

East Tennessee State University

Digital Commons @ East Tennessee State University

Undergraduate Curriculum Council Minutes

12-14-2011

2011 December 14 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

Follow this and additional works at: <https://dc.etsu.edu/ucc-minutes>



Part of the [Higher Education Commons](#)

Recommended Citation

University Governance, East Tennessee State University, "2011 December 14 - Undergraduate Curriculum Council Minutes" (2011). *Undergraduate Curriculum Council Minutes*. 70.

<https://dc.etsu.edu/ucc-minutes/70>

This Minutes is brought to you for free and open access by Digital Commons @ East Tennessee State University. It has been accepted for inclusion in Undergraduate Curriculum Council Minutes by an authorized administrator of Digital Commons @ East Tennessee State University. For more information, please contact digilib@etsu.edu.

Undergraduate Curriculum Committee, December 14, 2011
2:00 p.m., President's Conference Room (2nd Floor, Burgin Dossett)

Members in Attendance: Keith Green, Eileen Cress, T. Jason Davis, Jill LeRoy-Frazier, Mike Stoots, Angela Lewis, Ellen Drummond, Suzanne Smith, Todd Emma, Kathy Campbell, Marsh Grube

Visitors in Attendance: Veda Taylor, Billie Lancaster, Elizabeth (Beth) Lowe, Charles Faust

Welcome and Call to Order

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

Approval of Minutes for 12/07/2011 from Angela Lewis

Eileen Cress offered a motion to approve the minutes from December 7, 2011; the motion was seconded by Jill LeRoy-Frazier. Motion passed with unanimous vote.

Report of Actions by Chair

No actions to report. Chair Green provided each committee member with a university-level program review form to be used when reviewing program proposals.

Chair Green proposed that the committee meet January 18, 2012 if a significant number of proposals are ready for review in an effort to keep the UCC and reviews on schedule.

During this UCC meeting, the committee reviewed several items related to changes to a major program of study in Nutrition, Food, and Dietetics (NTFD). The committee began by reviewing the TBR proposal.

TBR Proposal: Originator, Elizabeth Lowe

Changes to Major Program of Study in Nutrition, Food, and Dietetics (NTFD)

The following criterion was addressed and found to be appropriate:

- The proposal was aligned with current discipline-specific best practices.

The following criteria were addressed and the following recommendations were made:

- Clear rationale for proposal and Impact clear and plausible
 - Originator should include information that explains how this change will improve student results on benchmarks; specify benchmarks evidence
 - Originator should specify what areas in the current program do not align with the 2008 Eligibility Requirements and Accreditation Standards of the Commission on Accreditation for Dietetics Education
- Appropriate purpose and goals for the program
 - Originator should include statements from the Rationale for Proposal for NTFD 1010 to clarify the purpose and goals for the revised program of study

- Need/interest convincingly documented/Impact
 - Originator needs to explain why program revisions are expected to work; the impact should also be related to learning outcomes; provide concise statements and remove redundant statements
- Intellectual/learning outcomes clear and realistic for the program
 - Originator should state precisely what students should be able to do upon completion of this program. Information from the PIE report should be included.
 - Use action verbs

In addition, the committee made the following editorial recommendation:

- In the *Narrative Description of Action* section of the Accompanying Approval Form For TBR Proposals
 - All referenced courses (deleted, new, and guided elective) should be listed with course numbers and course titles
 - Reason for proposal should be removed and put on the SUM form
- FORM SUM: Summary
 - Number of new courses should be changed to “3” with “9” credit hours
 - *Plans for Accreditation* – change statement to “Program is currently accredited by CADE; CADE does not need to be notified of program revision.”
 - *The curriculum revision outlined in this proposal will result in the following modifications:*
 - Change to “three” new courses
 - Delete NTFD 4560 – Research Methods in Nutrition
 - Add “from the curriculum” to #4 – Four deleted courses
- Format PC: PROGRAM CHANGE FORM
 - #3 – Remove all information and add “NA”
- Appendix B
 - All new courses should be in bold font
- Appendix C
 - Remove NTFD 4560 – Research Methods in Nutrition (3 credits)
 - **Note:** The Research Methods course is required in the Allied Health core. The originator will need to submit a non-substantive curriculum change proposal to add NTFD 4560 – Research Methods in Nutrition as the research course for NTFD majors.

Committee vote:

Suzanne Smith offered a motion that the proposal be returned to the originator, Elizabeth (Beth) Lowe to make suggested changes and to clarify the rationale, the impact/need, and the learning outcomes. The updated proposal will be presented at the committee’s next meeting. The motion was seconded by Kathy Campbell. Motion carried.

New Course: NTFD 1010: Originator, Elizabeth Lowe

Introduction to Nutrition

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4567

The following criteria were addressed and found to be appropriate:

- Current discipline-specific best practices
- Rationale for proposal
- Purpose and goals of the course
- Intellectual/learning outcomes
- Content and topics
- Major assignments
- Assessment methods
- Class level
- Course type
- Course delivery method
- Articulation and transferability of credit to other institutions
- Course duplication

In addition, the committee made the following editorial recommendation:

- Rationale for proposal – Remove specified statements and add to FORM SUM for clarity purposes
- Check for typos under Major Course Topics on course syllabus

Committee vote:

Kathy Campbell offered the motion that the proposal be provisionally accepted pending approval of the TBR proposal and minor editorial changes. The motion was seconded by Eileen Cress. The motion carried.

