CLAYTON STATE UNIVERSITY
Undergraduate Curriculum Committee (UCC)
MEETING MINUTES

Date: September 11, 2015	**KEY: C = Comment; R = Response; Q = Question**

Presiding: Richard Singiser (Chair)
Present: Andrea Allen, Larry Booth, Pearl Chang, Ron Fuqua, Rebecca Gmeiner, David Greenbaum, Byron Jeff, Kara Mullen, Judy Ruvalcaba, Kathryn Kemp, Catherine Matos, Josh Meddaugh, George Nakos, Lila Roberts (visitor), Jocelyn Steward, David Williams
Not Present: Dee Tanner
Recorder: Dina Swearngin

TOPIC	DISCUSSION	ACTION
CALL TO ORDER	R. Singiser called meeting to order at 12:02 p.m. • Minutes from August meeting presented	• Minutes from August meeting approved.
OLD BUSINESS	• No old business	
NEW BUSINESS *CIMS Course Proposals*	14 course modifications to consider – Banner Action Forms (BAFs) and memo sent to committee prior to meeting. • L. Roberts – This represents a catalog clean up. Need was discovered when numerous prerequisite override requests were being made. Banner is not correct. Printed and online catalog did not match due to changes over the years. Student will be able to register themselves for courses. These changes are being made to clean up the curriculum and these represent changes for IT. Also, a number of courses need to be removed as they are no longer being offered. Course modifications presented were approved at the department and college level prior to presentation to UCC. C: D. Williams – Suggestion to include memo as part of UCC minutes to reflect changes. • C: R. Singiser – Per Faculty Senate - All changes brought before UCC must be read twice unless unanimously voted to waive. Call for motion to waive second reading. • Q: D. Williams – What is the source of the second reading? Part of the UCC bylaws? A: K. Kemp – Faculty senate is addressing procedural issues to make all procedures work together and remove	• All course modifications pass unanimously and approved in mass. • Memo will be included in minutes. • Second reading waived unanimously.

	ambiguous policies.
	Q: D. Williams – Are the bylaws posted on Provost's web site or some other?
	
	Banner Course Action Forms – General Questions
	    C: R. Singiser – Suggested possible revision to forms to improve readability and address which committees see which information. Also, question on what needs to be included and what needs to be considered. Pages must be matched up to see what's changed and what's not. The Banner form should be the same as the old paper form. How should we make these more readable and make the information easier to understand?
	Open discussion:
	    C: D. Greenbaum – Make columns next to each other with existing and requested information. Perhaps highlighting discrepancies.
	    C: R. Gmeiner – Richard Young developed this and he is gone. OIT is down several positions so changes in the immediate future may not happen. When you look at this online it is very clear with highlighted areas.
	    C: R. Singiser – There are problems with the online format – the system will bring in things that are not changed and say they are changed. Course description is one example. Unsure of final output display but these still pop up while going through committee approvals.
	    C: R. Gmeiner – Sometimes only one letter will trigger a change in the form.
	
	    Q: D. Greenbaum – In order to make our human processes smoother would the best course be to do a print screen instead of PDFs that are more difficult to read?
	    A: R. Singiser – Would take us back to the amount of paper used before online system but that is an option.
	    C: D. Greenbaum – If it makes it easier to read then I do not see a problem with it.
	    C: R. Singiser – If everyone has access to the system we can review the forms online.
		• Chair will follow up to make sure the bylaws are posted and available.

