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Undergraduate Curriculum Council Minutes

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### 2009 February 11 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee  
February 11, 2009**

The second meeting of the Undergraduate Curriculum Committee for the Spring semester 2009 was held in the Graduate School Conference Room, Dossett Hall.

**Agenda Items:**

1. **Call to order.** The meeting was called to order at 2:09 pm by Marie Tedesco with the following members present:  
Debbie Dotson; Kathy Campbell (Sherrod Library); Theresa McGary (At-large, Arts & Sciences); Mary Langenbrunner; Amy Swango-Wilson (Nursing); Jill LeRoy Frazier (Cross-Disciplinary Studies); Keith Green (At-large, Arts & Sciences); Diana Mozen (Kinesiology, Leisure & Sports Sciences); Debbie Dotson (Clinical and Rehabilitative Sciences); Alison Deadman (At-large, Arts & Sciences).

The following Ex-officio members were in attendance: Marsh Grube

The following guests were present: Keunsu Han, T. Jason Davis

2. **Approval of minutes of January 28, 2009 meeting.** With the correction of one typographical error in section 1 of the minutes, Green proposed a motion that they be accepted, which was seconded by Dotson and passed with all in favor.

3. **Actions by the chair on behalf of the committee.**

The chair reported that she had undertaken the following on behalf of the committee

- a. **Approval of MUSC 1262, Small Jazz Combo Performance.**
- b. **Approval of BIOL/MATH 2190. (Mistakenly listed as approved on agenda for Jan. 28, 2009 meeting.)**
- c. **Approval of MUSC 2660, Brass Methods. (course modification)**
- d. **Approval of MUSC 2560, Jazz Theory and Improvisation**
- e. **Approval of MUSC 4560, Jazz Pedagogy.**
- f. **Approval of MUSC 3262, Advanced Jazz Combo.**
- g. **Return of TBR proposal, raise GPA minimum, BBA, Finance.**
- h. **Return of TBR proposal, raise GPA minimum, BBA, Management.**
- i. **Return of TBR proposal, raise GPA minimum, BBA, Marketing.**
- j. **Return of TBR proposal, raise GPA minimum, BBA, Economics.**

4. **New business: curriculum and course proposals to be considered for the first time. All SALM proposals to be presented by Dr. Thomas Jason Davis.**

In discussing the courses in item 4 below, it was noted that all proposals needed editing.

a. **New course: SALM 3140, Leadership and Group Processes in Recreation Programming.**

This course proposal was discussed in conjunction with 4g below (as the two courses are related). Dr. Davis summarized the reasons for the course proposal, which was discussed in detail by the committee. The following recommendations were made:

On the *Approval Snapshot* under *Rationale*, write out the full name of the NRPA; Under *Credit Hours (maximum)* change the 3 to N/A. Under *Prerequisites* delete “or permission of instructor” and if necessary include it in the course description. Modify the *Course Description* by starting “**Examines** various styles...and group processes **that** are considered...” and delete the final sentence beginning “Students will examine...” Under *Course similar to courses in other departments* change the **no** to **yes**. Under *Contact Information for similar courses* include contact information for Dr. Roberston in HDAL. Under *Staffing* list the names of faculty qualified to teach this course.

On the *Course Syllabus* under *Learning Outcomes*, change “understand” to a measurable verb. Under *Grade Assignments* delete all descriptive narrative leaving only the title of the assignment and the percentage of the final grade that the assignment is worth. Under *Attendance Policy* change to word “revive” to “receive.” Under *Required Textbooks*, update the text to the newest edition, and delete “Other readings as assigned.”

Having made these recommendations, Mozen suggested a motion to accept the proposal with the changes discussed. Swango-Wilson seconded the motion which passed with all in favor.

b. **New course: SALM 3240, Sport Governance.**

Dr. Davis introduced this proposal which the committee then discussed with him, making the following suggestions:

On the *Snapshot* the *Rationale for Proposal* include mention of accreditation requirements. The *Credit Hours (maximum)* be changed to N/A. The *Course Description* begins “Establishes the foundation for...” Delete the last sentence of the *Course Description*. Change the *Proposed Implementation Term* to Fall 09 and list all faculty members qualified to teach the course.

On the *Course Syllabus* modify the *Purpose and Goals* to explain why you are teaching the class (purpose) and what the class will achieve (goals). Modify the sixth *Learning Outcome* to make the verb measurable. Under *Assignments* make mention of the 3 tests, and under *Grading Criteria* clarify that this is a points (rather than percentage) scale. Move the books listed under *Required Reading* to the *Bibliography* section.

A motion by Langenbrunner to accept the proposal with the discussed changes was seconded by Green and passed with all in favor.

**c. New course: SALM 4110, Seminar in Parks & Recreation Management.**

After Dr. Davis summarized his proposal for the committee, they discussed it with him in depth, making the following suggestions:

On the *Snapshot*: The *Course Title* be changed to “Professional Development in PARM”; the *Credit Hours (maximum)* be changed to N/A, the phrase “or permission of instructor” be removed from the *Prerequisites* and included in the *Course Description* if necessary; the *Course Description* should be revised removing reference to “senior level seminar,” and the phrase “Adequate with current staff” be removed from the *Staffing* section.

