**Curricular Affairs Committee of the Faculty Senate**
**Minutes**
Thursday, May 5, 2022, 4:15 – 6:15 pm

Present:     Professors Everse, Almstead, Barnaby, Blom, Borchert, B. Brown, Eyler, Hibbeler, Hunt,
              Jones, Saulean, Sargent, Sisk, Swogger, Teneback, Tomas,
Absent:      Professors T. Brown, Dale, Emery, Hazelrigg, Poleman, Rosebush, Seidl, Adamson (SGA),
              Chapina (GSA)
Guests:      Jennifer Dickinson, Cynthia Forehand, Veronika Carter, Maggie Lambert, ASL
              Interpreters Jen & Lisa

Chair Everse called the meeting to order at 4:15 on Zoom

  I.  **Approval of the Minutes**.  The minutes of the April 2022 meeting were approved as written.
      **Vote:  12 approve,** 0 oppose, 0 abstain. **The motion carried.**

 II.  **Chair's Remarks –** Stephen Everse made the following comments:
      - The CAC will return to in-person meetings for the academic year 2022-2023. The meetings
        will be held in Waterman 427A.
      - A presentation on the Catamount Core Curriculum is scheduled for the September 2022
        meeting.
      - A memo (attached to these minutes) was sent to Thomas Borchert, and Brett Holt to
        provide clarification on the subcommittee report on the Contested Deactivation of Physical
        Education (Grades PreK-12), B.S. Ed. Major (CESS). The Exercise and Sport Science
        Concentration would also be deactivated when the major was deactivated.
      - A memo (attached to these minutes) was sent to Veronika Carter, UVM Registrar, regarding
        the creation of a Distance Education Instance of the Existing Master of Science in Medical
        Science (MSMSDE) by Larner College of Medicine (LCOM), the Graduate College, and
        Professional and Continuing Education (PACE).
      - There will be two proposals that will likely begin circulating before the end of the on-
        contract period and that will finish circulating in August/early September.

III.  **Other Business**
      A.  **Discussion of Course Renumbering Project -** Veronika Carter, UVM Registrar, Cynthia
          Forehand, Dean Graduate College, and Jennifer Dickinson, Vice Provost for Academic Affairs
          and Student Success presented an overview of the course renumbering project that will move
          from 3-digit to 4-digit numbers, expand course numbers, and add new levels for both

undergraduate and graduate courses.  The presentation slides are attached to these minutes. The presentation and discussion included the timeline, the new numbering scheme, and guidance for Approved for Graduate Credit (AGC) Courses. The Office of The Registrar has added a [Course Renumbering](#) page to the website.

B. **Faculty Senate Report on CAC Activities** – Stephen Everse presented a summary of the 2021-2022 CAC Year-End Report to the Faculty Senate.  During the current academic year, the Curricular Affairs Committee created 2 new graduate programs, 1 new major, and 3 minors; substantially revised 4 majors and 4 minors; deactivated 1 graduate program, 4 majors and 1 minor; and terminated 4 graduate programs, 1 major, 4 minors, and 2 certificates; created new certificates; name changes; course prefixes; and updated CAC templates.  Co-Chairs Everse & Kervick thanked the committee for their work during this very busy year. The full report will be presented to the Faculty Senate at the May meeting, and has been posted on the [Faculty Senate website.](#)

IV.   **New Business**
   A. **New APR Subcommittee Needed for Social Work (Externally accredited) in the College of Education and Social Services (CESS) –** Elizabeth Sargent and Jason Hibbeler volunteered to serve as the APR subcommittee.
   B. **New PhD proposal in Social, Emotional & Behavioral Health in the College of Education and Social Services (CESS) –** Stephen Everse & Liz Hunt volunteered to serve as the review subcommittee.

The meeting adjourned at 5:07 PM

# MEMO

**To:** Thomas Borchert, President UVM Faculty Senate
Brett Holt, Program Director Undergraduate Major in Physical Education
**CC:** Provost Patricia Prelock, Dean Katharine Shepherd and Chair Kimberly Vannest
**From:** Stephen Everse, Co-Chair CAC
**Date:** April 29, 2022
**Re:** Clarification on the Subcommittee Report in the Contested Deactivation of the Physical Education (Grades PreK-12), B.S. Ed.

It has come to my attention that subcommittee report attached to my April 7th, 2022 memo regarding the CAC action on the Contested Deactivation of the Physical Education (Grades PreK-12), B.S. Ed. could have more clearly articulated that the Exercise and Sport Science Concentration, as the result of being wholly embodied by the PE major, would also be deactivated when the major was deactivated. The concentration is only connected to the PE major, and its deactivation has no impact on other programs. Dean Shepherd assures me that the courses included in the concentration will continue to be offered during the period of deactivation; therefore, there will be no impact on current students' programs.

