**COUNCIL ON CURRICULAR PROGRAMS AND INSTRUCTION**

**Thursday, 8 March 2018**

**Horrabin Hall 1 – 3:30 p.m.**

**M I N U T E S**

**MEMBERS PRESENT:** M. Doh, J. Engel, E. Go, D. Gravitt, A. Hardeman, L. Hemphill, M. Lynn (SGA), E. Mannion, P. McGinty, E. Shupe, Novemberculty Senatet Life Safety Enhancement feeeT. Walters

Ex-officio: N. Parsons, D. Williams

**MEMBERS ABSENT:** NoneMarch ChangesITEM V.A.hiplunteerries Anthropologyational environment of the University, which includes incoming freshmen who

**GUESTS:** Amy Burke, Katrina Daytner, Tara Feld, Ritchie Gabbei, Kyle Mayborn, Tim Piper, Bill Pratt (via teleconference), Linda Prosise, Charles Pryor, Sam Thompson

I. Consideration of Minutes

* 1. 8 March 2018

**MINUTES APPROVED AS DISTRIBUTED**

1. Announcements

Chairperson Hardeman announced that the CCPI Policies and Procedures were emailed to members, but there will be insufficient time to discuss them today. She asked members to submit feedback to her so that the review can be expedited at the next CCPI meeting.

1. Old Business
	1. Request for Change of Prerequisites

1. KIN 400, Internship, 12 s.h.

**Current:** Prereq: 2.5 GPA in the major and permission of instructor

**Proposed:** Prereq: 2.5 GPA in the major, all coursework and competencies must be successfully completed, and permission of instructor

Chairperson Hardeman asked what the department’s definition is of “successfully completed.” Kinesiology professor Tim Piper responded that students must achieve a 2.5 GPA in all classes, and a C- or higher in every class. Chairperson Hardeman asked if students must achieve a C- or higher in everything required for the major or in every class they have taken; Mr. Piper replied that this refers to every course taken in the major. He added that some students wanted to take their internships earlier but the department wants their coursework to be completed first. Associate Provost Parsons asked if every KIN course must be completed with a C- or every single course that students have taken; Mr. Piper responded that all KIN coursework must be completed with a minimum of C-. Dr. Gravitt asked if students can take KIN courses outside the major, but Ms. Williams stated that these would be counted toward the major in the Other category. CCPI recommended that a statement be added to the proposed prerequisites to state that “C- or better in all KIN coursework” is required.

Chairperson Hardeman asked what is referred to by “competencies.” Mr. Piper responded that there are written and practical competency exams that students must complete. He added that four or five years ago the department was advised to include these as part of a course; the department tracks if every student has passed the exams. Associate Provost Parsons asked if students can pass the course without passing the competency exam. Mr. Piper replied that they cannot; the exam is graded pass/fail, but every time a student fails the exam his/her grade for KIN 400 drops 10 percent. He added that students generally pass by their second try; the third time a student fails the exam, the grade drops to 70 percent, which is not a passing grade. Chairperson Hardeman recommended that the requirement that “all coursework and competencies must be successfully completed” be dropped from the proposed prerequisites.

**Change:** Remove “all coursework and competencies must be successfully completed” from the proposed prerequisites and replace it with “C- or better in all KIN coursework.”

**KIN 400 APPROVED WITH CHANGE**

1. New Business
	1. Curricular Requests from the Department of Geography, Geographic Information Science, and Meteorology

1. Request for Change of Title and Course Description

a. GEOG 406, Spatial Statistics in GIS, 3 s.h.

**Current:** Spatial Statistics in GIS

Introduction to statistical approaches in GIS to measure geographic distributions, identify geographic patterns and spatial clusters, and analyze geographic relationships

**Proposed:** Advanced Quantitative Methods and Applications in GIS

Students will learn, examine, and review how advanced GIS quantitative methods are used to measure spatial distribution patterns of geographical features, and analyze relationships between geographical phenomena.

 **Motion:** To approve GEOG 406 (Gravitt/Walters)

 **MOTION APPROVED 11 YES – 0 NO – 0 AB**

* 1. Curricular Requests from the Department of Kinesiology
		1. Requests for New Courses
			1. KIN 272, Coaching Practicum, 1 s.h.

