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Undergraduate Curriculum Council Minutes

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University Governance, East Tennessee State University

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Undergraduate Curriculum Committee, March 14, 2012
2:00 p.m Presidents Conference Room (Burgin Dossett)

Members in Attendance: Keith Green, Eileen Cress, Todd Emma, Kathy Campbell, T.J. Jones, Jill LeRoy-Frazier, Shawna Lichtenwalner, Suzanne Smith, Jason Davis, Alison Deadman, Ellen Drummond

Visitors in Attendance: Billie Lancaster, Marsh Grube, Scott Contreras-Koterbay, Shara Lange, Robert Andrew Dunn, Stephen W. Marshall.

Welcome and Call to Order

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

Changes in Agenda

Chair Green noted changes to the printed agenda; some courses we expected to discuss today are still pending and will be on a later agenda. Chair Green also noted that upcoming agenda items will include program evaluation forms, which are forthcoming from Marsh Grube.

Approval of Minutes for 02/08/2012 from Angela Lewis

Shawna Lichtenwalner offered a motion to approve the minutes from February 8, 2012; the motion was seconded by Kathy Campbell. The motion carried.

Approval of Minutes for 02/22/2012 from Angela Lewis

Kathy Campbell offered a motion to approve the minutes from February 22, 2012; the motion was seconded by Todd Emma. The motion carried.

Substantial Course Modification: MUSC 4780 String Literature and Pedagogy

Originator: Alison Deadman

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=2199

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

Committee vote:

Suzanne Smith offered the motion that the proposal be accepted. The motion was seconded by Kathy Campbell. The motion carried with one abstention (Alison Deadman)

New Course: ARTH 4710 Art History Capstone Originator: Scott Koterbay
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4389

Scott Contreras-Koterbay, the proposal originator, explained that this course proposal (and the associated non-substantive curriculum modification) was in response to a desire for a capstone course expressed by their accrediting body (NASAD) during their last accreditation review. He also reminded the committee that this proposal was a reworking of one that had been presented to this body before, and that the department had taken the recommendations of the committee and re-thought how the capstone would be applied.

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
- 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:

- Intellectual/learning outcome reflect course level
 - The learning outcomes should reflect the higher levels of Blooms taxonomy

In addition, the committee made the following editorial recommendation:

- Revise the Course Description, deleting the phrase “variable content dependent on paired course,” and condensing the language for clarity.

- Revise the third goal of the class, changing “students to be able to present” to “students ability to present.”

Committee vote:

Kathy Campbell offered the motion that the proposal be accepted with the changes discussed. The motion was seconded by Jason Davis. The motion carried.

ARTA Curriculum Change, Originator: Scott Koterbay

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

The ARTA curriculum change is a non-substantive change that will be approved at the university level

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

In addition, the committee made the following editorial recommendation:

- “Art History Major” is changed to “Art Requirements” as the major is strictly speaking Art and the Concentration is Art History.
- The word “another” be substituted for “any” in the section ARTH 4710: Art History Captstone (1 Credit). This course must be taken as a co-requisite with any ARTH 4000 level class...
- The number of electives needed to make up a 120 hour program be corrected (11-18 credit hours).
- Alison Deadman asked that Scott Contreras-Koterbay check with his chair to be sure that the language and layout of this curriculum is in line with the revisions for clarity currently in process within the College of Arts and Sciences.

Committee vote:

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

New Course: RTVF 4700: Documentary Research and Production

Originator: Carrie Oliveira

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=5395

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:

- The Course Description is put into the present tense
- Course Repeatable for Credit – “No” is selected
- The typographical error in the first learning outcome is corrected (“using” not “sing”)

Committee vote:

Jill LeRoy-Frazier offered the motion that the proposal be accepted with the minor editorial changes discussed. The motion was seconded by T.J. Jones. The motion carried.

New Course: RTVF 4699 Capstone in Radio/TV/Film

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=5397

Originator: Carrie Oliveira

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

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

- Appropriate purpose and goals for the course
 - Revise the language of the final goal to read: To solidify students' understanding of legal and ethical issues and management topics.
- Intellectual/learning outcome reflect course level
 - Revise to create learning outcomes rather than descriptions of assignments.

In the discussion of this proposal the committee raised a question about the ramifications of University Excused Absences upon course/instructor attendance policies. They determined that this is a question they need to clarify for themselves (there was no need to revise anything in this proposal with reference to attendance).

Committee vote:

Jason Davis offered the motion that the proposal be revised as discussed and returned to the committee. The motion was seconded by Kathy Campbell. The motion carried.

New Course: MCOM 1100: Mechanics of Media Writing

Originator: Carrie Oliveira

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=5388

AND

New Course: MCOM 2100: Media Writing

Originator: Carrie Oliveira

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=5390

As both of these courses had the same issues with Learning Objectives as the **RTVF 4699** proposal, and as they both had the same problem with the attendance policy (the wording “Participation Score” needed to be changed to “attendance score”) it was moved that these proposals be returned for revision of these items and be brought before the committee again.

Committee vote:

Alison Deadman moved that BOTH **MCOM 1100: Mechanics of Media Writing** and **MCOM 2100: Media Writing** be returned to the originator for revision and come before the committee again for further discussion. The motion was seconded by Suzanne Smith. The motion carried.

New Course: MCOM 2400: Multimedia Production

Originator: Carrie Oliveira

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=5392

This proposal stimulated considerable discussion among committee members on the appropriateness of this being a zero-credit course and on the seeming partial overlap with ENGL1010. When it was discovered that this was a pre-existing course that the department wanted to purchase from a vendor and offer to students as MCOM 1100 discussion stopped.

Committee vote:

Alison Deadman moved that this proposal be tabled until the committee had a clearer idea of university policy on offering courses purchased from outside vendors. The motion was seconded by Ellen Drummond. The motion carried.

Call for motion to adjourn

Eileen Cress offered a motion to adjourn; motion was seconded by Ellen Drummond. Motion carried. The meeting was adjourned.

Respectfully submitted by Alison P. Deadman