

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** October 19, 2022

**Present:** Carl Castles  
Jennifer Scroggins  
Ying Wang  
Robin Rasmussen  
Jaki Penninger (Registrar representative)

Randi O'Brien  
Scott Butterfield  
Elaine Westbrook  
Nicole Bogunovich

**Absent:** Jeff Willardson\*  
*\*excused*

**Guests:** Jenna Jones  
Lacy Bangert

Jim Barron



Carl Castles, Chair, called the meeting to order at 4:02 p.m. in the Chancellor's Conference Room with some members attending via Webex.

### I. APPROVAL OF MINUTES

The minutes of October 5 were accepted as presented.

### II. PRESENTATION/DISCUSSION

- Assessment, Outcomes, and CourseLeaf
  - Jen Lynn, Chair, Academic Senate & Kathleen Thatcher, Director, Assessment & Accreditation

Dr. Lynn was not able to attend today. Ms. Thatcher presented the MSUB standards for program assessment, which are posted on the Assessment & Accreditation intranet page (<https://www.msubillings.edu/intranet/assessment/index.htm>).

Campus program outcomes:

- a. are program focused.
- b. are clear, specific, and observable.
- c. describe the knowledge and skills achieved.

These are the things the UCC should be looking for in terms of outcomes. This group has the responsibility to give your colleagues good feedback to improve the quality of all program learning outcomes. Ms. Thatcher also offers her own guidance in giving that feedback—UCC members should feel free to contact her.

### III. ITEMS – FIRST READING

- MUS Pathway for Biology

- Motion by Scott Butterfield, seconded by Jennifer Scroggins to **approve the MUS Pathway for Biology.**

Jim Barron, Biological & Physical Sciences, stated that the Commissioner's Office (OCHE) convened all the biology instructors to discuss the first two years of their programs. They found common ground among many of the programs. The intent was to create a list of what students would need if they started in one place and transferred to another. This document does not change any curriculum. Other disciplines should also have Pathways coming forward, and OCHE has asked that they be approved through the campus curriculum processes.

It was noted that this document states students are only allowed to continue completing the MUS Gen Ed Core if they have already done 20 credits. The current MUS policy is that any student can choose to complete the MUS Gen Ed Core rather than their campus' General Education.

- Motion carried.

- Motion by Scott Butterfield, seconded by Elaine Westbrook to **waive second reading of the MUS Pathway for Biology.**

- Motion carried.

Group 1		
AHXR 295B: Radiographic Clinical V	Edited	10/3/2022
AHXR 195B: Radiographic Clinical II	Edited	10/3/2022
AHXR 295A: Radiographic Clinical IV	Edited	10/3/2022
Radiologic Technology Associate of Applied Science	Edited	10/3/2022

- Motion by Ying Wang, seconded by Elaine Westbrook to **approve Group 1 on first reading.**

Jenna Jones, Radiologic Tech, noted that the program's clock hours and clinical hours were not appropriately aligned with accreditation standards. These changes adjust the clinical hours and also make room to add AHMS 144 Medical Terminology as a prerequisite course.

- Motion carried.

- Motion by Jennifer Scroggins, seconded by Elaine Westbrook to **waive second reading of Group 1.**

- Motion carried.

It was agreed Group 1 will go to the Senate as consent items.

Group 2		
HADM 462: Supervision in Healthcare	Deleted	10/10/2022

- Motion by Jennifer Scroggins, seconded by Elaine Westbrook to **approve Group 2 on first reading.**

Lacy Bangert, Chair, Health Care Services, stated that this course is not being taught and is not in any program.

- Motion carried.

- Motion by Elaine Westbrook, seconded by Scott Butterfield to **waive second reading of Group 2.**

- Motion carried.

It was agreed Group 2 will go to the Senate as a consent item.

Group 3		
Health Education Minor	Deleted	10/10/2022

- Motion by Scott Butterfield, seconded by Elaine Westbrook to **approve Group 3 on first reading.**

This program was on moratorium and is now being deleted. There are no students in it.

