Dr. Koch mentioned to Catherine Freeman the music department would like to offer the course as a 295 special topics offering; however, the department was made aware there was currently no 295 shell. Catherine Freeman offered to aid Dr. Koch in drafting a course action to pass on to UCCC in order to create the shell for the MUS 295. With no further discussion, Chair Domingue called the room to vote on MUS 295 section 002 Songwriting Using Digital Audio Workstations to be approved as a special topics offering. The committee APPROVED unanimously.
MUS: 107, 112, 113, 115, 121, 122, 131, 132, 134, 140, 141, 142, 143, 144, 152, 207, 300, 390 - APPROVED unanimously

Discussion: Dr. Koch, the presenter, noted the proposal is meant to update several MUS courses that are currently being listed under various instructional formats. With the approval of the recital performance ensemble (REP) format this past fall, these classes needed to be updated to conform to the new format. Dr. Koch noted MUS 150 was mistakenly left off the list, but need to be approved along with the listed courses. Catherine Freeman offered to add the course to the list, and mentioned she did not foresee any issues UCCC may encounter with updating the formats of these courses. Without further discussion the committee unanimously APPROVED the package.

MUS 493 Recital - APPROVED unanimously

Discussion: Dr. Koch, the presenter, noted the course would need a change in instructional format to RPE, and the credit hours for the class would need to be updated from two (2) hours to one (1) hour. Currently the class sits at two credit hours; however, the class does not meet for the required contact hours (1500 minutes). Thus it does not justify the two hours. Without discussion, the committee voted unanimously to APPROVE the instructional format and credit hour revision for MUS 493 Recital.

Announcements & Discussion

With no new business and no outstanding business to be discussed a motion was made to adjourn. The motion was approved, and the DASA CCC meeting for October 1, 2014 was called to a close.

Meeting adjourned at 3:59

Respectfully submitted by Kasey Harris
Call to Order: 1:36PM

Members Present (Quorum Present: 7): Chair, Peggy Domingue, Larry Blanton, William Winner, Susan Grant, Tom Koch, Sean Cassidy Ex-Officio Members Present: Dr. Barbara Kirby, Jason DeRousie
Members Absent: Jermaine Holmes, Donna Burton, Kirk Shands, Trevoron Jones, Jeremy Watson, Mia Self, Catherine Freeman Guests: Aaron Stoller (proxy for Donna Burton), Gina Neugebauer

Welcome & Introductions

Remarks from Chair, Peggy Domingue:
The Chair, Peggy Domingue, state she had not new news to discuss with the committee, but suggested the committee consider changing quorum from seven members to five members. Chair Domingue then turned the floor over to Dr. Barbara Kirby.

Remarks from Associate Vice Provost, Dr. Barbara Kirby:
Dr. Kirby noted she too had no new business to discuss with the committee at this time.

Minutes

Approval of October 1, 2014 meeting minutes:
A motion was made and seconded to approve the minutes from October 1, 2014 as presented. Without dissuasion the motion was APPROVED.

Old Business

ES 150 Water and the Environment: APPROVED unanimously with friendly suggestions
Discussion: A motion was made and seconded to review the previously tabled action of adding ES 150 Water and the Environment as a new course. A member questioned Dr. Winner, the presenter, as to what stage of consult he is currently in with this course. Dr. Winner stated that after speaking with Dr. Kirby both parties felt the paperwork would first need to be in order before proceeding with consultations. Dr. Winner stated he had already spoken with several departments and people he considered to be “key players” in the water area on campus regarding this course. He noted that they express support for the course. Dr. Kirby noted she had worked with Dr. Winner on this course, and considered putting it out at first as a special topics offering; however, it was Dr. Winner’s preference to offer the course as a permanent offering. She further confirmed Dr. Winner had spoken informally with departments and conducted research of the catalog to determine if there would be any course overlap. She stated her hope would be the DASA CCC would be able to look at the course action to provide feedback as to what UCCC or other colleges may be looking at in terms of learning outcomes and other things.

One member noted UCCC may be puzzled by the grade components and the letter grades. The member further explained exam one and two were both listed as thirty and the final exam was listed as fifty. He asked for clarification as to if these were points. Dr. Winner confirmed they were in fact
points. The member noted this would be 110 points, and then questioned what the letter grades were. Dr. Winner stated those would be based off of percentages. The member suggested clearly stating the letter grades would be based off of percentages in the syllabus. Dr. Winner noted the change. The same member questioned if Dr. Winner would be using plus/minus grading. Dr. Winner stated he would not. The member then questioned if it should even be listed in the syllabus if he was not using it. Dr. Kirby noted that just listing letter grades should be fine, but students would need to be made aware of that it would not be used. The member suggested to simply state plus/minus grading would not be used. Dr. Winner noted that he would be happy to make this change. With regards to this another member noted the requirements for credit only would need to change to reflect the grading scale being utilized. Dr. Winner noted that it could be expressed as just a C or better.

A member noted several grammatical and spelling errors with learning outcomes four and five. Another member stated the attendance policy could cause some confusion amongst students. The member questioned as to if the attendance points would be points actually added to the grade. Dr. Winner stated that would. The member noted that should be stated in the grading components of the course. Dr. Winner noted the correction.

With regards to the structure of the course, Dr. Kirby questioned if the course would be following the process used with ES 200, 300, and to some extent 400 courses, in which additional faculty come in to take responsibility for parts of the course. Dr. Winner stated it would. A member noted there was no textbook or cost of the course. Dr. Winner confirmed there was no book or extra cost.

One member expressed concern as to if Dr. Winner believed the course would meet qualifications for the Global Knowledge GEP every semester, as the member felt the topics may vary by semester. Dr. Winner stated he believed the course would be able to meet the GEP requirement each semester. The member suggested considering more cultural focused aspects. Dr. Kirby stated Dr. Winner may need to be able to better express how his topics relate to the learning outcome in respect to the Interdisciplinary Prospective GEP for UCCC. For example, readings relate to particular topics, various faculty members and their expertise in particular areas that could provide a more stable base for the learning outcomes. She explained Dr. Winner may need to provide more of an example of how it is connected. Dr. Winner noted this suggestion.

With no further discussion the room was called to vote on the approval of ES 150 Water and the Environment as a new course with the friendly suggestion of edits and additional consolation. The vote was unanimously APPROVED with friendly suggestions

**New Business**

**Chair-Elect Nominations:**
Chair Domingue noted no nominations for chair-elect had been received, and stated nominations would still be taken.

**Changing Quorum:** APPROVED
A motion was made and seconded to adjust quorum of the 2014-2015 DASA CCC from seven (7) voting members to five (5) voting members. A member noted the current number of voting members on the committee was twelve (12); however, there were three members of the Military Science department appointed to the DASA CCC, and generally only one member is sent to represent
the department. With no further discussion the room was called to vote. The motion was unanimously APPROVED.

**Course & Curricular Actions for Review and Approval**

*Honors Packet*

<table>
<thead>
<tr>
<th>Course</th>
<th>Vote</th>
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<tr>
<td>Hon 296 Sec. 002 <em>Emotion and Reason</em></td>
<td>APPROVED unanimously</td>
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<tr>
<td>Hon 296 Sec. 003/ HI 298 <em>A Global History of American Food</em></td>
<td>APPROVED unanimously</td>
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**Discussion:** A motion was made and seconded to review HON 296 section 002 *Emotion and Reason* and HON 296 section 003/ HI 298 *A Global History of American Food* as a package to be added as Honors GEP shell courses. Dr. Larry Blanton, the presenter, deferred to Dr. Aaron Stoller to answer questions regarding the courses. A member the first course outcome for HON 296 section 002 felt as if a word or tense was missing. He noted the examples for both GEP course actions were generally the sample in class discussion question. The member mentioned CUE may ask how the instructor intends to evaluate the achievement of the outcomes though class discussion which can be challenging to do. The member suggested the instructor provide different examples to better articulate how the outcomes will be measured. The same member noted what may have been a copy and paste error on page 29, in the “measure(s) for above outcome” section. The same member noted on page 32, the outcomes for objective one and two are essentially the same outcome, but with minor changed made to the objectives. He noted this may not be an issue, but it could be something CUE may pick up on. One the same page he suggested changing the wording of the student learning outcome for the third objective. The member noted “students will be able to recognize...” felt ambiguous.

Another member stated the learning outcomes for HON 296 section 003/ HI 298 in general felt as if they were long statements rather than clearly articulated learning outcomes. He noted it was difficult to pull out specific learning outcomes. The member noted CUE would prefer to see fairly succinct statements of learning outcomes. He suggested just establishing what the learning outcomes of the course were, and noted instructor seemed to go into admirably good depth regarding how the learning outcomes will be achieved, but it was not clear what specifically the learning outcome was. The member also noted in the syllabus there wasn’t a full statement as to what the learning outcomes were in the different GEP categories. In regards to the US Diversity GEP a member noted he was struggling to see how to learning outcome was specific to the course. He noted the stated outcome seemed like it felt like it could apply to any course, and without being able to specifically highlight what the learning outcomes were it was difficult to comment on them.

