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Undergraduate Curriculum Council Minutes

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### 2011 October 12 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee, October 11, 2011**  
**2:00pm, Administrative Conference Room (Room 309, Burgin Dossett)**

**Members in Attendance:** Eileen Cress, Ellen Drummond, Suzanne Smith, Todd Emma, Keith Green, Alison P. Deadman, Shawna Lichtenwalner, Mike Stoots, Angela Lewis.

**Visitors in Attendance:** Billie Lancaster, LaDonna Hutchins, Marie Tedesco, Michael Smith, Catherine Murray, Joshua Greer, Carrie Oliveira, Mary Langenbrunner, Edward Baryla, Frederick Hipple

**Welcome and Call to Order**

Committee Chair, Keith Green welcomed everyone and called the meeting to order. A quorum was confirmed.

**Approval of the minutes from September 28, 2011**

Suzanne Smith offered a motion to approve the minutes from September 28, 2011 and the motion was seconded by Shawn Lichtenwalner. Motion passed by unanimous vote of the committee. Minutes were approved as presented.

**Discussion Item(s):**

The committee discussed the process of assigning proposals for review. It was decided when feasible a proposal should be reviewed by a committee member from the submitting college and a committee member from a different college. The chair will try to achieve this balance when assigning each proposal.

**Report on actions by the Chair**

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

**HDAL 4017/5017 – Homelessness, Hunger, Poverty & Politics:** approved

**BLUE Substantial Curriculum Change:** approved

**Proposals Considered:**

**New Course Proposal: (cont'd) 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

All recommended editorial changes and assignment-related changes have been made. Suzanne Smith offered a motion to accept proposal with recommended changes; the motion was seconded by Shawna Lichtenwalner. Motion passed with unanimous vote.

**New Course Proposal: (cont'd) 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

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

---The rationale needs to be edited to make it clearer

---Changes in the sections for “Primary Instructional Media”; “Staffing”, “Technology” and

- “Facilities” need to be resubmitted; not currently showing up in CPS
- Course syllabus – Under “Purpose and Goals” – the first sentence needs to be removed and “Our” needs to be removed from the last sentence.
  - The participation assignment needs to be explained and included under “Assignments” as Number 8.
  - It was noted that the Disability statement will be included in the University Addendum attachment.

Ellen Drummond offered a motion to accept proposal with recommended changes; the motion was seconded by Allison Deadman. Motion passed with unanimous vote.

Amy Johnson requested to be moved to the October 26, 2011 meeting for the following two proposals:

**Non-Substantive Curriculum Change: Bachelor of Applied Science: General Studies**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=5007](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=5007)

**Substantial Course Modification: BASD 3210**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=10&Instance=4887](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=4887)

Originator: Amy Johnson. Commentators: Suzanne Smith and Mike Stoots

**Discussion:** Committee was reminded that when a proposal for a minor of 18 hours is only adding courses, a TBR proposal is not required. The committee was also reminded to always check for total number of hours that are being changed and to determine if there are changes in the core requirements when reviewing Non-substantive Curriculum Change proposals.

It was also noted that TBR has not finalized its policies on Academic Misconduct. On behalf of the UCC Committee, Chair Green will report any committee concerns related to academic misconduct to Joe Sherlin and Jeff Howard.

**Non-substantive Curriculum Change: SPCH**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=4967](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=4967)

Originator: Carrie Oliveira. Commentators: Shawna Lichtenwalner and Todd Emma

In reference to adding a course that is in one category of electives to an additional category of electives, the Department confirmed that this course meets the criteria for both advance presentation and diversity courses electives categories.

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

- The course name should be bolded in the new category – Diversity courses.
- The implementation date should be changed to Fall 2012.

Todd Emma offered a motion to accept proposal with recommended changes; the motion was seconded by Shawna Lichtenwalner. Motion passed with a unanimous vote. Recommended changes will be made to the proposals and returned to the Chair.

**Non-substantive Curriculum Change: HSER (cont'd)**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=4738](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=4738)

Originator: Mary Langenbrunner. Commentators: Alison Deadman and Kathy Campbell (by e-mail)

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

- The statement in reference to having a Child Life Specialist serve as supervisor should be moved to page 6 under the "Human Services Field Core" and read "For students in Group Five (Child Life Specialist), HDAL 4710 and HDAL 4720 MUST be taken under the supervision of a Certified Child Life Specialist"
- SPED 3322 should be given its full title "Early Intervention Strategies for the Exceptional Child"

Allison Deadman offered a motion to accept proposal with recommended changes; the motion was seconded by Todd Emma. Motion passed with a unanimous vote.

**3:30pm:TBR Proposal: New Concentration in ECON: Financial Economics**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=4112](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=4112)

Originator: Frederick Hipple, Chair: Edward Baryla Commentators: Jill LeRoy-Frazier, Jason Davis, (Note that Suzanne Smith has already signed off on this proposal)

No revisions were required in the Snapshot.

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

FORM: COVER –

- The implementation date needs to be changed to Fall 2012.

FORM SUM -

- Learning objectives need to be measurable; need to be reworded to be measurable. The first bulleted objective needs to be separated into two objectives.
- More details are needed under the "Need" section of the proposal.

FORM PS – No changes needed.

FORM PJ –

- Under "Accreditation" – the accrediting agency should be named and a sentence should be added in reference to the accreditation of the BBA program.
- Under "Evaluation Plans" – a more in-depth description of how success will be measured should be included. Include goals from FORM SUM. Can refer to PIE statement from other concentrations for examples in developing the description.
- Under "Educational Need" – make the point that this is becoming standard in the field; Include statements about the importance of remaining competitive, etc.
- Under "Labor Market Evidence" – included the type of employees businesses and organizations are seeking. Provide more details about the demands.
- Under "Human Resources Needs" and "Other Needs for Support" – state that no additional no additional needs has been noted by the department chair

It was noted that no new courses are required and there are no accompanying proposals. Chair Green with check with Dr. Marsh Grube in reference to Form PJ.

FORM SE –

---A detailed description of how the student enrollment projections were determined needs to be included. (It was suggested that the originator refer to the Chair's Handbook and talk to Dr. Grube about the calculations.)

FORM FP – No changes needed.

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 Ellen Drummond. Motion passed with a unanimous vote.

### **Adjournment**

Ellen Drummond moved to adjourn; Eileen Cress seconded, motion passed by unanimous vote of the committee.

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