**Motion:** To approve KIN 272 (Gravitt/Walters)

Dr. Gravitt asked if the “40 clock hours of observation and practice” specified in the course description refers to work hours, continuous hours, or some other definition. Ms. Prosise and Ms. Williams explained that this wording is commonly used instead of semester hours when scheduling practicums. Kinesiology professor Ritchie Gabbei added that this is also written to apply to the field experiences for Physical Education majors; class periods are 40-50 minutes, so clock hours are, in practice, one and one-half hours.

Chairperson Hardeman asked what the “observation and practice” in the definition is referring to. Dr. Gabbei responded the description gives the option for the coach who is mentoring the practicum student to observe, since it specifies that observation and practice will occur “under the direct supervision of scholastic or collegiate level coach,” as well as allowing for the practicum student to get a feel for what coaching is about. CCPI suggested that “in coaching” be added to clarify what the observation and practice experience applies to.

Dr. Gravitt asked about the fourth course objective, “Effectively assist mentor coach in practices and games by anticipating needs of coach and players.” Dr. Gabbei explained the mentor coach is the coach in the school district or club, who could be a teacher’s aide or teacher candidate. Chairperson Hardeman asked if students are responsible for finding their own practicum situations. Dr. Gabbei responded it is a collaborative effort between the instructor of record and the coaching support available; students do not get to pick their situations completely, but they have some influence on where they are placed.

**Changes:**

* Add “in coaching” to the course description so that it specifies “40 clock hours of observation and practice **in coaching**…”
* In the fourth course objective, add “the” and a hyphen to “**the** mentor**-**coach.” In the fifth course objective, change “candidates’” to “candidate’s.”
* In Student Needs to be Served, add “and” before “b).”
* In Relationship to Courses in Other Departments, add “in” before “sport skills, tactics, or strategies.”
* Under Required for the Major, change the response to read, “This course is required in a minor.”

 **MOTION APPROVED WITH CHANGES 11 YES – 0 NO – 0 AB**

* + - 1. KIN 346, Candidate Physical Ability Test Preparation, 2 s.h.

**Motion:** To approve KIN 346 (Gravitt/Engel)

Chairperson Hardeman asked why the department decided to make this a 300-level course for juniors rather than a 100- or 200-level course when it does not seem to require two years of preparatory work. Dr. Gravitt asked which of the learning objectives are at the junior-level. Mr. Piper responded this course prepares students for the Candidate Physical Ability Test (CPAT), which must be taken at a regional testing center. He explained that future firefighters must pass a content section related to job performance; it is not just conditioning. Dr. Gravitt pointed out that the course description simply says “The physical activities required for successful completion” of the test, similar to a PE class without content knowledge. Mr. Piper pointed out that there is always content knowledge in every PE class. Associate Provost Parsons suggested that “knowledge and” be added before “physical activities” in the course description because all Kinesiology classes include a knowledge-based component.

Ms. Prosise asked if the department expects students to take the class during their junior year. Mr. Piper replied that normally they would because students are given a card upon completion which is valid for up to two years and allows them to apply to take the exam somewhere else and interview for outside jobs. Ms. Prosise observed that it would not be feasible to have the course be 100-level if the card is only valid two years because freshmen or sophomore students would not be far enough along upon completion to try for jobs.

Dr. Gravitt asked about the specific Stairmaster that will be acquired to meet the criteria for the CPAT. Mr. Piper explained that the Stairmaster must be a certain height with a certain pace of steps in order to meet the criteria. It is hoped that WIU can become a CPAT testing center in future once the Stairmaster is acquired. Other equipment will be obtained through Fire Protection Studies. Dr. Gravitt asked if the department has gotten approval for the funding, but Associate Provost Parsons stated that is not a discussion for this body. Mr. Piper stated that he is crowd sourcing donations to buy the piece of equipment and anticipates having the funding raised by Fall 2018.

**Changes:**

* Add “knowledge and” before “physical activities” in the course description.
* Change “Recites the eight events required during the CPAT” to “Identifies the eight events…”
* Change “firemen” to “fire fighters” in Student Needs to be Served.
* Change “boasts of” to “has” in the second sentence of the second paragraph under Relationship to Existing Courses within the Department.