On the *Syllabus*: The *Purpose and Goals* should be revised to reflect the purpose and goals of the class, the phrase “to be determined in class” be removed from *Major Course Topics* (this is just a sample syllabus, not the definitive syllabus); the final *Learning Outcomes* changes “Understand” to a measurable verb; the narrative description of the assignments be removed from *Grade Assignments* leaving only the title of the assignment and the percentage that it is worth; The *Grading Scale* should be modified so that an F grade is for 59-0; and the “Plagiarism and Cheating” policy be modified to remove the ambiguity of “F or zero.”

A motion, proposed by Campbell and seconded by Mozen, to accept this course proposal with the changes discussed passed by acclaim.

**d. New course: SALM 4200, Adventure Programming.**

Dr. Davis summarized this course proposal before the committee discussed it in detail with him, making the following suggestions:

On the *Approval Snapshot*: Revise the rationale to include an indication that is in emerging area/focus in the discipline; Change *Credit Hours (maximum)* to N/A. Remove the phrase “or permission of instructor” from the *Prerequisites* and add them to the course description if necessary; Revise the *Course Description*; modify the *Proposed Implementation Date* to read Fall 2009; and provide a listing of faculty qualified to teach this class.

On the *Course Syllabus*: Delete the last sentence under *Purpose and Goals* and insert a listing of the course goals; Insert the term “Advanced” before “concepts of leisure, recreation, and play” under *Major Course Topics*; Modify the *Learning Outcomes* so that all verbs are measurable; Under *Major Assignments* – Trip Planning, delete the last sentence; Under *Major Assignments* – Field Experience change the last sentence to indicate more clearly that students who fail to attend this field experience will automatically fail the class; Under *Grade Assignment* delete all narrative descriptions of the assignments, leaving only the title of the assignment and the percentage that it is worth; Under *Other Information* – Plagiarism and Cheating Policy, clarify the “F or zero”; Update the *Required Textbook* to the latest edition (2005) and delete the phrase “Additional Reading as assigned.”

A motion put forward by Green to accept the course proposal with the discussed changes was seconded by Dotson and passed with all in favor.

**e. SALM 4240, Research Design & Evaluation in SALM.**

This proposal was discussed in tandem with item 4f below because the committee felt that there was not enough differentiation between the two courses as they were presented here.

The committee made the following suggestions:

On the *Approval Snapshot* revise the *Rationale for Proposal* to indicate that there is no research class in the major and that adding one meets the research component of your accreditation standards. Change the *Credit Hours (maximum)* to N/A; select “No” under *Course repeatable for credit?* Change the *Proposed Implementation Term* and list the names of all faculty qualified to teach the course (under *Staffing*).

On the *Course Syllabus* revise the *Major Course Topics* to differentiate them from those of SALM 4245. Modify the *Learning Outcomes* to differentiate them from SALM 4245, change the verb of the second outcome (Understand) to a measurable verb, and split up the fourth outcome into two “Use the computer...” and “communicate results...” Correct the typographical error in the *Grading Scale* for the grade of F (59, not 69) and modify the “Make-up Exam Policy” and “Plagiarism and Cheating Policy” to clarify the ambiguity between “F or zero.”

See 4f below for the motion relating to this course.

**f. SALM 4245, Assessment & Evaluation of Leisure Services.**

As this course was almost identical to SALM 4240 the committee suggested that the recommendations for SALM 4240 be applied here where appropriate and that the creator modify the proposals to make the differences between the courses clear.

With this in mind, Deadman proposed that these courses (SALM 4245 and SALM 4240) be rejected and returned to the creator with the request that they be modified to make clear the differences between them. The motion was seconded by McGary and passed with all in favor.

**g. Substantial course modification: SALM 3105, Programming & Leadership.**

This course was discussed in conjunction with item 4a above (as the two courses are closely related). Dr. Davis introduced the proposal which was then discussed in detail by the committee, making the following recommendations:

On the *Approval Snapshot* under *Rationale for Proposal* make clear that the Leadership component of the course is being transferred to SALM 3140 (see 4a above). Under *Proposed Catalog Description*, use the present tense. Change the *Proposed Implementation Date* to Fall 2009.

On the *Course Syllabus* modify the *Purpose and Goals* to give a separate iteration of what are the course goals and what is the purpose of the course. Under *Learning Outcomes* delete all numerical parenthetical references to accreditation standards, and change the initial verbs for outcomes 1-4 so that they are measurable. Under *Grading Scale* modify the B or B- to include 83. Under the *Attendance Policy* change “revive” to “receive” and clarify “For zero.” Under *Required Textbooks* the publication date is 2003.

LeRoy Frazier put forward a motion to accept this proposal with the discussed changes. Seconded by Langenbrunner, the motion passed with all in favor.

## **5. New Business: TBR proposals.**

### **a. Substantial Curricular Modification, SALM.**

Grube suggested that it might be a good idea if she and Dr. Davis worked on this proposal and it was brought before the committee at a future date. With this in mind, LeRoy Frazier put forward a motion to reject the proposal. Seconded by Campbell, the motion passed unanimously.

## **6. Adjournment**

There being no more business to discuss, Deadman made a motion to adjourn which was seconded by Mozen and passed with all in favor.