	Q: B. Jeff – What are we as a committee actually voting on? Are we voting on the changes on the form or something else? In existing form the beneficiary to the largest degree of BAFs is Registrar and Dept Chairs. Is that what we need to vote on? Is it not sufficient to just vote on the memo?	
	C: R. Singiser – the idea is to streamline the process. If we're not checking the BAF that goes along with the memo then we could be passing a memo but something else could accidentally be implemented along the way. There needs to be a check but not sure where that needs to happen. Perhaps we rely on colleges to approve the changes and we vote on the concepts via the memo, maybe we are the checkers?	• Chair will make sure everyone on UCC has access to Banner and he will send out PDFs of the forms. I can also send a list of the courses if you have access.
	C: R. Gmeiner – I do not think you will get any changes done on this right now.	
	C: D. Swearngin – In the past we have found discrepancies between the memos and the forms. I feel there are so many involved with this that we are charged with being the final check. I think if we separate these two and just go with the memos there may be problems as we have seen this before. Just minor errors but I do think that's up to us to catch.	
	C: R. Singiser – Could be minor things like missed prerequisites. Especially when you are cleaning up 15-20 courses.	
	C: R. Gmeiner – I look for things that just do not make sense. Example – if there are no restrictions on a new course and essentially a brand new freshmen can get into it. I do not do a detailed check on what came through UCC.	
	C: R. Fuqua – The creator would have an ultimate responsibility to check Banner once approved to make sure this is what they wanted. We should conceptually process the change but in the end it's whoever asked for it is responsible for it.	
	C: D. Williams – It's perfectly reasonable to suggest to the people that send it forward to us that there is a discrepancy and to resolve this an resubmit it to UCC.	
	C: B. Jeff – But that requires checking it.	

	C: K. Kemp – Also the source is going to be more aware of what should be there and sensitive to what might be wrong.	
	C: R. Singiser – I think the longer the system is in place the more fluent the generators will become. Forms may not match what they say in the memo – source of most discrepancies.	
	C: D. Greenbaum – Value to having a group to check final submissions.	
	C: R. Gmeiner – What concerns me the most is the high volume and some things bypass UCC. It's a leap of faith in many cases that things are correct and approved. Impossible for me to go back to requests and UCC minutes to verify.	
	C: R. Singiser – For clarification – we want action forms at the same time as the memos. We will not discuss changes without both.	
	C: B. Jeff – Absolutely not.	
	Q: B. Jeff – How many are on your college committees?	
	A: Not all colleges are represented.	
	C: B Jeff – My thought is we push this down to the college level and make them do a thorough check on items that come through.	
	C: D. Williams – Having sat on the college committee before we did not have access to the Banner system. We were told not to make up our own forms.	
	C: R. Singiser – A&S did have access to Banner.	
	C: B. Jeff – We want to be the final check but ask that the colleges have check before it comes to us.	• Chair will speak with college committees and remind them that they are presenting a final product. Could also speak with the Deans to make sure the forms have been checked with the memos. Chair will bring language to next meeting so UCC can review and be sure this is what we want to present.
	C: D. Swearngin – I think that's the assumption now or it should be. Once you go through dept and college committees you are presenting a final product to this body for approval.	
	C: D. Williams – After reviewing online procedures on VPAA website, submission process for new course proposals – submit to VPAA, VPAA will submit to UCC and if approved then submit BAF.	
	C: B. Jeff – That was the paper process.	• Chair will review and revise to match current processes.
	C: D. Williams – This is the only process available to those outside this room. So we need to revise this.	

	Second Reading • C: D. Williams – The online bylaws also explains the second reading process under general procedures. • C: G. Nakos – if you introduce a new program that may impact other schools you will want a second reading. I think we need to have first and second if that's what the bylaws state. • C: B. Jeff – I understood that if it was a new item we would read twice but not for routine. We need to go back to the process of waiving second readings and follow the policy.	
Upcoming Meeting Reminder	• Next Meeting: Friday, Oct. 11 at 12 noon	
ADJOURN	• Meeting adjourned at 12:35 p.m.	

Next Meeting: Friday October 11, 2013 at 12:00 p.m. University Center (UC) Foundation Board Room

MEMORANDUM

To: Undergraduate Curriculum Committee
              Dr. Richard Singiser, Chair

From: Lila Roberts, Acting Chair of Department of Computer Science & Information Technology
              Dean, College of Information and Mathematical Sciences

Date: September 4, 2015

RE: Catalog clean-up changes to Information Technology Courses

The faculty in the Department of Computer Science & Information Technology have proposed several changes to prerequisites, course restrictions, and course descriptions of several of the courses in the IT curriculum. Over the years as courses have changed, updates have been made to the printed catalog but not the BANNER catalog and the inconsistencies make it difficult for students to be able to register unless they have prerequisite overrides. These changes will make consistent the prerequisites in the BANNER and printed catalogs, clean up some of the course descriptions and remove from the catalogs several courses that are no longer in the curricula.

