

**University Curriculum Committee
Annual Report
2023 – 2024 Academic Year**

Committee Members

For the 2023-24 Academic Year (AY), the University Curriculum Committee (UCC) was composed of:

- Twelve (12) Faculty voting members
 - Emily January Petersen (A&H), Li Chen (A&H), Evan Barlow (B&E), Ben Neve (B&E), Jadelyn Abbott (ED), Jonathan Cornell (S), Josh Jensen (EAST, Vice-Chair), Thomas Hales (EAST), Carrie Jeffrey (HP, Chair), Tyandra Perez (HP), Matthew Romaniello (SBS), Wade Kotter (LIB)
- Three (3) Ex-officio members
 - Beth Rhoades (CE), Miranda Kispert (GEIAC), Darcy Carter (Grad)
- Two (2) Administration representatives
 - Deborah Uman (Admin), Cori Horne (Registrar)
- One (1) Student Representative
 - Logan Baird
- One (1) Faculty Senate Executive Committee Liaison
 - Jennifer Anderson (EC)

Please see the [Attendance Report 2023-24AY](#) below for more details.

Meetings & Events

A total of nine UCC-related meetings and events were held during the 2023-24 AY to conduct UCC business, which included the following:

- September 5, 2023 - UCC Meeting & Training Session for UCC Members
 - Discussion of the Curriculum Policy and Procedures Manual
 - Curriculum approval process
 - Working with Curriculog
 - Proposals Reviewed: 1
- September 19, 2023 - College Curriculum Committee Chair Training Session
 - Discussion of the Curriculum Policy and Procedures Manual
 - Curriculum approval process
 - Working with Curriculog
- October 10, 2023 - UCC Meeting
 - Proposals Reviewed: 5
 - 4 New Courses, 1 Program change
- November 14, 2023 - UCC Meeting
 - Proposals Reviewed: 47
 - 2 New Courses, 24 Program changes, 14 Course Revisions, 2 Course Deletions, 2 New Programs, 3 program Revisions
- December 5, 2023 - UCC Meeting
 - Proposals Reviewed: 74

- 13 New Courses, 31 Program Changes, 26 Course Revisions, 2 Course Deletions, 1 New Program, 1 General Education Attribute
- January 9, 2024 - UCC Meeting
 - Proposals Reviewed: 68
 - 37 New Courses, 13 Program Changes, 10 Course Revisions, 3 Course Deletions, 5 New Programs
- January 16, 2024 - UCC Meeting (Additional meeting)
 - Proposals Reviewed: 20
 - 12 New Courses, 6 Program Changes, 2 new programs
- February 13, 2024 - UCC Meeting
 - Proposals Reviewed: 18
 - 6 New Courses, 8 Program Changes, 2 Course Revisions, 1 New Program, 1 General Education Attribute
 - Discussion regarding EC Charges and Subcommittee work
- March 12, 2024 - UCC Meeting
 - Discussion regarding EC Charges and Subcommittee work
 - Overview of UCC plans and changes for next year

Report on Executive Committee Charges

1) Continue to review and adjudicate all Course and Program proposals in Curriculog. (Ongoing)

In total, the UCC reviewed **a total of 551 proposals** at the University Curriculum step during the 2023-24 AY, which has declined from 640 curriculum proposals in the 2022-23 AY. The University Curriculum Committee reviewed and evaluated **a total of 233 new and substantive curricular proposals** this year, which is down from 386 proposals during the 2022-23 AY. However, it has been discussed that this decline is possibly due to many factors related to changes in USHE general education requirements and evolving legislative policies. It is anticipated that over the next couple of years, there will be a significant increase in the number of curriculum proposals.

Non-substantive proposals are reviewed solely by the UCC Chair and the UCC Vice Chair. The chair has historically completed the non-substantive proposal review. However, to reduce the UCC Chair workload, the role of the UCC Vice Chair was expanded to assist in the approval of non-substantive proposals in 2022. For the 2023-24 AY, we reviewed **a total of 318 non-substantive proposals**, which is an increase from 254 in 2022-23. It is anticipated that there will be a significant increase in non-substantive proposals in the coming years due to changes in USHE general education requirements and evolving legislative policies.

