

A regular meeting of the University Curriculum Committee was held on March 7, 2008, at 3:00 p.m.

Members present: Chair Carole Makela, Professors W. Marshall Frasier, David Gilliland, Steve Abt for Patrick Fitzhorn, Donna Rouner, John Ridley, Steven Strauss, C.W. Miller, Cathy Cranston.

Absent: Graduate representative Trena Anastasia, undergraduate representative Andy Shank, Alan Lamborn (*ex-officio*).

Guest: Lt. Col. Andrew Groeger.

## Minutes

The minutes of February 29, 2008, were approved.

## CURRICULAR REQUESTS

The following curricular requests were approved.

### Course Drops

**ERHS 307 03(3-0-0). Introduction to Biostatistics.**

### Effective Date

Fall Semester 2008

## NEW CURRICULA

### College of Applied Human Sciences

### Department of Human Development and Family Studies

### Master of Science in Human Development and Family Studies

### Family and Developmental Studies Specialization (Plan B)

**Effective Fall 2008**

(The entire program is shown.)

<u>Course</u>	<u>Title (Prerequisite)</u>	<u>Cr</u>
<b>Theoretical Foundations</b>		
HDFS 524	Family Theory (one family studies course)	3
<i>Select one course from the following:</i>		
HDFS 610	Risk and Resilience (6 credits in behavioral sciences)	3
HDFS 612	Adolescent Development (1 course in adolescence; 3 credits upper-division behavioral science)	3
HDFS 613	Adult Development and Aging (1 course in adult development or 3 credits of upper-division behavioral science)	3
HDFS 630	Socioemotional Development (6 credits upper-division behavioral sciences)	3
HDFS 631	Cognitive Development (6 credits upper-division behavioral sciences)	3
TOTAL		6
<b>Skill-Based Courses<sup>1</sup></b>		
<i>Select two courses from the following:</i>		
HDFS 592	Grant Writing-Human Services and Research (STAT 201)	3
HDFS 684	Supervised College Teaching	3
HDFS 687	Internship	3
		Minimum of 6
<b>Developmental/Family Content Courses<sup>2</sup></b>		
HDFS 500	Issues in Human Development and Family Studies	3
Electives		6
TOTAL		Minimum of 9
<b>Research Methods/Statistics</b>		
HDFS 501	Readings in the Discipline (admission to HDFS master's program)	1
HDFS 550	Research Methods I (3 credits of statistics; 3 credits upper-division behavioral sciences)	3

<u>Course</u>	<u>Title (Prerequisite)</u>	<u>Cr</u>
HDFS 650	Research Methods II (HDFS 550)	3
HDFS 698A-B	Research	3
	TOTAL	<hr/> 10
<b>Electives<sup>3</sup></b>		
	Electives	11
<b>PROGRAM TOTAL = 42 credits</b>		

<sup>1</sup> Select two of the three courses listed. If you are planning a career that involves intervention services, you should take at least two additional electives in this area (e.g., HDFS 528, HDFS 534, HDFS 600D, EDUC 551); HDFS 600B and HDFS 600E may count as either skill-based or lifespan/family content electives.

<sup>2</sup> Complete 9 or more credits, including HDFS 500. Other choices for this block include (but are not limited to) HDFS 600B, HDFS 600E, HDFS 610, HDFS 612, HDFS 613, HDFS 630, HDFS 631, HDFS 636, or HDFS 692.

<sup>3</sup> Electives to achieve career goals should be selected in consultation with student's advisor.

**Master of Science in Human Development and Family Studies  
 Marriage and Family Therapy Specialization (Plan B)**

**Effective Fall 2008**

(The entire program is shown.)

