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Undergraduate Curriculum Council Minutes

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### 2013 March 6 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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Undergraduate Curriculum Committee  
Minutes from a Meeting held on  
06 March 2013  
319 Warf Pickel Hall

Members in attendance:

Angela Radford Lewis, Carrie Oliveira, Ellen Drummond, Kathy Campbell, Mark Baumgartner, Mike Stoots, Suzanne Smith, T. Jason Davis, Todd Emma, Jill Leroy-Frazier

No visitors in attendance

Minutes taken by: Carrie Oliveira

Welcome and Call to Order @ 2:13pm

Call for approval of minutes from meeting on 27 February 2013:

Motion to approve by Mark Baumgartner

Motion seconded by Kathy Campbell

Vote to approve by majority with abstention by T. Jason Davis

Proposals Under Review

TBR Proposal: Revise Public Health Major

- Previous review asked for the removal of the methods course currently in the curriculum to be addressed; content is distributed across three courses.
- Add this note to Appendix B.
- Needs to reflect that HSMP 4957 has been reassigned course number HSMP 3500
- Motion for chair to approve pending recommended edits and approval of included courses: Motion by Jill, Second by Cathy; Motion passed unanimously

See proposal for [HSMP 4110 and 4120](#) for notes regarding modification to Purpose and Goals to all proposals where necessary/relevant.

New Course: COBH 2082 – Skills and Encounters I; COBH 3082 – Skills and Encounters II; COBH 3083 – Skills and Encounters III, COBH 4082 – Skills and Encounters IV

- All re-reviewed, comments across the courses are identical, were reviewed as a group
- **Attendance policy** needs to be edited to have “encounters” added to the first line with quizzes and exams.
- Motion for chair to approve pending recommended edits: Motion by Suzanne, Second by Mark; Motion passed unanimously

New Course: COBH 3690 – Behavior Change Theory for Public Health

- Incorrect prerequisite listed: indicates COBH 3300, should be COBH 3330
- Grade Assignment: Grading scale is incorrect. Reads F = 0-505, should read 0-435
- Motion for chair to approve pending recommended edits: Motion by Kathy, Second by Jill; Motion passed unanimously

New Course: COBH 4018 – Service Grant Writing

- Purpose and Goals: 1<sup>st</sup> goal sounds awkward . . . revise to something like: “equip students to identify projects suitable for grant funding”
- Kathy specifically noted that she investigated whether there are courses elsewhere on campus that teach grant writing. Unable to locate a single one. All grant writing courses currently offered are at the graduate level.
- Motion for chair to approve pending recommended edits: Motion by Kathy, Second by Mark; Motion passed unanimously

New Course: COBH 4040 – Top 5 Health Threats Facing the U.S.

- Learning Outcomes: bullets 3, 4, 5 are unclear. 3 and 5 shall be edited for clarity, item 4 shall be deleted
- Major assignments: readability issue with misplaced spacing between entries. Add line spaces for clarity
- [Attendance policy](#): should be amended with the change noted in the feedback on the COBH Skills and Encounters I – IV group as this is the approved department policy
- Other information: **Misconduct** policy will include the link to the student code of conduct information, item 6
- Motion for chair to approve pending recommended edits: Motion by Carrie, Second by Mark; Motion passed unanimously

New Course: COBH 4120 and HSMP 3210 were scheduled here on the agenda but were held over until commentator Todd Emma arrived at the meeting. Comments related to these proposals will be included in the minutes where they were addressed.

New Course: HSMP 4200 – Health Informatics

- Catalog Description: Needs editing:
  - Remove second “professionals” at end of sentence
  - Remove CAPS on Public Health
  - Remove quotes around “systems”
- Purpose and Goals:

- Purpose shall begin with “The purpose of this course is to . . .” This suggestion is applicable to all proposals which have purposes that do not currently begin with the aforementioned phrase.
- Objection is made to the inclusion of the word “challenge” in the purpose; suggestion is made to change it to “explore”.
- Attendance Policy: Edit in accordance with [notes for Skills and Encounters](#)
- Other Information: See note regarding academic misconduct listed in [COBH 4040](#)
- Motion for chair to approve pending recommended edits: Motion by Mark, Second by Jason; Motion passed unanimously

New Course: HSMP 3500 (listed on agenda as HSMP 4957) – Public Health Budget and Finance

- Concern about the course’s dual listed 7-ending number; Mike indicates that Billie has reassigned the course number 3500. This number change needs to be reflected in the TBR Proposal where the curriculum is explicated.
- Prerequisites: should be COBH 3082
- Learning Outcomes: Items 1 and 2 need editing
- Motion for chair to approve pending recommended edits: Motion by Mark, Second by Jason; Motion passes unanimously