**MOTION APPROVED WITH CHANGES 11 YES – 0 NO – 0 AB**

* + - 1. KIN 472, Coaching Internship and Capstone, 3 s.h.

**Motion:** To approve KIN 472 (Gravitt/Engel)

Dr. Gravitt asked if faculty assist students in obtaining the internships; Dr. Gabbei responded that they do. Dr. Gravitt asked if students will be able to complete internships in the spring semester. Dr. Gabbei responded that students will need to work with someone who is coaching a competitive team whose wins and losses go down as a record; this may be the same team that was used for the practicum or may be a different team. He stated that ultimately the course will be offered every semester; the problem is winter sports bridge fall and spring semesters. He added the department is not sure how to make the course flexible enough to accommodate this since many students will want to do their internships with winter sports. Dr. Gravitt asked if the same instructor would teach the fall and spring semesters so that the load would be carried over; Dr. Gabbbei responded that he hopes so but there is no guarantee. Dr. Gravitt asked if students could enroll in the class for fall and take an “I” until the season is completed in January or February. Ms. Williams pointed out that irregularly scheduled classes are still assigned to a semester; it is up to the instructor to grant an Incomplete, which must be completed by nine weeks into the following semester unless the student gets an extension. Chairperson Hardeman stated that the question of how to handle the overlap of semesters is bigger than just CCPI.

Dr. Gabbei told CCPI this course is more intense and is intended as a capstone course; other courses will provide students with skills and information that they will need to implement in this internship while they spend some time in the field with practices, games, etc. He stated that the practicum can be completed in a week or two if the student goes every day, but the internship occupies a good part of the semester, and students become part of the team, which is very important. He added that students find it is easy to teach kids skills but harder to develop a culture and relationships that will result in a positive experience for players. Associate Provost Parsons pointed out that there will be more time allowed for the internship experience because current University guidelines allow for 40 hours for each semester hour, so the internship will be 120 hours rather than 90. Dr. Gabbei stated that faculty need to work with the coaching candidates well before the semester starts, so they will start working with students in the fall in preparation for the internship next spring.

**Changes:**

* Change “90 hour coaching capstone experience” in the course description to “120 clock hour capstone experience.”
* In the second course objective, correct the phrase “core values that unites and focuses athlete’s practice and competition” to “core values that unite and focus athletes’ practice and competition.”
* In the third course objective, change “coaching style the aligns” to “coaching style that aligns.” In the first, third, and fourth course objectives, change “Athletes Bill of Rights” to “Athletes’ Bill of Rights.”
* Change effective date to Fall 2018.

**MOTION APPROVED WITH CHANGES 11 YES – 0 NO – 0 AB**

* + - 1. KIN 473, Practicum in Adapted Physical Activity Motor Clinic, 1 s.h., repeatable to 4 s.h.

**Motion:** To approve KIN 473 (Gravitt/Walters)

Chairperson Hardeman asked why lab hours are 2.5 per week. Communication Sciences and Disorders professor Amy Burke replied that the clinic runs from 10:00 a.m. to 12:00 p.m., but students must be there 30 to 45 minutes prior for set up and stay afterward for tear down. In addition, students are required to attend preparatory meetings each semester so that faculty can instruct them how to run the clinics. Dr. Gravitt asked if they will meet at least 16 weeks. Ms. Burke replied that they will because students are required to come to the clinics, and there are six to eight clinics every semester.

**Changes:**

* Replace the first “or” in the list of required course prerequisites with a comma and add a comma after CSD 385.
* For the fourth course objective, replace “Students will become knowledgeable of multiple professional disciplines…” with “Students will recognize multiple professional disciplines…”
* Correct spelling of “Physical” under Student Needs to be Served.
* Eliminate duplicative phrase “for student to get more hands-on experience” in Relationship to Existing Courses within the Department; hyphenate “hands-on,” and change “it requirements” to “its requirements” in second sentence of this section.
* Eliminate SPED 310 from the list of courses in Relationship to Courses in Other Departments and remove dangling parenthesis.

 **MOTION APPROVED WITH CHANGES 11 YES – 0 NO – 0 AB**

* + 1. Requests for Changes in Divisions, Credit Hours, Prerequisites, and Course Descriptions
			1. KIN 371, Principles of Coaching, 2 s.h.

