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## University of Northern Iowa Graduate College Curriculum Committee Minutes, November 8, 2013

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**MINUTES OF GRADUATE COLLEGE CURRICULUM COMMITTEE  
November 8, 2013**

Present: M. Boyd, J. Caswell, S. Coon, F. Fontana, P. MacKay, J. Thorson, D. Wallace

Alternates: M. Bauman/F. Thompson, K. Clopton/R. Boody, A. Gilpin/L. Walsh, E. Neuhaus/J. Marshall,  
J. Zhang/T. Abebe

Absent: K. East

Guests: T. Davis, S. Lankford, G. Pohl, I. Simet, J Smith

Meeting called to order by Chair Shoshanna Coon at 3:10 p.m. in Lang 115.

**I. Introductions and Announcements**

Chair Coon welcomed all present. Guests introduced themselves.

**II. Approval of Minutes.**

Chair Coon asked members to review GCCC Minutes from October 25, 2013.

Clopton made motion to approve minutes, Boyd seconded to approve minutes. Question was called on motion to approve. Motion carried and minutes were approved.

GCCC Minutes from November 1, 2013 will be distributed and available for review at the next GCCC meeting.

**III. Review of Health, Physical Education and Leisure Services portion of the College of Education Graduate Curriculum Packet**

Clopton moved, Boyd seconded to approve the Health, Physical Education and Leisure Services portion of the College of Education Graduate Curriculum Packet.

**A. Athletic Training**

Coon notified GCCC that all Athletic Training proposals for graduate course numbers were withdrawn on November 7, 2013.

**B. Health Promotion and Education**

Davis stated that the main proposal involves dropping two courses and incorporating that curriculum into HPE 4256/5256 *Implementing Public Health and Health Promotion Programs* and HPE 4376/5376 *Planning and Evaluation of Public Health/Health Promotion Programs*. Coon suggested creating two new courses because students may have taken one of these courses in the past and would now want to take the updated course to obtain the new content. Davis said the department has already implemented this change through advising. He stated that none of the "free standing" courses were offered this year or last. The department has already been

successful in dealing with this potential issue. Coon stated that the department has basically been teaching this as a new course under a studies course number and it would be better practice to use an entirely new course number.

Coon said that some Public Policy graduate students have taken HPE 4256/5256 or 4376/5376 and she questioned whether the Public Policy program had been consulted. Davis stated that if there was no notation of that consultation in the packet, it was not done. Coon indicated that Public Policy students generally use this course as an elective and changing the credits from 3 credit hours to 4 credit hours could be an issue for them.

Coon inquired about the proposal to change the credit hours for HPE 6289 *Seminar* from no notation in the catalog to 1 credit hour. Davis indicated that HPE6289 was previously offered for 2 credit hours and the department is proposing to change the credit hours to 1 credit hour.

SYSTEM ISSUE: It appears that some changes to the MA in Health Education have been made in LeapFrog but are not being flagged as changes. Wallace will explore the issue.

Coon asked why the department's 6000-level credit hour requirement excludes *Research*. She also asked why the department is proposing to change HPE 4393/5393 *Epidemiology* from a 6000-level course to a 4000/5000-level course. Davis stated that resources were the driving force in all of the HPE proposals.

Coon asked if there were any additional questions regarding the HPE proposals. Boyd stated that if the GCCC was asking other departments to propose a new course instead of combining two courses (HPE 4256/5256 & HPE 4376/5376), the GCCC should ask the same from HPE. Coon asked if these combined courses are also taught with other course number for undergraduates. Davis indicated that they have been.

Fontana asked if the students would take the same course number more than once would they be able to apply the credit to two different requirements. Coon and MacKay explained that they could not because of the University's repeat policies.

Coon asked if there were any additional questions. Wallace asked how GCCC would like to handle the LeapFrog process for the HPE courses. Coon proposed that if HPE would want the previously offered Studies courses to be linked to the new course the system could be programmed to accommodate it. This would eliminate the need for students to file a Student Request. Davis said that the department has been working with students to get the new course into the curriculum but will be happy to be flexible and create the new course instead of the current Course Change proposal. Coon directed Wallace to roll back HPE 4256/5256 *Implementing and Advocacy for Public Health and Health Promotion Programs* and HPE 4376/5376 *Planning and Evaluation of Public Health/Health Promotion Programs* so the department may create New Course proposals and consider submitting Drop Course proposals. Wallace indicated that she will roll these two courses back to the department with an explanation.