<u>Course</u>	<u>Title (Prerequisite)</u>	<u>Cr</u>
<b>Theoretical Foundations</b>		
HDFS 524	Family Theory (1 family studies course)	3
HDFS 534	Marriage and Family Therapy (HDFS 524)	3
	TOTAL	<hr/> 6
<b>Clinical Knowledge/Practice</b>		
HDFS 520	Family Therapy Practice: Treatment Planning (admission to Marriage and Family Therapy program)	3
HDFS 521	Family Therapy Practice: Common Factors (admission to Marriage and Family Therapy program)	3
HDFS 528	Child and Family Assessment (9 credits in human development and family studies or behavioral science at 300-400 level)	4
HDFS 620	Family Therapy Practice: Addictions (admission to Marriage and Family Therapy program)	3
HDFS 621	Family Therapy Practice: Topics in Sexuality (admission to Marriage and Family Therapy program)	3
HDFS 624	Skills and Techniques in Family Therapy (HDFS 534)	3
HDFS 644	Foundations in Family Therapy (HDFS 524)	3
HDFS 676	Professional Skills Development (admission to Marriage and Family Therapy program)	3
HDFS 687C	Internship-Marriage and Family Therapy (HDFS 677 or concurrent reg.; HDFS 678 or concurrent reg.; HDFS 688 or concurrent reg.)	5
	TOTAL	<hr/> 30
<b>Individual Development and Family Relations</b>		
HDFS 500	Issues in Human Development and Family Studies	3
----- <i>Select one course from the following:</i>		
HDFS 610	Risk and Resilience (6 credits in behavioral sciences)	3
HDFS 612	Adolescent Development (1 course in adolescence; 3 credits of upper-division behavioral science)	3
HDFS 613	Adult Development and Aging (1 course in adult development or 3 credits of upper-division behavioral science)	3
HDFS 630	Socioemotional Development (6 credits of upper-division	3

<u>Course</u>	<u>Title (Prerequisite)</u>	<u>Cr</u>
HDFS 631	behavioral sciences) Cognitive Development (Six credits of upper-division behavioral sciences)	3
TOTAL		Minimum of 6
<b>Professional Identity and Ethics</b>		
HDFS 677	Ethical and Legal Issues	3
<b>Research</b>		
HDFS 501	Readings in the Discipline (admission to HDFS master's program)	1
HDFS 550	Research Methods I (3 credits of statistics; 3 credits of upper-division behavior science)	3
HDFS 650	Research Methods II (HDFS 550)	3
HDFS 698	Research	3
TOTAL		10
<b>Additional Learning (2<sup>nd</sup> elective)</b>		
<i>Select one or more of the following courses:</i>		
HDFS 600B	Advanced Studies-Grief and Loss (6 credits in behavioral sciences)	3
HDFS 600C	Advanced Studies-Intimacy and Human Sexuality (6 credits in behavioral sciences)	3
HDFS 600E	Advanced Studies-Parenting (6 credits in behavioral sciences)	3
<b>PROGRAM TOTAL = Minimum of 58 credits</b>		

NOTE: One course cannot satisfy multiple requirements.

**College of Liberal Arts  
 Department of Ethnic Studies  
 Master of Arts in Ethnic Studies**

**Effective Fall 2008**

(The entire program is shown.)

<u>Course</u>	<u>Title (Prerequisite)</u>	<u>Cr</u>
<b>Core Courses (9 credits required)</b>		
ETST 501	Ethnic Studies History and Theory (graduate or senior status)	3
ETST 502	Research Methods (graduate or senior status)	3
ETST 503	Contemporary Ethnic Studies Issues (graduate or senior status)	3
<b>Electives (12 credits required)</b>		
ETST 500	Race, Ethnicity, and Nationality	3
ETST 510	Ethnicity, Race, and Health Disparities in U.S.	3
ETST 513/ ANTH 513	Capitalism and Global Ethnic Conflict (ANTH 200 or ETST 100)	3
ETST 520	Race and U.S. Social Movements (graduate or senior status)	3
ETST 530	Race, Labor, and the Economy (graduate or senior status)	3
ETST 540/ SPCM 540	Rhetoric, Race and Identity (graduate status or SPCM 412 and 12 additional 300-400 SPCM credits)	3
ETST 544/ POLS 544	Comparative Racial/Ethnic Politics	3
ETST 550	Indigenous Law and Policy (graduate or senior status)	3
ETST 560	Race, Ethnicity, and Higher Education	3
<b>Additional Credits – Plan A (9 credits required); Plan B (11 credits required)</b>		
ETST 684	Supervised College Teaching	Var.
<i>Select 3-6 credits from the following:<sup>1</sup></i>		

<u>Course</u>	<u>Title (Prerequisite)</u>	<u>Cr</u>
ETST 687	Internship	3-6
ETST 695	Independent Study	3-6
ETST 699	Thesis	3-6
<b>PROGRAM TOTAL = 30 credits (Plan A); 32 credits (Plan B)</b>		

<sup>1</sup> Students pursuing Plan A are required to take a minimum of three credits of thesis (maximum of six credits). Students pursuing Plan B are required to take a minimum of three credits of internship (maximum of six credits) **or** independent study (maximum of six credits).