2) Ensure that the language of new or updated documents are inclusive. Review those documents to see how they may inadvertently impact particular communities in an adverse manner. Consult with EDI committee for guidance (Ongoing)

A subcommittee of the UCC was formed to suggest modifications to the CPPM. Updates to the CPPM were made and incorporated. Changes related to EDI and inclusivity were incorporated as needed, though there may need to be additional changes next year in response to the legislative changes

regarding EDI that were passed in early 2024. Please see the changes outlined below in response to charges 4a and 4b.

3) Ongoing from this year:

a. Consider continuing to research changing the start of the academic calendar

Last year, the UCC formed a subcommittee to address the charge of “Researching the advantages of changing the start of the academic year at Weber State University from Summer semester to Fall semester.” The resulting report included advisement that this would be a beneficial change for faculty, staff, and students and recommended a more formal discussion with the Provost’s Office, Registrar’s Office, and other stakeholders across campus. Please see the full written report attached to the UCC annual report from the 2022-23 AY. Because this endeavor is beyond the limited scope of UCC, the FS Executive Committee elevated this charge to the President’s Council to form a task force with all stakeholders to address.

b. Consider continuing to review and propose micro-credential language.

Last year, the UCC was charged with “researching the topic of micro-credentials and badges to ensure that language is in compliance with Weber State and USHE guidelines.” A subcommittee was formed to address this charge last year and this year; however, it was determined that micro-credentials would not be implemented at Weber State, and this charge was no longer needed.

4) New Charges:

a. There may still be too many ‘gray areas’ in curricular procedure that are confusing. For example, the distinction between substantive and non-substantive proposals is sometimes difficult for people to understand and we receive ‘substantive proposals’ (which require full committee review) on ‘non-substantive’ curriculog forms (which require only UCC Chair or Vice Chair review). Cleaning up procedural language will continue to be important.

b. Related to #1 above, we often receive proposals that center on admissions criteria. It is not clear whether or not (and under what circumstances) adjudicating admissions criteria is the purview of UCC. This should be cleaned up.

A subcommittee of the UCC was formed to suggest modifications to the CPPM. Updates to the CPPM were made and incorporated. This subcommittee met multiple times throughout the academic year to edit the current CPPM. The edits made were mostly editorial (typos, unclear syntax, etc.) as well as the following changes:

- Re-numbering for the entire CPPM for logical flow
- Section 1.6 - Updated closing month for nonsubstantive proposals to the end of January at the request of the registrar's office
- Section 2.1.2.2 - Updated verbiage for clarity, added recommendation that non-course requirements are best incorporated into coursework
- Section 4.1 - Clarification on nonsubstantive course proposals
- Section 4.2 - Updated closing month for nonsubstantive proposals at the request of the registrar's office
- Sections 4.3-4.4 - Clarification changes

- Section 4.8.1 - Syllabus requirements
- Section 5 - Clarification of substantive proposals, reorganization of sections
- Section 6 - Removed reference to cross-listed courses (not the same as mixed-level courses), bulleted course numbering guidelines
- Section 7 - Removal of contradicting language
- Section 8 - Clarification for experimental course timeline and cross-listing

CPPM changes were voted on in the March meeting and approved unanimously.

c. An ongoing concern for UCC, and therefore for the University, is whether or not the committee members have enough time to fully review and consider their proposals – when the workload is so heavy. One possible way to address this issue is by providing all UCC committee members some degree of course-load reduction. This could be investigated.

A subcommittee was formed, and the solutions to alleviate the workload of UCC members were discussed and approved by the committee. These solutions included:

- Proposed expansion of the UCC by six (6) members, which will increase the number of voting members from twelve (12) to eighteen (18) beginning with the 2024-25 AY.
 - The Faculty Senate Executive Committee approved this proposal on February 1, 2024, and the Faculty Senate was notified of this change on February 8, 2024.
- Adjustment of UCC due dates and meeting dates to allow for slightly more time for curriculum review.
- Revise UCC members' deep-reading assignment processes for equity and efficiency.
- Development of checklists for all levels of approval, such as college and university curriculum committees, for more efficient review of proposals.
- Updating faculty training resources related to curriculum proposal.
- Improving Curriculog forms and processes.
- Increased communication with College Curriculum Chairs.

Please see the [UCC Membership Increase Proposal](#) below for details regarding these changes.

