

Faculty Senate Curriculum Committee (FSCC) Minutes  
Monday March 11, 2019  
2:10 – 3:00 PM  
Room 107 Lab of Mechanics

**Attending:**

Voting members: Doug Jacobson (ENG; FSCC chair), Chuck Schwab (CALs), Mark Hargrove (LAS), Anne Clem (BUS), Jonathan Fox (CHS), Jelena Bogdanović (CoD)

Ex-officio: Karen Zunkel (Provost's office), Jenni Keitges (Registrar), and Judy Strand (Grad College).

Student members: Nadia Jaramillo (Graduate Student, GPSS), Jacob Moody (for Kathy Neilson, Student Government)

Guests: Ann Smiley-Oyen (Kinesiology), Mary Meier (Kinesiology).

Doug Jacobson, FSCC chair, convened the meeting at 2:10pm.

-Short introduction of the participants.

-Approval of FSCC minutes from February 11, 2019; vote 6 (for)/0 (against)/0 (abstain).

-Agenda reviewed, minutes assigned.

**New Business:**

**1 and 2.** Two proposals for name changes of the degrees within Arts and Visual Culture department by dropping concentrations from the current BA in Arts and Design to form:

-BA in Arts and Design, and

-BA in Visual Cultural Studies

J. Bogdanović presented the material from the CoD. K. Zunkel from the Provost's Office clarified that

--in case of B.A. in Art and Design, it is already approved, the CIP discipline specialty title and number, as well as content would remain the same, and only the concentration "in art and culture" would be eliminated - no specific elaborate process is needed beyond our CoD, the change would come with the back of the catalogue changes...

--yet B.A. in Visual Culture Studies belongs to the Art History, Criticism, and Conservation discipline, with a new CIP number, and defined program (even if all courses are already on the books) and would need to be considered as new program - hence, form A from the following link would be needed <https://www.provost.iastate.edu/academic-programs/new-program-majors>

Moving proposal from one form G to form A is not so simple, as it requires additional material such as clarification of the budget, resources, as well as letter of support from the Iowa educational systems that offer the same or similar degrees in art history, criticism and conservation (U of Iowa would be one of them). Karen Zunkel and Doug Jacobson offered help to clarify the list and what else would be needed to support the degree, as well as to answer other questions CoD may have. The communication regarding letters needs to go from the CoD's associate dean's office for curriculum, i.e. Seda McKilligan.

Short discussion and consultations with the members of the FSCC.

There are two options as how to proceed

1) to keep the state "as is"

2) to move forward with the entire process again from the bottom up (i.e. department level, college level and then again present at the University level) - because at CoD the entire process has been already approved, it should be straight-forward process, but may take time ...

Jelena B. will inform the CoD AAC, Emily Morgan, AAC Arts and Visual Department representative, Ingrid Lilligren, chair of the Arts and Visual Department, and Seda McKilligan, associate dean's office for curriculum.

Karen Zunkel and Doug Jacobson additionally explained the best practice:

- clarify the process to the arts and visual culture department and our AAC
- prepare new document (form A) for the B.A. in Visual Culture Studies and collect letters of support
- once BA in Visual Culture Studies gets approved as a stand-alone degree, then remove the concentration in art and culture from the B.A. in Art and Design by using option in the back of the catalogue changes, and leave it as BA in Art and Design only
- both BA degrees are in place ...

### 3. Master of Athletic Training in Kinesiology

Ann Smiley-Oyen and Mary Meier from the Kinesiology presented the materials and request for the establishment of the new program. This timely request is initiated by the requirements of the relevant accreditation organization because by 2026/27 there will be no BS in Athletic Training and only MA in the field will be recognized. Short discussion and suggestion from Judy Strand to work on the abbreviation for the degree because MATR is not acceptable, it has to have three letters only. This suggestion was accepted.

Vote to approve: 5 (for)/0 (against)/1 (abstain)

### 4. Dual Listing Courses

Karen Zunkel presented the materials and current policies regarding the dual listing courses 400/500 levels. From her e-mail communication with the committee:

“Recent requests to the Registrar’s office to teach dual-listed courses separate; course section divided by graduates and undergraduates in a separate sections for fall semester.