New Course: HSMP 4110 – Contemporary Issues in HSMP I; HSMP 4120 – Contemporary Issues in HSMP II

- These courses were initially discussed separately but as they are a sequence, they ended up being discussed together. Comments apply to both courses except where noted.
  - Course Title and Transcript Title: Remove the word “contemporary”
    - This change needs to be reflected in the TBR proposal
  - Course Description:
    - “issues-oriented” is not hyphenated and needs to be
    - Remove “of today”
  - Prerequisites: Remove title of pre-requisite; just list number.
  - **Purpose and Goals:**
    - Purpose needs to begin with “The purpose of this course is . . .”
    - “Goals” needs to be modified to “Goal” as the goal of the course is to address specified professional competencies.
    - ***This feedback is applicable to all proposals discussed both prior to and following this one.***
- Pertinent to only 4110:
  - Course Description:
    - Place focus on current issues, remove reference to “emerging” issues

- Purpose and Goals:
  - remove the word “indoctrinate”, replace with “help”
  - Revise to reflect the actual purpose of the course which is, as of yet unclear
- Learning Outcomes:
  - Remove “appreciate”; change to “explain”
- Motion for chair to approve pending recommended edits: Motion by Suzanne, Second by Jill; Motion passed unanimously
- Pertinent only to 4120:
  - Course Description:
    - Place focus on emerging and/or trending issues, remove reference to “current”
  - Learning Outcomes:
    - Item 4: unclear what the objective is; suggest “for building” in place of “to optimize”
  - Major Assignments:
    - Math as assigned to major assignments is a) inconsistent with point distribution in Grade Assignment and b) exceeds 100%
    - Close parenthesis on the last bullet on item #3
  - Grade Assignment:
    - Formatting with respect to tabbing is out of alignment
  - Motion for chair to approve pending recommended edits: Motion by Mark, Second by Jason; Motion passed unanimously

New Course: COBH 4120 – Lifespan Health Promotion

- Prerequisites: Remove title, include just course number
- Purpose and Goals: Second item in the purpose is written from the student perspective as a learning outcome, this needs to be rephrased from the department perspective
- Motion for chair to approve pending recommended edits: Motion by Suzanne, Second by Jill; Motion passed unanimously

New Course: HSMP 3210 – Legal and Ethical Issues in Healthcare

- Only comments pertain to aforementioned [Purpose and Goals](#), [Attendance](#), and [Misconduct](#) policies.
- Motion for chair to approve pending recommended edits: Motion by Suzanne, Second by Mark; Motion passed unanimously

Substantive Course Modification: COBH 3120 – Principles and Practices of Health Education

- Prerequisite: Change to COBH 2082; remove title

- Course Description:
  - Remove existing line indicating prerequisite other than COBH 2082
- Purpose and Goals: see [aforementioned comments](#)
- Learning Outcomes:
  - “to have” needs to be dropped from the stem
  - Remove “be able to”
  - Edit outcome formatting for cleaner presentation
- Other comments pertain to [Attendance](#) and [Misconduct](#) policies.
- Motion for chair to approve pending recommended edits: Motion by Jason, Second by Todd; Motion passed unanimously

Substantive Course Modification: COBH 4060 – Community Organization for Health Education

- Prerequisite: Change to 4018; remove title
- Course Description:
  - Remove existing line indicating prerequisite other than COBH 4018
- Learning Outcomes:
  - “to have” needs to be dropped from the stem
  - On last outcome, change to “document exposure”
- Other comments pertain to [Attendance](#) and [Misconduct](#) policies.
- Motion for chair to approve pending recommended edits: Motion by Jason, Second by Mark; Motion passed unanimously

Substantive Course Modification: COBH 4850 – Field Experience

- Concern regarding implementation date of Spring 2016.
  - Mike has excellent rationale
  - Unclear as to what action needs to be taken on the proposal now or in the future so that its implementation is timed correctly
  - Angela will check on this
- Corequisites: Add COBH 4040
- Course Description:
  - Remove line referencing 45 contact hours
- Major Assignments:
  - Formatting is out of alignment; delete extra tabs, etc.
- Other comments pertain to [Attendance](#) and [Misconduct](#) policies.
- Motion for chair to approve pending recommended edits: Motion by Jason, Second by Jill; Motion passed unanimously

Call for Motion to Adjourn @ 4:10pm. Motion by Suzanne, Second by Mark; Motion passed unanimously.