The approval process:
   • CS & IT faculty approved changes on August 10. Changes were submitted to the CIMS Curriculum Committee.
   • The CIMS Curriculum Committee approved changes on September 2.

The following pages summarize this round of changes.

Banner Catalog Prerequisites	Change to Banner Catalog Prerequisites	Rationale for Change
MATH 0099 with a minimum grade of D% OR COMPASS Algebra with a minimum score of 40 OR CPT - Elem Algebra with a minimum score of 055 OR CPT - College Level Math with a minimum score of 030 OR MATH 0099 EQUIVALENT with a minimum score of 1 OR MATH 1101 with a minimum grade of D OR MATH 1111 with a minimum grade of D OR MATH 1112 with a minimum grade of D OR MATH 1112A with a minimum grade of D OR MATH 1113 with a minimum grade of D OR MATH 1241 with a minimum grade of OR MATH 1501 with a minimum grade of	MATH 0099 with a minimum grade of D% OR **MATH 0988 with a minimum grade of D OR** **MATH 0989 with a minimum grade of D** COMPASS Algebra with a minimum score of 40 OR CPT - Elem Algebra with a minimum score of 055 OR CPT - College Level Math with a minimum score of 030 OR **(CPT-College Level Math with a minimum score of 030 AND** **CPT-Elem Algebra with a minimum score of 050) OR** MATH 1101 with a minimum grade of D OR MATH 1111 with a minimum grade of D OR MATH 1112 with a minimum grade of D OR MATH 1112A with a minimum grade of D OR MATH 1113 with a minimum grade of D OR MATH 1241 with a minimum grade of D OR MATH 1501 with a minimum grade of D	The change is requested to update new Learning Support placement requirements and to make corrections in the other listed prerequisites.

Current Printed Catalog Prerequisites	Change to Printed Catalog Prerequisites	Rationale for Change
Exit or exemption from Learning Support Reading, English, and Math	Eligible for placement into Area A Math and ENGL 1101.	There are now co-requisite learning support courses that may be taken concurrently with Area A math and ENGL 1101. Exit from learning support is not necessary.

Banner Catalog Prerequisites	Change to Banner Catalog Prerequisites	Rationale for Change
WBIT 1100 with a minimum grade of C or ITFN 1101 with a minimum grade of C and (MATH 1101 with a minimum grade of C OR MATH 101 with a minimum grade of C OR MATH 1111 with a minimum grade of C OR MATH 1112 with a minimum grade of C OR MATH 1112A with a minimum grade of C OR MATH 1113 with a minimum grade of C OR MATH 1241 with a minimum grade of C OR MATH 1501 with a minimum grade of C OR ENGL 1101 with a minimum grade of C OR ENGL 101 with a minimum grade of C AND CRIT 1101 with a minimum grade of C	WBIT 1100 with a minimum grade of C or ITFN 1101 with a minimum grade of C and (MATH 1101 with a minimum grade of C OR MATH 1111 with a minimum grade of C OR MATH 1112 with a minimum grade of C OR MATH 1112A with a minimum grade of C OR MATH 1113 with a minimum grade of C OR MATH 1241 with a minimum grade of C OR MATH 1501 with a minimum grade of C) AND ENGL 1101 with a minimum grade of C	Remove CRIT 1101 prerequisite and include minimum grade of C for each of the math and English courses.

Major Restrictions		
Enrollment restricted to Computer Network Admin – Cert Computer Network Tech – Cert Computer Network Technology Information Technology Information Technology -BIT	No major restrictions	Remove major restrictions.

Current Printed Catalog Prerequisites	Change to Printed Catalog Prerequisites	Rationale for Change
WBIT 1100 (C) or ITFN 1101 (C) AND Area A Math Course (C) AND ENGL 1101 (C) AND CRIT 1101 (C)	WBIT 1100 (C) or ITFN 1101 (C) AND Area A Math Course (C) AND ENGL 1101 (C)	Remove CRIT 1101 prerequisite.

