University Curriculum Committee
September 15. 2020

Call to Order – Meeting: 3:45 pm, ZOOM

Voting Members Present: Sara McCaslin, Mariah Yates, Anthony Paganelli, Melanie Autin, Travis Newton, Mark Robinson, Trish Jaggers, Angie Jerome, Andy Mienaltowski

Advisory Members Present: Jennifer Hammonds, Rheanna Plemons, Stuart Burris, Merrall Price, Evelyn Thrasher, Danita Kelley, Dennis George

Guest: Ke Peng, Sarah Herrick, Alex Poole

Approval of 8/25/20 Minutes – 1st/2nd Jerome/Autin **– Vote:** Approved

Old Business:
None

New Business:
Steering Committee Appointments was going to be discussed but Andy didn't have the list so it'll be discussed with Liz next time.

Curriculum Agenda

Ogden College of Science and Engineering	
Type of item	**Description of Item & Contact Information**
Bundle Consent Items **1st/2nd:** Autin/Yates **Discussion:** None **Vote:** Approved	
Consent	**Proposal to Revise a Course Title** **AMS 310, Ergonomics & Safety, 3 hrs.** Contact: Bryan Reaka, bryan.reaka@wku.edu, x7032
Consent	**Proposal to Revise Course Prerequisites** **AMS 356, Systems Design & Operation, 3 hrs.** Contact: Bryan Reaka, bryan.reaka@wku.edu, x7032
Consent	**Proposal to Revise Course Prerequisites** **AMS 490E, Senior Research for MET, 3 hrs.** Contact: Bryan Reaka, bryan.reaka@wku.edu, x7032

Action	Proposal to Revise a Program
1st/2nd: Autin/Paganelli	**Ref. 5006, Manufacturing Engineering Technology, 61 hrs.**
Vote: Approved	Contact: Bryan Reaka, bryan.reaka@wku.edu, x7032
	Discussion: None

Potter College of Arts & Letters	
Type of Item	**Description of Item & Contact Information**
Action **1st/2nd:** Autin/Newton **Vote:** Approved	**Proposal to Create a New Course** **Item: CHNF 399 Personalized Learning** Contact: Ke Peng, ke.peng@wku.edu , 745-2118 **Discussion:** Hammonds asked, Is this permission of the instructor necessary? Peng, similar to Independent study type of course so that why they put it out there. Jerome – 399 repeatable for 12 hrs. and so is 499? Peng – Special cases for students. Does require upper division level courses as well. Kelley, course description fulfills world language with a grade of C or better, that's different than others. Hammonds, it doesn't double check the system/requirement.
Action **1st/2nd:** Newton/Yates **Vote:** Approved	**Proposal to Create a New Course** **Item: CHNF 499 Domain Training in Chinese** Contact: Ke Peng, ke.peng@wku.edu , 745-2118 **Discussion:** Mienaltowski asked, Credit Hours, always three credits and not variable? Peng – That is correct. Hammonds asked about implementation dates – Peng, next available Kelley, course description fulfills world language with a grade of C or better, that's different than others. Hammonds, it doesn't double check the system/requirement.
Action **1st/2nd:** Autin/Newton **Vote:** Approved	**Proposal to Revise Course Repeat Limit** **Item: CHIN 209 Chinese Learning Lab & Exploratorium I** Contact: Ke Peng, ke.peng@wku.edu , 745-2118 **Discussion:** Autin, Is there a limit on how many times they can take this course? Peng – Yes it can be repeated up to 3 times. Maybe add the language "up to 12 hours" on 1.3. Talked briefly about the requirements.
Action **1st/2nd:** Newton/Autin **Vote:** Approved	**Proposal to Revise Course Repeat Limit** **Item: CHIN 409 Chinese Learning Lab & Exploratorium II** Contact: Ke Peng, ke.peng@wku.edu , 745-2118 **Discussion:** How is the load spread out to the faculty? They take turns.

College of Health and Human Services	
Type of Item	**Description**
Action **1st/2nd:** Jerome/Autin **Vote:** Approved	**Revise a Program** **445 Tourism Minor** Contact: Raymond Poff, 745-2498, Raymond.poff@wku.edu **Discussion:** None

Undergraduate Academic Policy Committee Report:
Undergraduate Certificate Policy

An undergraduate certificate program must meet the following criteria:
- consist of a minimum of 12 undergraduate credit hours
- must include an upper level component of at least 3 hours*
- must not include hidden pre-requisites or co-requisites
- Certificate programs may be substituted for a minor. Beginning fall ~~2020~~ 2021, certificate programs can be counted in place of a minor if (a) the major and certificate combination consists of at least 50% upper level hours, and (b) the two programs consist of at least 48 unduplicated hours.
- all courses earned toward the certificate must be letter graded except for those courses exclusively offered as pass/fail, which can encompass no more than 25% of the certificate program
- Academic certificate programs eligible for federal financial aid are subject to the United States Department of Education (DOE) Gainful Employment regulations. Academic units wishing to offer such certificate programs must first consult with the WKU Office of the Provost to ensure that all DOE Gainful Employment regulations are met.

* Current certificate programs that don't meet this standard will be grandfathered in.

Students may achieve a certificate if the following requirements are met:
- a minimum of 75% of hours earned toward the certificate are earned at WKU
- a minimum GPA of 2.0 must be earned in total course work required for the certificate program, in addition to a minimum cumulative 2.0 GPA and a minimum 2.0 GPA earned in WKU coursework
- students ~~must~~ should apply for the certificate the semester prior to completion
- only hours appearing on the undergraduate transcript may be counted toward undergraduate certificates

   Motion to approve the report:
   1st/2nd: Jerome/Paganelli

Discussion: 3rd bullet – "Students must apply for the certificate the semester prior to completion."

Autin asked, Do they apply in that semester or prior to that semester?

Plemons, It's best to file the form the semester before.

Kelley, must seems a little harsh – Can we say "should".

Jerome – Change date to Fall 2021 in forth bullet.

Motion to approve 1st/2nd: Jerome/Paganelli

Vote: Approved

VII. Steering Committee Report – no report

VIII. Announcements – no announcements

Adjourn at 4:30pm

Respectfully Submitted
UCC Recorder
Jessica Steenbergen