

Undergraduate Research Curriculum Committee
Thursday, Sept. 3, 2015
Meeting Minutes

I. Attendees

Members Present: Joy Longo, Michael DeDonno, Allen Smith, Dan Meeroff, Elizabeth Swanstrom, Sherryl Muriente, Tobin Hindle, Sharon Darling

Joining via Videoconference from Jupiter: Greg MacLeod

Others Present: Donna Chamely-Wiik, Rachel Messer, Edward Pratt, and Julie Earles (Via videoconference)

II. Minutes

1. Approval of May 5, 2015 meeting minutes—sent electronically prior to meeting
 - a. Lisa Swanstrom - motion to approve minutes
 - b. Sherryl Muriente- second

III. Document Review

2. Reviewed remaining comments and updated manual and forms via edited documents provided by DM and ES.
 - a. URCC chair will be elected at the first meeting each fall semester
 - b. Bloom's terms will be provided in a graphic within manual for reference
 - c. Proposed changes to Section 2 and 3 language accepted
 - d. *Capstone courses will need to submit RI course designation form; HON courses may receive automatic RI course designation, pending discussion with the University Honors Council (DCW will discuss it at the UHC meeting)*
 - e. Rolling deadline for RI course proposals confirmed. Document provides proposed timeline in table in Section 5
 - f. RI Designation – all sections of course must be taught as RI, one common syllabus template for these sections that must be signed off on by department chair
 - g. JE suggested addition of examples of RI assignments and Bloom's levels for them; will be added to website; other edits to Section 7 including deletion of Yes/No in checkboxes and language in table
 - h. Faculty will provide RI assignment(s) and rationale
 - i. RI Course Review language additions in Section 9
 - i. Faculty will be informed before the semester in which they will be reviewed
 - ii. Feedback from review will be shared with faculty member for continuous improvement purposes
 - iii. Course materials should be retained

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IV. Timeline Review

3. Members will take edited draft of course designation manual and RI course proposal forms back to their departments/colleges for review by undergraduate curriculum committees
4. Document to be returned with department/college feedback by Sept. 23

V. Other Business

5. Directed Independent Research course designation
 - a. XXX 2916 and XXX 4916 proposed
 - b. May have department- specific or university-wide prefix; propose at department/college meetings and see which is preferred
 - c. Will allow 0-6 variable credits for students, as well as assessment data for tracking
6. Members will request feedback of their departments/colleges of a separate course numbering system for DIR as versus DIS for review by undergraduate curriculum committees. Feedback to be returned with department/college feedback by Sept. 23

VI. Meeting Adjourned

Meeting Schedule for Fall 2015 (all meetings 11am-12pm for faculty liasons and 12pm-1pm for URCC):

Oct. 1

Oct. 29

Nov. 19

Dec. TBD