New Course: NTFD 3250: Originator, Elizabeth Lowe

Nutrition through the Life-Cycle

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=5150

The following criteria were addressed and found to be appropriate:

- Current discipline-specific best practices
- Rationale for proposal
- Purpose and goals of the course
- Content and topics
- Major assignments
- Assessment methods

- Class level
- Course type
- Course delivery method
- Articulation and transferability of credit to other institutions
- Course duplication

The following criterion was addressed and the following recommendations were made:

- Intellectual/learning outcomes
 - Incorporate learning outcomes that are more specific to the course topics

In addition, the committee made the following editorial recommendation:

- Remove statement and leave blank in *Semester(s) previously offered experimentally and enrollment* section of the New Course Proposal form
- Under *Course Goals* on the syllabus – add appropriate wording to clarify what the course will do/provide
- Under *Grade Assignment* on the syllabus – add Case Study assignment

Committee vote:

Jill LeRoy-Frazier offered the motion that the proposal be provisionally accepted pending approval of the TBR proposal and minor editorial changes. The motion was seconded by T. Jason Davis. The motion carried.

New Course: NTFD 4517/5517: Originator, Elizabeth Lowe

Nutrition Education and Counseling

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=5169

The following criteria were addressed and found to be appropriate:

- Current discipline-specific best practices
- Intellectual/learning outcomes
- Content and topics
- Major assignments
- Assessment methods
- Class level
- Course type
- Course delivery method
- Articulation and transferability of credit to other institutions
- Course duplication

The following criteria were addressed and the following recommendations were made:

- Rationale for proposal – Needs to be clarified; expand the explanation.
- Purpose and goals of the course - add appropriate wording to clarify what the course will do/provide

In addition, the committee made the following editorial recommendation:

- Remove statements from the *Explain special circumstances that justify proposal for cross-listing* section – this course is not cross-listed
- Check for typos in *Rationale for Proposal* section
- Remove statement and leave blank in *Semester(s) previously offered experimentally and enrollment* section of the New Course Proposal form

Committee vote:

T. Jason Davis offered the motion that the proposal be provisionally accepted pending approval of the TBR proposal; clarification of rationale and purposes/goals of the course; and minor editorial changes. The motion was seconded by Ellen Drummond. The motion carried.

New Course:NTFD 4560: Originator, Elizabeth Lowe

Research Methods in Nutrition

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=5202

The following criteria were addressed and found to be appropriate:

- Current discipline-specific best practices
- Content and topics
- Major assignments
- Assessment methods
- Class level
- Course type
- Course delivery method
- Articulation and transferability of credit to other institutions
- Course duplication

The following criteria were addressed and the following recommendations were made:

- Rationale for proposal – Needs to clarify why this course will be offered as an option for NTFD students in the Allied Health core.
- Purpose and goals of the course - add appropriate wording to clarify what the course will do/provide
- Intellectual/learning outcomes
 - Add a statement clarifying that learning outcomes are based on the knowledge requirements outlined by the accrediting agency
 - Incorporate learning outcomes that are more specific to the course topics

- Other information – clarify *Professional Membership* statement

In addition, the committee made the following editorial recommendation:

- Check for typos in *Major Course Topics* section
- Add number of reviews that will be required under *Major Assignments*
- First sentence in the *Extra Credit* section should be deleted for clarity

Note: This course will need to be included with the non-substantive change proposal for the Allied Health core.

Committee vote:

T. Jason Davis offered the motion that the proposal be tabled. The motion was seconded by Ellen Drummond. The motion carried.

Substantial Course Modification: NTFD 3485: Originator, Elizabeth Lowe

Basic Skills in Dietetics Practice

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=4952

The following criteria were addressed and found to be appropriate:

- Current discipline-specific best practices
- Content and topics
- Major assignments
- Assessment methods
- Class level
- Course type
- Course delivery method
- Articulation and transferability of credit to other institutions
- Course duplication

The following criteria were addressed and the following recommendations were made:

- Rationale for proposal –add statements to clarify that this proposal reflects current practice
- Purpose and goals of the course – add a statement clarifying that goals are based on the knowledge requirements outlined by the accrediting agency
- Intellectual/learning outcomes - Incorporate learning outcomes that are more specific to the course topics
- Other factors/comments – revise catalog description

In addition, the committee made the following editorial recommendation:

- First sentence in the *Extra Credit* section should be deleted for clarity

Committee vote:

Suzanne Smith offered a motion that the proposal be returned to the originator, Elizabeth (Beth) Lowe to make recommended changes and bring updated proposal back to the committee's next meeting. The motion was seconded by Jill LeRoy-Frazier. Motion carried.

Items to be discussed at future UCC Meetings:

- Dual-listed courses – separate learning objectives for undergraduates and graduates
- Attendance policy criteria

Call for motion to adjourn

Kathy Campbell offered a motion to adjourn; motion was seconded by Jason Davis. Motion carried. The meeting was adjourned.