Members Demonstrating Exemplary Leadership & Service

Several individuals demonstrated exemplary leadership and service in going above and beyond typical duties for the UCC. These individuals include:

- Joshua Jensen (EAST) – In his first year as UCC Vice Chair, Josh thoroughly reviewed and processed most non-substantive proposals for the 2023-24 AY and was a deep-reader for substantive proposals. He was also instrumental in finding and fixing many editorial issues in Curriculog and CPPM. Josh has recommended improvements to streamline the curriculum review procedures and approval processes. He truly helped with a large portion of the UCC workload this year.
- Wade Kotter (LIB) – During his last several years here at WSU, Wade's institutional knowledge and experience have truly helped guide UCC in decision-making and policy development.
- Tyandra Perez (HP) – In addition to being a deep-reader for proposals from four colleges, Ty volunteered to chair the CPPM subcommittee and organized several meetings to conduct in-depth reviews and revisions of several sections of the CPPM.

- Emily January Petersen (A&H) – Emily volunteered to chair the UCC Workload subcommittee to investigate strategies for alleviating workload on UCC members. She coordinated several meetings in addition to being a deep-reader for proposals.
- Ben Neve (B&E) – Ben was consistently a contributing member during UCC meetings and served on the UCC workload subcommittee. He made several recommendations for improving workload requirements for UCC members and assisted in compiling the first draft of the proposal review checklist.
- Other outstanding committee members include Li Chen (A&H), Jatelyn Abbott (ED), Thomas Hales (EAST), and Matthew Roamiello(SBS) for their diligence in thorough proposal reviews and collegial communication with proposal originators and other committee members.

Recommendations for Ongoing or New Charges

We recommend the following changes to charges for the 2024-25 AY:

1) *Continue to review and adjudicate all Course and Program proposals in Curriculog. (Ongoing)*

- Recommendation: No changes

2) *Ensure that the language of new or updated documents are inclusive. Review those documents to see how they may inadvertently impact particular communities in an adverse manner. Consult with EDI committee for guidance (Ongoing)*

- Recommendation: Consider replacing this charge with the following ongoing charge: “Continue to review and revise Curriculum Policy and Procedure Manual (CPPM) as needed.” Also, consider adding another charge regarding the review of the University PPM assigned to UCC as outlined in [Appendix A](#).

3) *Ongoing from this year:*

a. *Consider continuing to research changing the start of the academic calendar.*

- Recommendation: Charge met in 2023-2024 AY, remove from the list of ongoing charges

b. *Consider continuing to review and propose micro-credential language.*

- Recommendation: Charge met in 2023-2024 AY, remove from the list of ongoing charges

4) *New Charges:*

a. *There may still be too many ‘gray areas’ in curricular procedure that are confusing. For example, the distinction between substantive and non-substantive proposals is sometimes difficult for people to understand and we receive ‘substantive proposals’ (which require full committee review) on ‘non-substantive’ curriculog forms (which require only UCC Chair or Vice Chair review). Cleaning up procedural language will continue to be important.*

- Recommendation: Charge met in 2023-2024 AY, remove from the list of ongoing charges

b. Related to #1 above, we often receive proposals that center on admissions criteria. It is not clear whether or not (and under what circumstances) adjudicating admissions criteria is the purview of UCC. This should be cleaned up.

- Recommendation: Charge met in 2023-2024 AY, remove from the list of ongoing charges

c. An ongoing concern for UCC, and therefore for the University, is whether or not the committee members have enough time to fully review and consider their proposals – when the workload is so heavy. One possible way to address this issue is by providing all UCC committee members some degree of course-load reduction. This could be investigated.

- Recommendation: Charge met in 2023-2024 AY, remove from the list of ongoing charges

Other Recommendations:

1. FS Chair and/or Executive Committee support of summer work by the UCC Chair and Vice Chair as outlined in the [UCC Summer Work Proposal](#).
2. Additional charge to review CPPM and associated WSU PPM for syllabus requirements in preparation for the new legislative mandate to publish syllabi for public review.