ITFN 1401

Banner Catalog Prerequisites	Change to Banner Catalog Prerequisites	Rationale for Change
WBIT 1100 with a minimum grade of C or ITFN 1101 with a minimum grade of C and (MATH 1101 with a minimum grade of C OR MATH 101 with a minimum grade of C OR MATH 1111 with a minimum grade of C OR MATH 1112 with a minimum grade of C OR MATH 1112A with a minimum grade of C OR MATH 1113 with a minimum grade of C OR MATH 1241 with a minimum grade of C OR MATH 1501 with a minimum grade of C AND ENGL 1101 with a minimum grade of C OR ENGL 101 with a minimum grade of C AND CRIT 1101 with a minimum grade of C	WBIT 1100 with a minimum grade of C or ITFN 1101 with a minimum grade of C and (MATH 1101 with a minimum grade of C OR MATH 1111 with a minimum grade of C OR MATH 1112 with a minimum grade of C OR MATH 1112A with a minimum grade of C OR MATH 1113 with a minimum grade of C OR MATH 1241 with a minimum grade of C OR MATH 1501 with a minimum grade of C) AND ENGL 1101 with a minimum grade of C	Remove CRIT 1101 prerequisite and include minimum grade of C for each of the math and English courses.

Current Printed Catalog Prerequisites	Change to Printed Catalog Prerequisites	Rationale for Change
WBIT 1100 (C)or ITFN 1101 (C) AND Area A Math Course (C) AND ENGL 1101 (C) AND CRIT 1101 (C)	WBIT 1100 (C) or ITFN 1101 (C) and Area A Math Course (C) and ENGL 1101 (C)	Remove CRIT 1101 prerequisite.

BANNER Catalog Prerequisites	Change to Banner Prerequisites	
ITFN 1101 with a minimum grade of C OR WBIT 1100 with a minimum grade of C OR ITFN 1101 with a minimum score of 1 AND MATH 1101 with a minimum grade of C OR MATH 1111 with a minimum grade of C OR MATH 1113 with a minimum grade of C OR MATH 1241 with a minimum grade of C OR MATH 1501 with a minimum grade of C OR MATH 2502 with a minimum grade of C OR MATH 1101/1111 EQUIVALENT with a minimum score of 1 OR MATH 1113 EQUIVALENT with a minimum score of 1 AND ENGL 1101 with a minimum grade of C OR ENGL 111 with a minimum grade of C OR ENGL 101 with a minimum grade of C OR ENGL 105 with a minimum grade of C AND CRIT 1101 with a minimum grade of C OR PHIL 2501 with a minimum grade of C OR PHIL 110 with a minimum grade of C OR PHIL 111 with a minimum grade of C	WBIT 1100 with a minimum grade of C or ITFN 1101 with a minimum grade of C and (MATH 1101 with a minimum grade of C OR MATH 1111 with a minimum grade of C OR MATH 1112 with a minimum grade of C OR MATH 1112A with a minimum grade of C OR MATH 1113 with a minimum grade of C OR MATH 1241 with a minimum grade of C OR MATH 1501 with a minimum grade of C) AND ENGL 1101 with a minimum grade of C	Clean up prerequisites and remove CRIT and PHIL prerequisites.

Banner Course Description	Revised Banner Course Description	
CATALOG DESCRIPTION An introductory programming course using C#. The course contains a "practicum" and a "best practices" didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures. TEXTBOOK/REFERENCES Visual C# 2005 How To Program 2nd Edition, by Deitel & Deitel (ISBN 0-13-152523-9) COURSE OUTCOMES Students are expected to obtain a developing level of mastery of programming logic and algorithmic principles. Students will	An introductory programming course using C#. The course contains a "practicum" and a "best practices" didactic. The practicum focuses on the hands-on business of writing code, knowledge of basic control structures and language syntax. The best practices didactic focuses on the craft of software engineering, good programming practices, performance and portability issues, and advanced syntax and data structures	

demonstrate an emerging level of knowledge of C# syntax, object-oriented programming, and procedural and data abstraction. Student should show potential to perform independently on programming assignments. Students will become aware of the basic principles of good program design, documentation and programming terminology and develop critical thinking and problem solving skills. Objectives Students coming out of this class will have an understanding of 1. the basics of programming logic 2. data types (including dynamic data types) and data abstraction 3. procedural abstraction 4. object-oriented programming 5. object-oriented design 6. GUI development and basic graphical controls 7. and basic database programming concepts.

