MEETING OF THE CURRICULUM COMMITTEE
October 20, 2023
MINUTES

Committee: Present: Anne Caldwell, Matt Church, Jordan Gabbard, Beverly Granger, Paul Himes, Lenore Hoyt, Gregory Hutcheson, and Jason Sievers; *Guests:* Pamela Beattie, Linda Fuselier, Beverly Granger, Kim Hendricks, Shira Rabin, and Matthew Ruther

The meeting was convened at 2:00 PM.

The meeting was convened via MS TEAMS at 2:00 PM and the September 15, 2023, minutes were approved.

Dr. Jason Sievers informed the Committee of the below announcements:

- Curriculum changes since September 15th (APPENDIX A)
- No last-minute changes in CIM and OCT 20th is last day for changes for Spring 24
- Introduction of the CourseLeaf Inclusive Curriculum Tool (APPENDIX B)
- New Women in Entrepreneurship Minor (housed in MKT) (APPENDIX C)

NEW BUSINESS

006-23F – The Committee APPROVED the proposed new certificate: 388: Healthcare Skills Certificate. Dr. Linda Fuselier explained to the Committee how the program will serve as an introduction to healthcare professions and provide students with skills and experience they need before they apply for jobs in this sector. *Next Steps: Send to Planning and Budget Committee before being sent to Faculty Assembly.*

007-23F – The Committee APPROVED the proposed new minor: Conservation Biology. Dr. Shira Rabin informed the Committee the minor in Conservation Biology is a science degree designed to teach students the issues and ideas of conservation biology and to prepare them to use these concepts in the workplace. Students will be prepared for careers in the lab or field as well as consulting with companies and/or the media on environmental preservation. *Next Steps: Approve to Bob Goldstein.*

008-23F – The Committee APPROVED the proposed new accelerated 3+4 BA/DMD program with the School of Dentistry. Dr. Shira Rabin informed the Committee the accelerated program is for Biology students who want to complete their bachelor's degree and DMD degree in 7 years instead of the typical 8 years. Students in this program gain the same skills as students earning both degrees but will be able to join the workforce that much quicker. One goal is to attract students to remain in Kentucky by giving them a quicker path to their desired degrees. *Next Steps: Approve to Bob Goldstein.*

009-23F – The Committee APPROVED the proposed new course: CJ 299: Criminal Justice Occupational Courses and Learning. Kim Hendricks informed the committee the purpose of creating this course as it is a receptacle course to award PLA credit upon completion of our PLA course CJ 304; therefore, it will not have contact hours, but credits will be awarded based on competencies demonstrated. *Next Steps: Approve to Bob Goldstein.*

010-23F – Proposed course change: CJ 326: Quantitative Analysis – QR *(Removed from Agenda by Department). Next Steps: Rolled back to Department.*

011-23F – The Committee APPROVED the proposed course change: HUM 336: Indigenous Religions of North America - AHD1. Dr. Pamela Beattie informed the Committee of the changes to the course in which the program does not have many courses in A&S that address the culture and history of American indigenous peoples and because of the broad nature of the course materials, and significance for the humanities in understanding these religious cultures, requesting the course to have an AHD1 designation. *Next Steps: Approve to Cardinal Core Committee.*

012-23F – Proposed new minor: Political Marketing Minor *(Postponed to November by Department). Next Steps: Hold to November Meeting.*

013-23F – The Committee APPROVED the proposed course prefix change: UPA. Dr. Matthew Ruther spoke to the Committee about the need to move the courses in the Department of Urban and Public Affairs under one prefix (URBS). *Next Steps: Send to Bob Goldstein.*

014-23F – The Committee APPROVED the proposed program change: UPA PhD. Dr. Matthew Ruther informed the Committee Urban and Public Affairs (PHD) program is reducing the overall credit hours to allow students to take 9 (rather than 12) credit hours per semester. This is accomplished by removing six credit hours of intro courses for the field areas in which the student is not specializing and removing six credit hours of electives. This change was approved by the program faculty on 8/16/2023. *Next Steps: Approve to Bob Goldstein.*

DISCUSSION

Dr. Jason Sievers led the discussion of the Committee overseeing the audit of all A&S Classification of Instructional Programs (CIP) codes. The purpose of the review is to examine if the current CIP codes are accurate representations of the A&S programs. At the next Chair's Meeting (November 13, 2023), Dr. Paul Himes will inform the Department Chairs of the review of the CIP codes and the Committee will send a follow up email. *Next step: Dr. Jason Sievers will draft an email on behalf of the Committee to the Department Chairs, DUGS and DGS'S.*

The meeting adjourned at 3:17 PM.