A member questioned Dr. Kirby regarding the cross listing of the course. Gina Neugebauer, stated her understanding was the course would only count as a GEP for the students in the specific section of Honors, and for the students in History 298 it would be different. The member questioned if the students in HI 298 would be able to petition to get GEP credit for the course. Gina explained to do so the student would have to go through their specific college to get the GEP credit. Dr. Kirby noted when a shell course is created, and a department decides they also want to run it as an independent study for their department, it is allowed. She further explained, if the student wanted it approved as a GEP they would have to be registered in the GEP section. A member questioned if a course could count for multiple GEPs. Another member noted that a course could potential satisfy more than one GEP category, but it could not fill the two GEP categories.
With no further discussion the room was called to vote on the Honors packet of HON 298 section 002 and 003. The packet was unanimously **APPROVED**.

**HESE/BIO 300 Emergency Medical Technician APPROVED**
A motion was made and seconded to approve the removal of the BIO prefix from HESE 300. With no discussion the motion was unanimously **APPROVED**.

**HESE/BIO 301 Advanced Emergency Medical Technician APPROVED**
A motion was made and seconded to approve the removal of the BIO prefix from HESE 301. With no discussion the motion was unanimously **APPROVED**.

**Announcements & Discussion**

With no new announcements or discussion, a motion was made to adjourn the DASA CCC meeting for Monday, October 13, 2014. The motion was seconded and approved unanimously.

**Meeting adjourned: 2:19PM**

*Respectfully submitted by Kasey Harris*
Call to Order

- Welcome – Chair Peggy Domingue
- Remarks from Associate Vice-Provost, Dr. Barbara Kirby

Minutes

- Approval of October 13, 2014 meeting minutes

New Business

- Chair-elect nominations

Course and Curricular Actions for Review and Approval

<table>
<thead>
<tr>
<th>Presenter</th>
<th>Course/Curriculum</th>
<th>Reviewers</th>
<th>Action</th>
<th>GEP Category</th>
<th>Notes:</th>
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<tbody>
<tr>
<td>Grant</td>
<td>USC 298 sec. 003 / IPUS 295 Sustainable Planning &amp; Urban Development for Eco Village</td>
<td>All</td>
<td>GEP Shell Offering</td>
<td>IP USD</td>
<td>Approved at 10/1/14 DASA without GEP; now looking to be approved with GEPs</td>
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<td>Burton</td>
<td>USC 298 sec. 004 Summer START Mentor Development</td>
<td>All</td>
<td>New Offering</td>
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<td>Special Topics Offering</td>
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<td>EMA 293 Independent Study in Arts Entrepreneurship</td>
<td>All</td>
<td>New Course</td>
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<td>Independent Study Shell</td>
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<tr>
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<td>New Course</td>
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<td>Independent Study Shell</td>
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<td>Koch</td>
<td>Music Minor (24MUM)</td>
<td>All</td>
<td>Revision to Minor</td>
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Welcome & Introductions

Remarks from Chair, Peggy Domingue:
The Chair, Peggy Domingue, stated she had no new news to discuss with the committee, but suggested the committee consider changing quorum from seven members to five members. Chair Domingue then turned the floor over to Dr. Barbara Kirby.

Remarks from Associate Vice Provost, Dr. Barbara Kirby:
Dr. Kirby noted she too had no new business to discuss with the committee at this time.

Minutes

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With no further discussion the room was called to vote on the approval of ES 150 Water and the Environment as a new course with the friendly suggestion of edits and additional consolation. The vote was unanimously APPROVED with friendly suggestions

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**Course & Curricular Actions for Review and Approval**

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multiple GEPs. Another member noted that a course could potential satisfy more than one GEP category, but it could not fill the two GEP categories.

With no further discussion the room was called to vote on the Honors packet of HON 298 section 002 and 003. The packet was unanimously APPROVED.

**HESE/BIO 300 Emergency Medical Technician** APPROVED
A motion was made and seconded to approve the removal of the BIO prefix from HESE 300. With no discussion the motion was unanimously APPROVED.

**HESE/BIO 301 Advanced Emergency Medical Technician** APPROVED
A motion was made and seconded to approve the removal of the BIO prefix from HESE 301. With no discussion the motion was unanimously APPROVED.

**Announcements & Discussion**

With no new announcements or discussion, a motion was made to adjourn the DASA CCC meeting for Monday, October 13, 2014. The motion was seconded and approved unanimously.

**Meeting adjourned: 2:19PM**

Respectfully submitted by Kasey Harris
Welcome & Introductions

Remarks from Chair, Peggy Domingue:
The Chair, Peggy Domingue, welcomed the DASA CCC members. She introduced Jermaine Holmes, a new member to the committee, from Academic Support Program for Student Athletes (ASPSA). She also noted Dr. Kirby would be absent from the day’s meeting. The Chair then yielded the floor to Catherine Freeman for announcements.

Remarks from Academic Standards Coordinator, Catherine Freeman:
Catherine Freeman noted the Council on Undergraduate Education (CUE) had become more strict in regards to approving assessments for general education course. She stated this was something DASA CCC would need to keep in mind when approving courses that would be presented to CUE.

Minutes

Approval of October 13, 2014 meeting minutes:
A motion was made and seconded to approve the minutes from October 13, 2014 as presented. Without discussion the motion was APPROVED.

New Business

Chair-Elect Nominations:
Chair Domingue, announced Sean Cassidy had been nominated as Chair-Elect. With no discussion the room was called to vote, and unanimously APPROVED Sean Cassidy as Chair-Elect.

Course & Curricular Actions for Review and Approval

USC 298 sec. 003 / IPUS 295 Sustainable Planning & Urban Development for Eco Village APPROVED with friendly suggestions

Discussion: One member asked for clarity on the pre and post trip assessments. The member stated it did not feel immediately obvious that the assessments were the reflective writing pieces. The member suggested to clearly state in the list of reflective writings that the pre and post trip assessments are included. One member questioned if the committee could clearly determine what two or more disciplines were being utilized for the Interdisciplinary Perspectives GEP. Another member pointed out the syllabus stated economy, society, and environment. A member suggested the disciplinary statements be reframed respective to NC State’s disciplines. Another member stated he felt the measures of the stated outcomes felt generic when providing specific examples, yet felt like the questions were fairly in depth that may be too expansive to be addressed in a daily blog post. The member suggested providing alternative examples of activities and examples of rubrics for participation, blog post, and the final project. A member suggested providing more information regarding the attendance policy. The member noted generally it is custom for instructors to elaborate as to what their attendance policy is, as the university’s regulation only discusses what is considered to be an excused absence. A member noted page twelve (12) of the syllabus had multiple lecture/seminar meeting dates and times. The member asked for clarification on the meeting dates and times for the class. With these friendly suggestions the committee was called to vote, and unanimously APPROVED USC 298 section 003/IPUS 295 Sustainable Planning & Urban Development for Eco Village.
USC 298 sec. 004 Summer START Mentor Development **APPROVED** with friendly suggestions

**Discussion:** A member questioned if students were selected as Summer START mentors prior to taking the course, and noted if this was in fact the case, a restrictive statement would be needed to state that the class is restricted to students that have been selected as Summer START mentors. The same member then noted there were no dates designated in the syllabus for the quizzes mentioned. The member questioned if these were “pop-quizzes.” The member stated if this were the case, it should be noted in the syllabus. The member also made note of the provided attend policy, stating more information would be needed, as the University Regulation only discusses what is considered to be an excused absence, not what happens when a certain number of absences is reached. The member then noted there was not an alternative assignment listed for students to complete in lieu of the ropes course. The member noted an alternate assignment may be need in case a student was unable to participate in the ropes course for any reason. The member then suggested the instructor include a safety statement regarding the trip to the ropes course. One member noted there would be a safety statement provided by the ropes course. Another member noted her experience with a different ropes course provided alternatives to ropes course actives. A member of the committee also suggested providing specific dates as to when blog posts were due. One member noted the phrasing of the first outcome need some editing (eliminating the first “necessary” as it is redundant. Members also suggested rephrasing the third outcome, as they found it a bit unclear. One member questioned as to if a date and time had been scheduled for the class. Chair, Dom stated that since it was a new course, it was waiting on approval. One member questioned what was done for mentor training in the past (last year). A member noted there were Summer START Mentors; however, their training was not offered as a class. A member stated the instructor may want to consider looking at other course taught in a similar manner, such as the leadership course offered for New Student Programs. With no further discussion the motion to approve USC 298 section 004 Summer START Mentor Development as a special topics offering was unanimously **APPROVED** with friendly suggestions.

**Arts Entrepreneurship Package**

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
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<tr>
<td>EMA 293 <em>Independent Study in Arts Entrepreneurship</em></td>
<td><strong>APPROVED</strong></td>
</tr>
<tr>
<td>EMA 493 <em>Independent Study in Arts Entrepreneurship</em></td>
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</table>

**Music Minor (24MUM) **APPROVED**

**Discussion:** A member asked for clarification as to if the changes to the minor would allow for more flexibility for students to earn a minor in Music. Dr. Tom Koch, the presenter, confirmed that would allow for more flexibility in course choice for students minoring in Music seeking the performance track. Another member asked if there was a single Music minor with several concentrations or if it was a single music performance minor. Dr. Koch clarified that there is only one Music minor with several emphasis; however, the revision is for the performance emphasis. With no further discussion the revision to the Music Minor (24MUM) was unanimously **APPROVED**.

