CAHNR Curricula and Courses Committee
Meeting Minutes Final
1:30 pm September 15, 2017
WBY 209

I. Welcome - Call to order by Chair Mike Darre Members present: Emma Bojinova, Mark Brand, Rhonda Brownbill, Mike Darre, Pat Jepson, Gary Kazmer, Tom Meyer, Jon Rizzo, Sarah Tremblay, and Lauren Wilson. (Absent: new member from Pathobiology and Veterinary Science)

II. Old Business:

The Departments of Agriculture and Natural Resources, and Extension propose the following:

1. ADD: AGNR 5500 Leadership Development in Extension Education. Effective Fall 2016

Discussion: The syllabus does not delineate the difference in requirements for the graduate students as opposed to the undergraduates taking this joint taught course with AGNR 4500. The catalog description needs to add the statement “Not open to students who have passed AGNR 4500”

MOTION TABLED CAHNR CC 15-16-121 TABLED

Motion removed from the table: Jon and Emma Passed

New CAR CAR 17-1683 AGNR 5500 Leadership Development

Fix catalog copy to read:
AGNR 5500 Leadership Development in Extension Education. Three credits. Open only to students from the College of Agriculture, Health, and Natural Resources. Others with permission. Introduction to Extension, outreach education and other forms of public engagement (governmental and nongovernmental). For students interested in a career in or knowing about outreach education and public engagement.

Motion to return to fix the catalog copy CAHNR CC 17-18-07 (Tom and Gary) Motion Passed.

III. New Business:

A. The Department of Environmental Science proposes the following:

1. ADD: ENVS 3100 Climate Resilience and Adaptation: Municipal Policy and Planning. (CAR 16-1544) Effective Spring 2018. (Sarah and Tom)

The syllabus is lacking a grading scheme. 

BY-LAWS, RULES, AND REGULATIONS OF THE UNIVERSITY SENATE II.I - 5. Syllabi

Faculty shall provide syllabi to students in their courses, including internships and independent studies. Syllabi shall specify what will be taught, how it will be taught, how learning will be assessed, and how grades will be assigned.
Motion to approve once the CAR is returned with the fix to the syllabus. CAHNR CC 17-18-08 Motion Passed.

B. The Department of Agricultural Resource Economics proposes the following:


   **Current Title and Catalog Copy:**

   ARE 1150. Principles of Agricultural and Resource Economics Three credits. Taught concurrently with SARE 450. An introduction to agricultural economics, the role of agriculture in today’s United States economic system, and relationships that regulate the entire economic environment. CA 2.

   **Proposed Title and Catalog Copy:**

   ARE 1150. Principles of Applied and Resource Economics Three credits. Taught with SARE 450. An introduction to applied and resource economics, the role of food and resources in today’s economic systems, and relationships that regulate the entire economic environment. CA 2.

   Motion Passed CAHNR CC 17-18-10

2. REVISE: ARE 6945. Effective Fall 2017 (CAR ID 17-3923) Allow students to take this course for credit multiple semesters (up to 6 credits) and change the course description. Effective Spring 2018 (Emma and Tom)

   **Current Title and Catalog Copy:**

   ARE 6945 Seminar. One credit. Participation in research seminars presented by invited scholars and departmental faculty.

   **Revised Title and Catalog Copy:**

   ARE 6945. Seminar. One credit. Participation in research seminars presented by invited scholars and departmental faculty as well as active presentation of students’ own research to colleagues and faculty.

   Motion Passed CAHNR CC 17-18-11

C. The Department of Plant Science and Landscape Architecture proposes the following:

1. ADD: SPSS 3995/SAPL 250 Turfgrass Evaluation and Management Skills (CAR 17-3599) Effective Fall 2017 (Approved over the Summer 2017 as a special topics first offering) CAHNR CC 17-18-02-SU

   **Proposed Title and Catalog Copy:**

   SPSS 3995 Turfgrass Evaluation and Management Skills Fall semester. One Credit. Taught jointly with SAPL 250. Prerequisite: Consent of instructor required. Turfgrass species identification, growth and development, soils and fertility, pest management,
and operations management. Participants in intercollegiate Turf Bowl competitions may be selected from this course. May be repeated for a maximum of four credits.