**Current:** KIN 371, 2 s.h.

A study of philosophical, sociological, and administrative principles applicable to coaching. General problems encountered in coaching will be discussed and evaluated.

**Proposed:** KIN 271, 3 s.h.

Theory and methodology relevant to coaching at any competitive level. Course content will focus on preparation for ASEP Certification credential necessary to coach scholastic sports in Illinois and other states.

 **Motion:** To approve KIN 371 (Gravitt/Engel)

 **Changes:**

* Change current division to 371 and proposed division to 271.
* Spell out American Sport Education Program in proposed course description. Follow it by abbreviation in parentheses (ASEP).
* In Rationale for Change, correct spelling of “paid,” remove comma before Iowa, change “that this course aligns” to “with which this course aligns,” and replace “instruct” with “deliver.”

 **MOTION APPROVED WITH CHANGES 11 YES – 0 NO – 0 AB**

* + - 1. KIN 394, Management of Athletic Injuries, 2 s.h.

**Current:** KIN 394, 2 s.h.

The role of the coach in preventing sport injuries, recognizing injury mechanisms, and providing emergency care. Laboratory sessions emphasize wrapping, taping, and emergency first aid.

**Proposed:** KIN 294, 3 s.h.

The role of the coach in preventing sport injuries, recognizing injury mechanisms, and providing emergency care. Laboratory sessions emphasize wrapping, taping, and emergency first aid. Includes Red Cross First Aid and CPR certification training.

 **Motion:** To approve KIN 394 (Gravitt/Walters)

Chairperson Hardeman asked if students will complete the Red Cross CPR course as part of the class; Dr. Gabbei responded affirmatively. Chairperson Hardeman asked if there will be an additional cost to students; Dr. Gabbei responded there is a cost to get the card attesting to certification. Associate Provost Parsons remarked that the Department of Health Sciences and Social Work pays for the cards on behalf of students as part of their tuition for the class. Dr. Gabbei stated that when students are certified by the American Canoeing Association they are expected to purchase the card. Dr. Gravitt asked if the card is tied to getting certification; Dr. Gabbei replied that it is. Associate Provost Parsons added that there is more to the class that just getting CPR certified; it is a college course, so whereas at a hospital a person would only get certified, at a university students can expect extended academic training, and the certification is only one part of that. Dr. Gabbei explained that the course will cover what to do when someone gets injured – protocols to follow, initial treatment for first aid, identification of injuries, and other aspects leading up to the certification. Chairperson Hardeman asked if a student can get a C- in this class and not achieve certification. Dr. Gabbei responded that a student could get a D in the class but still be Red Cross certified, but a student cannot fail the Red Cross certification portion and still pass the class.

 **Changes:**

* Change current division to 394 and proposed division to 294.
* Change proposed course description to “…CPR training and certification” rather than “CPR certification training.”

 **MOTION APPROVED WITH CHANGES 11 YES – 0 NO – 0 AB**

* + - 1. KIN 466, Organization and Administration of Physical Education and Athletics, 2 s.h.

**Current:** KIN 466, Organization and Administration of Physical Education and Athletics, 2 s.h.

Investigation of administrative principles and policies as they relate to budget, finance, equipment, staff, facilities, public relations, and legal issues in Physical Education and athletics.

Prereq: None

**Proposed:** KIN 466, Organization and Administration of Athletic Teams, 3 s.h.

Study of administrative principles, policies, laws, and ethics as they relate to budget, finance, equipment, staff, facilities, and public relations for the management and promotion of athletic teams.

Prereq: KIN 271

 **Motion:** To approve KIN 466 (Gravitt/Lynn)

Dr. Gabbei told CCPI this course has been 2 s.h. for the 19 years he has been at WIU, but the instructor has said there is a lot more to cover now to help coaches administer and manage information to teams and provide leadership on a number of issues.

