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**Minutes of Undergraduate Curriculum Committee, February 23, 2011
2:00pm, Administrative Conference Room (Room 309, Burgin Dossett)**

Members In Attendance: T. Jason Davis, Alison Deadman, Suzanne Smith, Jill LeRoy Frazier, Ellen Drummond, Shawna Lichtenwalner, Mel Page, Todd Emma, Leslie Adebonojo, Kathy Campbell, Debbie Dotson, Marsh Grube, Billie Lancaster, LaDonna Hutchins

Visitors: David Tarnof, Tony Pittarese, Don Sanderson, Terry Countermin, Ron Zucker

1. Approval of the minutes from February 9, 2011

Motion to accept amended version attached to meeting agenda by Suzanne Smith, seconded by Mel Page, accepted by unanimous vote.

2. Report of actions by the chair on behalf of the committee (Per agenda)

Returned for minor revision

New Course Proposals—BIOL 4377 and PSCI 3850: remain not returned to the committee with the recommended editorial changes.

Approved : returned to chair with changes recommended to proposal sponsors in prior review, and approved on behalf of committee by chair:

New Course Proposals—BIOL 4377/5377 (Tropical Botany in Ecuador)
HDAL 4417/5417 (Family Theories)

TBR Proposal—Minor in Family Studies (reviewed by the committee in the last academic year.)

3. Proposals reviewed

Proposals from computer science (CSCI) were presented to the committee by Terry Countermin. It was pointed out to the committee that proposals are motivated by the need to meet ever-changing accreditation standards and best practices applied by ABET, the disciplinary accrediting body for applied sciences areas including engineering and computer science.

(2:05-2:20 pm) TBR Proposal: Information Systems Concentration (Suzanne Smith) Proposals reviewed for committee by Todd Emma and Keith Green:

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=4507

p. 2 Summary of objectives and goals for the PROGRAM (not for students) needs to note any specific additional learning outcomes mandated to ABET—inserted into “program” paragraph.

Need for student impact field:

p. 3: under “Need”: delete references to courses.

Under “plans for accreditation”: There needs to be an explicit statement that curricular changes are not mandated by the need to meet SACS standards and requirements.

P. 4: no editorial changes indicated for this page.

Committee commended the presenters of this proposal for the exceedingly clear and helpful attachments to this TBR proposal.

Mel Page moved approval of TBR proposal, pending approval of all subsidiary proposals by chair, Todd Emma seconded, approved by unanimous vote, subsequent to review and approval of the following proposals.

Associated Proposals:

Substantial Course Modifications: CSCI 2150-Computer Organization (Suzanne Smith)

This proposal was presented to the committee by Dave Tarnof. Jill LeRoy Frazier & Leslie Adebonojo reviewed the proposal for the committee.

In the rationale, reviewers felt that language about articulation agreements in the TBR proposal needed to be pulled into this proposal to clarify rationale for course modification.

Catalog description: “concluding with” needs to be substituted for “then concluded with. . .”

Syllabus: Learning outcomes: “apply basic methods of installation” (last item) needs to be deleted.

Jill LeRoy-Frazier moved approval with editorial changes, seconded by Leslie Adebonojo. Motion approved by unanimous vote.

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=4511

New Course Proposal: CSCI 1400—PC Setup and Maintenance (Suzanne Smith)

This Proposal was presented by Dave Tarnof. Debbie Dotson & Chul Young Roh reviewed the proposal for the committee.

In the rationale for proposal: anywhere the course number is 2155, it should read 1400.

Syllabus did not mandate any editorial changes: Alison Deadman inquired about the weight of homework and quizzes, but felt verbal clarification to committee was adequate.

Debbie Dotson moved approval, Todd Emma seconded motion. The motion was approved by unanimous vote of the committee.

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4509

New Course Proposal: CSCI 4757/5757--Information Systems Implementation (Suzanne Smith) Tony Pittarese presented this proposal. And it was reviewed for the committee by Jason Davis and Shawna Lichtenwalner.

Answer to “Course required for major” or “minor: in this department needs to indicate “Yes” (rather than “No”).