Respectfully submitted,

Jason A. Sievers, Ph.D.
Assistant Dean for Enrollment Management

Prepared October 26, 2023

Course	Change	Justification
ART 101 : Fundamentals of Drawing and Design	Course Offering	Updating semester in which course is taught.
ART 102 : Fundamentals of Digital Art	Course Offering	Updating semester in which course is taught.
ART 371 / DES 371 : Introduction to Graphic Design	Course Offering	Updating semester in which course is taught.
ARTH 550 : Art History Undergraduate Capstone Seminar - CUE	Course Offering	Updating semester in which course is taught.
CJ 300 : Career Development and Cultural Intelligence - SBD1	Course Offering	Change course offering
CJ 352 : Sex Crimes	Course Offering	Change course offering
CJ 355 : Criminalistics	Course Offering	Change course offering
CJ 356 : Crime Prevention	Course Offering	Change course offering
CJ 365 : Community Corrections	Course Offering	Change course offering
CJ 375/SCHG 375 : Social and Restorative Justice	Course Offering	Change course offering
CJ 403 : Prisons and Jails in the United States	Course Offering	Change course offering
CJ 415 : Substance Abuse, Crime and Criminal Justice	Course Offering	Change course offering
CJ 425 : Profiling Violent Crimes	Course Offering	Change course offering
CJ 426 : Violence in the United States: The Criminal Justice Response	Course Offering	Change course offering
CJ 440 : Human Trafficking: Critical Thinking About Modern-Day Slavery	Course Offering	Change course offering
CJ 493 : Police and the Community	Course Offering	Change course offering
CJ 500 : Crime and Criminal Justice in the Cinema	Academic Career	Change to indicate it can be taken for undergraduate or graduate credit
CJ 510/SCHG 510 : Managing Conflict, Change and Justice	Course Offering	Change course offering
CJ 519 : Domestic and Family Violence	Academic Career	Change to indicate it can be taken for undergraduate or graduate credit
CJ 522 : Serial & Mass Murder	Course Offering	Change course offering
CJ 596 : Seminar in Criminal Justice	Course Offering	Change course offering
COMM 125 : Group Presentations - OC	Course Offering	Ensuring offering flexibility on a department level
COMM 208 : Principles in Client and Agency Dynamics	Course Offering	Ensuring offering flexibility on a department level
COMM 222 : American Media History - SBD1	Course Offering	Ensuring offering flexibility on a department level
COMM 275 : African-American Communication - SBD1	Course Offering	Ensuring offering flexibility on a department level
COMM 310 : Business Communication	Course Offering	Ensuring offering flexibility on a department level
COMM 311 : Persuasion	Course Offering	Ensuring offering flexibility on a department level
COMM 312 : Group Process	Course Offering	Ensuring offering flexibility on a department level
COMM 313 : Organizational Communication	Course Offering	Ensuring offering flexibility on a department level
COMM 319 : Debate	Course Offering	Ensuring offering flexibility on a department level
COMM 322 : Sports Writing - WR	Course Offering	Ensuring offering flexibility on a department level
COMM 324/WGST 324 : Communication and Gender	Course Offering	Ensuring offering flexibility on a department level
COMM 325 : Communicating Hip-Hop Culture	Course Offering	Ensuring offering flexibility on a department level
COMM 326/PAS 312 : African Americans in American Media	Course Offering	Ensuring offering flexibility on a department level
COMM 327 : Mass Media Processes and Effects	Course Offering	Ensuring offering flexibility on a department level
COMM 328 : Introduction to Urban Communication	Course Offering	Ensuring offering flexibility on a department level
COMM 329 : Marriage and Family Communication	Course Offering	Ensuring offering flexibility on a department level
COMM 335 : Video Communication	Course Offering	Ensuring offering flexibility on a department level
COMM 336 : Video Communication II	Course Offering	Ensuring offering flexibility on a department level
COMM 339 : Fiction Film Production	Course Offering	Ensuring offering flexibility on a department level
COMM 340 : Storytelling with Data Visualization	Course Offering	Ensuring offering flexibility on a department level

