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Undergraduate Curriculum Council Minutes

2016

2015-2016 - Undergraduate Curriculum Council Annual Report

University Governance, East Tennessee State University

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Undergraduate Curriculum Committee
Annual Report for 2015-16.

Officers for 2015-16

Dr. Keith Green, Chair

Ms. Joanna Anderson, Secretary

Membership for 2015-16

Status	Membership Structure	Name	Area of Representation	Length of Term
Voting	1 faculty from each College	Ms. Melissa Shafer	Arts & Sciences	2018
		Dr. Suzanne Smith	Business & Technology	2016
		Dr. Shirley Cherry	Clinical & Rehabilitative Sciences	2017
		Dr. T. Jason Davis	Education	2018
		Dr. Rhonda Brodrick	Nursing	2016
		Dr. Effiong Otukonyong	Public Health	2016
		Dr. Julie Fox-Horton	Continuing Studies	2015
	1 representative from Sherrod Library	Ms. Joanna Anderson	Library	2017
	3 at-large faculty representatives appointed by the Provost from deans' recommendations	Dr. Mark Baumgartner	At-Large	2017
		Dr. Kimberly Sell	At-Large	2018
		Dr. Keith Green CHAIR	At-Large	2017

	1 second member from the unit represented by the UCC chair	Dr. Aruna Kilaru	Arts & Sciences	2016
	1 representative from Faculty Senate's Academic Matters Committee	Mr. Bill Hemphill	Faculty Senate	2016
Non-Voting/ Ex-officio	5 members, 1 ad hoc member	Dr. Marsh Grube	Academic Affairs	Indefinite
		Myra Jones	e-Learning	Indefinite
		Ms. Sheryl Burnette	Registrar	Indefinite
		Ms. Evelyn Roach	Graduation	Indefinite
		Ms. LaDonna Hutchins	Inventory	Indefinite
		Ms. Billie Lancaster	Catalog	Indefinite

Guests

9/23/2015: Gordon Anderson, Christopher Ayres, Martha Edde, Adam Knobloch, Bill Kirkwood, Beth Lowe, Joe Sherlin, Ester Verhovsek

11/11/2015: Henry Antkiewicz, Laura Dower, Ellen Drummond, Sandy Eagle, Patsy Pampkin, Teresa Stephens

12/2/2015: Katrina Heil, Mary Langenbrunner, Lynda Sharp

4/20/2016: Dilshod Achilov, Glen Howie, Mike Lehrfeld, Hilary Malatino, Joe Moore, Ted Olson

4/27/2016: Ke Chen, Ed Baryla, Mark Fagelson, Dana Harrison, Phillip Miller

Dates of Meetings

The Undergraduate Curriculum Committee routinely meets on the 1st and 3rd Wednesdays of each month, when on-campus classes are in session, at 2:00pm in the President's Conference Room, Dossett Hall. Meetings occurred on the following dates, as some meetings were cancelled because no proposals awaited our review.

(Fall 2015 Semester: September 23, October 13-21 (online review of one proposal),
November 11, and December 2)
(Spring 2016 Semester: April 20, April 27)

Proposals Reviewed by Category

TBR: New Major/program	6
TBR: Substantive Curriculum Change (More than 12 credit hours)	3
TBR: Program Termination	2
New Course	8
Non-Substantive Curriculum Change (Less than 12 credit hours)	11
Course Modification	11
Total number of proposals reviewed	41

Number of Proposals Arriving to UCC for which review within the 2015-16 academic year for which review and revision is incomplete

1

Proposals Reviewed and Completed by College

<u>Colleges</u>	<u>TBR</u>	<u>New Course</u>	<u>Curriculum Mod.</u>	<u>Course Mod.</u>
Arts & Sciences	3	4	3	5
Business & Tech	1	0	5	5
Nursing	1	0	0	0
Public Health	0	0	0	0
CRHS	4	2	1	1
Education	2	1	2	0
ETSU 1020	0	1	0	0

Programs of Study

New Programs of Study—legally speaking (by Department and College)

Nutrition (major)—Allied Health Sciences (CRHS)
Cardiopulmonary Science—Allied Health Sciences (CRHS)
Radiological Science—Allied Health Sciences (CRHS)
Spanish—Language & Literature (CAS)
French—Language & Literature (CAS)
German—Language & Literature (CAS)

Revised/Modified Programs of Study (over 12 credit hours' worth of changes—TBR form)

China Studies minor—History/Political Science (CAS)
International Affairs minor—Political Science (CAS)

Revised/Modified Programs of Study (less than 12 credit hours' worth of changes)

Philosophy minor—Philosophy (CAS)
Radio/TV/Film minor—Mass Communication (CAS)
Advertising/Public Relations concentration—Mass Communication (CAS)
Marketing Management major (BBA)—Marketing (B&T)

Business Economics (BBA)-Economics (B&T)
General Business (BBA)-Economics (B&T)
Economics (BA)-Economics (B&T)
Economics minor-Economics (B&T)
Digital Media minor-Digital Media (B&T)
Allied Health Sciences major/concentration-Allied Health Sciences (CRHS)

Terminated Programs of Study (by Department and College)

