

Undergraduate Curriculum Committee  
Meeting Minutes - October 18, 2022

**Call to Order – Meeting: 3:47 pm, Zoom**

**Voting Members Present:** Sheila Flener, John Cipolla, Kate Hudepohl, Scott Grubbs, Jason Wilson, Kristi Branham, Matthew Nee, Said Ghezal, Stacy Leggett, Alex Olson, Grace Lartey, Anthony Paganelli, Jim Lindsey

**Advisory Members Present:** Beth Laves, Stuart Burris, Dennis George, Evelyn Thrasher, Danita Kelley, Jennifer Hammonds, Jessica Dorris

**Guest:** Joseph Evans

**Approval of Minutes, September 20, 2022 – 1<sup>st</sup>/2<sup>nd</sup>:** Wilson/Nee – **Vote:** Approved (8/8)

**Old Business:**  
CourseLeaf Change Update – Move to bottom of agenda

**New Business:**

**Curriculum Agenda**

College of Health & Human Services				
Code	Title	Status	Contact	Received
<a href="#"><u>CHHS 150</u></a>	<a href="#"><u>CHHS 150: Enhancing Quality of Life in Health and Human Services</u></a>	Edited	Danita Kelley Amy Wininger	9/22/2022
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Paganelli/Wilson  <b>Discussion:</b> Danita was present to answer questions – Temporary course now.  <b>Vote:</b> Approved (7/7)</p>				
<a href="#"><u>PH 100</u></a>	<a href="#"><u>PH 100: Personal &amp; Public Health</u></a>	Edited	Grace Lartey	9/27/2022
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Hudepohl/Wilson  <b>Discussion:</b> None  <b>Vote:</b> Approved (10/10)</p>				
<a href="#"><u>524P, 524</u></a>	<a href="#"><u>524P, 524: Dental Hygiene, Bachelor of Science</u></a>	Edited		9/30/2022
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Ghezal/Hudepohl  <b>Discussion:</b> Laves said she’s been working on it with others, delivery mode change requires SACSCOC approval.  <b>Vote:</b> Approved (10/10)</p>				

Undergraduate Curriculum Committee  
Meeting Minutes - October 18, 2022

College of Education and Behavior Sciences				
Code	Title	Status	Contact	Received
<p><b>Motion to Bundle all SUPR courses – 1<sup>st</sup>/2<sup>nd</sup>:</b> Wilson/Nee  <b>Discussion on Bundle:</b> None  <b>Vote:</b> Approved (8/8)  <b>Motion to Approve Bundle – 1<sup>st</sup>/2<sup>nd</sup>:</b> Nee/Wilson  <b>Discussion:</b> Ghezal talked briefly about this. Just changing ACC/MGMT/BUS/MKT subjects to SUPR subject so the GFCB keep their accreditation. Grubbs asked when we are adding the SUPR subject code; Now.  <b>Vote:</b> Approved (10/10)</p>				
<a href="#">SUPR 200</a>	<a href="#">SUPR 200: Performance Reporting &amp; Bookkeeping I</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 102</a>	<a href="#">SUPR 102: Introduction to Ethical Issues in Organizations</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 110</a>	<a href="#">SUPR 110: Basic Bookkeeping and Performance Reporting</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 212</a>	<a href="#">SUPR 212: Organizational Promotions and Advertising</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 214</a>	<a href="#">SUPR 214: Supervisory Communication</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 225</a>	<a href="#">SUPR 225: Records and Information Supervision</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 230</a>	<a href="#">SUPR 230: Internship-Supervision</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 244</a>	<a href="#">SUPR 244: Introduction to Human Capital Information Systems</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 245</a>	<a href="#">SUPR 245: Supervising Diversity in the Workplace</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 248</a>	<a href="#">SUPR 248: Principles of Supervision</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 249</a>	<a href="#">SUPR 249: Employee Benefits Programs</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 250</a>	<a href="#">SUPR 250: Entrepreneurship and Organizational Innovation</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 252</a>	<a href="#">SUPR 252: Selling and Sales Supervision</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 253</a>	<a href="#">SUPR 253: Supervision Capstone</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 254</a>	<a href="#">SUPR 254: Office Administration</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 257</a>	<a href="#">SUPR 257: Human Capital Supervision</a>	Edited	Gheza Said	10/6/2022

