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Undergraduate Curriculum Council Minutes

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9-28-2011

### 2011 September 28 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee, Sept. 28, 2011**  
**2:00pm, Administrative Conference Room (Room 309, Burgin Dossett)**

**Members in Attendance:** Eileen Cress, Shawna Lichtenwalner, Jill LeRoy-Frazier, Jason Davis, Marsh Grube, Ellen Drummond, Suzanne Smith, Todd Emma, Keith Green, T.J. Jones, Alison P. Deadman, Angela Lewis.

**Visitors in Attendance:** Billie Lancaster, Daniel Boner, Joyce Duncan, Michael Smith, Catherine Murray, Joshua Green, Rebecca Pyles, Jeff Howard

**Welcome and Call to Order**

Committee Chair, Keith Green welcomed everyone and called the meeting to order.

**Approval of the minutes from September 14, 2011**

Todd Emma offered a motion to approve the minutes from September 14, 2011 and the motion was seconded by Eileen Cress. Motion passed by unanimous vote of the committee. Minutes were approved as presented.

**Report on actions by the Chair**

On behalf of the committee, the following proposals were approved by Chair Keith Green:

**SPAN 4747/5747** - Historical Reflections in Contemporary Spain: approved

**PSCI 3850** - Politics of the Middle East: approved

**TBR-Classical Studies Minor:** revised and approved

**Proposals Considered:**

**New Course Proposal: HDAL 4017 /5017** Homelessness, Hunger, Poverty & Politics (return to committee)

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=4849](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4849)

Originator: Joyce Duncan. Commentators: Todd Emma and Kathy Campbell (for 9/14 initial review)

It was noted that the following changes need to be made to the new course proposal form:

- Change credit hours from NA to 3 credit hours
- Distinguish between goals and objectives; currently are the same
- Edit course description – add to course description “Junior level standing or permission of Instructor is required”
- NA should be placed in Pre-Req section
- Staffing section should include the names of faculty that will be teaching the course

It was noted that the following changes need to be made to the new course syllabus:

- Purpose and goals are the same as learning outcomes; distinctions need to be made
- Remove bullets from Purpose section

Additionally, IRB has been checked and confirmed; students work as an agency

Todd Emma offered a motion to accept proposal with recommended changes; the motion was seconded by Shawna Lichtenwalner. Motion passed; Alison Deadman abstained. Proposal will be resubmitted at September 28, 2011 meeting to confirm recommended changes.

## **Substantial Curriculum Change: Bluegrass Minor**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=4698](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=4698)

Originator: Daniel Boner (Chair: Roberta Herrin). Commentators: Shawna Lichtenwalner, T.J. Jones,

It was noted by Marsh Grube that this proposal should be designated as a Non-Substantive change and it is not required to be sent to TBR. The proposal documents the deletion of courses no longer offered and the addition of new courses that have been developed. The new courses are added to the list of electives for students. There are no changes to the major or minor.

It was noted that the following changes need to be made to the course proposal:

- Courses that are being deleted should be listed in bold print
- Date of implementation should be changed to Spring 2012

Shawna Lichtenwalner offered a motion to accept proposal with recommended changes; the motion was seconded by T.J. Jones. Motion passed.

## **New Course Proposal: HIST 4257/5257: History of Women in Appalachia**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=4215](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4215)

Originator: Dr. Marie Tedesco. Commentators: Jill-LeRoy Frazier and Eileen Cress

It was noted that the following changes need to be made to the course proposal approval snapshot:

- In course description change from “course topics are” to “course topics may include” and edit to read “an investigation of the role of women (Jill LeRoy-Frazier)
- Cross-listing rationale statement needs to be removed because proposal is not seeking approved for cross-listing and the “Explain special circumstances that justify proposal for cross-listing” should be “NA” (Marsh Grube)
- 

It was noted that the following changes need to be made to the new course syllabus:

- Catalog description should be changed as indicated in changes in the approval snapshot
- Under course assignments – remove the apostrophe from “précis” in 3<sup>rd</sup> bullet
- Under grade assignment - Change grading points to reflect 5 required essays for graduate students
- Use the same wording in both the major assignments area and grade assignment area when describing the essays
- The question was raised whether or not an instructor can request that a student drop a course due to absences. Based on the discussion, it was suggested that the current attendance policy be re-worded.
- Learning outcomes should be restated in a manner that will be clearer to students and measurable (Eileen Cress and Marsh Grube)
- The 5<sup>th</sup> learning outcome – “Provide evidence of the ability to conduct independent research” should be deleted (Eileen Cress)

It was noted by Todd Emma that the course syllabus should differentiate between undergraduate and graduate learning objectives. It was decided that this is an issue to be discussed by the committee as a

future goal to require separate objectives for undergraduates and graduates to align with SACS requirements. The current proposal was not denied based on this issue.

Alison Deadman offered a motion that the proposal be returned to originator and brought back to the UCC Committee with revision of learning outcomes and other discussed changes as outlined above. The motion was seconded by Jason Davis. Motion passed; Jill LeRoy-Frazier and T.J. Jones abstained.

### **New Course Proposal: ARTA 2604: Digital Photography**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=2066](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=2066)

Originator: Michael Smith. Commentators: Jason Davis and Ellen Drummond

Background information was provided by Chair Green - the course description is the same as DIGM 1650, but the learning objectives are geared to a fine arts understanding. The course number will be ARTA 2604. Dr. Keith Johnson, Chair of the Department of Engineering Technology, Surveying and Digital Media has been contacted and has agreed to having this course proceed through the Curriculum Process.

It was noted that the following changes need to be made to the course proposal approval snapshot:

- Rationale needs to be stronger; provide data; include statement of why course is needed (Ellen Drummond) [ \*Chair Green read a letter of support from Dr. Keith Johnson]
- Include number of students taking the experimental course
- List equipment can be removed and replaced with "adequate"
- List of facilities can be removed and replaced with "adequate"
- Dual listed should be "NA" not "O"
- Primary instructional method should be changed to "conventional"
- Under "Staffing" – list names of faculty members that will teach the course
- Under "Semester(s) previously offered experimentally and enrollment" – remove information on special topics and add NA
- Under "Contact information for similar courses" – strike NA and add Dr. Keith Johnson and make a notation about Dr. Johnson's email in support of the course

It was noted that the following changes need to be made to the new course syllabus (Emma Drummond):

- Maximum credit hours should be changed to "NA"
- Purpose and goals need to be rewritten to include information from rationale and to state why this course is important/needed
- Attendance policy – expand to include information about Disability Services or include in a separate paragraph
- Correlate grading assignments with grading scale; include brief explanation

Ellen Drummond offered a motion that the proposal be returned to originator and brought back to the UCC Committee with revisions as outlined above on October 12, 2011. The motion was seconded by Suzanne Smith. Motion passed with a unanimous vote.

**Dr. Rebecca Pyles, Dean, Honors College:** New approval requirements and forms for International Studies Courses (ETSU courses that are taught “on the road”) cont’d.

Dr. Pyles provided an update on the IAC – Study Abroad Program Approval Process. Handout was provided. Handout has been sent to all faculty who taught a study abroad course last semester. Study abroad course has to be approved specific to the syllabus. The course has to be a standing course; however, some may be offered experimentally next semester.

**Discussion of Proposed Revisions to Academic Integrity and Policy**  
**Jeff Howard and/or John Sherrill:**

Jeff Howard provided an update and a working draft of guiding principles and recommendations for academic integrity and ethics developed by the ETSU Academic Integrity and Ethics Task Force. This handout provided information in relation to changes in academic integrity that relates to curriculum.

**Adjournment**

T.J. Jones moved to adjourn; Eileen Cress seconded, motion passed by unanimous vote of the committee.

**Addendum**

Dr. Grube referred to the handout – *Policy and Procedures for Awarding Credit* and reminded the committee to consider if the credit hours assigned to a course are appropriate for the substance of the course. This needs to be evaluated and noted for each new course proposal. Any questions about the handout will be addressed at the next meeting.

The following items will need to be considered in future meetings of the UCC:

---Requirement of separate goals and objectives for undergraduate and graduate students in dual-listed courses

---Distinction between special topics courses and experimental courses (October 26, 2011)

**Minutes submitted by Angela Radford Lewis, Secretary**