The following are specific requirements for the Ethnic Studies Master of Arts degree:

- Minimum of 30 semester credits for Plan A.
- Minimum of 32 semester credits for Plan B.
- Minimum of 24 semester credits earned in residence at CSU, 21 credits must be earned after admission to the Graduate School.
- At least 21 credits must be 500 or higher level courses and at least 12 credits must be in regular courses.
- For Plan A, three (3) thesis credits are required and a maximum of 6 credits allowed.
- For Plan B, three (3) independent study or internship credits are required and a maximum of 6 credits allowed.
- Additional elective courses include any ETST or other prefix graduate level course and one ETST 400-level course is allowed.
- Successful completion of an oral defense of a master's thesis (Plan A) or professional paper (Plan B).
- Successful completion of a master's thesis (Plan A) or specialized research/professional paper (Plan B).
- Community presentation of professional paper/project.

## MAJOR CHANGE TO CURRICULA

College of Applied Human Sciences  
 Department of Human Development and Family Studies  
 Master of Science in Human Development and Family Studies  
 Family and Developmental Studies Specialization (Plan A)

Effective Fall 2008

(The entire program is shown.)

<u>Course</u>	<u>Title (Prerequisite)</u>	<u>Cr</u>
<b>Theoretical Foundations</b>		
HDFS 524	Family Theory (one family studies course)	3
<i>Select one course from the following:</i>		
HDFS 610	Risk and Resilience (6 credits in behavioral sciences)	3
HDFS 612	Adolescent Development (1 course in adolescence; 3 credits upper-division behavioral science)	3
HDFS 613	Adult Development and Aging (1 course in adult development or 3 credits of upper-division behavioral science)	3
HDFS 630	Socioemotional Development (6 credits upper-division behavioral sciences)	3
HDFS 631	Cognitive Development (6 credits upper-division behavioral sciences)	3
TOTAL		6
<b>Skill-Based Courses<sup>1</sup></b>		
<i>Select two courses from the following:</i>		
HDFS 592	Grant Writing-Human Services and Research (STAT 201)	3
HDFS 684	Supervised College Teaching	3

<u>Course</u>	<u>Title (Prerequisite)</u>	<u>Cr</u>
HDFS 687	Internship	3
		Minimum of 6
<b>Developmental/Family Content Courses<sup>2</sup></b>		
HDFS 500	Issues in Human Development and Family Studies	3
	Electives	6
	TOTAL	Minimum of 9
<b>Research Methods/Statistics<sup>3</sup></b>		
HDFS 501	Readings in the Discipline (admission to HDFS master's program)	1
HDFS 550	Research Methods I (3 credits of statistics; 3 credits upper-division behavioral sciences)	3
HDFS 650	Research Methods II (HDFS 550)	3
	TOTAL	Minimum of 7
<b>Thesis</b>		
HDFS 699	Thesis	6
<b>Electives<sup>4</sup></b>		
	Electives	11
<b>PROGRAM TOTAL = 45 credits</b>		

<sup>1</sup> Select two of the three courses listed. If you are planning a career that involves intervention services, you should take at least two additional electives in this area (e.g., HDFS 528, HDFS 534, HDFS 600D, EDUC 551); HDFS 600B and HDFS 600E may count as either skill-based or lifespan/family content electives.

<sup>2</sup> Complete 9 or more credits, including HDFS 500. Other choices for this block include (but are not limited to) HDFS 600B, HDFS 600E, HDFS 610, HDFS 612, HDFS 613, HDFS 630, HDFS 631, HDFS 636, or HDFS 692.

<sup>3</sup> If you are pursuing an academic/research career, you should take at least one elective in research design and/or statistics (in addition to the three required classes), in consultation with your adviser.

<sup>4</sup> Electives to achieve career goals should be selected in consultation with student's advisor.

**Master of Science in Human Development and Family Studies  
 Marriage and Family Therapy Specialization (Plan A)**

**Effective Fall 2008**

(The entire program is shown.)