ATTACHMENTS

Attendance Report 2023-24AY

Member Name	Present (out of 8 Possible)	Notes
Jadelyn Abbott, ED	7	
Evan Barlow, B & E	7	
Li Chen, A&H	8	
Jonathan Cornell, S	8	
Thomas Hales, EAST	8	
Carrie Jeffrey, HP (Chair)	8	
Josh Jensen, EAST (Vice Chair)	8	
Wade Kotter, LIB	8	
Ben Neve, B&E	8	
Tyandara (Ty) Perez, HP	8	
Emily January Petersen, A&H	7	sub for Jan prt2
Matt Romaniello, SBS	8	
Jennifer Anderson, Liaison	0	
Beth Rhoades, Ex-O	6	excused for 1 and Dec Sub
Miranda Kispert, Ex-O	7	
Darcy Carter, Ex-O	4	Dec Sub
Cori Horne, Administrator	7	
Logan Baird, student	0	
Isaac Staszko, student	0	
Russell Burrows (sub)	1	

Member Name	Present (out of 8 Possible)	Notes
Jadelyn Abbott, ED	7	
Evan Barlow, B & E	7	
Li Chen, A&H	8	
Jonathan Cornell, S	8	
Thomas Hales, EAST	8	
Carrie Jeffrey, HP (Chair)	8	
Josh Jensen, EAST (Vice Chair)	8	
Wade Kotter, LIB	8	
Ben Neve, B&E	8	
Kim Love (sub)	1	
Mellisa Neville-Norton (sub)	1	

UCC Membership Increase Proposal

February 2, 2024

To: Jason Frances, Faculty Senate Chair and Faculty Senate Executive Committee
From: Carrie Jeffrey, University Curriculum Committee Chair
Re: Proposal to increase University Curriculum Committee membership

This proposal for increased membership is in response to the following Faculty Senate charge to the University Curriculum Committee (UCC):

4.c. An ongoing concern for UCC, and therefore for the University, is whether or not the committee members have enough time to fully review and consider their proposals – when the workload is so heavy. One possible way to address this issue is by providing all UCC committee members some degree of course-load reduction. This could be investigated.

Proposed Change

We are proposing an expansion of the UCC by six (6) members, which will increase the number of voting members from twelve (12) to eighteen (18) beginning with the 2024-2025 academic year.

Justification of Proposed Changes

- **Significant Increase in Program Proposals:** There has been a noticeable increase in the number of new and substantive proposals submitted for review by the UCC over the past several years. The current committee size has remained static, while the university has seen an increase in programs, courses, faculty, and students.
- **Limited Curriculum Review Timeframe:** Currently, the committee is finding it more challenging to conduct thorough reviews for an increasing number of proposals in the allotted timeframe between when the proposals are received and the UCC meeting for a committee vote.
- **Faculty Feedback:** The curriculum processes are known amongst faculty members to be lengthy and arduous, with the UCC sometimes requiring more than one meeting a month to address all proposals.
- **Upcoming General Education Changes:** With changes set forth by USHE in general education requirements on the horizon, the UCC is anticipating a marked increase in curriculum proposals in the subsequent several curriculum cycles.
- **No Fiscal Impact:** Though the charge to UCC mentions a course-load reduction for committee members, this option has been dismissed as it would have a considerable fiscal impact on the

university and require departments to cover the additional credits. The proposal for more committee members has no foreseen budgetary implications.

- After reviewing the PPM, CPPM, and Faculty Senate Bylaws, it appears that there is no limit to the number of UCC committee members specified, nor are there requirements for the committee makeup aside from ensuring representation from each college.

Anticipated Benefits

- **Greater Efficiency in Curriculum Proposal Review:** To keep up with the volume of proposals coming to the UCC step, adding six members to the UCC will allow for better distribution of deep-reading assignments among committee members for timelier reviews. As the adage goes, "Many hands make light work."
- **Review Quality:** A larger UCC can facilitate workload distribution, allowing for more thorough curriculum proposal reviews without overburdening individual members.
- **Increased Faculty Opportunities for Committee Service:** Recognizing the growing interest among faculty to participate actively in university committees for tenure considerations, an expanded UCC would provide more opportunities for faculty members to engage in meaningful service to the university.
- **Multiple Perspectives:** Adding new committee members will enhance the diversity of expertise, perspectives, and experiences considered during the curriculum review.