2. ADD: SPSS 3660W Nursery Production (CAR 17-3802) Effective Spring 2018 (Mark and Rhonda)

Proposed Title and Catalog Copy:
SPSS 3660W. Nursery Production Second semester. Three credits. Two class periods. 
Prerequisites: ENGL 1010 or 1011 or 2011. Lubell
Principles of field and container production of nursery stock. Emphasis on production practices for woody nursery stock from propagule to sale. Major writing assignment required.

The English Prerequisites needed to be added to the catalog copy. Done
Motion Passed CAHNR CC 17-18-12

D. The Department of Agriculture and Natural Resources proposes the following:

1. ADD: AGNR 3095 Special Topics College and Career Success for Transfer Students (CAR 17-3902) Approved over the Summer as special topics 1st offering)

Proposed Title and Catalog Copy:
AGNR 3095: Special Topics: College and Career Success for Transfer Students

Motion Passed CAHNR CC 17-18-03-SU

2. ADD/REVISE: AGNR 3095 Special Topics – Second offering (CAR 17-4062 ) Change Title Effective Fall 2018.

Current Title and Catalog Copy:
AGNR 3095: Special Topics: College and Career Success for Transfer Students

Proposed Title and Catalog Copy:
AGNR 3095 Special Topics: Transition Seminar

Motion Passed CAHNR CC 17-18-09

3. ADD: AGNR 4100 College to Career Transition (CAR 17-4082) Effective Spring 2018 (Pat and Gary)

Proposed Title and Catalog Copy:
AGNR 4100-College to Career Transition. One credit. O'Neill, Bushmich College to Career Transition will enhance preparedness for post-college life in and outside of the office for CAHNR students. Weekly classes will assist students in developing skills and strategies for creating personal growth and professional success. Topics include personal finances, emotional intelligence, professional development, community involvement, and lifestyle. Course is designed for seniors in the College of Agriculture, Health and Natural Resources.

Motion Passed with revisions to the catalog copy referencing grading based on attendance. CAHNR CC 17-18-6

4. ADD: AGNR 3095 Special Topics: Food and Revolution: the Cuban Experience (CAR 17-3590). (Approved over the Summer 2017 as a special topics first offering. (August 11, 2017))

Proposed Title and Catalog Copy:
AGNR 3095. Food and Revolution: the Cuban Experience Winter Intersession. Three Credits. Two week study abroad course. Interdisciplinary survey of Cuba’s remarkable history pertaining to agriculture production and food security. Topics include evolution of food systems, food security, milk and beef production in the tropics, organic agriculture, plant protection and sustainable agriculture in the tropics. Spanish language proficiency is useful but not required for the course. Field trips.

Motion Passed CAHNR CC 17-18-01-SU

5. ADD: AGNR 5095 Special Topics (Umbrella Heading for Grad level special topics in AGNR) CAR 17-3944 (Approved over the summer)

**Proposed Title and Catalog Copy:**
One to six credits. Credits and hours by arrangement. Open only with consent of Instructor. May be repeated for a maximum of 12 credits. Topics relating to the College of Agriculture, Health and Natural Resources. Topics and credits must be approved prior to scheduling.

Motion Passed CAHNR CC 17-18-04-SU (August 11 electronic vote)


**Proposed Title and Catalog Copy:**
HIST5195/ AGNR 5095: History of Urban Agriculture. One to six credits. Credits and hours by arrangement. Open only with consent of Instructor. May be repeated for a maximum of 12 credits. Topics relating to the College of Agriculture, Health and Natural Resources. Topics and credits must be approved prior to scheduling.

Motion currently under electronic review by CAHNR CC. CAHNR CC 17-18-13

IV. Report from Academic Programs:

1. Pat discussed the summer internship issues with the Zero Credit internship offerings. Credits cannot be added in the fall without a specific course they are related to. See the CAHNR Internship document. It is provided as Attachment A to the minutes

2. Pat Jepson provided a handout about add/drop times and approvals, and other enrollment matters. It is provided as Attachment B to the minutes.