COMM 341 : Music Video Production	Course Offering	Ensuring offering flexibility on a department level
COMM 346 : Strategic Media Management	Course Offering	Ensuring offering flexibility on a department level
COMM 355 : Health and the Media	Course Offering	Ensuring offering flexibility on a department level
COMM 360 : Web Site Development	Course Offering	Ensuring offering flexibility on a department level
COMM 365 : Special Topics in Communication Service Learning	Course Offering	Ensuring offering flexibility on a department level
COMM 370 : Development, Design, and Digital Publishing	Course Offering	Ensuring offering flexibility on a department level
COMM 375/COMM 413 : Communication and the Environment	Course Offering	Ensuring offering flexibility on a department level
COMM 385/COMM 512 : Rhetoric in Civic Life - WR	Course Offering	Ensuring offering flexibility on a department level
COMM 390 : Political Communication	Course Offering	Ensuring offering flexibility on a department level
COMM 401 : Independent Study in Communication	Course Offering	Ensuring offering flexibility on a department level
COMM 410 : International Communication	Course Offering	Ensuring offering flexibility on a department level
COMM 427 : Case Studies in Communication - CUE	Course Offering	Ensuring offering flexibility on a department level
COMM 429 : Documentary Production - CUE	Course Offering	Ensuring offering flexibility on a department level
COMM 430 : Health Communication - WR CUE	Course Offering	Ensuring offering flexibility on a department level
COMM 434 : Global Media - WR	Course Offering	Ensuring offering flexibility on a department level
COMM 434 : Global Media - WR	Course Offering	Ensuring offering flexibility on a department level
COMM 435 : Media, Culture and Society	Course Offering	Ensuring offering flexibility on a department level
COMM 436 : Health Communication Campaign Planning - WR; CUE	Course Offering	Ensuring offering flexibility on a department level
COMM 437 : Mass Media and Close Relationships - CUE	Course Offering	Ensuring offering flexibility on a department level
COMM 445 : Strategic Communication Campaigns - CUE	Course Offering	Ensuring offering flexibility on a department level
COMM 450 : Advanced Intercultural Communication - WRCUE	Course Offering	Ensuring offering flexibility on a department level
GEN 201 : Major Exploration and Career Decision-Making	Course Offering	Changed to include both Fall and Spring offering.
HIST 304 : Historical Methods - WR	Pre-reqs	Updating prerequisites
MILS 405 : Special Topics in Military Science	Course Offering	This course can be taught in the fall and spring semesters, if we have completion cadets requiring PT.
PEAC 350 : Mediation & Conflict Transformation	Course Offering	Change to semester(s) offered.
PEAC 375 : Independent Study in Peace Studies	Course Inactivation	Course is no longer offered.
PHIL 360 : Technology and Human Values - AH	Change Title/Description	changing the name and catalog description to give students a better idea of what the course is about. All other aspects remain unchanged.
POLS 120 : Debunking 20 Myths about Politics - SB	Course Offering	Change to occasionally offered
POLS 201 : Introduction to American Government and Politics - SB	Course Offering	Change to occasionally offered
POLS 299 : Honors Introduction to Political Science	Course Offering	Change to occasionally offered
POLS 305 : Urban Politics	Course Offering	Change to occasionally offered
POLS 306 : State Government	Course Offering	Change to occasionally offered
POLS 310 : Policy, Community & Service	Course Offering	Change to occasionally offered
POLS 313 : Constitutional Law - Rights and Liberties	Course Offering	Change to Spring Only
POLS 318 : Religion and United States Politics - SBD1	Course Offering	Change to occasionally offered
POLS 319 : Media and Politics	Course Offering	Change to occasionally offered
POLS 321 : Political Psychology and Public Opinion - SB	Course Offering	Change to occasionally offered
POLS 324/WGST 355 : Women in American Politics	Course Offering	Change to occasionally offered
POLS 328 : Information Technology and Politics	Course Offering	Change to occasionally offered
POLS 329 : Sports and Politics	Course Offering	Change to occasionally offered
POLS 330 : International Relations	Course Offering	Change to occasionally offered
POLS 331 : The United Nations and International Organization - WR	Course Offering	Change to occasionally offered
POLS 332 : International Law - WR	Course Offering	Change to occasionally offered

POLS 341 : Political Violence	Course Offering	Change to occasionally offered
POLS 343 : Campaign Management	Course Offering	Change to occasionally offered
POLS 348/POLS 426 : Environmental Policy	Course Offering	Change to occasionally offered
POLS 355 : Introduction to Middle East Politics	Course Offering	Change to occasionally offered
POLS 356 : Political Islam	Course Offering	Change to occasionally offered
POLS 357 : Religion and International Politics - SBD2	Course Offering	Change to occasionally offered
POLS 360 : Global Politics Through Film	Course Offering	Change to occasionally offered
POLS 362 : Comparative Political Economy	Course Offering	Change to occasionally offered

COURSELEAF INCLUSIVE CURRICULUM TOOL

OVERVIEW AND OBJECTIVES

The CourseLeaf Inclusive Curriculum Tool was designed to help colleges and universities achieve institutional diversity, equity, inclusion, and belonging goals. The tool allows campuses with CourseLeaf's catalog software to create and customize a style guide with a library of suggestions around the use of inclusive language. The tool can be used to review course descriptions in the catalog, providing an opportunity to create a more inclusive catalog and thus contributing to a campus culture with a greater sense of belonging. UofL was one of nine institutions across the US and Canada that participated in pilot testing the tool with participation of representatives from the Office of Institutional Equity, the Delphi Center for Teaching & Learning, and academic unit faculty/leadership. Now that the tool has been installed within UofL's CourseLeaf suite, it is available for faculty use. **Please note that the review of course descriptions flagged by the tool for consideration of inclusive language suggestions is optional and is provided with due respect for academic freedom, faculty ownership of the curriculum, and subject-area expertise.**

The objectives in providing this tool to faculty are to:
- facilitate an efficient process for conducting an initial review of language in existing course descriptions;
- encourage consideration of course description language that respects populations addressed in the curriculum and promotes a sense of belonging among students, specifically those in marginalized groups;
- spark further conversations among faculty about inclusive language, curriculum, and teaching practices.