 **Change:** Remove first sentence of Rationale for Change.

 **MOTION APPROVED WITH CHANGE 11 YES – 0 NO – 0 AB**

* + 1. Request for Change of Minor
			1. Coaching

**Motion:** To approve Coaching minor (Gravitt/Walters)

**Changes:**

* Change hours for KIN 451, 454, and 459 to 1 s.h. in existing Directed Electives and proposed Other categories.
* Change total existing hours to 24 and total proposed hours to 19-20.
* In middle of Rationale for Change, correct “were redundant with other coursework” to “was redundant with other coursework.”
* Remove comma after “The second purpose” at the beginning of the second paragraph of the Rationale for Change.

 **MOTION APPROVED WITH CHANGES 11 YES – 0 NO – 0 AB**

* 1. Curricular Requests from the School of Engineering
		1. Requests for Change of Prerequisites
			1. ENGR 490, Engineering Senior Design, 2 s.h., repeatable to 4 s.h.

**Current:** Prereq: For Engineering and Mechanical Engineering: C or above in all required Math, Science, Engineering core courses (except for ENGR 491); Engineering majors also complete 21 s.h. of 30 s.h. in Emphasis of Study with a C or above.

**Proposed:** Prereq: This course only available to majors in the School of Engineering. C or above in all required Math, Science, and core courses (except for ENGR 491); also complete all except up to 9 s.h. in Emphasis of Study with a C or above.

**Motion:** To approve ENGR 490 (Gravitt/Walters)

Dr. Engel asked why saying “9 s.h.” in the proposed prerequisites is better than “21 s.h. of 30 s.h.,” as stated in the existing prerequisites. School of Engineering Director Bill Pratt explained the desire is to make sure that students complete almost all of their ENGR courses before going into their Senior Design class. He said some students are under former catalogs, and this was the only wording that the School could come up with that would cover all the eventualities of the mix of students. Ms. Williams pointed out that the Registrar’s office cannot monitor this, and the School will need to add permissions for registration themselves.

**Change:** Remove “This course” from the beginning of the proposed prereqs.

 **MOTION APPROVED 11 YES – 0 NO – 0 AB**

* + 1. Requests for Changes of Majors
			1. Engineering

**Motion:** To approve change in Engineering major (Shupe/Walters)

Dr. Gravitt asked why Robotics Engineering is included in both the Engineering and the Mechanical Engineering majors. Dr. Pratt responded this was in response to Engineering students who do not want to do Mechanical Engineering but want to do Robotics. He hopes to see Civil Engineering and Electrical Engineering added to the Mechanical Engineering major in the next two years, so the only thing left in the Engineering degree would be Industrial Engineering and General Engineering.

 **MOTION APPROVED 11 YES – 0 NO – 0 AB**

* + - 1. Mechanical Engineering

**Motion:** To approve change in Mechanical Engineering major (Shupe/Hemphill)

 **MOTION APPROVED 11 YES – 0 NO – 0 AB**

* 1. Curricular Requests from the Department of Economics and Decision Sciences
		1. Request for New Course
			1. DS 497, Senior Analytics, 0 s.h.

**Motion:** To approve DS 497 (Shupe/Engel)

Dr. Gravitt asked if students have to pass the skills assessment exam or just take it. Economics and Decision Sciences Chair Tara Feld responded that students just have to give the exam their best effort; it is part of the department’s assessment.

 **MOTION APPROVED 10 YES – 0 NO – 0 AB**

* + 1. Requests for Changes of Majors
			1. Business Analytics

**Motion:** To approve change of Business Analytics major (Shupe/Walters)

**Change:** Correct misspelling of “from” in Rationale for Change.

 **MOTION APPROVED WITH CHANGE 10 YES – 0 NO – 0 AB**

* + - 1. B.A. in Economics

**Motion:** To approve change of B.A. in Economics (Shupe/Hardeman)

Dr. Gravitt asked about the addition to the Directed Electives of “6 s.h. of upper division Economics or Decision Sciences electives, or other department electives, as approved by Department chair” and how that would work with advising. Dr. Feld responded that advisors will provide chairs with a list of courses from departments other than Economics and Decision Sciences that students can automatically take, and chairs will come to advisors for official approval. CCPI recommended that this be clarified.

**Change:** Change “6 s.h. of upper division Economics or Decision Sciences electives, or other department electives, as approved by Department chair” to “…or electives from other departments, as approved by Department chair.”

