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Undergraduate Curriculum Council Minutes

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2-22-2012

### 2012 February 22 - Undergraduate Curriculum Council Minutes

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#### Recommended Citation

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**Undergraduate Curriculum Committee, February 22, 2012**  
**2:00 p.m., Administrative Conference Room (Room 309, Burgin Dossett)**

**Members in Attendance:** Keith Green, Eileen Cress, Angela Lewis, Todd Emma, Kathy Campbell, T.J. Jones, Shawna Lichtenwalner, Alison Deadman, Mike Stoots, Jason Davis,

**Visitors in Attendance:** Angela Edwards, Billie Lancaster, Marsh Grube, Jennifer Barber, Shirley Cherry, Andrea Clements

**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 02/08/2012 from Angela Lewis**

Approval of the minutes for the February 8, 2012 meeting was moved to the next meeting - March 14, 2012.

**New Course: ENGL 3350: Film History**, Originator: Jenifer Barker

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=4841](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4841)

**The following criteria were addressed and found to be appropriate:**

- Current discipline-specific best practices
- Clear rationale for proposal
- Intellectual/learning outcome reflect course level
- Appropriate content and topics
- Appropriate class level
- Course type applicable to purpose and goals
- Course delivery method suitable for course
- Articulation and transferability of credit to other institutions
- Does not duplicate other courses at ETSU
- Assignment of correct number of credits

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

- Appropriate purpose and goals for the course
  - Clearly define why the department wants/needs to teach this course
  - Use higher level action verbs in course goals
- Major assignments relevant to the content and topics
  - Delete statement that reference attendance impacting class participation grade or add a participation grade under *Grade Assignment* section

**In addition, the committee made the following editorial recommendation:**

- Only ENGL 1020 should be listed as a prerequisites
- Yes should be listed under *Course to be required for major, minor in requesting department*
- Under *Staffing* appropriate faculty names should listed

**Committee vote:**

Shawna Lichtenwalner offered the motion that the proposal be accepted with minor edits. The motion was seconded by Alison Deadman. The motion carried.

**New Course: ENGL 4350: National Cinemas**, Originator: Jenifer Barker

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=4389](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4389)

**The following criteria were addressed and found to be appropriate:**

- Current discipline-specific best practices
- Clear rationale for proposal
- Intellectual/learning outcome reflect course level
- Appropriate content and topics
- Major assignments relevant to the content and topics
- Appropriate class level
- Course type applicable to purpose and goals
- Course delivery method suitable for course
- Articulation and transferability of credit to other institutions
- Does not duplicate other courses at ETSU
- Assignment of correct number of credits

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

- Appropriate purpose and goals for the course
  - Use higher level action verbs in course goals

**In addition, the committee made the following editorial recommendation:**

- Only ENGL 1020 should be listed as a prerequisites
- Credit Hours (maximum) should be listed as NA
- Proposed Implementation Term should be Fall 2012
- All information from *Contact information for similar courses* should be removed
- *Repeatable for credit only when the topic changes* should be added to the course description to clarify that the course can be repeated for credit only if the topic is different from a previously taken course
- Catalog description should be written in present tense

**Committee vote:**

Alison Deadman offered the motion that the proposal be accepted with minor edits. The motion was seconded by Eileen Cress. The motion carried.

**New Course: ENGL 4360: Screenwriting**, Originator: Jenifer Barker

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=4843](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4843)

**The following criteria were addressed and found to be appropriate:**

- Current discipline-specific best practices
- Appropriate purpose and goals for the course
- Appropriate content and topics
- Appropriate class level
- Course type applicable to purpose and goals
- Course delivery method suitable for course
- Articulation and transferability of credit to other institutions
- Does not duplicate other courses at ETSU
- Assignment of correct number of credits

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

- Clear rationale for proposal
  - Add additional information to clarify the significance of this course
- Intellectual/learning outcome reflect course level
  - Remove the phrase *a solid understanding*; use higher level action verbs
- Major assignments relevant to the content and topics
  - In an effort to provide clarity for the students, under Major Assignments and Grade Assignment, remove the term *class* from sections describing the workshops
  - Originator effectively explained to the UCC how oral participation would be documented

**In addition, the committee made the following editorial recommendation:**

- Remove last statement from *Rationale for Proposal* section
- Only ENGL 1020 should be listed as a prerequisites
- All information from *Contact information for similar courses* should be removed
- Proposed Implementation Term should be Fall 2012

**Committee vote:**

T.J. Jones offered the motion that the proposal be accepted with minor edits. The motion was seconded by Eileen Cress. The motion carried.

## **Curriculum Change: English: Film Studies Minor**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=4882](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=4882)

The Film Studies Minor is a non-substantive change that will be approved at the university level.

The proposal originator provided background information in reference to changes in the Film Studies minor and for new course proposals. Additional courses are being added to the choice of electives list; some course names are being changed to update electives list. Special topics courses may be counted in the *guided electives* list.