**Announcements & Discussion**

Chair Domingue noted there were no further announcements or issues to discussed, and deferred to Catherine Freeman. She noted this was the last scheduled DASA CCC meeting for this current semester, and if need another meeting may be scheduled in December. With no further discussion a vote to adjourn was called and unanimously **APPROVED**.

**Meeting adjourned:** 2:04PM

*Respectfully submitted by Kasey Harris*
Call to Order

- Welcome – Chair Peggy Domingue
- Remarks from Associate Vice-Provost, Dr. Barbara Kirby

Minutes

- Approval of November 10, 2014 meeting minutes

Course and Curricular Actions for Review and Approval

<table>
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<tr>
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<td>Koch</td>
<td>ARS/MUS 360 Music Composition with Computers</td>
<td>All</td>
<td>Cross-Listed GEP Review</td>
<td>VPA</td>
<td>GEP Review</td>
</tr>
</tbody>
</table>

CIM Course Presentation

- Catherine Freeman and Gina Neugebauer
Call to Order: 1:30PM

Members Present (Quorum Present: 7): Chair, Peggy Domingue, Jermaine Holmes, Donna Burton, Susan Grant, Tom Koch, Sean Cassidy, Mia Self
Ex-Officio Members Present: Jason DeRousie, Catherine Freeman
Members Absent: Larry Blanton, William Winner, Kirk Shands, Trevoron Jones, Jeremy Watson, Dr. Barbara Kirby

Welcome & Introductions

Remarks from Chair, Peggy Domingue:
The Chair, Peggy Domingue, welcomed the DASA CCC members. She introduced Jermaine Holmes, a new member to the committee, from Academic Support Program for Student Athletes (ASPSA). She also noted Dr. Kirby would be absent from the day’s meeting. The Chair then yielded the floor to Catherine Freeman for announcements.

Remarks from Academic Standards Coordinator, Catherine Freeman:
Catherine Freeman noted the Council on Undergraduate Education (CUE) had become more strict in regards to approving assessments for general education course. She stated this was something DASA CCC would need to keep in mind when approving courses that would be presented to CUE.

Minutes

Approval of October 13, 2014 meeting minutes:
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New Business

Chair-Elect Nominations:
Chair Domingue, announced Sean Cassidy had been nominated as Chair-Elect. With no discussion the room was called to vote, and unanimously APPROVED Sean Cassidy as Chair-Elect.

Course & Curricular Actions for Review and Approval

USC 298 sec. 003 / IPUS 295 Sustainable Planning & Urban Development for Eco Village APPROVED with friendly suggestions
Discussion: One member asked for clarity on the pre and post trip assessments. The member stated it did not feel immediately obvious that the assessments were the reflective writing pieces. The member suggested to clearly state in the list of reflective writings that the pre and post trip assessments are included. One member quested if the committee could clearly determine what two or more disciplines were being utilized for the Interdisciplinary Perspectives GEP. Another member pointed out the syllabus stated economy, society, and environment. A member suggested the disciplinary statements be reframed respective to NC State’s disciplines. Another member stated he felt the measures of the stated outcomes felt generic when providing specific examples, yet felt like the questions were fairly in depth that may be too expansive to be addressed in a daily blog post. The member suggested providing alternative examples of activities and examples of rubrics for participation, blog post, and the final project. A member suggested providing more information regarding the attendance policy. The member noted generally it is custom for instructors to elaborate as to what their attendance policy is, as the university’s regulation only discusses what is considered to be an excused absence. A member noted page twelve (12) of the syllabus had multiple lecture/seminar meeting dates and times. The member asked for clarification on the meeting dates and times for the class. With these friendly suggestions the committee was called to vote, and unanimously APPROVED USC 298 section 003/IPUS 295 Sustainable Planning & Urban Development for Eco Village.
USC 298 sec. 004 Summer START Mentor Development APPROVED with friendly suggestions

Discussion: A member questioned if students were selected as Summer START mentors prior to taking the course, and noted if this was in fact the case, a restrictive statement would be needed to state that the class is restricted to students that have been selected as Summer START mentors. The same member then noted there were no dates designated in the syllabus for the quizzes mentioned. The member questioned if these were “pop-quizzes.” The member stated if this were the case, it should be noted in the syllabus. The member also made note of the provided attend policy, stating more information would be needed, as the University Regulation only discusses what is considered to be an excused absence, not what happens when a certain number of absences is reached. The member then noted there was not an alternative assignment listed for students to complete in lieu of the ropes course. The member noted an alternate assignment may be need in case a student was unable to participate in the ropes course for any reason. The member then suggested the instructor include a safety statement regarding the trip to the ropes course. One member noted there would be a safety statement provided by the ropes course. Another member noted her experience with a different ropes course provided alternatives to ropes course actives. A member of the committee also suggested providing specific dates as to when blog posts were due. One member noted the phrasing of the first outcome need some editing (eliminating the first “necessary” as it is redundant. Members also suggested rephrasing the third outcome, as they found it a bit unclear. One member questioned as to if a date and time had been scheduled for the class. Chair, Dom stated that since it was a new course, it was waiting on approval. One member questioned what was done for mentor training in the past (last year). A member noted there were Summer START Mentors; however, their training was not offered as a class. A member stated the instructor may want to consider looking at other course taught in a similar manner, such as the leadership course offered for New Student Programs. With no further discussion the motion to approve USC 298 section 004 Summer START Mentor Development as a special topics offering was unanimously APPROVED with friendly suggestions.

Arts Entrepreneurship Package

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Announcements & Discussion

Chair Domingue noted there were no further announcements or issues to discussed, and deferred to Catherine Freeman. She noted this was the last scheduled DASA CCC meeting for this current semester, and if need another meeting may be scheduled in December. With no further discussion a vote to adjourn was called and unanimously APPROVED.

Meeting adjourned: 2:04PM

Respectfully submitted by Kasey Harris
Call to Order: 1:34PM

Members Present (Quorum Present: 6): Chair, Peggy Domingue, Larry Blanton, Donna Burton, Susan Grant, Sean Cassidy, Jeremy Watson
Ex-Officio Members Present: Barbara Kirby, Jason DeRousie
Members Absent: Jermaine Holmes, William Winner, Tom Koch, Kirk Shands, Trevoron Jones, Mia Self, Catherine Freeman
Guests: Gina Neugebauer

Welcome & Introductions

Remarks from Chair, Peggy Domingue:
Chair Domingue welcomed members of the DASA CCC for another exciting year. She was also saddened to announce the news of Dr. John Ambrose’s passing. She noted Catherine Freeman may be able to provide further information regarding any memorials that may be planned.

Remarks from Associate Vice Provost, Dr. Barbara Kirby:
Dr. Kirby welcomed members back, and encouraged them to attended campus training for CourseLeaf, and noted Gina Neugebauer would be presenting some information on CourseLeaf at the end of the meeting.

Minutes

Approval of November 10, 2014 meeting minutes:
A motion was made and seconded to approve the minutes from November 10, 2014 as presented. Without discussion the motion was APPROVED.

Course & Curricular Actions for Review and Approval

ARS/MUS 360 Music Composition with Computers TABLED
A motion was made and seconded to review ARS/MUS 360 Music Composition with Computers for GEP approval in the Visual and Preforming Arts category. A member questioned as to if this was a new course being offered and if the committee was provided a full syllabus. Several members expressed their concern with the outcomes and measurements provided in the syllabus. One member stated the outcomes in general felt a bit “muddled.” Another member went on to explain she did not feel the outcomes were very clear. A member noted the measurements provided a little clarity on the outcomes, but still felt overall they were not clear enough to approve. A member suggested the instructor provide the committee with a full syllabus and meet for a consultation with Dr. DeRousie before bring the action back to the committee for review. A motion was made and seconded to table further discussion for ARS/MUS 360 Music Composition with Computers. The motion to TABLE the action was approved unanimously.

Presentation, Announcements & Discussion

CIM-CourseLeaf Presentation:
Chair Domingue opened floor to Gina Neugebauer for a presentation on CourseLeaf. Ms. Neugebauer provided information on the new course action process and invited members to the Leapfrog training scheduled for next week to learn more on the process of using CIM-CourseLeaf.

With no further discussion a vote to adjourn was called and unanimously APPROVED.

Meeting adjourned: 2:19PM

Respectfully submitted by Kasey Harris
AGENDA
February 16, 2015 (Monday) – Park Shops 211D – 1:30-2:30 pm

Call to Order

- Welcome – Chair Peggy Domingue
- Remarks from Associate Vice-Provost, Dr. Barbara Kirby

Minutes

- Approval of January 12, 2015 meeting minutes

Old Business

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<td>Blanton, Jones, Self</td>
<td>Cross-Listed GEP Review</td>
<td>VPA</td>
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<td>Blanton</td>
<td>HON 290 sec. 001 The Golden Age of Athens</td>
<td>Burton, Holmes, Watson</td>
<td>GEP Special Topics</td>
<td>HUM GK</td>
<td>3rd Offering</td>
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<td>Blanton</td>
<td>HON 290 sec. 002 The Intersection of Myth and History in the British Isles, 1066 – 1328</td>
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<td>Jones, Self, Winner</td>
<td>GEP Special Topics</td>
<td>HUM</td>
<td>2nd Offering</td>
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<td>Blanton</td>
<td>HON 296 sec. 001 Fiction and the Sciences</td>
<td>Koch, Self, Winner</td>
<td>GEP Special Topics</td>
<td>IP</td>
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<tr>
<td>Blanton</td>
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<td>Cassidy, Shands, Watson</td>
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<td>Blanton</td>
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<td>GEP Special Topics</td>
<td>IP HUM</td>
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<tr>
<td>Blanton</td>
<td>HON 299 sec. 001 Music of the Celtic World</td>
<td>Cassidy, Holmes, Koch</td>
<td>GEP Special Topics</td>
<td>VPA GK</td>
<td>2nd Offering</td>
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<tr>
<td>Blanton</td>
<td>HON 347 Freedom and the Self</td>
<td>Cassidy, Grant, Shands</td>
<td>GEP New Course</td>
<td>HUM IP</td>
<td>This action can be viewed in CIM.</td>
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Locating actions in CIM:

1) Go to: [https://next-catalog.ncsu.edu/courseadmin/](https://next-catalog.ncsu.edu/courseadmin/)

2) Sign in using your Unity (Shibboleth) login information.