Course proposals:

- HPE 4256/5256 *Implementing and Advocacy for Public Health and Health Promotion Programs* (credit hour, description changes)
- HPE 4376/5376 *Planning and Evaluation of Public Health/Health Promotion Programs* (credit hour, description changes)

- HPE 4378/5478 *Health Advocacy, Social Action and Policy Development* (drop course)
- HPE 4393/5393 *Epidemiological Methods, Research Design and Analysis* (course number, title, description changes)
- HPE 4485/5485 *Public Health/Health Promotion Evaluation* (drop course)
- HPE 4663/5663 *Human Pathophysiology for Health Promotion* (title, description, prerequisite changes)
- HPE 6289 *Seminar* (credit hour change)

### C. Health, Physical Education and Leisure Services

Coon asked Lankford how many credits students could enroll for HPELS 7365 *Field Experience* at one time. Lankford replied that it should be repeatable to a maximum of 6 credit hours. He believes the department does not want to restrict the enrollment if the student had completed *Field Experience* as a Master's student. Coon asked if the department also intended HPELS 7395 *Internship* to be repeatable to 6 credit hours. Lankford indicated that that was true.

Zhang inquired as to the difference between HPELS 7365 *Field Experience* and HPELS 7395 *Internship*. Lankford explained that an internship has a more formal agreement with rigid criteria and a field experience was considered less formal. Zhang then asked if it was possible for a student to take 6 credit hours of HPELS 7365 *Field Experience* as well as 6 credit hours of HPELS 7395 *Internship* within the 60 required credit hours. Lankford said this was possible, but not very likely and students are not advised in that direction.

Coon suggested the department withdraw the HPELS 7385 *Readings New Course* proposal as 7385 is a common course number and therefore not necessary to be presented as a new course. This could also be limiting in the future. GCCC approved Wallace to shred the HPELS 7385 proposal.

Wallace will "roll back" HPELS 7365 *Field Experience* and HPELS 7395 *Internship* so the department may add that these courses are repeatable to maximum of 6 credit hours.

Course proposals:

- HPELS 6290 *Research Methods for Health, Physical Education and Leisure Services* (description change)
- HPELS 7365 *Field Experience* (new course)
- HPELS 7385 *Readings* (new course)
- HPELS 7395 *Internship* (new course)

### D. Leisure, Youth and Human Services

Coon asked if the title for LYHS 3991/5991 *Principles of Therapeutic Recreation II* includes "II", shouldn't there be a *Principles of Therapeutic Recreation I*? Lankford stated that Therapeutic Recreation is working with a licensing/accreditation recommendation, but was unsure as to why this change is being proposed. Coon asked why the department is proposing to add 5000-level to *Principles of Therapeutic Recreation II* and not to the newly proposed LYHS 3990 *Principles of Therapeutic Recreation I*. Lankford explained that there are some undergraduate students who desire to take a Therapeutic Recreation course at the undergraduate level. Coon asked whether LYHS 3990 *Principles of Therapeutic Recreation I* shouldn't be a prerequisite to LYHS 3991/5991 *Principles of Therapeutic Recreation II* especially for undergraduate students. Lankford stated that Dr. Joe Wilson should be consulted for this answer. LYHS 3991/5991 *Principles of*

*Therapeutic Recreation II* Course Change proposal will be tabled in order to answer the prerequisite question.

Coon questioned the 1–12 credit hours listed for LYHS 4623/5623 *Field Experience in Camp Counseling* and why the repeatability change. She also asked who a student’s advisor would be non-UNI students. Wallace suggested changing “student’s advisor” to “consent of department.” Coon wanted to make it clear that the statement, “Application to a student’s degree program will be determined between the student and their academic advisor” in this Course Change proposal was not accurate because none of the Camp Adventure courses may apply to a graduate degree at UNI. Fontana then asked why UNI would even offer Camp Adventure graduate level courses and Coon explained that there may be other colleges who would accept the credit at a graduate level. Lankford asked how the department should pursue the applicability of Camp Adventure credit to graduate programs. Coon explained that the department would need to present their proposal to the Graduate Council.

Regarding LYHS 4625/5625 *Camp Management Systems*, Coon questioned the change from 2 – 6 credit hours to 1 – 12 credit hours. Lankford explained that he really cannot speak to that program.

GCCC decided to table the following Course Change proposals:

- LYHS 3991/5991 *Principles of Therapeutic Recreation II* (course number, title changes)
- LYHS 4265/5265 *Leisure, Youth and Human Services Field Experience* (description, prerequisite changes)
- LYHS 4623/5623 *Field Experience in Camp Counseling* (description change)
- LYHS 4625/5625 *Camp Management Systems* (credit hour, description changes)
- LYHS 6295 *Internship* (credit hour, description changes)

Coon asked why the department was proposing to add the following three courses at the 6000-level instead of at the 4000/5000-level.

