MEETING MINUTES

Joint University-wide Curriculum Committee

March 23, 2022

11:45 a.m. – 12:30 p.m., Remote Meeting

Members: Solomon Abrams, Leslie Bach, Robert Bromfield, Dave Donahue, Laura Hannemann, Erika Johnson, Nick Leonard, Jo Loomis, Kate Lusheck, Marisa McCarthy, Megan O'Banion, Deborah Panter, Jeff Paris, Diane Roberts, Claire Sharifi

Members Absent: Bill Bosl, Ashlyn Glancy, Cathy Goldberg, Nate Hinerman, Michelle Millar, April Randle, Natacha Ruck, and two TBA members.

I. **Welcome & Approval of the Minutes**

Co-Chair and Associate Professor Jo Loomis welcomed all members and officially started the meeting.

Co-Chair Loomis asked for comments, corrections, or additions to the minutes from the February meeting. There were none. Co-Chair Loomis asked for a motion to approve the minutes. Jeff Paris motioned to approve the minutes. Leslie Bach seconded the motion. The Committee approved the minutes.

II. **JUCC Approval in Curriculog**

Co-Chair and Associate Vice Provost for Educational Effectiveness Deborah Panter thanked JUCC members for their questions about the task notifications for the JUCC approval queue in Curriculog. Co-Chair Panter explained that Curriculog is USF's curriculum approval platform for curriculum management and that Marisa McCarthy manages the processes in Curriculog. The JUCC approval step in Curriculog was added for program deactivation proposals because they can impact more than one school/college; in some instances, the schools/college rely on programs in the other schools/college (e.g. electives). The JUCC approval step will eventually be added for

new program proposals that impact more than one school/college. Co-Chair Panter named the three deactivation approvals currently in the JUCC approval queue:

> M.S. in Financial Analysis
>
> M.S. in Organization Development
>
> Master of Nonprofit Administration

Co-Chair Panter explained the role of the JUCC in the approval process, which is to discuss all program deactivation proposals before moving them along to the Provost's Office and the Budget Office with any recommendations. The JUCC has no authority to disapprove of the proposals and only serves in an advisory capacity. Co-Chair Panter will be the designated approver who will record the Committee's discussions and comments. Co-Chair Loomis added that all Committee members have access to view the JUCC approval queue in Curriculog so they can review the information and details prior to a discussion at the subsequent JUCC meeting. Co-Chair Panter noted that the JUCC approval occurs after approval from the Dean's Office of the school/college and before the Provost's Office. A discussion ensued. Key points were:

- The M.S. in Financial Analysis has a dual degree arrangement with the M.B.A. program.
- If any committee has a step in Curriculog, ideally the discussions do not happen within Curriculog but during live committee meetings.
- The effects of proposed curriculum changes should also be addressed at the school/college level; within the schools/college, curriculum processes have or should have their own step or question: "does this curriculum change affect any other program within the school/college or any other connection within the school/college?"
- The 4+1 B.S.B.A. & M.S. in Financial Analysis will be discontinued with the deactivation of the M.S. in Financial Analysis. However, this effect has likely already been considered as part of a list of questions that programs must ask themselves during the deactivation process.

Co-Chair Panter described her process for reviewing the proposals, which is to first look at the timing and then the rationale. In these proposals, there were attachments as documentary evidence to demonstrate declining enrollments. Co-Chair Loomis added that there was a comment in one rationale regarding an opportunity for faculty to think about incorporating content from the deactivated program into current courses, programs, or certificate programs. Co-Chair Panter commented that the School of Management is currently active in developing new certificate programs to meet student demand. Co-Chair Panter asked if there were any questions or concerns about the three program deactivations, noting that all three proposals had similar rationales. Co-Chair Panter called for comments, recommendations, and/or commendations for the Provost's review. Key comments were:

- There is a degree of disappointment and sadness with program deactivations - particularly those mission aligned programs - even when there is good reason behind the decision. There is hope that the mission of the program lives on through other programs or certificates.
- The M.N.A. had recently been accredited by the Nonprofit Academic Centers Council and had received commendations for its mission-alignment. However, enrollments were down. Additionally, the Association to Advance Collegiate Schools of Business-International, which accredits other programs in the School of Management, commented that resources within the School were spread too thin to be able to offer so many quality programs. This spurred the conversation to deactivate the M.N.A.
- The deactivations have been painful within the School of Management and it would be best not to prolong them. The factors leading to deactivation (e.g. change of employment outlooks; decline of international student enrollment especially for the M.S. in Financial Analysis) were not taken lightly.
- No faculty will be losing their positions as a result of the deactivations.

Co-Chair Panter called for a vote to move the proposals forward. The Committee voted unanimously to move the proposals forward. Co-Chair Panter asked if there were any abstentions. There were no abstentions. Co-Chair Panter will indicate the JUCC's approval to move the proposals forward in Curriculog.

Co-Chair Loomis asked for any additions to the agenda. There were none.

III.   Subcommittee Reconvening for Hyflex Guideline

Co-Chair Panter described the need for more robust guidance behind the Hyflex guideline. Co-Chair Loomis reminded Committee members to solicit feedback from their schools/college and departments about the Definitions & Guidelines for Instructional Modalities. Co-Chair Loomis added that some faculty comments were that Hyflex should actually be a modality because it is set up that way from the beginning of the semester. Co-Chair Panter supported the suggestion for the Subcommittee to reconvene and revisit the guidelines to make them heartier and more robust. A discussion ensued. Key points were:

- Hyflex is both a modality and a tool because it allows for both remote and in-person students to meet in the same space and time. If a faculty member has designed the course whereby some sessions are in-person and some sessions are remote, that is one thing, but if some sessions are in-person but would accommodate students who aren't able to be in person, then that's where Hyflex acts as a tool or accommodation.
- The Subcommitte's conversation about how Hyflex would be classified came down to the view that it is not a modality on its own but rather a combination of modalities; in-person and online. The compromise - to have it available and to give faculty flexibility - was the option to crosslist, even though the two sections will be meeting at the same time. It would be helpful to explain in the guideline: the mechanism and implementation of Hylfex.
- Cross-listing allows us to know how students are attending their classes.

- It would be helpful to know what questions are out there about using Hyflex and how some teaching ideas actually fit into the modality definitions (e.g. hybrid is a good compromise for this). Common example statement: "Help me understand why Hyflex is not a modality."
- It would be a good idea to include examples for each modality.
- Unlike the other modalities, Hyflex has not generally been chosen for pedagogical innovation.
- Example of Hyflex as a classroom management tool: during immersion programs, classwork is done simultaneously by students at the Hilltop Classroom and by students at the participating international Jesuit Institution.

IV. Closing / Action Items (5 mins)

Co-Chair Loomis noted that the JUCC will consider the Associated Students of the University of San Francisco (ASUSF) Attendance Policy Memo at the April JUCC meeting. The Memo will be sent to the Committee. Additionally, the JUCC will likely host USF's new Chancellor Fr. John Fitzgibbons the April or May meeting.

Action Items:
- The Committee members will gather feedback from respective units.
- The Instructional Modalities Subcommittee will reconvene before the next JUCC meeting in April.

Co-Chairs Loomis and Panter asked for any further comments. There were none. The co-chairs officially closed the meeting.

Minutes by Katie Hoffman