- Motion carried.

- Motion by Elaine Westbrook, seconded by Jennifer Scroggins to **waive second reading of Group 3.**

- Motion carried.

It was agreed Group 3 will go to the Senate as an action item.

Group 5		
CHMY 106: Preparation for Chemistry Lab	Added	10/10/2022
CHMY 104: Preparation for Chemistry	Edited	10/10/2022
CHMY 141: College Chemistry I	Edited	10/10/2022
CHMY 143: College Chemistry II	Edited	10/10/2022
CHMY 499: Senior Thesis/Capstone	Edited	10/10/2022

Broadfield Science Bachelor of Science Degree	Edited	10/10/2022
Chemistry Bachelor of Science Degree	Edited	10/10/2022
Chemistry Minor	Edited	10/10/2022

- Motion by Elaine Westbrook, seconded by Scott Butterfield to **approve Group 5 on first reading.**

Dr. Castles, Chair of Biological & Physical Sciences, noted that our students struggle in the intro to chemistry courses. CHMY 104 teaches them the math they need, and the Department is increasing the credits of that course to 4, as well as working with the Academic Support Center for additional math support. They are also increasing the credits of the CHMY 141 and 143 courses to be 4 credits, to include the lecture and 1 credit recitation, and students will still take the 1 credit lab with those courses, as well. Those credits are added to the programs and taken out of electives.

The capstone courses for both biology and chemistry are being updated so they can be offered together in the same classroom, as students basically do the same things in each discipline's capstone course.

- Motion carried.

- Motion by Jennifer Scroggins, seconded by Elaine Westbrook to **waive second reading of Group 5.**

- Motion carried.

Group 4		
BIOB 487: Bioinformatics	Edited	10/10/2022
BIOB 499: Senior Thesis/Capstone	Edited	10/10/2022
Biology Bachelor of Arts Degree	Edited	10/10/2022
Biology Bachelor of Science Degree	Edited	10/10/2022
Biology Medical Laboratory Science Option Bachelor of Science Degree	Edited	10/10/2022

- Motion by Elaine Westbrook, seconded by Scott Butterfield to **approve Group 4 on first reading.**

Dr. Castles noted that the Department now has technology to do DNA sequencing in-class, so BIOB 487 will now include a hands-on lab/lecture experience. They will request a lab fee for the course, for the DNA sequencing.

He also noted the Biology Medical Laboratory Science Option is being updated to remove BIOM 427 General Parasitology, as they have no one to teach it. The content will be covered during the students' three semesters with affiliate institutions. The total credits have been reduced from 128 to 120. The program is now truly a 3+1, as students can get all their courses done by their junior year before moving to the 3-semester clinical.

- Motion carried.

- Motion by Elaine Westbrook, seconded by Scott Butterfield to **waive second reading of Group 4.**

- Motion carried.

It was agreed Groups 4 & 5 will go to the Senate as action items.

Group 6		
Physics Minor	Deleted	10/10/2022
Biology Environmental Sciences Option Bachelor of Science Degree	Deleted	10/10/2022
Biology Teaching Licensure Option Bachelor of Science Degree	Deleted	10/10/2022
Chemistry Teaching Licensure Option Bachelor of Science Degree	Deleted	10/10/2022
Biology Minor	Deleted	10/10/2022
Biology Teaching Minor	Deleted	10/10/2022
Earth Science Teaching Minor	Deleted	10/10/2022
Chemistry Teaching Minor	Deleted	10/10/2022

- Motion by Elaine Westbrook, seconded by Scott Butterfield to **approve Group 6 on first reading.**

All of these programs were on moratorium. They have no students in them.

- Motion carried.

- Motion by Elaine Westbrook, seconded by Scott Butterfield to **waive second reading of Group 6.**

- Motion carried.

It was agreed Group 6 will go to the Senate as action items.

- Motion by Elaine Westbrook, seconded by Scott Butterfield that **the UCC eliminate the second reading for all agenda items.**

- Motion carried.

The meeting adjourned at 5:13 p.m.

tjrm