3) Enter the course prefix and number into the search field and click the green search button.

4) This will bring up the course and course proposal.
DASA CCC Minutes – January 12, 2015  
Park Shops 211D

Call to Order: 1:34PM

Members Present (Quorum Present: 6): Chair, Peggy Domingue, Larry Blanton, Donna Burton, Susan Grant, Sean Cassidy, Jeremy Watson
Ex-Officio Members Present: Barbara Kirby, Jason DeRousie
Members Absent: Jermaine Holmes, William Winner, Tom Koch, Kirk Shands, Trevoron Jones, Mia Self, Catherine Freeman
Guests: Gina Neugebauer

Welcome & Introductions

Remarks from Chair, Peggy Domingue:
Chair Domingue welcomed members of the DASA CCC for another exciting year. She was also saddened to announce the news of Dr. John Ambrose’s passing. She noted Catherine Freeman may be able to provide further information regarding any memorials that may be planned.

Remarks from Associate Vice Provost, Dr. Barbara Kirby:
Dr. Kirby welcomed members back, and encouraged them to attended campus training for CourseLeaf, and noted Gina Neugebauer would be presenting some information on CourseLeaf at the end of the meeting.

Minutes

Approval of November 10, 2014 meeting minutes:
A motion was made and seconded to approve the minutes from November 10, 2014 as presented. Without discussion the motion was APPROVED.

Course & Curricular Actions for Review and Approval

ARS/MUS 360 Music Composition with Computers TABLED
A motion was made and seconded to review ARS/MUS 360 Music Composition with Computers for GEP approval in the Visual and Preforming Arts category. A member questioned as to if this was a new course being offered and if the committee was provided a full syllabus. Several members expressed their concern with the outcomes and measurements provided in the syllabus. One member stated the outcomes in general felt a bit “muddled.” Another member went on to explain she did not feel the outcomes were very clear. A member noted the measurements provided a little clarity on the outcomes, but still felt overall they were not clear enough to approve. A member suggested the instructor provide the committee with a full syllabus and meet for a consultation with Dr. DeRousie before bring the action back to the committee for review. A motion was made and seconded to table further discussion for ARS/MUS 360 Music Composition with Computers. The motion to TABLE the action was approved unanimously.

Presentation, Announcements & Discussion

CIM-CourseLeaf Presentation:
Chair Domingue opened floor to Gina Neugebauer for a presentation on CourseLeaf. Ms. Neugebauer provided information on the new course action process and invited members to the Leapfrog training scheduled for next week to learn more on the process of using CIM-CourseLeaf.

With no further discussion a vote to adjourn was called and unanimously APPROVED.

Meeting adjourned: 2:19PM

Respectfully submitted by Kasey Harris
HON 290 sec. 001 The Golden Age of Athens — APPROVED Pending Revisions
A member noted objective number three for the Humanities GEP is more of an action, rather than a student learning outcome. The member suggested removing “investigate.” A member provided the suggestion that the instructor should consider shortening the first objective for the Global Knowledge GEP as CUE may find it superfluous. A member suggested reformatting the objective, and possible using bullet points. A member questioned as to if the student learning outcome number two for the Global Knowledge GEP pertained to the GEP in a strong enough way, but also noted there was not issues with the outcome itself. Another member questioned if the objective completely spoke to a comparison, noting the wording of the objective felt ambiguous. The member suggested using an objective from the main list. With no further discussion the room was call to vote to approve HON 290 section 001 The Golden Age of Athens as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 290 sec. 002 The Intersection of Myth and History in the British Isles, 1066 - 1328 — APPROVED
A member noted this action felt complete, and with no further discussion the committee was called to vote on the approval of HON 290 sec. 002 The Intersection of Myth and History in the British Isles, 1066 - 1328 as a GEP Special Topic offering. The committee unanimously APPROVED.

HON 293 sec. 001 Representing Animals— APPROVED Pending Revisions
A member noted student learning outcome number one felt short and as if there wasn’t a whole lot there. The member suggested building it up, and further elaborating on how it applies to the objective. Another member noted objective number three for the Humanities GEP was unclear. The member requested clarification from the instructor. A member noted the student learning outcome incomes in the syllabus needed to be clarified, and stated “increased confidence” would be hard to measure. The member suggested changing it to a term that provided for easier measurement. A member noted the main point seemed to be public speaking, and suggested developing an outcome which pertained to it. Another member stated he was about the grading bases with the attendance policy. The committee agreed it needed clarification. Without any further discussion the committee was called to vote on the approval of HON 293 section 001 Representing Animals as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 293 sec. 002 The Power of Horror: Horror Fiction and Film — APPROVED Pending Revisions
A member noted objective three was really two separate outcomes, and suggested splitting them up to provide further clarity if the instructor wished to do so. Another member stated there were not course outcomes distinct from the GEP outcomes. A member also suggested including the final exam in outcome seven. With no further discussion the committee was called to vote on the approval of HON 293 sec. 002 The Power of Horror: Horror Fiction and Film as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 296 sec. 001 Fiction and the Sciences — APPROVED Pending Revisions
A member noted the course learning outcomes included disciplines which were not listed on the GEP form. Another member suggested only including two to three disciplines for the Interdisciplinary Perspectives GEP. One member noted they liked the “how to succeed in this course,” section. The member stated it felt very supportive. With no further discussion the committee was called to vote on the approval of HON 296 sec. 001 Fiction and the Sciences as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 296 sec. 002 Politics and Literature— APPROVED Pending Revisions
A member noted objective one in the Interdisciplinary Perspectives GEP may need to be better articulated in the syllabus. Several members noted the attendance policy seemed a bit confusing, and requested clarification, and noted the disability statement would need to be corrected before moving on to CUE. Another member noted
outcome number two felt cumbersome, and suggested breaking it into separate outcomes. A member noted there seemed to be inconsistencies with the grading scale and requested clarifications of the outcomes. With no further discussion the committee was called to vote on the approval of HON 296 sec. 002 Politics and Literature as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 296 sec. 003 Creative Non Fiction as Civic Discourse: Reading, Writing About and Making Environmental Literature — TABLED
A member noted course outcomes 4, 5, 6 and 7 were not measurable outcomes, but rather just activities. The member suggested readdressing, rewriting, or just removing the outcomes and noted they felt more so like objectives. A member noted objective two for the Interdisciplinary Perspectives GEP did not seem like an objective, so it was unclear as to if it satisfied the outcome. Course objectives 1, 2, 3 and 4 are good, but the others seem vague, and a member suggested possibly just removing them. A member noted issues with the grading of the final paper, and that the grading scale to determine the students overall final grade in the class needs to be cleaned up. A motion was made to table further discussion or HON 296 section 003 Creative Non Fiction as Civic Discourse: Reading, Writing About and Making Environmental Literature as a GEP Special Topics offering. The committee unanimously agreed. The action was TABLED.

HON 299 sec. 001 Music of the Celtic World — APPROVED Pending Revisions
A member noted objective number 2 for the Global Perspectives GPE did not seem to fit. The member observed there did not seem to be any comparison between countries. Another member noted they believed it was the instructors intention, but it was not explicitly stated, and suggested the instructor utilize the word “compare” in the objective. Another member pointed out it was in the measure, but not stated in the outcome itself. With no further discussion the committee was called to vote on the approval of HON 299 sec. 001 Music of the Celtic World as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 347 Freedom and the Self — APPROVED Pending Revisions
A member noted objective number three from the Interdisciplinary Perspectives GEP felt inexplicit when using “explore and synthesize,” and suggested using “draw connections between…” instead. Another member noted each outcome seemed to have a sentence after, which provided further explanation, and noted it may not be necessary. The member suggested for the sake of simplicity removing any unnecessary sentences from the outcome. Another member noted an error on page five of the syllabus. With no further discussion the committee was called to vote on the approval of HON 347 Freedom and the Self as a new course offering pending revisions. The committee unanimously APPROVED.

Announcements & Discussion
Without any further discussion, a motion was made to adjourn. The committee unanimously APPROVED this motion.