3. The PLSC and ANSC representatives to the CAHNR CC may not be the best representative for the RHSA CC committee. Need someone with RHSA class experience and working with the two year program. Something to consider when making appointments to the committees.

4. The workflow for courses offered under the AGNR heading is from the instructor to CAHNR Academic programs office to the CAHNR CC committee. Make sure people look on the CAR form and select RHSA rather than CAHNR for the School/College when submitting the CAR form.

V. Other Business:

1. Graduate Courses and Curricula matters:
As the chairs of the two most active C&C Committees, I have a favor to ask. It would be helpful if you would remind your people that all course and academic program approvals, both undergraduate and graduate, must come to you. Requests will no longer be accepted from academic departments. Beginning August 18, 2017, graduate catalog changes are following the Office of the Registrar's policies.

I am giving you the formal version, but feel free to pass along the message in any form you prefer. Marianne

2. Catalog Copy Issues:

We've noticed more and more that, when people propose changes to their major and minor requirements, they submit old proof (ignoring the changes that were approved a few months ago). We try to spot them, but it is very hard to do. By the time meetings begin in the fall, our Change Catalog site at: http://changecatalog.uconn.edu/ will display all of the proof for changes that were approved for the 2018-2019 Undergraduate Catalog. Please remind people to use that source to copy and paste from our Word files when filing CANHR proposals.

VI. Time and Place of next meeting. October 6, 2017 209 WBY

VII. Adjourn

Attachment A
COLLEGE OF AGRICULTURE, HEALTH AND NATURAL RESOURCES
POLICY MEMO PM14-2
Issued October 23, 2014

Guidelines for Academic Recognition/Credit for Internships

Overview
Experiences through which students can apply their academic knowledge in work settings are a vital component of a college education. These experiences are widely labeled as "internships," but the criteria for, and oversight of these experiences vary widely among institutions of higher education and employers (hereafter Host).

To establish uniformity in the use and application of the term "Internship," the National Association of Colleges and Employers (NACE) recommends the following definition:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom (i.e., expands classroom learning) with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Internships are a formal approach to meaningful on-the-job training for students. Properly constructed, they are valuable experiences that benefit both the student and the internship host, and in some cases may lead to permanent employment. Prospective students and their families are increasingly seeking majors that offer internships as a part of the undergraduate experience; it is critical that departments and the college have a mechanism for readily identifying the number of students that have participated in internships within their major(s).

Students can gain practical experiences through independent studies or field experiences hosted by faculty members. Some overlap may exist for skills obtained through these mechanisms and internships. The purpose of this document is to set forth guidelines that should be considered carefully by CAHNRE academic departments as they implement their internship programs each year.

CAHNRE/NACE Definition
Internships are distinguished by being earned outside the classroom and by a Learning Contract (see attached sample, Form 1) that is signed by the student, internship host and faculty member/dept head. These experiences will be recorded on a student’s transcript with a department specific course number and may carry zero or greater credits.

Credits Earned
Each department will establish an approach for determining the number of credits earned for a given internship experience keeping in mind the topics addressed in the Additional Items to Consider by the Department section of this document.
Summer Internships
Students participating in activities that they wish to have recorded as internships on their transcripts will need to have such indicated as

(1) The department's Internship course number with associated credits, or
(2) The zero credit internship notation. This is a mechanism for communicating relevant experience without requiring payment for summer credit hours (a registration fee is required; see attached Sample Form 2).
(3) Both (1) and (2) must have signed documentation (i.e., Learning Contract – See attached sample Form 1) in place before the internship experience begins.
(4) Credits for internship activities engaged in during the summer cannot be awarded during the fall or spring semesters. However, a write-up or other academic products that would be submitted during an academic semester can be considered by faculty.