Undergraduate Curriculum Committee  
Meeting Minutes - October 18, 2022

<a href="#">SUPR 270</a>	<a href="#">SUPR 270: Labor Relations Administration</a>	Edited	Gheza Said	10/6/2022
<a href="#">SUPR 201</a>	<a href="#">SUPR 201: Performance Reporting &amp; Bookkeeping II</a>	Edited	Gheza Said	10/6/2022
<b>Pulling the below two items off the agenda:</b>				
<a href="#">SUPR 210</a>	<a href="#">SUPR 210: Organization and Supervision</a>	Edited	Gheza Said	10/6/2022
<a href="#">288</a>	<a href="#">288: Organizational Supervision, Associate of Arts</a>	Edited	Gheza Said	10/6/2022

**Old Business:**

CourseLeaf Change Update – Move to bottom of agenda

Group met yesterday about this (Joint Information Item - attached)  
 Learning outcomes was not part of the system  
 Nee asked if there is a timeline for #4 – No – Should be set by 2025  
 Kelley - Plan of action – will they come through full review – Yes  
 Hudepohl did say they could be bundled, maybe 5 year academic review should look at this stuff, but colleges/departments should decide for themselves how to handle.  
 Kelley said is this for Graduate level as well, it will be added later  
 Lindsey need to add a date  
 Grubbs do you want this done in a more organized fashion, instead of randomly?  
 Hammonds answered, Depends on courses/programs and explained.  
 Burris asked why - Determined it is a SACSCOC cleanup.  
 Kelley talked about should the document say Undergraduate and no Graduate.  
 Graduate will create their own process, possibly using our list.  
 Flener made changes live to the document and it'll be added to the minutes for reference.  
 Flener said it will be shared with colonnade committee next week for their meeting.  
 Branham asked if we should add language in the context regarding why this is happening, YES it should, adding SACSCOC info.

**Motion to Endorse – 1<sup>st</sup>/2<sup>nd</sup>:** Hudepohl/Lartey

**Vote:** Approved (12/12)

**Announcements**

None

**Adjourn @ 4:22pm – Motion 1<sup>st</sup>/2<sup>nd</sup>:** Nee/Wilson

Respectfully Submitted  
UCC Recorder  
Jessica Steenbergen

Undergraduate Curriculum Committee  
Meeting Minutes - October 18, 2022

Appendix

Colonnade General Education Committee  
and Undergraduate Curriculum Committee

**Joint Information Item**

*Update CourseLeaf with Existing Course Objectives/SLOs*

Context:

When CourseLeaf was adopted by WKU, basic information from existing undergraduate courses and undergraduate programs was entered into the system. However, for the sake of expediency, information such as course objectives and student learning outcomes, information required on new course proposals (and revisions to existing courses), was not entered. The missing information is necessary for SACSCOC Accreditation.

Information item #1:

The Registrar's Office will do a one-time update of CourseLeaf to add learning outcomes from approved/existing Colonnade courses. Information will be obtained from approved proposals archived in the Colonnade General Education Committee shared drive.

Information item #2:

Learning outcomes for existing/approved Undergraduate Academic Programs also need to be added to CourseLeaf. The Registrar's office requests that undergraduate academic programs coordinate with Associate Deans and forward Program Learning Outcomes to the Registrar's office no later than the end of Spring 2023. Program Learning Outcomes not forwarded by the deadline will have to be added to the system through the process of full curricular review. Undergraduate Programs that were reviewed last year will start first.

Information item #3:

The Registrar's Office requests that departments review their undergraduate course inventory and suspend or delete any course they no longer wish to offer.

Information item #4:

Learning outcomes for non-Colonnade undergraduate courses also need to be added to CourseLeaf. Academic Departments should review CourseLeaf and develop a plan of action to update the missing information by end of Fall 2024.