Meeting adjourned: 2:31

Respectfully submitted by Kasey Harris
AGENDA
March 16, 2015 (Monday) – Park Shops 211D – 1:30-2:30 pm

Call to Order

- Welcome – Chair Peggy Domingue
- Remarks from Associate Vice-Provost, Dr. Barbara Kirby

Minutes

- Approval of February 16, 2015 meeting minutes

Old Business

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Course and Curricular Actions for Review and Approval

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<td>Outdoor Leadership Minor</td>
<td>All</td>
<td>Minor Revision</td>
<td>Adding course to 24OLM</td>
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Welcome & Introduction

Remarks from Chair, Peggy Domingue
Chair Domingue welcomed guests Dr. Aaron Stoller from the University Honors Program, and Dr. Heather Sanderson for University Recreation.

Remarks from Associate Vice-Provost, Dr. Barbara Kirby
Dr. Kirby welcomed the committee members and thanked them for being able to attend despite the potential for bad weather. She then proceeded to asked the committee if any had had a chance to use the new CourseLeaf system. Several members note they have been able to take a look at the new system. Dr. Kirby then noted all questions regarding CourseLeaf can be directed to the help email address of CourseLeaf@help@ncsu.edu.

Minutes

Approval of January 12, 2015 meeting minutes
A motion was made and seconded to approve the minutes from January 12, 2015 as presented. Without discussion the motion was APPROVED.

Old Business

ARS/MUS 360 – Music Composition with Computers—APPROVED Pending Revisions
Member note after seeing the completed syllabus provided a great deal of clarity to their earlier questions. Members requested clarification as to what type of participation was being sought by the instructor, and if assignments and quizzes were weighted equally with participation. Using and providing a rubric was suggested. Members also noted student learning outcome number one should utilize a more measurable term, and suggested using terms from the GEP Course Action Form. With no further discussion, the committee was called to vote on approval of ARS/MUS 360 Music Composition with Computers for GEP Review pending revisions. The committee unanimously APPROVED.

Course & Curricular Actions for Review and Approval

HESM 275 Behavior Change In Wellness – APPROVED With Friendly Suggestions
A member suggested for consistency, referring to the reflections and journal entries as the same thing to avoid confusion, as it was not immediately clear. A member noted in student learning outcome number 7, the terms “identify” and “foster” may be difficult to measure in terms of the Global Perspectives GEP. The member suggested using a term such as “demonstrate” to better articulate the outcome. A member also noted further committee reviewers may find issues with the term “engage” in outcome 9, noting the instructor may want to choose a more measurable term as well. With no further discussion the room was called to vote on the approval of HESM 275 Behavior Change In Wellness with friendly suggestions. The committee unanimously APPROVED.
HON 290 sec. 001 The Golden Age of Athens — APPROVED Pending Revisions
A member noted objective number three for the Humanities GEP is more of an action, rather than a student learning outcome. The member suggested removing “investigate.” A member provided the suggestion that the instructor should consider shortening the first objective for the Global Knowledge GEP as CUE may find it superfluous. A member suggested reformatting the objective, and possible using bullet points. A member questioned as to if the student learning outcome number two for the Global Knowledge GEP pertained to the GEP in a strong enough way, but also noted there was not issues with the outcome itself. Another member questioned if the objective completely spoke to a comparison, noting the wording of the objective felt ambiguous. The member suggested using an objective from the main list. With no further discussion the room was call to vote to approve HON 290 section 001 The Golden Age of Athens as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 290 sec. 002 The Intersection of Myth and History in the British Isles, 1066 - 1328 — APPROVED
A member noted this action felt complete, and with no further discussion the committee was called to vote on the approval of HON 290 sec. 002 The Intersection of Myth and History in the British Isles, 1066 - 1328 as a GEP Special Topic offering. The committee unanimously APPROVED.

HON 293 sec. 001 Representing Animals— APPROVED Pending Revisions
A member noted student learning outcome number one felt short and as if there wasn’t a whole lot there. The member suggested building it up, and further elaborating on how it applies to the objective. Another member noted objective number three for the Humanities GEP was unclear. The member requested clarification from the instructor. A member noted the student learning outcome incomes in the syllabus needed to be clarified, and stated “increased confidence” would be hard to measure. The member suggested changing it to a term that provided for easier measurement. A member noted the main point seemed to be public speaking, and suggested developing an outcome which pertained to it. Another member stated he was about the grading bases with the attendance policy. The committee agreed it needed clarification. Without any further discussion the committee was called to vote on the approval of HON 293 section 001 Representing Animals as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 293 sec. 002 The Power of Horror: Horror Fiction and Film — APPROVED Pending Revisions
A member noted objective three was really two separate outcomes, and suggested splitting them up to provide further clarity if the instructor wished to do so. Another member stated there were not course outcomes distinct from the GEP outcomes. A member also suggested including the final exam in outcome seven. With no further discussion the committee was called to vote on the approval of HON 293 sec. 002 The Power of Horror: Horror Fiction and Film as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 296 sec. 001 Fiction and the Sciences — APPROVED Pending Revisions
A member noted the course learning outcomes included disciplines which were not listed on the GEP form. Another member suggested only including two to three disciplines for the Interdisciplinary Perspectives GEP. One member noted they liked the “how to succeed in this course,” section. The member stated it felt very supportive. With no further discussion the committee was called to vote on the approval of HON 296 sec. 001 Fiction and the Sciences as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 296 sec. 002 Politics and Literature— APPROVED Pending Revisions
A member noted objective one in the Interdisciplinary Perspectives GEP may need to be better articulated in the syllabus. Several members noted the attendance policy seemed a bit confusing, and requested clarification, and noted the disability statement would need to be corrected be for moving on to CUE. Another member noted
outcome number two felt cumbersome, and suggested breaking it into separate outcomes. A member noted there seemed to be inconsistencies with the grading scale and requested clarifications of the outcomes. With no further discussion the committee was called to vote on the approval of HON 296 sec. 002 Politics and Literature as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 296 sec. 003 Creative Non Fiction as Civic Discourse: Reading, Writing About and Making Environmental Literature — TABLED
A member noted course outcomes 4, 5, 6 and 7 were not measurable outcomes, but rather just activities. The member suggested readdressing, rewriting, or just removing the outcomes and noted they felt more so like objectives. A member noted objective two for the Interdisciplinary Perspectives GEP did not seem like an objective, so it was unclear as to if it satisfied the outcome. Course objectives 1, 2, 3 and 4 are good, but the others seem vague, and a member suggested possibly just removing them. A member noted issues with the grading of the final paper, and that the grading scale to determine the students overall final grade in the class needs to be cleaned up. A motion was made to table further discussion or HON 296 section 003 Creative Non Fiction as Civic Discourse: Reading, Writing About and Making Environmental Literature as a GEP Special Topics offering. The committee unanimously agreed. The action was TABLED.

HON 299 sec. 001 Music of the Celtic World — APPROVED Pending Revisions
A member noted objective number 2 for the Global Perspectives GPE did not seem to fit. The member observed there did not seem to be any comparison between countries. Another member noted they believed it was the instructors intention, but it was not explicitly stated, and suggested the instructor utilize the word “compare” in the objective. Another member pointed out it was in the measure, but not stated in the outcome itself. With no further discussion the committee was called to vote on the approval of HON 299 sec. 001 Music of the Celtic World as a GEP Special Topic offering pending revisions. The committee unanimously APPROVED.

HON 347 Freedom and the Self — APPROVED Pending Revisions
A member noted objective number three from the Interdisciplinary Perspectives GEP felt inexplicit when using “explore and synthesize,” and suggested using “draw connections between…” instead. Another member noted each outcome seemed to have a sentence after, which provided further explanation, and noted it may not be necessary. The member suggested for the sake of simplicity removing any unnecessary sentences from the outcome. Another member noted an error on page five of the syllabus. With no further discussion the committee was called to vote on the approval of HON 347 Freedom and the Self as a new course offering pending revisions. The committee unanimously APPROVED.

Announcements & Discussion
Without any further discussion, a motion was made to adjourn. The committee unanimously APPROVED this motion.

Meeting adjourned: 2:31

Respectfully submitted by Kasey Harris
Welcome & Introduction

Remarks from Chair, Peggy Domingue
Chair Domingue, welcomed guests and noted the agenda for this meeting was short. She also stated she had hoped the committee members enjoyed their Spring Break.

Remarks from Associate Vice-Provost, Dr. Barbara Kirby
Dr. Kirby welcomed the committee members and thanked them for being able to attend. She then noted the current semester was wrapping up, and reminded the members of the UCCC and CUE committee deadlines for actions. She then polled the room to see if any members anticipated actions with GEPs coming through soon. The Music department they did in fact expect to have several actions coming though for the April DASA CCC meeting.

Minutes

Approval of February 16, 2015 meeting minutes
A motion was made and seconded to approve the minutes from February 16, 2015 as presented. Without discussion the motion was APPROVED.