**MOTION APPROVED WITH CHANGE 11 YES – 0 NO – 0 AB**

* + - 1. B.B. in Economics

**Motion:** To approve change of B.B. in Economics (Engel/Walters)

**Change:** Change “6 s.h. of upper division Economics or Decision Sciences electives, or other department electives, as approved by Department chair” to “…or electives from other departments, as approved by Department chair.”

 **MOTION APPROVED WITH CHANGE 10 YES – 0 NO – 0 AB**

* 1. Curricular Requests from the Department of Accounting and Finance
		1. Requests for New Courses
			1. ACCT 499, Accounting Knowledge Assessment, 0 s.h.

**Motion:** To approve ACCT 499 (Engel/Walters)

**Change:** Change Class Hours per Week to “Arranged.”

 **MOTION APPROVED WITH CHANGE 10 YES – 0 NO – 0 AB**

* + - 1. FIN 499, Finance Knowledge Assessment, 0 s.h.

**Motion:** To approve FIN 499 (Engel/Walters)

**Change:** Change Class Hours per Week to “Arranged.”

 **MOTION APPROVED WITH CHANGE 10 YES – 0 NO – 0 AB**

* + 1. Requests for Changes of Titles, Course Descriptions, and Prerequisites
			1. ACCT 445, The Analysis and Use of Financial Statements, 3 s.h.

**Current:** The Analysis and Use of Financial Statements

Integration of concepts from economics, business strategy, accounting, and other business disciplines to analyze financial statements for investment and credit decision making.

Prereq: ACCT 441 with a grade of C or better or permission of instructor

**Proposed:** Financial Modeling and Statement Analysis

Students will identify problems, analyze results, and make decisions including the impact on financial statements with development of models in electronic spreadsheets. Financial statements, capital budgets, risk, capital structures, takeovers, and other financial topics will be analyzed.

Prereq: ACCT 441 or FIN 331 or permission of instructor

**Motion:** To approve ACCT 445 (Hemphill/Walters)

Accounting and Finance professor Charles Pryor told CCPI there will be some forecasting in this course, and students will have to identify the impact on financial statements of various scenarios.

**Change:** Change first sentence of proposed course description to “Students will identify problems, analyze results, and make decisions ~~including~~ **regarding** the impact on financial statements ~~with~~ **through** development of models in electronic spreadsheets.”

 **MOTION APPROVED WITH CHANGE 10 YES – 0 NO – 0 AB**

 b. FIN 451, Foundations of Estate Planning, 3 s.h.

 **Current:** FIN 451, Foundations of Estate Planning

 Prereq: FIN 351 or permission of instructor

 **Proposed:** FIN 453, Estate Planning and Taxation

 Prereq: ACCT 371 or FIN 351 or permission of instructor

**Motion:** To approve FIN 451 (Walters/Shupe)

 **MOTION APPROVED 10 YES – 0 NO – 0 AB**

 3. Requests for Cross-Listings

 a. ACCT 453/FIN 453, Estate Planning and Taxation, 3 s.h.

**Motion:** To approve ACCT 453/FIN 453 (Shupe/Engel)

 **MOTION APPROVED 10 YES – 0 NO – 0 AB**

b. FIN 445/ACCT 445, Financial Modeling and Statement Analysis, 3 s.h.

**Motion:** To approve FIN 445/ACCT 445 (Walters/Shupe)

**Change:** Change first sentence of proposed course description to “Students will identify problems, analyze results, and make decisions ~~including~~ **regarding** the impact on financial statements ~~with~~ **through** development of models in electronic spreadsheets” so that it will match the changes just made to ACCT 445.

 **MOTION APPROVED WITH CHANGE 10 YES – 0 NO – 0 AB**

4. Requests for Changes of Majors

a. Accountancy

**Motion:** To approve Accountancy change of major (Shupe/Engel)

 **MOTION APPROVED 10 YES – 0 NO – 0 AB**

b. Finance

**Motion:** To approve Finance change of major (Shupe/Engel)

 **MOTION APPROVED 10 YES – 0 NO – 0 AB**

V. Provost’s Report – None

**Motion:** To adjourn (Walters)

The Council adjourned at 5:00 p.m.

 Jeff Engel, CCPI Secretary

 Annette Hamm, Faculty Senate Office Manager and Recording Secretary