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Undergraduate Curriculum Council Minutes

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2012 March 28 - Undergraduate Curriculum Council Minutes

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Undergraduate Curriculum Committee, March 28, 2012

2:00 pm, Administrative Conference Room (Room 309 Burgin Dossett)

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

Visitors in Attendance: Melissa Shafer

Carrie Oliveria, John King, Andrew Dunn Stephen Murdock, Billie Lancaster, Angela Edsards, Marsh Grube

1. Due to illness, Alison Deadman chaired the meeting. Shawna Lichtenwalner took minutes.
2. Approval of Minutes: Keith Green moved that the Minutes be approved, seconded by Eileen Cress.
3. Marsh Grube noted that all TBR proposals now need to be on the new form. Both Art History and MCom need to transfer their proposals to the new form.

New Course Proposal: THEA 1810: Freshman Theatre Seminar. Originator Melissa Shafer.
Commentators Mike Stoots and Jill –LeRoy-Frazier

On the Snapshot the following changes need to be made: Credit hours maximum should be NA. In the Rational change the word “exam” to “assessment” as the entrance exam is purely for informational purposes, not a requirement for admission to the program.

The Co-requisites should read “or” rather than “and/or”.

Course Description: change to “a foundation” or “Introduces the student”

Syllabus:

In the Learning Outcomes “demonstrate knowledge of” is not a measurable outcome, change to “describe”, “define” or “identify”

Major Assignments: more detail is needed about quizzes and daily assignments.

Grading Scale: This is a Pass/Fail course but the syllabus currently has an A-F grading scale. Define what constitutes a passing grade.

All items on the checklist were satisfactory.

T. J. Jones made a motion to approve this proposal with minor changes. Eileen Cress seconded. Motion passed unanimously.

New Course Proposal: THEA 4810: Senior Theatre Seminar. Originator Melissa Shafer. Commentators T.J. Jones and Todd Emma.

Snapshot: Credit hour needs to read Max: NA

Theatre History needs to be listed as a prerequisite.

Under Course Description delete the first line so that it reads: "a preparation". As it is a Capstone course state that fact. Change "will include" to "may include"

In the Syllabus:

Under "Major Assignments" the two resume assignments need further details.

"Grade Assignment": clarify that exit exam does not receive a grade. Change the word "exam" to "Assessment". Under "Major Assignments" add note that completing the assessment is a requirement for passing the class. Take the exam/assessment out of the Major Assignments.

Attendance: It was noted that the attendance policy states that "all classes are required" but there is no punishment for missing three classes. Change the word "required" to "expected."

All items on the checklist were satisfactory.

Todd Emma moved that we accept the proposal pending minor editorial changes. Jason Davis seconded. Motion passed unanimously.

Curriculum Change for Theatre: Originator Melissa Shafer. Commentators: Eileen Cress and Alison Deadman.

Rational: Needs to be beefed up. Add language that explains that labs are beneficial to students.

No other changes were recommended.

Eileen Cress moved that we accept the proposal with minor editorial changes. T.J. Jones seconded. Motion passed unanimously.

New Course Proposal: JOUR 3155: Editing. Originator Carrie Oliveirra. Commentators Suzanne Smith and Jill Le-Roy Frazier

No problems in the Snapshot.

In the Syllabus: The Midterm grade is not given a percentage under "Grade Assignment".

Todd Emma noted that the attendance policy mentions participation, but there is no explanation of how participation affects the grade. Reword this section.

No problems on the checklist.

Jill LeRoy-Frazier moved that the proposal be accepted with minor editorial changes. Todd Emma seconded. Motion passed unanimously.

Revisit of MCOM courses required for curriculum change/TBR form

New Course: RTVF 4699: Documentary Research and Production. Originator Carrie Oliviera. Commentators: Jason Davis and Ellen Drummond.

After discussion it was determined that there were no further changes needed for this course.

There were no problems with the Checklist.

Jason Davis moved that we approve the course as written. Ellen Drummond seconded. Motion passed unanimously.

New Course: MCOM 2100: Media Writing. Originator: Carrie Oliveira. Commentators T. J. Jones and Shawna Lichtenwalner.

Snapshot: delete the prerequisite for ENGL 1010 as the prerequisite for Engl. 1020 ensures that students have already successfully taken or passed out of 1010.

In the Catalog Description change “student learns” to “presents writing styles” & etc.

No other changes were recommended.

There were no problems with the Checklist.

T.J. Jones moved that we accept the proposal with the suggested editorial changes. Shawna Lichtenwalner seconded. Motion passed unanimously.

New Course: MCOM 2400: Multimedia Production. Originator Carrie Oliveria. Commentators Jason Davis and Todd Emma.

There were no issues with the Snapshot.

In the Syllabus there was discussion as to whether the existing Purpose and Goals section was satisfactory as it is currently one sentence. The committee pondered whether or not it was necessary to articulate the purpose and goals separately, but it was decided that the section was okay as it stands.

Under "Learning Outcomes" delete "understands" and drop the word "to" as it is redundant.

There are some transposed numbers in the Grading Scale that need to be corrected.

Under the Course Description delete "this course," "Introduces" and "explores."

There were no problems with the Checklist.

Jason Davis moved that the proposal be accepted with the above editorial changes. Todd Emma seconded. Motion passed unanimously.

TBR Proposal: BA/BS in MCOM/RTVF. Originator: Carrie Oliveira. Commentators: Shawna Lichtenwalner and Kathy Campbell.

In the Summary Form the number of new courses should be five.

Under curriculum: adjust the number of electives as it is 41-42.

On page 2 there need to be some "Core Outcomes" as this field is currently empty.

In the program change on page five investigate whether or not "Consolidate" and "Termination" also need to be checked.

On page seven change the language "students will purchase" to require students to demonstrate a proficiency in grammar and style formatting. Clarify whether this is an admission requirement or a prerequisite for the course. It was suggested that this needs to be an admission requirement to get into the program.

On the Checklist: the Capstone is only in RTVF

Todd Emma moved to approve with changes and asked that the revision be presented to Dr. Grube and Dr. Green and then forwarded to Academic Council. Suzanne Smith seconded. Motion passed unanimously.