Old Business

HON 296 sec. 003 Creative Non Fiction as Civic Discourse: Reading, Writing About and Making Environmental Literature — Approved with Friendly Suggestions
A motion was made and seconded to review HON 296 section 003 for approval as a GEP Special Topics course. The presenter, Dr. Aaron Stoller, noted this action was previously table, but had since been cleaned up in the errors DASA CCC members expressed concern such as the grading scale and the interdisciplinary studies GEP section. He noted the course in itself had not changed. A member provided friendly suggestions and noted outcome number three from objective one for the interdisciplinary studies GEP felt unnecessary, as did outcome number six from objective two in the same GEP category. Dr. Stoller made note of these suggestions and state he would have the action corrected. With no further discussion, the committee was called to vote on the approval of HON 296 sec. 003 Creative Non Fiction as Civic Discourse: Reading, Writing About and Making Environmental Literature as a GEP Special Topics course with the provided friendly suggestions. The vote was unanimously APPROVED.
Course & Curricular Actions for Review and Approval

24OLM Outdoor Leadership Minor – APPROVED
A motion was made and seconded to approve the addition of HESMO 263 Whitewater Kayaking as an elective course for the Outdoor Leadership Minor. Without discussion the committee was called to a vote on the action, and unanimously APPROVED.

Announcements & Discussion

Without any further discussion, a motion was made to adjourn. The committee unanimously APPROVED this motion.

Meeting adjourned: 1:56PM

Respectfully submitted by Kasey Harris
AGENDA
April 13, 2015 (Monday) – Park Shops 211D – 1:30-2:30 pm

Call to Order

- Welcome – Chair Peggy Domingue
- Remarks from Associate Vice-Provost, Dr. Barbara Kirby

Minutes

- Approval of March 16, 2015 meeting minutes

Course and Curricular Actions for Review and Approval

<table>
<thead>
<tr>
<th>Presenter</th>
<th>Course/Curriculum</th>
<th>Reviewers</th>
<th>Action</th>
<th>Notes:</th>
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<td>ES 150 Water and the Environment</td>
<td>Blanton, Cassidy, Koch</td>
<td>New Course; GEP: IP &amp; GK</td>
<td>Locating actions in CIM:</td>
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<td>1) Go to: <a href="https://next-catalog.ncsu.edu/courseadmin/">https://next-catalog.ncsu.edu/courseadmin/</a></td>
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<td>2) Sign in using your Unity (Shibboleth) login information.</td>
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<td>3) Follow the links provided in the agenda &amp; action packet, or enter the course prefix and number into the search field and hit search.</td>
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<td>4) This will bring up the course and course proposal for your review.</td>
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<tr>
<td>Domingue</td>
<td>HESD 227 African Dance I</td>
<td>Blanton, Watson, Shands</td>
<td>New Course; GEP: HES &amp; GK</td>
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<td>Domingue</td>
<td>HESD 230 Horton Dance Technique</td>
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<td>HESD 265 Ballet II</td>
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<td>HESD 280 Jazz Dance II</td>
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<td>HESM 320 Movement Improvisation</td>
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<td>HESM 322 Dance and Society</td>
<td>Burton, Cassidy, Jones</td>
<td>New Course; GEP: VPA &amp; GPK</td>
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<tr>
<td>Domingue</td>
<td>HESM 324 Concert Dance History</td>
<td>Burton, Watson, Blanton</td>
<td>New Course; GEP: VPA &amp; USD</td>
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<td>Domingue</td>
<td>HESM 328 Dance Composition II</td>
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<td>Blanton</td>
<td>HON 297 section 001 Poultry and Man: Why Did the Chicken Cross the World</td>
<td>Grant, Holmes, Winner</td>
<td>HON Special Topic; GEP: IP</td>
<td>1st Offering</td>
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<td>Koch</td>
<td>MUS 152 Beginning Bagpiping</td>
<td>Grant, Cassidy, Self</td>
<td>Various Revisions</td>
<td>Action in CIM</td>
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<tr>
<td>Koch</td>
<td>MUS 295 section 001 Introduction to the Music Industry</td>
<td>Holmes, Winner, Shands</td>
<td>Special Topic GEP: VPA</td>
<td>2nd Offering</td>
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<td>Koch</td>
<td>MUS 295 section 003Q The Art and Culture of Hip-Hop</td>
<td>Burton, Winner, Jones</td>
<td>Special Topic GEP: VPA</td>
<td>1st Offering</td>
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<td>Koch</td>
<td>MUS 295 section 005 History of Rock: 1950s-70s</td>
<td>Grant, Watson, Burton</td>
<td>Special Topic GEP: VPA</td>
<td>1st Offering</td>
</tr>
<tr>
<td>Koch</td>
<td>MUS 295 section 006 Music in the South</td>
<td>Blanton, Cassidy, Winner</td>
<td>Special Topic GEP: VPA</td>
<td>1st Offering</td>
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<tr>
<td>Cassidy</td>
<td>USC 298 section 015 Professional Development for Career Ambassadors</td>
<td>Holmes, Self, Watson</td>
<td>Special Topic</td>
<td>1st Offering</td>
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</tbody>
</table>
Members Present (Quorum Present: 5): Chair Peggy Domingue, Larry Blanton, Maria Crockett, William Winner, Donna Burton, Susan Grant, Tom Koch, Sean Cassidy, Jeremy Watson, Ex-Officio Members Present: Jason DeRousie, Barbara Kirby, Catherine Freeman Members Absent: Kirk Shands, Trevoron Jones, Mia Self Guests: Chris Ashwell (Poultry Science), Autumn Belk (Health Exercise Studies), Marcy Bullock (Career Development Center), Aaron Stoller (University Honors Program),

Welcome & Introduction

Remarks from Chair, Peggy Domingue
Chair Domingue, open the meeting by thank the committee members for coming, and welcomed and introduced the various guest from across campus.

Remarks from Associate Vice-Provost, Dr. Barbara Kirby
Again welcomed the committee and guests, but offered to wait until the end of the meeting to share additional remarks.

Minutes
Approval of February 16, 2015 meeting minutes
A motion was made and seconded to approve the minutes from March 16, 2015 as presented. Without discussion the motion was APPROVED.

Course & Curricular Actions for Review and Approval

ES 150 Water and the Environment — Approved Pending Revisions
Dr. Winner, of Environmental Science, provided some background information and introduced the course to the committee. One member noted outcome two in objectives two and three need to match and be updated in the syllabus and in CIM. The member also noted “team taught” should be more defined. The syllabus should elaborate on who will be contributing to the course, and what they will be contributing (ie. information, lectures, and readings).

Another member stated as an Interdisciplinary Perspectives course, the multiple disciplines need to be clearly defined as to what they are and how they will be addressed. The committee also suggested identifying only a few main disciplines as this will provide a clear view of the course for future reviewing committees. A member noted as a Global Knowledge course, the course needs to clear state how it incorporates cultural world views.

A member suggested for objective 3 using outcome 5 as it seemed more appropriate than outcome 2.

It was also stated grading for the course needed clarification. Members questioned the difference between quizzes and exams. Dr. Winner provided clarification noting the two were interchangeable, but that could change or be more clearly stated if needed. A member state the grading scale needed also needed to be
clear if it was using points or percentages to calculate students’ grades, as to if plus minus grading was being utilized. Dr. Winner stated plus/minus grading would not be used. It was requested that this be made clear in the syllabus, as it is in contrast to the adopted university standard of using plus/minus grading. Members also noted the attendance policy may need some review.

With no further discussion the room was called to vote to approve ES 150 Water and the Environment pending revisions. The vote was unanimously approved.

HESD 227 African Dance I — Approved with Friendly Suggestions
Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the course to the committee. A member noted course outcome two would benefit from using a more measurable term such as “compare and contrast” in place of “explore.” Without further discussion the committee was called to vote to approve HESD 227 African Dance I. The committee voted to unanimously approve the course.

HESD 230 Horton Dance Technique — Approved with Friendly Suggestions
Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the course to the committee. The committee suggested the presenter, Autumn Belk, ensure the US Diversity outcomes are in fact addressing the objectives, as further reviewing committees may need more explanation as to how the specific topics of diversity are addressed throughout the course. Without further discussion the committee was called to vote to approve HESD 230 Horton Dance Technique. The committee voted to unanimously approve the course.

HESD 265 Ballet II — Approved
Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the course to the committee. With no further discussion the committee was called to vote to approve HESD 265 Ballet II. The committee voted to unanimously approve the course.

HESD 280 Jazz Dance II — Approved with Friendly Suggestions
Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the course to the committee. A member of the committee noted there was a cost statement; however, no actual prices were listed. With no further discussion the committee was called to vote to approve HESD 280 Jazz Dance II. The committee voted to unanimously approve the course.

HESM 304 Dance Practicum — Approved with Friendly Suggestions
Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the course to the committee. A member of the committed noted that wording in the syllabus regarding curricula may need to be changed. With no further discussion the committee was called to vote to approve HESM 304 Dance Practicum. The committee voted to unanimously approve the course.

A motion was made and seconded to extend the meeting by twenty minutes.

HESM 320 Movement Improvisation & HESM 328 Dance Composition – Approve with Friendly Suggestions
A motion was made and seconded to approve HESM 320 Movement Improvisation and HESM 328 Dance Composition as a package. The motion was approve unanimously.
Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the courses to the committee. A member suggested Ms. Belk provide a more detailed rubric for grading with HESM 328. With no further discussion the committee was called to vote to approve HESM 320 Movement Improvisation and HESM 328 Dance Composition. The committee voted to unanimously approve the courses.