<u>Course</u>	<u>Title (Prerequisite)</u>	<u>Cr</u>
<b>Theoretical Foundations</b>		
HDFS 524	Family Theory (1 family studies course)	3
HDFS 534	Marriage and Family Therapy (HDFS 524)	3
	TOTAL	6
<b>Clinical Knowledge/Practice</b>		
HDFS 520	Family Therapy Practice: Treatment Planning (admission to Marriage and Family Therapy program)	3
HDFS 521	Family Therapy Practice: Common Factors (admission to Marriage and Family Therapy program)	3
HDFS 528	Child and Family Assessment (9 credits in human development and family studies or behavioral science at 300-400 level)	4
HDFS 620	Family Therapy Practice: Addictions (admission to Marriage and Family Therapy program)	3
HDFS 621	Family Therapy Practice: Topics in Sexuality (admission to Marriage and Family Therapy program)	3
HDFS 624	Skills and Techniques in Family Therapy (HDFS 534)	3
HDFS 644	Foundations in Family Therapy (HDFS 524)	3
HDFS 676	Professional Skills Development (admission to Marriage and	3

<u>Course</u>	<u>Title (Prerequisite)</u>	<u>Cr</u>
HDFS 687C	Family Therapy program Internship-Marriage and Family Therapy (HDFS 677 or concurrent reg.; HDFS 678 or concurrent reg.; HDFS 688 or concurrent reg.)	5
	TOTAL	30
<b>Individual Development and Family Relations</b>		
HDFS 500	Issues in Human Development and Family Studies	3
<i>Select one course from the following:</i>		
HDFS 610	Risk and Resilience (6 credits in behavioral sciences)	3
HDFS 612	Adolescent Development (1 course in adolescence; 3 credits of upper-division behavioral science)	3
HDFS 613	Adult Development and Aging (1 course in adult development or 3 credits of upper-division behavioral science)	3
HDFS 630	Socioemotional Development (6 credits of upper-division behavioral sciences)	3
HDFS 631	Cognitive Development (Six credits of upper-division behavioral sciences)	3
	TOTAL	Minimum of 6
<b>Professional Identity and Ethics</b>		
HDFS 677	Ethical and Legal Issues	3
<b>Research</b>		
HDFS 501	Readings in the Discipline (admission to HDFS master's program)	1
HDFS 550	Research Methods I (3 credits of statistics; 3 credits of upper-division behavior science)	3
HDFS 650	Research Methods II (HDFS 550)	3
HDFS 699	Thesis	6
	TOTAL	13
<b>Additional Learning (2<sup>nd</sup> elective)</b>		
<i>Select one or more of the following courses:</i>		
HDFS 600B	Advanced Studies-Grief and Loss (6 credits in behavioral sciences)	3
HDFS 600C	Advanced Studies-Intimacy and Human Sexuality (6 credits in behavioral sciences)	3
HDFS 600E	Advanced Studies-Parenting (6 credits in behavioral sciences)	3
<b>PROGRAM TOTAL = Minimum of 61 credits</b>		

NOTE: One course cannot satisfy multiple requirements.

### Request for Plan B in Master of Science

A request by the Department of Human Development and Family Studies to establish Plan B programs in the specializations, family and developmental studies and marriage and family therapy, in the major in human development and family studies (M.S. degree program), was reviewed and approved. The proposed effective date, pending special action by Faculty Council, is Fall Semester 2008.

The proposal was previously reviewed and approved by the Committee on Scholarship, Research, and Graduate Education (CoSRGE) on February 21, 2008.

### **Request for New Department**

A request from the College of Liberal Arts to establish the Department of Ethnic Studies, effective Fall Semester 2008, was reviewed and approved. The proposal, noting approval, was forwarded to Faculty Council for further consideration.

### **Request for Master of Arts in Ethnic Studies**

A request by the College of Liberal Arts to establish a major in ethnic studies (M.A. degree program) in the proposed Department of Ethnic Studies was approved. The proposed effective date, pending special action by Faculty Council and approval by Board of Governors and CCHE, is Fall Semester 2008.

The proposal was previously reviewed and approved by the Committee on Scholarship, Research, and Graduate Education (CoSRGE) on February 21, 2008.