### **The following criteria were addressed and found to be appropriate:**

- Current discipline-specific best practices
- Clear rationale for proposal
- Impact clear and plausible
- Appropriate purpose and goals for the program or revision
- Need/interest convincingly documented
- Intellectual/learning outcomes clear and realistic for program
- Course requirements appropriate
- Appropriate “connectivity” between courses and all program requirements
- Course requirements contain appropriate course types (labs, studio, study abroad, supporting requirements)
- Delivery method of all required or constitutive courses adequate
- Appropriate culmination/capstone for program---conforms to best or standard practices of discipline
- Curriculum builds/guides to increasingly complex levels of analysis and skills
- Program or revision of program applicable to purpose and goals
- Intellectual rigor appropriate to discipline and goals
- Articulation and transferability of credit to other institutions, if appropriate
- Does not duplicate other programs at ETSU
- Is accompanied by all other necessary proposals to complete proposed program (new courses, course revisions, etc.)
- Overall requirements can be reached with 120 hours, with all other requirements (i.e, gen. ed.)
- Proposed catalog language clear
- Assessment methods for program appropriate and realistic

### **Committee vote:**

Alison Deadman offered the motion that the proposal be accepted with minor edits. The motion was seconded by Jason Davis. The motion carried.

**New Course: RADT 4040: Radiopharmaceuticals and Special Procedures:** Originator: Shirley Cherry

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=10&Instance=5118](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=5118)

**The following criteria were addressed and found to be appropriate:**

- Current discipline-specific best practices
- Intellectual/learning outcome reflect course level
- Appropriate content and topics
- Major assignments relevant to the content and topics
- Appropriate class level
- Course type applicable to purpose and goals
- Course delivery method suitable for course
- Articulation and transferability of credit to other institutions
- Does not duplicate other courses at ETSU

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

- Clear rationale for proposal
  - A statement explaining the changes in credit hours should be added to the *Rationale for Proposal* section
- Appropriate purpose and goals for the course
  - Change to higher level action verbs appropriate for a 4000-level course
- Assignment of correct number of credits
  - The UCC approved the change in credit hours because the ratio did not change.

**In addition, the committee made the following editorial recommendation:**

- Revise catalog description for clarity

**Committee vote:**

Eileen Cress offered the motion that the proposal be accepted with minor edits. The motion was seconded by Shawna Lichtenwalner. The motion carried.

**New Course: RADT 4000: Clinical Education III:** Originator: Shirley Cherry

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=10&Instance=5214](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=5214)

**The following criteria were addressed and found to be appropriate:**

- Current discipline-specific best practices
- Clear rationale for proposal
- Appropriate purpose and goals for the course
- Intellectual/learning outcome reflect course level
- Appropriate content and topics
- Major assignments relevant to the content and topics

- Appropriate class level
- Course type applicable to purpose and goals
- Course delivery method suitable for course
- Articulation and transferability of credit to other institutions
- Does not duplicate other courses at ETSU
- Assignment of correct number of credits

**In addition, the committee made the following editorial recommendation:**

- Catalog description needs to be revised for new proposal
- The original catalog description should be included on CPS Approval Snapshot

**Committee vote:**

T.J. Jones offered the motion that the proposal be accepted with minor edits. The motion was seconded by Shawna Lichtenwalner. The motion carried.

**New Course: PSYC 4077: Psychological Aspects of Humanitarian Aid:**

Originator: Andrea Clements

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=5229](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=5229)

**The following criteria were addressed and found to be appropriate:**

- Current discipline-specific best practices
- Clear rationale for proposal
- Appropriate content and topics
- Major assignments relevant to the content and topics
- Appropriate class level
- Course type applicable to purpose and goals
- Course delivery method suitable for course
- Articulation and transferability of credit to other institutions
- Does not duplicate other courses at ETSU
- Assignment of correct number of credits
- Other comments

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

- Appropriate purpose and goals for the course
  - Purpose and goals should be written in terms that clarify that this is not an introductory course, but a course where students will be immersed into humanitarian aid work
  - Add a statement that clarifies the course will examine the psychological aspects for both the students and those being provided aid
- Intellectual/learning outcome reflect course level

- Learning outcomes #7 and #9 should be removed; these reference assignments and are not learning outcomes

**In addition, the committee made the following editorial recommendation:**

- Transcript Title needs to be shortened; suggested *Psych* be changed to *Psy*
- Prerequisites should be changed to *Sr. standing preferred*
- Revise course description
  - Remove any language that references course as an introductory course
  - Add a statement that clarifies the course will examine the psychological aspects for both the students and those being provided aid
  - Course description should be written in present tense
- Technology, Equipment, and Facilities should be changed to *Adequate*
- Staffing – all faculty should have Graduate Faculty status
- Attendance Policy – should be stated as *expected* instead of *required*

**Committee vote:**

Kathy Campbell offered the motion that the proposal be accepted with minor edits. The motion was seconded by Todd Emma. The motion carried.

**Other Business:**

Marsh Grube provided an update from the February 10<sup>th</sup> meeting with representatives from each college curriculum committee and graduate council in reference to curriculum and accreditation.

**Call for motion to adjourn**

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