Under Staff adequacy field, names of instructors need to be included.

Jason Davis moves proposal with indicated editorial changes. Seconded by Shawna Lichtenwalner. Motion approved by unanimous vote.

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4280

New Course Proposal: CSCI 4767/5767—Enterprise Programming (Suzanne Smith)

Tony Pittarese presented this proposal. Proposal was reviewed for the committee by Mel Page and Ellen Drummond.

Discussion of this proposal did not identify any editorial changes to be mandated.

Mel Page moved approval, Ellen Drummond seconded, Motion approved by unanimous vote.

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4503

New Course Proposal: CSCI 4770—Information Systems Strategy and Management (Suzanne Smith)

Tony Pittarese presented this proposal. Alison Deadman & Jill LeRoy Frazier reviewed this proposal for the committee.

Learning outcomes, reviewers noted, needed to emphasize more upper-level analytic skills such evaluation and synthesis, since it is a 4000-level course.

Allison Deadman moved approval with recommended editorial changes. Shawna Lichtenwalner. Motion approved by unanimous vote.

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4505

TBR Proposal: Computer Science Concentration (Suzanne Smith) Todd Emma & Leslie Adebonojo reviewed the proposal for the committee. Suzanne Smith, Dave Tarnof, and Dave Sanderson commented on behalf of the proposal.

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=4618

TBR cover page is missing some date (CIP code not listed)

Learning outcomes field need to be clarified as indicated for first TBR approval.

Goals and Purposes should mention that having ABET accreditation since 1993, this curricular proposal is to meet updated accreditation requirements by this organization.

It also needs to be noted that SACS does not have to be notified of changes since these changes are not undertaken with a view to meeting SACS requirements.

Attachments field also needs to have the title of the attachments. (“Current and Proposed Curriculum”)

Leslie Adebonojo moved approval with recommended changes and additional language, Shawna Lichtenwalner seconded. Motion approved by unanimous vote.

TBR Proposal: Information Technology Concentration (Suzanne Smith)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=4652

Don Sanderson represented the proposal to the committee. Proposal was reviewed for the committee by Debbie Dotson and Mel Page. Sanderson noted that modifications to this already existing program reflect updated ABET accreditation standards and expectations.

TBR cover page is missing some data (CIP code not listed)

Learning outcomes field need to be clarified per first TBR approval.

Goals and Purposes should mention that having ABET accreditation since 1993, this is a curricular proposal is to meet updated accreditation requirements of that organization.

It also needs to be noted that SACS does not have to be notified, as proposed changes are not undertaken with a view to meeting SACS accreditation standards.

Attachments field also needs to have the title of the attachments. (“Current and Proposed Curriculum”)

In rationale for proposal, and rationale language in other fields need to refer to the department’s determination to meet needs communicated professional accreditation standards per ABET.

Mel Page moves approval with recommended editorial changes. Todd Emma seconded motion. Motion approved by unanimous vote.

Substantial Course Modifications: CSCI 4857-5857—User Interface Programming (Suzanne Smith)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=4311

Ron Zucker introduced this proposal on behalf of the academic unit. Jason Davis & Shawna Lichtenwalner reviewed proposal on behalf of the committee.

Lichtenwalner noted that it is challenging, for administrative reasons, to not have a prerequisite for the undergraduate number, but have one for the graduate level. Marsh Grube recommended resolution by noting, at the conclusion of the catalog description, something like “experience in field is necessary”.

Syllabus: reviewers found timeline for major assignments confusing. But ambiguity appeared to resolve with discussion.

Jason Davis moved approval with commended editorial changes, Leslie Adebonojo seconded, approved by unanimous vote.

4. Old Business

Credit hour definition discussion continued with the committee being informed by Marsh Grube that Cathy Campbell had been commissioned by academic council to facilitate an ongoing discussion of the credit hour definition issue with other select members of that body, with a view to defining credit hour succinctly, and with a view to its “traditional” understood/conventional meanin.:

5. Adjournment Mel Page and Alison Deadman.