### **Master Syllabus**

The committee discussed and approved the attached "Guidelines for Master Syllabus." The guidelines will become part of the Curricular Policies and Procedures Handbook.

Implementation of using master syllabi will begin for new courses and major changes to courses proposed during Fall Semester 2008 and implemented for other courses gradually after that. It is planned that a master syllabus will be available on the Web for all non-reserve number courses in time for the next University accreditation.

### **Resolution**

The following was moved and seconded:

UCC will send a resolution to the Vice Provost for Graduate Affairs that all approved programs of study for graduate study at CSU be made available and be enforced.

The motion passed unanimously.

The meeting adjourned at 5:05 p.m.

(FC) 3/14/08

Carole Makela, Chair  
Waneta Boyce, Secretary

**Guidelines for Master Syllabus  
Colorado State University  
University Curriculum Committee  
March 7, 2008**

With the University Curriculum Committee's responsibility to "receive or initiate recommendations pertaining to each and every course," issues frequently arise related to defining and assessing fundamental elements of courses crucial for course and program quality and integrity, equivalence of courses offered in varied modes of delivery and determination of extent of change (is it a new or revised course?).

Therefore, the University Curriculum Committee is defining and adopting a Master Syllabus (MS) approach as a foundation for course development, management, and delivery. A master syllabus will define each approved course and identify those elements (detailed below) expected by stakeholders (students, instructors, administrators, reviewers, etc.), irrespective of who teaches the course or its mode of delivery. Master syllabi will be available for Web viewing in ARIES.

Defining Characteristics of a Master Syllabus

A MS will include the following components:

1. Course title, catalog description, and credit distribution
2. Course learning objectives that communicate descriptions of observable and measurable student learning
3. Course content sufficient to indicate the fit of content to the learning objectives
4. Content sequencing that has been designated by the department, college, university, or accrediting agency (e.g., meet criteria of AUCC, etc.)
5. Pedagogical techniques that have been designated as required by a unit (all upper division courses will use the case method; specific experiential experiences are essential)
6. Assessment components that have been designated as required (a percentage of writing, completing a national exam, etc.)
7. Other required element(s) that have been stipulated by the department, college, and university that are integral to a quality student experience regardless of who teaches the course or its mode of delivery

Rationale

To assure quality courses that contribute to the curricula of Colorado State University, the following reflect the rationale for and the benefits accruing from the MS approach.

- Through the approval process as a course for academic credit, the MS becomes recognized as the intellectual property of the CSU Faculty (the collective as department, college, university as indicated in the Colorado Statutes) and the class syllabus is recognized as the intellectual property of the individual faculty member.
- The MS defines the common elements or framework of the course and will usually be detailed in an individual instructor's class syllabus. Instructors maintain academic freedom to expand upon the common elements defined by the MS in their course syllabus (e.g., the selection of educational materials, assessment formats, and instructional approaches, etc.).
- The MS will enable coordination of courses related to the expectations of prerequisites, course sequencing, and student learning in program development, revision, and assessment.
- The MS will provide that a level of consistency per learning objectives will be attained among multi-section courses, term to term offerings of courses, and for varied modes of delivery.
- Students will have access to the MS to be informed about the elements of the course. This will provide greater information and clarity than can be currently interpreted from course titles and brief descriptions.

- New faculty will have ready access to the MS from which to plan their teaching and delivery of courses and sequential courses.
- Units will have an up-to-date repository of courses readily available for review, accountability, outcomes assessment, accreditation, and other reporting.
- There will be an accessible database of MS to facilitate advising and transfer evaluation whether for transfer of courses in or out of CSU.
- The MS approach will be integral to the current curricular process and will facilitate the work of curriculum committees at all levels as well as those preparing proposals.

### Process

Details on process will be refined further and included in the Curricular Policies and Procedures Handbook and on the UCC website.

The MS approach will be phased in with the goal of having all courses included prior to the next accreditation review by the Higher Learning Commission. The phased transition may proceed as follows:

1. New and major course changes including those related to AUCC beginning with Fall 2008 submissions
2. Units preparing for reviews, major revision, and/or wanting to be on the cutting edge of curricular development and management
3. Courses identified as
  - a. Multi-section courses, then
  - b. Lower division courses, then
  - c. Upper division courses, then
  - d. Graduate courses