USE OF THE TOOL

- The logic currently used within the tool provides suggestions that were prepopulated by CourseLeaf based on similar language and style guidelines at selected benchmark institutions nationwide and does not constitute an institutional endorsement by UofL. When in doubt about language to be used to describe a group, it is always a good practice to consult members of the group about their preferred terminology.
- CourseLeaf has provided each institution with the ability to customize the logic and suggested language within the administrative module of the tool. An institutional process will be developed for reviewing and implementing potential changes suggested by faculty. Just as curriculum and course descriptions change over time, any logic to flag specific terminology or suggest more inclusive language will also likely evolve over time.
- After faculty across the institution have had an opportunity to review current logic and suggested language within the tool during the window to propose course changes to be effective in 2024 terms, feedback and suggestions for customization of the tool's logic and suggested language will be solicited from faculty via the Associate Deans.
- The language flagged within the tool and any alternate language offered should be considered as a suggestion or general guideline, with the understanding that the tool may flag specific terms out of context (i.e., false positives) or may suggest language that does not align with accepted terminology within specific disciplines. It is also important to emphasize that this is intended solely as a tool provided to allow faculty to conduct efficient review of course catalog descriptions.

NEXT STEPS

- Associate Deans are encouraged to share this information with unit diversity, equity, and inclusion offices and with appropriate bodies (department or unit curriculum committees, etc.) responsible for changing course descriptions within unit governance processes.
- Any catalog-level course changes faculty elect to pursue after review of the Inclusive Curriculum Tool Report must be proposed within the CIM Courses system and require approval through all unit curricular governance processes before implementation. No changes to course descriptions will take effect unless they are initiated by faculty and endorsed through existing curricular governance processes.
- It is important to acknowledge the limits of this tool, which can only search for specific terms within course descriptions. The tool provides a way to review the language used to describe the course curriculum, but it does not constitute or address the inclusivity of the curriculum itself. For resources and professional development around inclusive curriculum design, course design, or inclusive teaching, please contact the Delphi Center for Teaching and Learning and/or the Office of Faculty Affairs.

ACCESSING THE TOOL

To access the tool and review the search results, CourseLeaf Catalog, CIM, or CLSS credentials are required. Those with established credentials can view the Inclusive Curriculum Tool Report here. Please direct any requests for new credentials to crseleaf@louisville.edu.

UNIVERSITY OF LOUISVILLE.

Proposal for a new "Women in Entrepreneurship" minor

The Management and Entrepreneurship department proposes a "Women in Entrepreneurship" minor, which addresses both how to create a business, the unique challenges that women face in the U.S. economy and society, and approaches for addressing those challenges.

The minor was approved by the Management and Entrepreneurship department on January 30, and by the Women, Gender and Sexuality Studies department in September, 2022.

The minor involves 18 CHs with no new courses. 15 credits are required, and 3 credits are elective. This format is like our "Entrepreneurship in the Music Industry" minor, which is now operating with multiple students.

Proposal
TITLE: Women in Entrepreneurship

PREREQUISITES: None

CREDIT HOURS: 18

REQUIRED CLASSES:
- ENTR 350 – Entrepreneurial Creativity and Innovation (3)
- ENTR 370 – The Entrepreneurial Process (3)
- ENTR 402 – Venture Finance (3)
- ENTR 403 – Venture Planning and Management (3)
- WGST 203 – Gender Issues in Public, Market, and Organizational Dialogue (3)

ELECTIVE CLASS (Choose 1 from these 2):
- WGST 204 – Digital Feminism (3)
- WGST 324 – Communication and Gender (3)

To: Bob Goldstein, Vice Provost

From: Jason A. Sievers, PhD, Interim Assistant Dean, College of Arts and Sciences

Date: September 26, 2023

RE: Women in Entrepreneurship Minor

On October 20, 2023, the A&S Curriculum Committee will be informed of the new Women in Entrepreneurship Minor proposed by the Entrepreneur and Marketing Department in Business school. If you need anything further, please let me know.

Jason A. Sievers, PhD
Interim Assistant Dean for Enrollment Management
College of Arts and Sciences