**Programs, Courses, and Curriculum (PCC) Committee**

Attending: Paul Jaeger, Ping Wang, Vedat Diker, Carlea (for Niklas Elmqvist), Kathy Weaver, Joanne Briscoe, Ann Weeks, Chair

Staff: Tricia Donovan

**Minutes**

**October 27, 2015**

General Business

* Approval of September Minutes
* An update from Ann on course numbers approved by VPAC

Actions Requested for Course Creation/Modification

* Changes to Course Name: LBSC770
  + Ann gave an overview of the course and the changes.
  + **ACTION**: Approved
* Course Revision/Name Change: LBSC775
  + Ann gave an overview of the name change.
  + **ACTION**: Approved
* Creation of Special Topics Courses
  + Digitization and Legacy Holdings
    - Committee discussed the new elective course by Ken Heger.
    - **ACTION**: Approved as INST728B
  + Data Management
    - Ann gave an overview and Kathy highlighted the data management basics need that MIM students require for future courses.
    - **ACTION**: Approved as INST728R
  + Visual Analytics
    - Ann gave an overview of the course, which is the second in a series of visualization courses. There are issues surrounding instructors, as Niklas is the only one available to teach these visualization courses.
    - **ACTION**: Approved INST728Q
  + Inclusive Technology Design
    - Ann gave an overview of the course by Dr. Findlater.
    - **ACTION**: Approved as INST728Z
  + Winter Term 1-credit courses
    - Ann gave an overview of all three courses, which will be professional education tools courses offered during Winter term, summer term, possibly augmented for non-graduate credit courses. Paul asked a question about doctoral students teaching. Ann talked about how Winter term courses are offered through OES and thus might be a work-around.
    - **ACTION**: Approved
      * Introduction to JavaScript Approved as INST728N
      * Introduction to Web Programming Approved as INST728W
      * Analyzing Social Networks Approved as INST728T
* Creation of Courses with Permanent Numbers
  + Design Thinking and Youth Pilot
    - Ann gave overview of the course, which is a part of new YX specialization and will be taught entirely online.
    - **ACTION**: Approved as INST652
  + Promoting Rich Learning with Technology
    - Ann gave overview of the course, which is replacing LBSC642 and will be taught entirely online.
    - **ACTION**: Approved INST651
  + CMDA Capstone Course
    - Ann gave overview of the final CMDA Certificate Capstone course.
    - ACTION: Approved as INST744
  + 728V: Data Visualization
    - Ann gave an overview of the course, which is the first in the series with Visual Analytics.
    - **ACTION**: Approved as INST760
  + 7 undergraduate courses
    - Information Organization
      * Vedat gave an overview of this Fall 2016 course.
      * **ACTION**: Approved as INST303
    - Object-Oriented Programming
      * Vedat gave an overview of this core class slated for Fall 2016. Tricia asked about cross-listing. Vedat said no. Instruction will be more introductive. Approach will be very different from computer science courses.
      * **ACTION**: Approved as INST306
    - Statistics for Information Science
      * Vedat gave an overview of this Fall 2016 course.
      * **ACTION**: Approved as INST304
    - Database Design and Modeling
      * Vedat gave an overview of this Spring 2017 course.
      * **ACTION**: Approved INST307
    - Dynamic Web Applications
      * Vedat gave an overview of this specialization elective, a Spring/Fall 2017 course.
      * **ACTION**: Approved as INST407
    - Information User Needs and Assessment
      * Vedat gave an overview of this Spring 2017 course.
      * **ACTION**: Approved INST302
    - User-Centered Design
      * Vedat gave an overview of this Spring 2017 course.
      * **ACTION**: Approved as INST305
* Creation of Professional Education Short Courses
  + Tricia gave an overview of the professional education experiences being developed for the Children’s Literature Series:
    - Award Worthy short course
    - Diversity in Children’s Lit short course
  + ACTION: Approved. For November, PEC will create a policy/procedure document about how and when professional education experiences will come to PCC, but on the whole PCC will not vote on the courses.

Discussion Topics

* Policy/Procedure document: Process for admitting students from outside of the college into iSchool courses
  + Tetyana gave an overview of this policy/procedure document and asked a number of questions for consideration, including:
    - Should the registration policy be different for face-to-face vs. on-line courses?
    - Should we allow students from other university departments in our core courses?
    - Should it always be the course instructor’s choice whether or not to allow a student from a different university department in their course?
      * Kathy recommended that adjuncts not be responsible for looking through transcripts and giving permissions. She recommends that the Coordinators take a first pass at approving courses.
      * Ann asked if adjuncts should be allowed to waive pre-reqs at all.
    - Are there any iSchool elective courses that should be open to our students only?
    - If the course has a prerequisite, is it up to the instructor whether a course prerequisite can be waived and a student from a different department can complete the course without completing its prerequisite? If so, who should complete the prerequisite waiver check? (Adjunct vs. full-time faculty).
  + ACTION: Ann has asked that the programs take this document and the questions back to their committees for discussion and recommendation. Programs are asked to send the recommendations back to Tricia for the November meeting.
* Process for putting courses to the committees for approval
  + Discussion of routing options in scheduling database, with check and comment boxes, for courses being routed through the committees. Possibly Tricia will have to create a spreadsheet on Box or another way to track things until the database is created.
* Teaching of Core courses and the implications of full-time faculty not teaching core.
  + Ann asked if this was an APT discussion. Paul agreed but also noted that this is a curriculum/programmatic discussion. PCC discussed teaching loads past and present.
  + ACTION: Ann will invite the Dean and the APT chair to come to the December PCC meeting to discuss this issue.

Setting Future Meeting Dates

* November meeting rescheduled to Nov. 19, from 10-11:30am in 2116
* December PCC: December 15 from 10am-11:30am in 2116