Potential Drawbacks

- Management of a larger committee may require additional communication and coordination on the part of the UCC Chair, UCC Vice Chair, and the Faculty Senate Administrative Associate.

Other UCC Changes in Development

As the bottleneck in UCC curriculum reviews is a multifaceted issue that is unlikely to be solved with a single solution, other changes in UCC processes and procedures are in development, which tentatively include:

- Adjustment of UCC due dates and meeting dates to allow for slightly more time for curriculum review.
- Revise UCC members' deep-reading assignment processes for equity and efficiency.
- Development of checklists for all levels of approval, such as college and university curriculum committees, for more efficient review of proposals.
- Updating faculty training resources related to curriculum proposal.
- Improving Curriculog forms and processes.
- Increased communication with College Curriculum Chairs.

The proposed expansion of the UCC is crucial to address the evolving needs of our university and maintain the high standards of curriculum review we hope to achieve. We believe increasing the committee's size will help alleviate the workload on individual committee members and increase our capacity to handle the growing demands of the UCC. I appreciate your thoughtful consideration of this proposal and am open to further discussion or clarification.

Sincerely,

Carrie Jeffrey, PhD, RN
Assistant Professor & DNP Program Director
University Curriculum Committee Chair
Annie Taylor Dee School of Nursing
Weber State University
carriejeffrey@weber.edu

UCC Summer Work Proposal

March 2, 2024

To: Jason Francis, Faculty Senate Chair
From: Carrie Jeffrey, University Curriculum Committee Chair
Re: UCC Proposal for Summer Work

I am writing this proposal to request a summer stipend for me as the UCC Chair and Josh Jensen, UCC Vice-Chair. According to [CPPM 1.4](#), "*The Chair will receive a stipend, as determined by the Executive Committee, for summer service.*" This stipend is intended to facilitate our efforts to complete several vital tasks essential for improving our curriculum management system and processes. Specifically, we would like to accomplish the following:

- **UCC Website Revisions**
 - Convert the Curriculum Policies and Procedures Manual (CPPM) from PDFs to HTML web pages to enhance accessibility.
 - Add more information to assist faculty through the curriculum proposal process, including clear instructions and updated links to resources for assistance.
- **Redesign and Organization of Curriculum/Curriculog Training in Canvas**
 - Streamline and improve training materials and resources available to faculty and staff involved in the curriculum review process.
 - Develop updated videos and written instructions for completing Curriculog forms.
- **Creation of Review Checklists**
 - Develop comprehensive checklists for reviewers for each step in the curriculum review process.
- **Revision of Forms in Curriculog**
 - Update and refine the forms used within Curriculog.
 - Correct errors in the Curriculog hierarchy that are currently impeding proposals from being routed to the correct approvers.
- **Preparation for Dean & College Curriculum Chair Training:**
 - Develop and organize materials for the fall college curriculum chair training meeting.
 - Develop video and written training for academic deans involved in approval processes.
- **Organization of New Curriculum Review Process and Logistics:**
 - Develop improved processes and documents for increased efficiency in curriculum review, such as new agenda and meeting minute templates, curriculum committee procedures for reviewing curriculum, and providing originators with feedback in advance.

Though the CPPM statement above only addresses summer work for the UCC Chair, I am proposing that a stipend also be extended to the Vice-Chair, considering his expertise in software development. Curriculog needs a new Application Programming Interface (API) for data extraction as soon as possible. The existing API is not functional, which means that there are major inefficiencies in data retrieval and management. Josh Jensen is a faculty member in the Computer Science Department and can develop a new API that can address this issue effectively and automate processes that Belinda is currently doing manually. By allowing Josh to build this new API, we can significantly improve the functionality of Curriculog and assist Belinda in preparing agendas, minutes, and other administrative documents.

My hope in addressing these issues this summer is to prepare for the anticipated increase in curriculum proposals over the next few years due to changes in general education and other legislation. This investment will yield streamlined curriculum management processes and assist faculty and staff in completing their responsibilities efficiently and effectively. Thank you for your attention to this matter. I am available to provide any further information or clarification required to support the consideration of this proposal.

Sincerely,

Carrie Watkins Jeffrey, PhD, RN
Assistant Professor
DNP Program Director
University Curriculum Committee Chair
Annie Taylor Dee School of Nursing
Weber State University
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