Current Printed Catalog Prerequisites	Change to Printed Catalog Prerequisites	Rationale for Change
WBIT 1100 (C)or ITFN 1101 (C) AND Area A Math Course (C) AND ENGL 1101 (C) AND CRIT 1101 (C)	WBIT 1100 (C)or ITFN 1101 (C) AND Area A Math Course (C) AND ENGL 1101 (C)	Remove CRIT 1101 prerequisite.

ITFN 1502

Banner Catalog Prerequisites	Change to Banner Catalog Prerequisites	Rationale for Change
ITFN 1101 with a minimum grade of C OR WBIT 1100 with a minimum grade of C AND MATH 1101 with a minimum grade of C OR MATH 1111 with a minimum grade of C OR MATH 1113 with a minimum grade of C OR MATH 1241 with a minimum grade of C OR MATH 1501 with a minimum grade of C OR MATH 2502 with a minimum grade of C OR MATH 1101/1111 EQUIVALENT with a minimum score of 1 OR MATH 1113 EQUIVALENT with a minimum score of 1 AND ENGL 1101 with a minimum grade of C OR ENGL 111 with a minimum grade of C OR ENGL 101 with a minimum grade of C OR ENGL 105 with a minimum grade of C	WBIT 1100 with a minimum grade of C or ITFN 1101 with a minimum grade of C and (MATH 1101 with a minimum grade of C OR MATH 1111 with a minimum grade of C OR MATH 1112 with a minimum grade of C OR MATH 1112A with a minimum grade of C OR MATH 1113 with a minimum grade of C OR MATH 1241 with a minimum grade of C OR MATH 1501 with a minimum grade of C) AND ENGL 1101 with a minimum grade of C	Remove CRIT 1101 prerequisite and include minimum grade of C for each of the math and English courses.

ITFN 1502L: Change: Add Additional Fee

Current Printed Catalog Prerequisites	Change to Printed Catalog Prerequisites	Rationale for Change
WBIT 1100 (C)or ITFN 1101 (C) AND Area A Math Course (C) AND ENGL 1101 (C) AND CRIT 1101 (C)	WBIT 1100 (C)or ITFN 1101 (C) AND Area A Math Course (C) AND ENGL 1101 (C)	Remove CRIT 1101 prerequisite.

Banner Catalog Prerequisites	Change to Banner Catalog Prerequisites	Rationale for Change
MATH 1101 with a minimum grade of C OR (MATH 1111 with a minimum grade of C OR MATH 115 with a minimum grade of D) OR (MATH 1113 with a minimum grade of D OR MATH 130 with a minimum grade of D) OR (MATH 1501 with a minimum grade of D OR MATH 151 with a minimum grade of D) OR CPT - Elem Algebra with a minimum score of 095 **AND** CPT – with a minimum score of 050	MATH 1101 with a minimum grade of D OR MATH 1111 with a minimum grade of D OR MATH 1113 with a minimum grade of D **OR** MATH 1501 with a minimum grade of D OR (CPT - Elem Algebra with a minimum score of 095 **AND** CPT – with a minimum score of 050)	Clean up prerequisites

ITFN 2512

Banner Catalog Prerequisites	Change to Banner Catalog Prerequisites	Rationale for Change
ITFN 1502 with a minimum grade of C and ITFN 1502L with a minimum grade of C	ITFN 1502 with a minimum grade of C and ITFN 1502L with a minimum grade of C or ITFN 1501	Add ITFN 1501 to prerequisite list. This is the previous course before the curriculum change.

Current Printed Catalog Prerequisites	Change to Printed Catalog Prerequisites	Rationale for Change
ITFN 1501 (C)	ITFN 1502 with a minimum grade of C and ITFN 1502L with a minimum grade of C or ITFN 1501 with a minimum grade of C.	Include ITFN 1502 and ITFN 1502L

ITFN 2512L: Include additional fee fee

ITFN 2313

Banner Catalog Prerequisites	Change to Banner Catalog Prerequisites	Rationale for Change
ITFN 1303 with a minimum grade of C	ITFN 1303 with a minimum grade of C or CSCI 1301 with a minimum grade of C or WBIT 1310 with a minimum grade of C.	Include the other first programming courses.

