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Undergraduate Curriculum Council Minutes

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### 2011 October 26 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee, October 26, 2011**  
**2:00 p.m., Administrative Conference Room (Room 309, Burgin Dossett)**

**Members in Attendance:** Eileen Cress, Suzanne Smith, Todd Emma, Keith Green, Alison P. Deadman, T. Jason, Davis, Jill LeRoy-Frazier, Mike Stoots, Angela Lewis, T.J. Jones, Kathy Campbell, Marsh Grube

**Visitors in Attendance:** Billie Lancaster, LaDonna Hutchins, Veda Taylor, Rick Osborn, Susan Epps

**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 October 12, 2011**

Allison Deadman offered a motion to approve the minutes from October 11, 2011 and the motion was seconded by Mike Stoots. Motion passed by with one abstention vote from Jason Davis. Minutes were approved as presented.

**Report on actions by the Chair**

Chair Keith Green provided a report from past chair Kathy Campbell on her activities since May 2011. On behalf of the committee, the following proposals were approved by past chair Kathy Campbell:

- **New Courses**
  - MUSC 4590
  - ANTH 3450
  - HDAL 2001
  - HDAL 3001
  
- **Substantial Course Modifications**
  - PHED 1130
  
- **TBR Proposals**
  - Revise admissions criteria for bachelor of science in nursing degree
  - Establish a certificate in public health fundamentals for field professionals
  
- **Non-substantive curriculum changes**
  - Physical Education. Physical Education concentration
  - Physical Education. Exercise Science concentration
  - International Affairs. Replace PSCI 1120 (American Government with PSCI 3340 (Research Methods) in the Major Field Core

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

**HDAL 4017/5017**

**BLUE Substantial Curriculum Change**

**HIST 4257/5257:** History of Women in Appalachia (Oct 13, 2011)

**ARTA 2604:** Digital Photography (Oct 19, 2011)

**Non-substantive Curriculum Change: SPCH** (Oct. 13, 2011)

**Non-substantive Curriculum Change: HSER** (Child-Life Specialist) (Oct 19, 2011)

**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

Marsh Grube recommended that this proposal be resubmitted as BASD 4210, a new course with current syllabus and that BASD 3210 be deleted. In addition, the course catalog description needs to be revised to include capstone course in description. In the course syllabus documents, the following revisions/changes need to be made:

- Minimum credit hours needs to be “3”
- Goals of the course need to be listed that identify why this is a valuable course and why it is a capstone course.
- Remove “60-63% D-“ from the grading scale
- Attendance policy needs to address asynchronous course
- Assignments need to match grading scale
- Wording needs to be added that states “all assignments must be submitted to obtain points”

T. J. Jones offered a motion that the course proposal be provisionally approved as a new course with changes to be reviewed by Keith Green, Mike Stoots, and Suzanne Smith. The motion was withdrawn.

It was suggested that the proposal originator be given feedback on editorial changes that need to be made prior to the next UCC meeting for review.

Suzanne Smith offered a motion that the course proposal be returned to the originator to make editorial changes and presented to the UCC for review as a new course. The motion was seconded by Todd Emma. The motion passed with one abstention vote from Jill LeRoy-Frazier.

**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)

Originator: Amy Johnson

Commentators: Suzanne Smith and Mike Stoots

Todd Emma offered a motion that the Non-Substantive Curriculum Change proposal be tabled until the next meeting, November 9, 2011. The motion was seconded by Allison Deadman. The motion passed with one abstention vote from Jill LeRoy-Frazier.

**New Course Proposal: ALHE 4010: Teaching and Learning for Allied Health**  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=4751](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4751)

Originator: Susan Epps

Commentators: T.J. Jones and Shawna Lichtenwalner

In the Approval Snapshot document, the following revisions/changes need to be made:

- Rationale needs to be revised
- Course description needs to be reworded
- Credit Hours (maximum) should be “NA”
- Proposed implementation term should be “Fall 2012”
- Delete statement under “*Semester(s) previously offered experimentally and enrollment*” section
- Technology, Equipment, and Facilities should all be changed to “Adequate”

In the Course Syllabus document, the following revisions/changes need to be made:

- Maximum credit hours should be “NA”
- Catalog description should be revised/reworded
- Revise Purpose and Goals to include a paragraph about the purpose of the course with a bulleted list of goals of the course
- Revise some learning outcomes and use higher level action verbs
- Include in last learning outcomes the following factors ; “cultural background, socioeconomic status
- Include a learning outcome to evaluate outputs
- Revise assignments section to include statement that additional information for completing assignments can be found online
- Check with E-learning for specific reference to required software
- Check for an online attendance policy
- Remove hyphen from “online”

Eileen Cress offered a motion that the course proposal with stipulated changes be approved by Chair Green. The motion was seconded by Allison Deadman. The motion passed with a unanimous vote.

**2:45pm 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 and Jason Davis

Originator asked for a delay in consideration of the proposal until he had an opportunity to discuss proposal with Marsh Grube. Chair Green will move this proposal to the November 9<sup>th</sup> agenda for 2:30 p.m.

**Other Items:**

Chair Green will be working with proposal originators to complete outstanding proposals that need to be reviewed by UCC.

Chair Green will be submitting two proposals at the November 9<sup>th</sup> meeting. He has asked Todd Emma to preside during these proposal reviews.

**3:00pm: Comment on Experimental and Special Topics Courses: Marsh Grube**

Marsh Grube provided the following explanations about experimental and special topics courses:

- Special Topics course are university approved courses. The title for the special topics course is submitted at the end of the semester to be recorded on students' transcripts.
- Experimental courses – same requirements as a new course; full syllabus has to be reviewed by Marsh Grube (undergraduate) or Cecilia McIntosh (graduate) to be added to the course schedule. This is the fastest way to add a course to the schedule. (Ex. Study Abroad courses)
- Experimental courses that have been offered two times should become a new course
- It was suggested that a recommendation be made to Academic Council that experimental courses should not be offered more than twice

UCC will need to review the attendance policy for online courses. Chair Green will provide a copy of this policy at the next meeting.

It was suggested that the UCC consider adding a representative from E-learning to the committee as we begin the process of approving more online courses.

UCC members should start inquiring whether course proposals that are submitted as online courses have learning outcomes that are appropriate for online and if the learning outcomes can be achieved by students enrolled in an online course.

Further discussion will be held in reference to experimental courses and a memo to Academic Council will need to be prepared and approved; and online courses.

**Adjournment**

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

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