# MEMO

**To:** Veronika Carter, UVM Registrar

**From:** Stephen Everse, Co-Chair Curricular Affairs Committee

**CC:** Christopher Berger, Associate Dean for Undergraduate and Graduate Education & Postdoctoral Training, Larner College of Medicine

Cynthia Forehand, Dean of the Graduate College

Jill Irvine, Chief Officer of Professional and Continuing Education

Jennifer Dickinson, Vice Provost for Academic Affairs and Student Success

**Date:** May 3, 2022

**Re:** Online Delivery of Master of Science in Medical Science

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In my role as Co-Chair of the Curricular Affairs Committee (CAC) I have reviewed the proposal for a new delivery method for the Master of Science in Medical Science from the Graduate College (GC), Larner College of Medicine (LCOM) and Professional and Continuing Education (PACE). As this is an already approved degree program which is only requesting the creation of an entirely on-line version of the current degree without modification, current policy dictates that it does not require either a public comment period or a CAC sub-committee review.

Therefore, I am requesting on behalf of the GC, LCOM and PACE the creation of a new Banner code (MSMSDE) for the on-line delivery of Master of Science in Medical Science program to allow for a separate application and to track students appropriately for Student Financial Services.

# Course Renumbering Project

**Scope**

- Moving from 3 digit to 4 digit numbers

- Expanded course numbers will enhance departments' ability to develop their curriculum, support new collaborations, and develop courses for the Catamount Core general education requirements

- New levels: Undergraduate: 0 - 4.  Graduate: 5, 6, 7, and 9.

**Notifications**

- December 21, 2021: Memo sent to DDDC

- January 7, 2022: Memo sent to Curriculum Committee Chairs

- January 19, 2022:  Instructions and course spreadsheets sent to Associate Deans

**Timeline Highlights**

October 31, 2022: Deadline for spreadsheets to be completed

November 1 - 15, 2022: Conversion takes place

December 1, 2022: Fall 2023 course build begins - schedule of courses will have new course numbers

April 2023: AY 2023-24 UVM Catalogue will have new course numbers

August 28, 2023: Transition to new course numbers will be complete

**In the new numbering scheme, the first position ("level number") will communicate the course level as follows:**

0 = Undergraduate experiences/pre-college/administrative (such as OSSP study abroad credits)
1 = Introductory (no pre-req(s) unless in an introductory sequence) ('0XX' courses in the existing three-digit scheme: e.g., MATH 019)
2 = Intermediate (has introductory pre-req(s) unless it's "majors only") ('1XX' courses in the existing three-digit scheme: e.g., BCOR 103)
3 = Advanced – Junior/Senior ('2XX' courses in the existing three-digit scheme: e.g., ARTH 282)
4 = Capstone/Senior (capstone, Senior seminar, Senior thesis, "Senior only")
5 = Entry level GR (will replace the current 200-level Approved for Graduate Credit (AGC) courses)
6 = Master's ('3XX' courses in the existing three-digit scheme: e.g., HP 303)
7 = Doctoral ('4XX' courses in the existing three-digit scheme: e.g., CHEM 487)
9 = Graduate administrative courses

## All standard courses and Thesis/Dissertation Research will be given the following numbers:

Special Topics: X990 (levels 1-7)
Internship: X991 (levels 1-7)
Independent Study: X993 (levels 1-7)
Teaching Assistantship: X994 (levels 1-7)
Undergraduate Research: X995 (levels 1-4)
Graduate Independent Research: X995 (levels 5-7)
Honors: 4996
Thesis Research: 6391
Masters Project Research: 6392
Dissertation Research: 7491