Current Printed Catalog Prerequisites	Change to Printed Catalog Prerequisites	Rationale for Change
ITFN 1303 with a minimum grade of C	ITFN 1303 (C) or CSCI 1301 (C) or WBIT 1310 (C)	Include the other first programming courses

CSCI 1302

Banner Catalog Prerequisites	Change to Banner Catalog Prerequisites	Rationale for Change
CSCI 1301 with a minimum grade of C OR CSCI 1371 with a minimum grade of C OR	CSCI 1301 with a minimum grade of C OR CSCI 1371 with a minimum grade of C OR ITFN 1303 with a minimum grade of C OR WBIT 1310 with a minimum grade of C	Include ITFN 1303 and WBIT 1310 (First programming course)

Current Printed Catalog Prerequisites	Change to Printed Catalog Prerequisites	Rationale for Change
CSCI 1301 or CSCI 1371 (C or higher)	CSCI 1301 (C) or CSCI 1371 (C) or ITFN 1303 (C) or WBIT 1310 (C)	Include ITFN 1303 and WBIT 1310 (First programming course)

Banner Catalog Prerequisites	Change to Banner Catalog Prerequisites	Rationale for Change
COMM 1110 with minimum grade of C AND ENGL 1102 with a minimum grade of C AND CSCI 1301 with a minimum grade of C or ITFN 1303 with a minimum grade of C or WBIT 1310 with a minimum grade of C	ITFN 1101 with a minimum grade of C OR WBIT 1100 with a minimum grade of C AND CSCI 1301 with a minimum grade of C or ITFN 1303 with a minimum grade of C or WBIT 1310 with a minimum grade of C	Delete COMM 1110 and ENGL 1102 from prerequisites and add ITFN 1101 and WBIT 1100 to the prerequisites.

Current Printed Catalog Prerequisites	Change to Printed Catalog Prerequisites	Rationale for Change
COMM 1110 or COMM 1100 or (COMM 1001 and COMM 1002), ENGL 1102 and CSCI 1301 (C) or ITFN 1303 (C) or WBIT 1310 (C)	ITFN 1101 (C) or WBIT 1100 (C) and CSCI 1301 (C) or CSCI 1371 (C) or ITFN 1303 (C) or WBIT 1310 (C)	Remove COMM and ENGL prerequisites and add the introductory IT courses.

ITFN 3144: Remove level restriction

ITFN 3314: Remove level restriction

The following courses should be deactivated because they are no longer part of the curriculum:

ITFN 1112 Foundations of Systems Analysis   (eliminated from the curriculum)
ITFN 1501 Foundations of Networking & Security   (replaced by ITFN 1502)
ITFN 2123 Foundations of Project Management (replaced by ITFN 3144)
ITFN 2211 Intermediate Database Design (eliminated from the curriculum)
ITFN 2312 Intermediate Programming, Java (eliminated from the curriculum)
ITFN 2314 Programming Language Concepts (eliminated from the curriculum)
ITFN 2411 Intermediate Webmaster (eliminated from the curriculum)
ITFN 2422 Advanced Webmaster (eliminated from the curriculum)
ITFN 2511 Intermediate Networking and Security (replaced by ITFN 2512)
ITFN 2601 Foundations of Operating Systems (eliminated from the curriculum)
ITFN 2611 Intermediate UNIX (eliminated from the curriculum)
ITMM 4405 Legal Implications/E Commerce (eliminated from the curriculum)
ITMM 4413 Infrastructure for E-Commerce (eliminated from the curriculum)
ITFN 4003 Portfolio Development and Presentation (replaced by ITFN 3003)
ITSD 4301 Algorithms I (eliminated from the curriculum)
ITSD 4304 Client-Server Software Development (eliminated from the curriculum)
ITSD 4312 Algorithms II (eliminated from the curriculum)
ITSD 4303 Human-Computer Interaction (replaced by ITFN 3103)
ITSK 1401 Introduction to Webmaster (equivalent to ITFN 1401)
ITSK 1701 Database Applications (eliminated from the curriculum)
ITSK 1704 Word Processing Applications (eliminated from the curriculum)
ITSK 2313 Intermediate Programming C/C++ (eliminated from the curriculum)