HESM 322 Dance and Society — Pulled from Agenda by Presenter

HESM 324 Concert Dance History — Pulled from Agenda by Presenter

HON 297 section 001 Poultry and Man: Why Did the Chicken Cross the World — Approved with Friendly Suggestions

Dr. Chris Ashwell, of Poultry Science, provided some background information and introduced the course to the committee. Once committee member stated he felt it was necessary to more clearly project the poultry science and sociology perspectives of the course. The member stated the course seems to do a fine job, further detail or context would strength the course for the Interdisciplinary Perspectives GEP. The member also noted Objective three has four outcomes associated with it, and suggested picking one or two to use as this will alleviate any possible confusion for further review. With no further discussion the committee was called to vote to approve HON 297 section 007 Poultry and Man: Why Did the Chicken Cross the World. The committee voted to unanimously approve the course.

MUS 152 Beginning Bagpiping — Approved with Friendly Suggestions

Dr. Tom Koch, of the Music department, provided some background information and introduced the course to the committee. A member of the committee suggested removing phrasing from the catalog description regarding independent study as it is not a part of the class and my cause confusion with later committee review. With no further discussion the committee was called to vote to approve MUS 152 Beginning Bagpiping. The committee voted to unanimously approve the course.

MUS 295 section 001 Introduction to the Music Industry — Approved with Friendly Suggestions

Dr. Tom Koch, of the Music department, provided some background information and introduced the course to the committee. A member noted the GEP outcomes of the course felt fine, but suggested Dr. Koch ensure they are included in the course outcomes as well. With no further discussion the committee was called to vote to approve MUS 295 section 001 Introduction to the Music Industry. The committee voted to unanimously approve the course.

MUS 295 section 003Q The Art and Culture of Hip-Hop — Approved with Friendly Suggestions

Dr. Tom Koch, of the Music department, provided some background information and introduced the course to the committee. A member noted the GEP outcomes of the course felt fine, but suggested Dr. Koch ensure they are included in the course outcomes as well. A member suggested cross-listing the MUS special topic courses with the VPA special topics shell of VPA 295. Dr. Koch expressed interest in this, and inquired on how to do so. The member noted it was
a simple process and offered assistance to Dr. Koch in the process of ensuring the courses were properly cross-listed. With no further discussion the committee was called to vote to approve MUS 295 section 003Q *The Art and Culture of Hip-Hop*. The committee voted to unanimously approve the course.

**MUS 295 section 005 History of Rock: 1950s – 70s — Approved with Friendly Suggestions**

Dr. Tom Koch, of the Music department, provided some background information and introduced the course to the committee. A member of the committee suggested providing a statement of cost for the concert the course requires students to attend. With no further discussion the committee was called to vote to approve MUS 295 section 005 *History of Rock: 1950s – 70s*. The committee voted to unanimously approve the course.

**MUS 295 section 006 Music of the South — Approved with Friendly Suggestions**

Dr. Tom Koch, of the Music department, provided some background information and introduced the course to the committee. A member of the committee suggested providing a statement of cost for the concert the course requires students to attend. With no further discussion the committee was called to vote to approve MUS 295 section 006 *Music of the South*. The committee voted to unanimously approve the course.

**USC 298 Professional Development for Career Ambassadors — Approved with Friendly Suggestions**

Marcy Bullock, of the Career Development Center, provided some background information and introduced the course to the committee. A committee member suggested changing the wording of several outcome including one, six, and seven. The member noted it is encouraged to use measurable terms when writing learn outcomes, the member then provided Ms. Bullock with a few suggestions. With no further discussion the committee was called to vote to approve MUS 295 section 006 *Music of the South*. The committee voted to unanimously approve the course.

**Announcements & Discussion**

Dr. Kirby extended thanks to Peggy Domingue for acting as the 2014 – 2015 DASA CCC Chair, and presented her with a gift as a token of the committee’s appreciation for her service. Without any further discussion, a motion was made to adjourn. The committee unanimously **APPROVED** this motion.

**Meeting adjourned: 2:50PM**

Respectfully submitted by Kasey Harris
AGENDA

Minutes

- Approval of April 13, 2015 meeting minutes

Course and Curricular Actions for Review and Approval: Electronic Vote

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<th>Course/Curriculum</th>
<th>Action</th>
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<td>HESM 322 <em>Dance and Society</em></td>
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<td>Cassidy</td>
<td>USC 298 <em>Goodnight Scholars First Year Seminar</em></td>
<td>Special Topics Course</td>
<td>1st Offering</td>
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Locating actions in CIM:

1) Go to: https://next-catalog.ncsu.edu/courseadmin/

2) Sign in using your Unity (Shibboleth) login information.

3) Follow the links provided in the agenda & action packet, or enter the course prefix and number into the search field and hit search.

4) This will bring up the course and course proposal for your review.
1. Please provide any comments and/or changes concerning the minutes from the April 13, 2015 DASA CCC Meeting.

Text Response
None

On page 5, the following sentence appears twice, once in the wrong place (under USC 298): With no further discussion the committee was called to vote to approve MUS 295 section 006 Music of the South. We noted explicitly that currently there is no Dance Minor - however, it is mentioned in the HESM courses’ information. There was concern about including those references.

None

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2. What is your vote for the minutes from the April 13, 2015 DASA CCC Meeting?

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<td>Total Responses</td>
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3. Comments concerning HESM 322 Dance and Society.

Text Response
None

-- Since there is no minor in Dance right now, I recommend excluding the reference. -- Because there is no prerequisite for the class, I recommend adding a statement such as this to the Movement Project: "A detailed description of each of the parameters will be provided on Moodle." That way, a student inexperienced in dance will know that further guidance will be provided by the instructor. I vote yes, with these friendly amendments.

I love that this courses will be a GEP course and open to all students, however, I would like to see increased enrollment capacity or multiple sections since it is open to all students and only offered in alternate years (capacity is currently at 30).

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4. Please provide your vote for the creation of the new course HESM 322 Dance and Society.

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Statistic | Value
---|------
Min Value | 1
Max Value | 1
Mean | 1.00
Variance | 0.00
Standard Deviation | 0.00
Total Responses | 5

5. Comments concerning HESM 324 Concert Dance History.

Text Response
None
-- Since there is no minor in Dance right now, I recommend excluding the reference. -- So that students understand their responsibilities, I recommend that attendance information be explicit. -- I recommend differentiating between the requirements for in-class participation and for the written journals so that the students understand the weight of each in the final grade. I vote yes, with these friendly amendments.

In the new course proposal form it mentions "A small fee may be required for concert attendance" but I don't see any mention of this in the course syllabus. If it's not definite, it would probably still be good to mention it in the syllabus as a possibility with a projection of the ticket price if possible. Also, I love that both courses will be GEP courses and open to all students, however, I would like to see increased enrollment capacity or multiple sections since they are open to all students and only offered in alternate years (capacity is currently at 20).

Statistic | Value
---|------
Total Responses | 3

6. Please provide your vote for the creation of the new course HESM 324 Concert Dance History.

<table>
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<tr>
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</table>
7. Comments concerning USC 298 Goodnight Scholars First Year Seminar.

Text Response
None
As a new course, it will be helpful to UCCC members for there to be a list of possible text materials and weekly course topics. I vote yes if this information is provided.

8. Please provide your vote for the creation of the Special Topics Offering for USD 298 Goodnight Scholars First Year Seminar.

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9. Please provide any questions and/or general concerns you might have. Thank you!

Text Response
Call to Order: 1:32PM

Members Present (Quorum Present: 5): Chair Peggy Domingue, Larry Blanton, Maria Crockett, William Winner, Donna Burton, Susan Grant, Tom Koch, Sean Cassidy, Jeremy Watson,

Ex-Officio Members Present: Jason DeRousie, Barbara Kirby, Catherine Freeman

Members Absent: Kirk Shands, Trevoron Jones, Mia Self

Guests: Chris Ashwell (Poultry Science), Autumn Belk (Health Exercise Studies), Marcy Bullock (Career Development Center), Aaron Stoller (University Honors Program),

Welcome & Introduction

Remarks from Chair, Peggy Domingue
Chair Domingue, open the meeting by thank the committee members for coming, and welcomed and introduced the various guest from across campus.

Remarks from Associate Vice-Provost, Dr. Barbara Kirby
Again welcomed the committee and guests, but offered to wait until the end of the meeting to share additional remarks.

Minutes

Approval of February 16, 2015 meeting minutes
A motion was made and seconded to approve the minutes from March 16, 2015 as presented. Without discussion the motion was APPROVED.

Course & Curricular Actions for Review and Approval

ES 150 Water and the Environment — Approved Pending Revisions
Dr. Winner, of Environmental Science, provided some background information and introduced the course to the committee. One member noted outcome two in objectives two and three need to match and be updated in the syllabus and in CIM. The member also noted “team taught” should be more defined. The syllabus should elaborate on who will be contributing to the course, and what they will be contributing (ie. information, lectures, and readings).

Another member stated as an Interdisciplinary Perspectives course, the multiple disciplines need to be clearly defined as to what they are and how they will be addressed. The committee also suggested identifying only a few main disciplines as this will provide a clear view of the course for future reviewing committees. A member noted as a Global Knowledge course, the course needs to clear state how it incorporates cultural world views.

A member suggested for objective 3 using outcome 5 as it seemed more appropriate than outcome 2.

It was also stated grading for the course needed clarification. Members questioned the difference between quizzes and exams. Dr. Winner provided clarification noting the two were interchangeable, but that could change or be more clearly stated if needed. A member state the grading scale needed also needed to be
clear if it was using points or percentages to calculate students’ grades, as to if plus minus grading was being utilized. Dr. Winner stated plus/minus grading would not be used. It was requested that this be made clear in the syllabus, as it is in contrast to the adopted university standard of using plus/minus grading. Members also noted the attendance policy may need some review.

