

## INTERCOLLEGE COORDINATION PANEL

## MEETING MINUTES

15 October 1999

Present at the October 15, 1999, meeting were Stan Elsea, Vicki Clegg, Rich Gallagher, Jerry Reeck, Virginia Moxley, Kevin Donnelly and Caleb Blanding. Caleb Blanding took the minutes for the October 15, 1999, meeting.

## WEBSITE COURSE LISTINGS

Clegg indicated that there are two UGE course listings on the UGE web site. One of these is the list that the Registrar's Office creates, and the other is an annotated list of course descriptions imported from the electronic catalog. The Registrar's Office was concerned about minor discrepancies between the two lists in the course titles. Clegg found twenty errors total, ten from each list. The errors in the annotated list have been corrected. Clegg will communicate with Don Foster to discuss the best way to make sure the two lists are accurate and the same.

The Registrar's list has information about things like listing the old and new course numbers after a course number is changed. The electronic catalog only contains the latest listing. Also, the dates that courses were approved by the UGE Task Force can be found in the Registrar's listing. Gallagher stated that the dates that Faculty Senate approved the course for UGE should be listed instead since Faculty Senate approval is the final step in passing a UGE course. Clegg noted that Foster is aware of this, and she will contact him again about making the change.

## DISCUSSION OF MINUTES

It was moved and seconded to approve, as written, the minutes of the September 17, 1999, ICCP meeting. Motion carried.

## UNIVERSITY GENERAL EDUCATION ACCOMMODATIONS PROPOSAL

Elsea will talk to Wissman about forwarding the Universal General Education Accommodations Proposal that was discussed at the September 17, 1999, meeting of ICCP. If he cannot contact her soon, he will forward the proposal to Academic Affairs.

## UPPER DIVISION (300 and above) COURSES

There was general discussion on the number of upper division courses available to students for UGE credit and how to get more of these types of courses submitted and approved.

Several points were noted. Many upper division courses have prerequisites, which makes it more difficult for students to take them. Many upper division courses are taught every other semester, or even every other year. Some faculty perceive no incentives to do the paperwork to get a course approved for UGE credit even though the course may be a potential candidate.

A number of things were mentioned that could encourage more proposals of upper division courses for UGE credit. Perhaps simplifying the paperwork process could encourage professors to submit more proposals. Looking closely at prerequisites and making sure they are absolutely necessary is another possibility. Advising students to take courses that are prerequisites for UGE upper division courses could also help.

Reeck felt that a good test of the extent of this problem (not enough upper division courses) would be to get feedback from students and faculty concerning enrollment in these courses for the Spring 2000 semester. Also, ICCP members could speak with department heads about the issue and encourage faculty members to submit more upper division course proposals. Clegg will contact someone on the Strategic Planning Committee to learn more about the reasons for including the development of upper division UGE courses as an action item in the most recent planning document.

The meeting was adjourned.

**THE NEXT MEETING OF ICCP WILL BE FRIDAY, NOVEMBER 19, 1999, FROM NOON TO 1:00 IN 301 CALVIN HALL.**