Professional Chemistry concentration—Chemistry (CAS)
***International Economics concentration—Economics (B&T)—(pending)**

New and Modified Courses

New Courses

ETSU 1020:

PEXS 3025:

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&FormID=6&Instance=8258

ALHE 3040: Interprofessional Allied Health Teams

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8382

ECED 4451: Foundations of Mathematics Instruction and Assessment for Pre-K-3

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8474

WMST 2210 Sex, Gender, and the Body

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&Instance=8053&FormID=6&WFID=3311

PHIL 4147/5157 Health Justice (review completed 9/10/2016)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&Instance=8653&FormID=6&WFID=3534

PHIL 4177/5177 Global Justice (review completed 9/10/2016)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&Instance=8655&FormID=6&WFID=3535

APST 3540 Stereotypes and Appalachia: History and Cultural Impact

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=8682

CSCI 4507/5507 Computer Forensics

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&Instance=8685&FormID=6&WFID=3546

CSCI 4527/5527 Ethical Hacking

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&Instance=8687&FormID=6&WFID=3547

American Sign Language

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&Instance=8839&FormID=6&WFID=3616

PSCE 3820: Political Economy of China

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&Instance=8500&FormID=6&WFID=3530

Management Information Systems

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&Instance=8713&FormID=6&WFID=3567

Marketing Analytics

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&Instance=8362&FormID=6&WFID=3445

Substantially Modified Courses

MSCI 1220

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&Instance=8701&FormID=10&WFID=3553

Comments/Narrative

The 2015-16 academic year was the academic year with less curricular development requiring review by way of the CPS system in recent history—at least a decade, if not longer. The Undergraduate Curriculum Committee (UCC) routinely meets on the 2nd and 4th Wednesdays of each month when classes are in session on campus. (2:00pm-4:00pm—President’s Conference Room, Dossett Hall). The current chair and continuing chair (Keith Green) speculates that there are two primary reasons: (i) The 2014-15 academic year had the heaviest load of proposals to review of any academic year in at least a decade, and included many department-wide programs of curricular revision. It was necessary to schedule extra meetings—weekly meetings—in the final month of both semesters in order to manage the work-load before the committee. It is a testimony to the will and organizational skills of the 2014-15 chair that the 2015-16 academic year commenced with no backlog of proposals with incomplete review. (ii) Members of the committee (if I may be permitted one moment of ventriloquism) and others, report that many departments and programs are disinclined to embark upon curricular development that involves new courses or programs when there is uncertainty about the implications of moving to a new budget model for staffing levels.

If other omissions are worthy of comment, I would note that fewer proposals aimed specifically at online or non-conventional ‘classroom’ delivery arrived for UCC review this year.

The one broadly unprecedented matter that UCC addressed in 2015-16 was the approval of a new course: Foundations of Student Success: ETSU 1020, at UCC’s first meeting, on September 23, 2015. Though one course for students aiming at health professions addressed some of the functions of “first year experience” courses; members of UCC noted, as per the rationale submitted with the formal proposal for ETSU 1020, that such courses were increasingly regarded as a “best practice”, as they appeared to contribute to improved retention rates at schools whose students share some demographics with ETSU. Georgia State University and Kennesaw State University were cited as models in the rationale.

Member of Academic Council should also note that UCC did not commence meeting until September 23, 2015; and we did not meet at all in October. For the first time, however, we

reviewed an uncomplicated curriculum change via online communication—e-mails from members within the parameters of ‘comment’ and ‘vote’ dates. This was a very exceptional case, as it prevented an originator and his colleagues from having a prolonged wait, or meeting to review a single pending proposal. In order to expedite review and requested revisions, and to avoid confusion, it remains absolutely critical for UCC members to have the benefit of an originator in attendance (and sometimes a department chair in addition) as we review proposals in session.

In the spring 2016 semester, we had not a single pending proposal until the final weeks of the semester (roughly April), but then were inundated with proposals arriving in the final hour--necessitating meetings on April 20 and 27, 2016. Please take to heart the fact that the decision to schedule a meeting on April 27--in the midst of finals week--reflects a commitment by all the members of UCC not to leave colleagues and programs with unfinished work ‘in the pipeline’ at the end of an academic year. I note that there has always been a high rate of incompleteness for proposals backlogged across academic years.

We commence the 2016-17 academic year with 9 new CPS proposals awaiting our attention. Once again, none of these are ‘hold-overs’ from the previous academic year. Please keep in mind—and admonish all your colleagues to remember—that proposals for changes or new programs or courses that you want to be included in the academic catalog by/at the beginning of the 2017-18 academic year should arrive in UCC’s “pending review” box absolutely not later than by the **final meeting of the fall semester**. In the current academic year, that is likely to be **November 9**. (I am very certain it would be a challenge to convene a quorum for a meeting on Wednesday, November 23.) Wednesday, November 30 is the 5th Wednesday of the month, and not a routine meeting time for UCC. A meeting will be scheduled on that day only if a significant number of proposals await our attention. The final meeting of the Spring 2017 semester is likely to be Wednesday, **April 26**—one day before the end of Spring 2017 classes.