Catalog language:

#### Dual-listed Courses

Dual-listed courses permit undergraduate and graduate students to be in the same class while receiving credit for either undergraduate or graduate level work.

Credit in the graduate course is not available to students who have received credit in the corresponding undergraduate course. Both graduates and undergraduates receive the same amount of credit for the course, but additional work is required of all graduate students taking the course under the graduate-level course number. This extra work may take the form of additional reading, projects, examinations, or other assignments as determined by the instructor. The instructor must be a member of the Graduate Faculty or a Graduate Lecturer. Each dual-listed course is designated in the catalog with the phrase “Dual-listed with,” although the student’s official transcript of credits, both graduate and undergraduate, does not identify dual-listed courses as such. There is a limit to the number of dual-listed course credits that may be used to meet the requirement for an advanced degree. (For information about procedures for requesting permission to offer dual-listed courses, faculty should consult the Graduate Faculty Handbook.)

Grad College Handbook language:

### 5.1.5 Dual-Listed Undergraduate and Graduate Courses

Dual-listed courses permit undergraduate and graduate students to be in the same class, but to receive credit under two different course numbers. The following requirements apply:

- Credit in the graduate course is not available to students who have previously received credit in the corresponding undergraduate course.
- Both graduates and undergraduates must receive the same amount of credit for the course, but additional work is required of all graduate students taking the course under the graduate-level course number. This extra work may take the form of additional reading, projects, examinations, or other assignments as determined by the instructor.
- The instructor must be a member of the graduate faculty or a graduate lecturer.
- Each dual-listed course is designated by the words “dual listed with” in the ISU Catalog. The student’s official transcript of credits, both graduate and undergraduate, does not identify dual-listed courses as such.
- The number of dual-listed course credits that may be used to meet the requirement for an advanced degree may be limited.

Program procedures for offering dual-listed-courses are included in [Appendix F](#).

### Appendix-F: Dual-Listed Courses

Dual-listed courses permit undergraduate and graduate students to be in the same class, but to receive credit under two different course numbers.

Departments must request permission to offer courses at the graduate level in conjunction with 300-400 level undergraduate courses. The request is made to the Graduate Curriculum and Catalog Committee. If the dual-listed course is also an experimental course, submit the experimental course form to the Scheduling Office, 10 Enrollment Services Center. In reviewing proposals for dual-listed courses, this committee needs to understand the department’s rationale for offering the course. When a department submits a request, an explanation should be given of the purpose served by the course and the criteria used by the department to determine if the course is suitable for dual-listing. Please submit the proposal in electronic form as a word attachment to [jstrand@iastate.edu](mailto:jstrand@iastate.edu). A Word version of this document can be found on the Graduate College website at <https://www.grad-college.iastate.edu/faculty-and-staff/forms/>.”

After short discussion the agreement is that Graduate College is to establish the language catalogue consistent with the dual listing courses, with one section only of the same class every time the dual-listed course is offered.

Vote to approve: 6 (for)/0 (against)/0 (abstain).

## 5. University Policy for Standalone Credit Requirements for Double and More than One Majors

Karen Zunkel started the discussion on University policy for double majors. From her e-mail communication before the meeting:

“Right now we have a University policy on minors – 9 credits stand alone and double degrees 30 credits stand alone. However, we do not have a university policy for standalone credits for more than one major. Engineering and Business have 15 credit standalone requirements. Some such as LAS list particular majors that can’t be used in a double major situation – because of too much overlap (e.g. Chemistry and Biochemistry). I ran into a situation in a college where the student was selecting two majors that were very similar and probably should have been on a “can’t double major in these two majors.” However, since that wasn’t articulated there was nothing stopping the student from graduating with two majors – when all but two courses were identical. My own preference would be to set something like the 15 credits standalone criteria that engineering/business use. However, I’d like to at least jumpstart the discussion of what this might look like – if in fact there is interest in a standard university policy for more than one major.”

Short discussion among FSCC members about the lack of University-wide standards regarding the policy, number of credit hours and number of standalone courses in order to obtain two or more majors. Discussion to be continued.

-The meeting adjourned at 3:00 pm.

Respectfully submitted,  
Jelena Bogdanović  
March 25, 2019.