

**MINUTES**  
**L&S COLLEGE CURRICULUM COMMITTEE**  
**Meeting of September 8, 2016**  
**2:00 pm, LT 4012**

CCC website: <http://www.uww.edu/cls/curriculum-committee>

Voting Members present: Paul Adogamhe, Ashley Barnes-Gilbert, David Cartwright, Ellen Davis, Nick Guo, Angela Harlan, David Havas, Sarah Hessenauer, Paul House, Greg Jeffers, Mark Lencho, Xia Li Lollar, Zach Oster, Adam Paddock, Ozgur Yavuzcetin, Jeff Zimmerman. Excused: Louis Betty. Non-voting Members present: Elizabeth Hachten, Annie Weberpal, Joan Fox-Drake, Secretary.

Access CourseLeaf (CL): <http://www.uww.edu/acadaff/facstaff/courseleaf>

Meeting called to order at 2:03 pm.

1. Introductions. New members are Ashley Barnes-Gilbert from Women and Gender Studies; Mark Lencho from Languages & Literatures; Xia Li Lollar from Political Science
  - a. Absences – please send alternate to act as member
2. Approval of April 21, 2016 Minutes. Cartwright/Guo moved to approve. Re: UW-Madison’s Medical School’s admission requirement, Liz Hachten would like to review writing intensive upper level course. Motion passed unanimously.
3. Review of CCC website, calendar, and curriculum flowchart.
4. Approval of 2016-2017 CCC Guidelines. Chair Hachten reviewed the 2016-2017 Guidelines. Zimmerman/Davis moved to approve Guidelines. Motion passed unanimously.
5. Review of UCC webpage and CourseLeaf links
  - a. Under Forms, Console and Catalog-see User Manual and Training Outline
  - b. Use Firefox as browser
  - c. It’s Live. You can save changes and come back to it. If you change your mind and want a proposal “shredded,” that can only be done by Becky Pfeifer in AVC’s Office, x1055. If you would like to work unanimously, copy the CL form into a Word Doc, work on it, then copy and paste the fields back into the CL form.
  - d. Contact Melissa Thoma in Registrar’s Office, x1570 for a new course number to be assigned or for any questions related to using the Coursepicker Tool in the Program form
  - e. Carefully review the Consultation instructions. Note that relevant documentation should be attached to the course or program form at the time of submission to the CCC.
  - f. Review Workflow. Special workflows will have to be arranged for proposals that require concurrent approval from other Colleges (e.g., BSE program changes). A. Harlan shared the AVC’s Office is piloting “fyi” emails.

6. Announcements

- a. Spring 2017 Special Courses and Domestic Travel materials are due to Becky Pfeifer in AVC Office, tomorrow, Friday, Sept. 9. Reminder: please use Form 7 for these proposals which also need to be approved by Liz Hachten in the Dean's Office before going to Becky P. Becky is looking for someone to Beta Test the Special Studies workflow.
- b. Liz Hachten announced Angela Harlan is serving as Interim Chair for the University Curriculum Committee (UCC) and remains Math Rep for CCC.
- c. Harlan/Guo moved that Paul House, David Havas and Zach Oster serve on the UCC for the College of L&S. Motion passed unanimously.

7. Social Work

- a. New Course – SOCWORK 571: Social Work Practice I
- b. New Course – SOCWORK 572: Social Work Practice II
- c. Course Reactivation - SOCWORK 573: Social Work Practice III
- d. Course Revision (add repeatability) - SOCWORK 783: Social Work Field Experience
- e. Revision of New Program –SOCIAL WORK (MSW) LSMSWSOCWK

Hessenauer/Oster moved items 7a through 7e. S. Hessenauer to verify reactivated course number and Grad Council field study hours, and complete edits. Motion passed unanimously.

8. Old Business – none

9. Adjournment @ 2:53 pm

Respectfully,

Joan Fox-Drake  
L&S CCC Secretary