- LYHS 6442 *Organization and Administration of Campus Recreation Services* (new course)
- LYHS 6423 *Program Design in Campus Recreation Services* (new course)
- LYHS 6424 *Facility Management in Campus Recreation Services* (new course)

Lankford explained that students at the MA level need to specialize and undergraduates probably would not need to specialize. Coon expressed concern that none of these proposed courses had previously been offered as Experimental courses. She suggested that the department consider doing that before proposing them as new courses. Coon asked if there was enough content for three 3 credit hour courses. She again stated that by offering these courses as Experimental the department would be able to assess student demand and necessary faculty resources. Also, Wallace would be able to link the Experimental courses to the new courses in the catalog. Lankford asked how the department would go about creating Experimental courses. Wallace said she would provide Lankford with the process steps via email.

Course proposals moving forward:

- LYHS 4339/5339 *Nonprofit Leadership Practicum* (description change)
- LYHS 4778/5778 *Community Based Tourism* (title, prerequisite changes)
- LYHS 6406 *Fundraising and Grant Seeking for Nonprofit Agencies* (title change)

## **E. School-Age Care Leadership Certificate**

Coon explained that a Graduate certificate cannot require undergraduate courses and was therefore requesting that Wallace shred this proposal.

Coon called for any more discussion or questions. No additional questions/concerns were expressed and Clopton modified her motion to approve the HPE course proposals exclusive of HPE 4256/5256 and HPE 4376/5376; only the HPELS 6290 proposal from HPELS; and LYHS 4339/5339, 4778/5778, 6406 from LYHS. All other proposals are being rolled back to the departments. Question was called to approve the modified motion. **Motion carried and the listed items in the Health, Physical Education and Leisure Services portion of the College of Education Graduate Curriculum Packet were approved.**

#### IV. Consultation with Faculty Senate Curriculum Management Committee

Members of the Faculty Senate Curriculum Management Committee (I. Simet, G. Pohl, J. Smith) requested an opportunity to meet with the GCCC for a consultation. They presented the history of the formation of the Faculty Senate Curriculum Management Committee and offered some of their potential proposals regarding faculty representation when programs are being reviewed for viability and potential elimination. This committee is presenting at many other organization and committee meetings. A handout was distributed.

Some of their proposals include:

- More faculty involvement
- Annual program reviews in less depth and when something is alarming, conduct a more in depth review
- Yearly opportunity to make curricular proposals; however, still using the 2-year cycle of implementation
- Divide curricular proposals between those that have more substance (needing broad discussion) vs the editorial (needing less discussion)
- Administration cannot eliminate a program without Faculty Senate consultation
  - While the Board of Regents process will not change, they would desire to provide the Provost with complete information regarding a program. Should the Provost still desire to eliminate a program, the Faculty Senate would request a written explanation.

GCCC was asked if they would consider taking on the responsibility of review all graduate programs. It was explained that this would be a yearly process. Coon expressed the opinion that a separate committee would be a better idea, because GCCC has enough to do with curriculum review.

Regarding the idea of dividing curricular proposals between those that are editorial and those that have broader implications, it was noted that not everyone on the GCCC or in departments knows and understands every policy, and so sometimes what the department thinks is an editorial change is actually something with broader implications. Perhaps one person or a subcommittee could review the policy implications and refer to the committee if necessary. Two committees, one for evaluation of policy and one for curricular issues was suggested by a GCCC member.

There was some discussion regarding how current resources are being used for review purposes and perhaps it was time to consider eliminating those committees with no empowerment.

It was asked if College Senates know how healthy their programs are. It was mentioned that during curriculum review the senates are reviewing undergraduate and graduate at the same time. Mostly undergraduate representation is considered and graduate review comes later.

The idea of a committee reviewing programs every year would allow that committee to have a better understanding and knowledge of the criteria. This could provide a better view of the entire program.

If anyone on the GCCC has any questions or additional feedback for the Faculty Senate Curriculum Management Committee they are welcome to email anyone on the committee.

## **V. Closing**

Clopton asked how the clean-up meeting will be conducted. Coon explained that she will contact every department with outstanding proposals and ask that they attend one of the two clean-up meetings. She will also send the GCCC a list of when each department will be present. Coon thanked everyone for attending. She reminded everyone of the next meeting, November 15, 2013 at 3:00 in Lang 115 at which time the Graduate Curriculum Packets for Interdisciplinary programs and additional clean-up proposals will be reviewed.

Meeting was adjourned at 5:15 p.m.

Respectfully Submitted,  
Joy Thorson, GCCC Secretary