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Undergraduate Curriculum Council Minutes

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9-12-2012

### 2012 September 12 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee, September 12, 2012**

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

**Members in Attendance:** Shawna Lichtenwalner, Angela Lewis, Jill LeRoy-Frazier, Kathy Campbell, Laura Dower, Ellen Drummond, Suzanne Smith, Eileen Cress, Carrier Oliveira, T.J. Jones, Rene Palumbo, Kristi Williams, Billie Lancaster, Marsh Grube, Todd Emma

**Visitors in Attendance:** Yusheng Liu, Martha Pointer, Celia McIntosh, Beverly Smith, William Duncan, Keith Green, Dan Brown

Meeting called to order at 2:00.

Approval of the Minutes from last meeting (in May) deferred until said Minutes are located.

**New Course Proposal:** BIOL 4877/5877 Fossil Field Trip to China

Snapshot:

- Need to name staff in Staffing section
- Change implementation term to 2013
- Eliminate Cross Listing. Delete explanation statement.

Syllabus:

- Rewrite Learning Outcomes using higher order thinking skills based on Bloom's Taxonomy
- Clarify attendance policy by removing comma after "lowered grade for the course"

All requirements listed on the checklist were satisfactory.

Eileen Cress moved to accept the proposal pending minor changes. Suzanne Smith seconded. Motion passed unanimously. Proposal will be returned to originator for editorial changes and then forwarded to Angela Lewis for final approval.

### **Non-substantive Curriculum Change: Speech Major**

Recommended Changes:

- Implementation date needs to be changed to 2013

All items on checklist were satisfactory.

Ellen Drummond proposed that the proposal be accepted with Marsh Grube changing the implementation date on the spot. Kathy Campbell seconded. Motion passed unanimously.

### **TBR Proposal: Articulation of BBA in Accounting w/Master of Accountancy**

Required Changes to TBR Proposal:

- Explain clearly that the 150 hours and the 144 hours do not have to equal one another.
- Provide data to support that this sort of articulation is done nationally. Confer with Marsh as to where the most appropriate place to insert this information might be. This information may need to go in an appendix.
- Polish entire proposal to eliminate typos
- Rewrite to clarify exactly what changes are being proposed, with a view toward explaining how this proposal will benefit students.
- There needs to be a reference to the appendix under section three of the program structure.

Jill Le-Roy Frazier moved to send the proposal back to originator for further revision. Cathy Campbell seconded the motion. Motion passed unanimously. The proposal will be sent back to originator for revision and must come back to the full committee.

### **New Course Proposal: PHYS 1500—Research Methods**

Snapshot:

- Course is NOT repeatable for credit (change from yes to no)
- Under “Staffing” list names of faculty qualified to teach the course.

Syllabus

- No recommended changes to the Syllabus

All items on the checklist were satisfactory.

Kathy Campbell moved that the course be approved pending minor edits. T.J. Jones seconded the motion. Motion passed unanimously.

### **New Course Proposal: GRAD 5017/4017 Responsible Conduct of Research**

Snapshot:

- Change “Primary Instruction Method” to Hybrid

Syllabus:

- Rewrite Learning Outcomes using higher order thinking skills based on Bloom’s Taxonomy

All items on the checklist were satisfactory.

T.J. Jones moved that we accept the proposal pending minor changes. Kathy Campbell seconded. Motion passed unanimously. Proposal to be returned to originator for minor editorial changes and then forwarded to Angela Lewis for final approval.

Dr. Dan Brown spoke with the committee about the Advisory Committee to Reduce Obstacles to Undergraduate Degree Completion.

The University will be implementing a program called Degree Works, but this program requires the program pages to be correct, and several aren’t. One of the reasons for this is that some departments have been substituting alternate courses for the listed required courses rather than bringing course proposals or program changes before the UCC. Dr. Brown was thus appealing to the UCC to assist in changing the perception on campus that making changes to courses or curriculum is an intractable process. He further noted that there needs to be a stable catalog by February 15.

Several ideas, including outreach from the UCC to college and department committees, the appointment of a liaison from the UCC to work with individuals or committees wanting and needing help with the process, the possibility of having UCC members also serving on college committees, or some form of training outreach.

At 4:15 Todd Emma moved to adjourn. T.J. Jones seconded. Motion was passed unanimously.