

Undergraduate Council Minutes
March 11, 2025/ 3:30-5 pm Main Building Room 009F

Members present

Kristine Urschel, Chair
Steven Arthur
Sarah Cprek
Cory Curl
Dustin Faulstick
Kate Field
Regina Hannemann
Jake Higgins

John Kirn
Alicia Modenbach
Justin Nichols
Mark O'Bryan
Katherine Paullin
David Stephenson
Ashley Vowels
Nathan Congleton

Members absent

Shelita Jackson
Miranda Hines
Joe Lewis

Non-members present

Christine Harper

Meeting Agenda

1. Welcome

Meeting called to order at 3:30 PM.

2. Approval of agenda (including consent agenda items)

Prior to the approval of the consent agenda, ECO 403, COM 553 and PRD 451 were added to the consent agenda

Motion to approve by Regina Hannemann; seconded by John Kirn; all approved.

3. Approval of February 11 meeting minutes

Motion to approve by Ashley Vowels; seconded by Alicia Modenbach; all approved.

4. Approval of February 25 electronic vote minutes

Motion to approve by Sarah Cprek; seconded by Regina Hannemann; all approved.

5. Proposal review

a) Consent Agenda

Vowels, Arthur, Faulstick

[A&S 141](#)- Change course (major)

Higgins, Field, Kirn

[COM 553](#)- Change course (major)

Paullin, Faulstick, Higgins

[ECO 403](#)- New course

Modenbach, O'Bryan, Vowels

[EGR 370](#)- New course (with UK Core)

[MNG 515](#)- New course

Vowels, Arthur, Nichols

[ICT 120](#)- New course (with UK Core)

Paullin, Curl, Jackson

[JPN 461G](#)- Change course (major)

O'Bryan, Stephenson, Field

[MKT 330](#)- Change course (major)

[MKT 340](#)- Change course (major)

[MKT 390](#)- Change course (major)

[MKT 410](#)- Change course (major)

[MKT 422](#)- Change course (major)

[MKT 435](#)- Change course (major)

[MKT 445](#)- Change course (major)

[MKT 590](#)- Change course (major)

Faulstick, Higgins, Paullin

[PRD 450](#)- Change course (major)

[PRD 451](#)- Change course (major)

b) Discussion Agenda

Curl, Kirn, Paullin

[Companion Animal Studies](#)- New Undergraduate Certificate

Rationale: This undergraduate certificate explores the roles and significance of companion and working animals in society, covering topics such as animal care, management, well-being, and the human-animal bond. It is unique in its interdisciplinary appeal, attracting students from various majors. Participants will critically evaluate diverse perspectives, articulate their values, and apply their knowledge to real-world scenarios. The program prepares students for careers in animal-related fields and fosters a deeper understanding of human-animal relationships across disciplines.

For this new certificate, all students will complete two foundational courses (6 credits total): CAS 301 (Animals and Society) and CAS 302 (Caring for Companion and Working Animals) which will introduce and reinforce the different roles that companion animals play in society and various aspects of the human-animal bond. Each student will then select two guided elective courses (6 credits) that are specific

to their individual interests as they relate to companion animals. All students must also complete an experiential learning experience related to companion animals (CAS 390- Companion Animal Studies Experience). Finally, students will complete a final capstone seminar (CAS 490- Advanced Seminar in Companion Animal Studies: Subtitle Required; 1 credit).

Additional discussion: No additional discussion

Motion to approve by Sarah Cprek; seconded by Katherine Paullin; all approved.

c) Proposals for general discussion

Nichols- [PRD 500](#) and [PRD 501](#)

These courses are special topics (PRD 500) and independent study (PRD 501) and have been proposed with the option to be repeatable. In both cases, the maximum credits can be earned was set as ‘unlimited’ and so there was the discussion as to whether having a course repeatable an unlimited amount of times is common and appropriate. The committee acknowledged that in some cases it may be to allow for documentation of repeat experiences on the transcript (for example, internship or independent studies that continue to evolve semester after semester); however, there was also concern that without some sort of upper limit, students could choose to continue taking these courses that are not being used to meet any specific degree requirements and it could delay progression through the degree. Since the soon to be PRD program change will allow for ~23 credits of free/guided electives, the suggestion was made to propose that the upper limit for credits that can be earned in each of these courses be 24 credits. Another concern that was made is that in the syllabus for both of these courses there were no student learning outcomes provided, as they will vary by specific offerings. The consensus of the committee was that for the special topics course, they could provide a syllabus for a course that could potentially be offered under this course number (which would then have student learning outcomes), and for the independent study courses they could make some general student learning outcomes that could be met regardless of the specific independent study.

6. Old Business

7. New business

a) Overview of credit hour calculator (Christine Harper)

Discussion: In an attempt to alleviate confusion and standardize how credit hours are determined based on meeting pattern type, a new credit hour calculator has been developed by the Provost’s Office/Registrar’s Office/OSPIE. Proposers will enter information regarding the planned meeting pattern of their course and it will then

calculate the credit hour equivalencies. The vision is for this credit hour calculator to be one of the required uploads for new courses/course changes. Kristine Urschel will email the current draft version of this calculator out to proposers so that they can experiment with it and/or see if they have any additional suggestions or feedback to provide.

b) New website related to curricular proposals (Christine Harper)

Discussion: A new website for the Office of Academic Affairs and Operations is expected to be released within the next couple of weeks and will contain all of the resources and files associated with curricular changes. Once this website is live, information will be shared with Undergraduate Council.

c) Upcoming new courses and program change in Surgical First Assist (Christine Harper)

Discussion: This is a new undergraduate program offered through the College of Nursing that is currently under review by HCCC. The program will involve 15 new courses and then the program proposal. There is a very short timeline to get it through Undergraduate Council so that it can be on the April Board of Trustees meeting agenda. In order to streamline the review process, the proposal was made to assign three reviewers from Undergraduate Council that will be assigned to all proposals and the program review. Because the proposals will first be reviewed and approved by HCCC and will then undergo administrative review in the Provost's Office, they should be in good shape when they reach Undergraduate Council and should only require targeted review of elements that are more specific to undergraduate education. The Provost's Office will work with the assigned reviewers to schedule a meeting in the first week of April with the proposers and representatives from the Provost's Office to work through all of the proposals in one session so that they can be added to the April 8 Undergraduate Council meeting agenda. Anyone willing to serve as a reviewer for these proposals (with availability in early April) was asked to reach out to Kristine Urschel, so that she can start coordinating this process.

d) Update on PRD course review process (general discussion)

Discussion: Reviewers are working through the review of the PRD courses and reaching out to the proposer with questions (and getting relatively quick responses to query). It is anticipated that several more of these courses should be ready for the March 25 meeting. Some of these course changes require a change in course number, with the previous course number then being assigned to a different course. Nathan Congleton explained that as long as the previous equivalencies of the course will be carried over to the new course number, this is something that can be done. We will need to be careful to coordinate the approval of these courses in cases where a course number is being "recycled" to ensure that the course change corresponding to the previous course with that number is approved before or simultaneously with the course change that gives a different course that course number.

8. Adjournment

Motion to adjourn by Mark O'Bryan; seconded by Regina Hannemann; meeting adjourned at 4:28 PM.