**The following methodology was used to develop the proposed new course numbers on the spreadsheets:**

**The first number of the existing course number was replaced with the new level number.**

**A "0" was added to the end of the existing course number.**

| | Subject | Crse-Numb | College | Department | CSTA | AGC | New Crse-Numb | Title |
|---|---|---|---|---|---|---|---|---|
| 2 | BSAD | 002 | GSB | BSAD | Active | | 1020 | Prof. Development Series I |
| 3 | BSAD | 009 | GSB | BSAD | Active | | 1090 | Personal Finance & Investing |
| 4 | BSAD | 010 | GSB | BSAD | Active | | 1100 | SU:The Business Enterprise I |
| 5 | BSAD | 015 | GSB | BSAD | Active | | 1150 | Business Communications |
| 6 | BSAD | 017 | GSB | BSAD | Inactive | | 1170 | Business Law |
| 7 | BSAD | 018 | GSB | BSAD | Inactive | | 1180 | Business Law |
| 8 | BSAD | 020 | GSB | BSAD | Active | | 1200 | The Business Enterprise II |
| 9 | BSAD | 025 | GSB | BSAD | Active | | 1250 | Sustainable Bus Strategies |
| 10 | BSAD | 028 | GSB | BSAD | Inactive | | 1280 | Intro Mgmt US Health Care Syst |
| 11 | BSAD | 030 | GSB | BSAD | Active | | 1300 | Decision Analysis |
| 12 | BSAD | 040 | GSB | BSAD | Active | | 1400 | Information Technology |
| 13 | BSAD | 060 | GSB | BSAD | Active | | 1600 | Financial Accounting |
| 14 | BSAD | 061 | GSB | BSAD | Active | | 1610 | Managerial Accounting |
| 15 | BSAD | 065 | GSB | BSAD | Inactive | | 1650 | Fundamentals of Accounting |
| 16 | BSAD | 072 | GSB | BSAD | Inactive | | 1720 | Economics of Business |
| 17 | BSAD | 092 | GSB | BSAD | Active | | 1993 | Independent Study |
| 18 | BSAD | 094 | GSB | BSAD | Active | | 1991 | Internship |

# CourseLeaf and Course Action Forms

No course characteristic other than course number will change through the course renumbering process. CAFs still need to be submitted to change other course characteristics (active/inactive status, prerequisites, credits, descriptions, title, etc.).

• All CAFs that have completed workflow (arrived in the Provost's Office approval queue) by October 31 will be processed before course renumbering occurs and will be incorporated into the course renumbering process.

• On October 31, the CourseLeaf system will be suspended while course renumbering occurs (October 31 to November 15).

• CAFs that have been submitted, but have not completed workflow will be rolled back out of workflow to the initiator. They will remain out of workflow in an "edited, but not submitted" status while renumbering occurs.

• When the CourseLeaf system re-opens on November 16, these CAFs will still reflect all prior (pre-October 31) revisions and can be resubmitted into workflow

# Existing 200-level Approved for Graduate Credit (AGC) Courses

- Though not originally linked to accreditation, the timing allows us to use this renumbering project to address a significant issue identified in the 2019 NECHE Accreditation report: our use of the 200AGC course construct to provide graduate curriculum.

- NECHE accreditors were concerned with the number of credits in graduate programs that were 200 level courses approved for graduate credit – noting specifically that not all course syllabi for these courses had the required clearly defined graduate level expectations exceeding those for undergraduates.

- The NECHE team met with graduate students from across the university and noted graduate students were quite dissatisfied with the lack of graduate curriculum. The students noted that in their 200 level AGC courses they felt like they were there to babysit undergraduates.

- The renumbering project allows us to insert an entry graduate level to segregate 200AGC to its own truly graduate level (5000).

# Existing 200-level Approved for Graduate Credit (AGC) Courses

- The concept of AGC does not exist in the new numbering scheme.  The concept of AGC can be achieved with a 3xxx/5xxx cross-listing.

- Cross-listing a 5000-level course with a 3000-level course is only permitted by approval through the Graduate College.  The 5000- and 3000-level course must have separate syllabi.  Outcomes, assessments, assignments, and course materials must demonstrate and distinguish the level of work for each course.

- The use of 3xxx/5xxx should be minimized as we will need to show significant progress towards increasing the percentage of our graduate curriculum that is graduate only (6xxx and 7xxx) in the 2024 5-year interim report to NECHE.

# Resources



MENU    OFFICE OF **THE REGISTRAR**

**FALL REGISTRATION IS NOW OPEN!**

**Upcoming Dates to Know**

**May 6:** Last day of classes

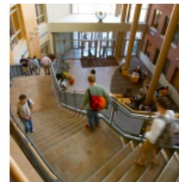**May 13:** Last day of Undergraduate registration for Fall 2022 until June 13.

**Schedule of Courses by Semester**
- Fall Semester Courses
- Spring Semester Courses
- Summer Session Courses

**Transcript Requests and Grades**
- Transcript Requests
- Transcript FAQ
- Grades

**Registration and Enrollment Verifications**
- Registering for Courses
- Registration Schedule
- Enrollment Verifications

**Popular Pages**
- Academic Calendars
- Class Search Tool
- Final Exams
- GPA Calculator
- Change Your Major
- Transfer Pathways and Agreements
- Transfer Credit Guide
- Residency Information
- Course Evaluations
- Historical Enrollment
- University Catalogue
- General Education Requirements
- Navigate: UVM Student App
- Course Renumbering
- Frequently Asked Questions