Learning Contracts
Each department will develop its own Learning Contract for internship experiences. To ensure that an internship experience is educational and thus eligible to be considered a legitimate internship (by the definition set forth by CAHNR/NACE), all of the following criteria must be met and Learning Contracts should, at a minimum, reference/contain the following items:

1. The experience must be an extension of and outside the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge of intellectual value learned by the intern must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a position description with desired qualifications.
4. Clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. Evidence of supervision provided to the intern by a professional with expertise and educational and/or professional background in the field of the experience, with routine feedback by the experienced supervisor provided to the intern.
6. Sufficient resources, equipment, and facilities are provided by the host to support the learning objectives/goals of the intern.

Grading
Each department will develop its own policy for grading of internships.

Additional Items to Consider by the Department (All University rules and regulations for credit restrictions apply during an internship)
The resident CAHNR Academic Department determines if the following items apply.

1) An Academic Department may consider GPA requirements and the instructor’s consent may be required if a student is on academic probation.
2) There are limitations to the number of internship credits than can count toward graduation.
3) If a student plans to intern for a second time with the same host and wishes to receive academic credit for the experience, their Learning Contract must document the ways in which the second internship entails responsibilities or assignments that differ significantly from those of the first internship.
4) The minimum number of hours for an internship credit is 40. There is no maximum; it is up to the student to determine whether the work hours are reasonable.

**Behaviors Expected of the Student Engaged in an Internship**
1) Comply with any confidentiality rules in force at the internship site;
2) Observe all policies and procedures stipulated by the host;
3) Recognize regular attendance and compliance with all job requirements are essential; and
4) Confer at least weekly with the host supervisor to receive guidance on assignments, feedback on performance, and explanations of the organization’s mission, objectives, methods, and operations.

**Completion of Internship**
The student will request that their host supervisor fill out the Internship Completion Form (See attached sample, *Form 3*). The student will receive academic credit or a transcript notation (zero credit option) once the internship has been completed to the host supervisor’s satisfaction and the Completion Form has been signed and submitted by the student’s host employer.

The student fills out the Student Evaluation Form (see attached sample, *Form 4*).

**Sample Learning Contract Forms (UCONN forms - Four forms in total)**
## ATTACHMENT B

### Registration and Course Enrollment Information

#### Undergraduate Schedule Revision Regulations

<table>
<thead>
<tr>
<th>Semester Period</th>
<th>Add</th>
<th>Two or More Drops</th>
</tr>
</thead>
<tbody>
<tr>
<td>First and second weeks of classes</td>
<td>Online StudentAdmin Registration System</td>
<td>Advisor and Dean: Exceptions made only for extenuating circumstances</td>
</tr>
<tr>
<td>(Ten weekdays of classes)</td>
<td></td>
<td>(Late drop form with signatures, instructor input, and documentation)</td>
</tr>
<tr>
<td>Third and fourth weeks of classes</td>
<td>Advisor, Instructor and Department Head offering the course (signatures on paper form)</td>
<td>(signatures on form)</td>
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<tr>
<td>After the fourth week</td>
<td>All of the above and the Dean (signatures on paper form)</td>
<td></td>
</tr>
<tr>
<td>Single Drop</td>
<td>Online StudentAdmin Registration System</td>
<td>Advisor and Dean (signatures on form)</td>
</tr>
<tr>
<td>Two or More Drops</td>
<td></td>
<td>'W' (withdrawal) mark</td>
</tr>
<tr>
<td>First and second weeks of classes</td>
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### Registration Reminders and Recommendations

Students can add classes online, if space is available, until the 10th day of classes.

Instructors should check official enrollment numbers regularly during add/drop, especially for high demand and limited enrollment courses, such as W (Writing Intensive) courses.

Use StudentAdmin, **NOT** HuskyCT for official enrollment.
http://studentadmin.uconn.edu/ (Use “Guest” link for updated enrollment if not logged in)

Students are added to HuskyCT based on early enrollment, but changes may be need based on students adding and dropping

**StudentAdmin Waitlist Function**

The **Waitlist function** is a useful enrollment management tool, but there are factors to consider:

- Instructors need to communicate with waitlisted students
- Students are not automatically enrolled; instructors need to send permission numbers
- If enrollment drops below capacity when students are on the waitlist, no one can enroll
- See [http://registrar.uconn.edu/wait-lists/](http://registrar.uconn.edu/wait-lists/) (and/or separate handout) for more information