With no further discussion the room was called to vote to approve ES 150 *Water and the Environment* pending revisions. The vote was unanimously approved.

**HESD 227 African Dance I — Approved with Friendly Suggestions**

Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the course to the committee. A member noted course outcome two would benefit from using a more measurable term such as “compare and contrast” in place of “explore.” Without further discussion the committee was called to vote to approve HESD 227 *African Dance I*. The committee voted to unanimously approve the course.

**HESD 230 Horton Dance Technique — Approved with Friendly Suggestions**

Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the course to the committee. The committee suggested the presenter, Autumn Belk, ensure the US Diversity outcomes are in fact addressing the objectives, as further reviewing committees may need more explanation as to how the specific topics of diversity are addressed throughout the course. Without further discussion the committee was called to vote to approve HESD 230 *Horton Dance Technique*. The committee voted to unanimously approve the course.

**HESD 265 Ballet II — Approved**

Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the course to the committee. With no further discussion the committee was called to vote to approve HESD 265 *Ballet II*. The committee voted to unanimously approve the course.

**HESD 280 Jazz Dance II — Approved with Friendly Suggestions**

Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the course to the committee. A member of the committee noted there was a cost statement; however, no actual prices were listed. With no further discussion the committee was called to vote to approve HESD 280 *Jazz Dance II*. The committee voted to unanimously approve the course.

**HESM 304 Dance Practicum — Approved with Friendly Suggestions**

Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the course to the committee. A member of the committed noted that wording in the syllabus regarding curricula may need to be changed. With no further discussion the committee was called to vote to approve HESM 304 *Dance Practicum*. The committee voted to unanimously approve the course.

*A motion was made and seconded to extend the meeting by twenty minutes.*

**HESM 320 Movement Improvisation & HESM 328 Dance Composition — Approve with Friendly Suggestions**

A motion was made and seconded to approve HESM 320 *Movement Improvisation* and HESM 328 *Dance Composition* as a package. The motion was approve unanimously.
Autumn Belk, of Health & Exercise Studies, provided some background information and introduced the courses to the committee. A member suggested Ms. Belk provide a more detailed rubric for grading with HESM 328. With no further discussion the committee was called to vote to approve HESM 320 *Movement Improvisation* and HESM 328 *Dance Composition*. The committee voted to unanimously approve the courses.

**HESM 322 Dance and Society — Pulled from Agenda by Presenter**

**HESM 324 Concert Dance History — Pulled from Agenda by Presenter**

**HON 297 section 001 Poultry and Man: Why Did the Chicken Cross the World — Approved with Friendly Suggestions**

Dr. Chris Ashwell, of Poultry Science, provided some background information and introduced the course to the committee. Once committee member stated he felt it was necessary to more clearly project the poultry science and sociology perspectives of the course. The member stated the course seems to do a fine job, further detail or context would strength the course for the Interdisciplinary Perspectives GEP. The member also noted Objective three has four outcomes associated with it, and suggested picking one or two to use as this will alleviate any possible confusion for further review. With no further discussion the committee was called to vote to approve HON 297 section 007 *Poultry and Man: Why Did the Chicken Cross the World*. The committee voted to unanimously approve the course.

**MUS 152 Beginning Bagpiping — Approved with Friendly Suggestions**

Dr. Tom Koch, of the Music department, provided some background information and introduced the course to the committee. A member of the committee suggested removing phrasing from the catalog description regarding independent study as it is not a part of the class and my cause confusion with later committee review. With no further discussion the committee was called to vote to approve MUS 152 *Beginning Bagpiping*. The committee voted to unanimously approve the course.

**MUS 295 section 001 Introduction to the Music Industry — Approved with Friendly Suggestions**

Dr. Tom Koch, of the Music department, provided some background information and introduced the course to the committee. A member noted the GEP outcomes of the course felt fine, but suggested Dr. Koch ensure they are included in the course outcomes as well. With no further discussion the committee was called to vote to approve MUS 295 section 001 *Introduction to the Music Industry*. The committee voted to unanimously approve the course.

**MUS 295 section 003Q The Art and Culture of Hip-Hop — Approved with Friendly Suggestions**

Dr. Tom Koch, of the Music department, provided some background information and introduced the course to the committee. A member noted the GEP outcomes of the course felt fine, but suggested Dr. Koch ensure they are included in the course outcomes as well. A member suggested cross-listing the MUS special topic courses with the VPA special topics shell of VPA 295. Dr. Koch expressed interest in this, and inquired on how to do so. The member noted it was
a simple process and offered assistance to Dr. Koch in the process of ensuring the courses were properly cross-listed. With no further discussion the committee was called to vote to approve MUS 295 section 003Q *The Art and Culture of Hip-Hop*. The committee voted to unanimously approve the course.

**MUS 295 section 005 History of Rock: 1950s – 70s — Approved with Friendly Suggestions**

Dr. Tom Koch, of the Music department, provided some background information and introduced the course to the committee. A member of the committee suggested providing a statement of cost for the concert the course requires students to attend. With no further discussion the committee was called to vote to approve MUS 295 section 005 *History of Rock: 1950s – 70s*. The committee voted to unanimously approve the course.

**MUS 295 section 006 Music of the South — Approved with Friendly Suggestions**

Dr. Tom Koch, of the Music department, provided some background information and introduced the course to the committee. A member of the committee suggested providing a statement of cost for the concert the course requires students to attend. With no further discussion the committee was called to vote to approve MUS 295 section 006 *Music of the South*. The committee voted to unanimously approve the course.

**USC 298 Professional Development for Career Ambassadors — Approved with Friendly Suggestions**

Marcy Bullock, of the Career Development Center, provided some background information and introduced the course to the committee. A committee member suggested changing the wording of several outcome including one, six, and seven. The member noted it is encouraged to use measurable terms when writing learn outcomes, the member than provided Ms. Bullock with a few suggestions. With no further discussion the committee was called to vote to approve MUS 295 section 006 *Music of the South*. The committee voted to unanimously approve the course.

**Announcements & Discussion**

Dr. Kirby extended thanks to Peggy Domingue for acting as the 2014 – 2015 DASA CCC Chair, and presented her with a gift as a token of the committee’s appreciation for her service. Without any further discussion, a motion was made to adjourn. The committee unanimously APPROVED this motion.

**Meeting adjourned: 2:50PM**

Respectfully submitted by Kasey Harris
ANNUAL REPORT

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<tr>
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<td>June 9, 2015</td>
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RECOMMENDATIONS

SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

The Division of Academic and Student Affairs Courses and Curricula Committee (DASA CCC) met nine (9) times for approximately 1 hour each session during the 2014-2015 academic year. The council had appropriate representation to carry out its charge with 12 voting members.

The membership and its quorum (minimum of 5 voting members) worked proficiently during each meeting. The committee was heavily involved in its monthly proceedings. These actions included:

- **6 course actions:**
  - 1 GEP Review
  - 22 Special Topics Offerings
    - 16 GEP Special Topics Offerings
  - 19 New Courses
    - 13 New Courses with GEPs
  - 23 Actions with Revisions
    - 20 Revisions to Instructional Format
    - 2 Revisions to Prefix
    - 1 Revision to Credit Hours
    - 1 Revision to Title
    - 1 Revision to Abbreviated Title
    - 1 Revision to Catalog Description

- **3 curricular actions:**
  - 3 Curricular Revisions
    - 24CAM
      - Add HESM 476 to Coaching Minor
      - Remove HESM 479
    - 24MUM
      - Revisions to minor requirements and required courses
    - 24OLM
      - Add HESMO 263 to list of approved electives for minor
Other business included:

- In February 2015, the new CourseLeaf Course Inventory Management system for course processing was implemented. Since its implementation, UCCC has reviewed electronically:
  - 13 Courses

- Next Year: Sean Cassidy was elected Chair-elect for 2014-2015, and shall serve as Chair for 2015-2016.

RECOMMENDATION FOR REVISION OF CHARGE AND/OR MEMBERSHIP CONFIGURATION (if applicable)

Recommendations from Dr. Kirby:

Dr. Kirby has recommended adding Deborah Aker of the Shelton Leadership Center as a member of the DASA Courses and Curriculum Committee. Dr. Kirby also recommended the committee review all courses offered by DASA to determine the following

- should the course continue to be offered
- whether the course is in need of revision
- if the course should be dropped

Recommendations from the Chair, Peggy Domingue

Chair, Peggy Domingue, would like to recommend adding information regarding Distance Education courses, specifically scheduling a course and completing physical fitness testing or skill testing off campus. All Distance Education courses receive a course enrollment cap sent by DELTA. Instructors are unable to exceed the enrollment cap.

The instructor determines if off campus fitness/skills testing can be accomplished by the following

- the student must provide the equipment necessary for the testing
- the student must provide a clear video to the instructor and sent via email or YouTube
- Approval must be given by the instructor before the student leaves campus. The testing procedures are extremely detailed. It will be necessary to have the student and instructor meet on campus to discuss this critical part of the course. This approval is only considered for students who will be studying abroad or former athletes no longer living in North Carolina.
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