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Undergraduate Curriculum Council Minutes

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### 2013 September 11 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee  
Meeting Notes  
September 11, 2013**

**Members present:** Joanna Anderson, Mark Baumgartner, Rhonda Brodrick, Eileen Cress, T. Jason Davis, T. J. Jones, Jill LeRoy-Frazier, Angela Radford Lewis, Shawna Lichtenwalner, Effrong Otukonyong, Suzanne Smith, Marsh Grube (ex officio)

**Guests present:** Scott Contreras-Koterbay, Thomas Alan Holmes, LaDonna Hutchins, Billie Lancaster, Phillip Miller, Catherine Murray, Thomas Schacht, Michael Whitelaw

The meeting was called to order at 2 p.m. by Chair Shawna Lichtenwalner.

Proposals considered were:

—*Change ARTA B.A. and ARTA B.F.A. studio requirements (non-substantive curriculum changes)*

Originator Catherine Murray explained that the proposals would delete the existing 1-credit ARTA studio elective, which has been used as a senior capstone experience, and replace it with ARTA 4903, BA Studio Capstone, and ARTA 4906, BFA Studio Capstone, 1-hour required courses that will provide professional exhibition experience for students in each degree program.

During discussion it was noted that the program change proposals cannot be acted upon until the accompanying course proposals for ARTA 4903 and ARTA 4906 come through the Curriculum Process System (CPS) for UCC review.

A motion to table both program proposals until the accompanying course proposals appear in CPS and can be considered alongside the program change proposals was made by Suzanne Smith and seconded by T. J. Jones. The committee unanimously approved the motion.

— *New Course: GEOL 1200*

Originator Michael Whitelaw noted that this new course proposal first was considered by UCC in Fall 2011 and was sent back for corrections. This course has been offered twice experimentally and will become the first required course in a new Geosciences major. However, that substantive curriculum change proposal is on hold pending further development.

UCC agreed to give feedback on this course proposal but noted that it can't move forward with consideration of it until the accompanying curriculum change proposal comes through the CPS.

Suggested changes and corrections included 1) On the Snapshot, change the implementation date to F 2014 and Credit Hours Maximum to NA; 2) in the Purpose and Goals section of the syllabus, clarify why the department wants to revise this experimental course and add it to the curriculum; 3) in the Grade Assignment section, correlate the number of points possible with the percentage scores in order to clarify.

A motion to table the course proposal and revisit it when the related curriculum change proposal comes through the CPS was made by Suzanne Smith and seconded by T.J. Jones. The committee unanimously approved the motion.

—*New Course: UHON 3321 Pre-Medicine Professional Preparation*

Originator Thomas Schacht explained that the course is intended to provide orientation to the medical field and to the shadowing experience for pre-medical honors undergraduates by introducing current issues, preparing them for what they will observe during shadowing later in their pre-medicine curriculum, and providing early clinical experience with selected patients. It is hoped that such preparation will give these students an admissions edge when applying to medical school.

During discussion the following changes and corrections were suggested: 1) on the Snapshot, change the duplication of courses field to No, change the course proposed for honors field to Yes, and change the implementation date to Spring 2014; 2) correct noted minor issues of spelling, punctuation, and control codes that appear on form; 3) in the Purpose and Goals section of the syllabus, place the goals in bulleted format and eliminate the first paragraph that begins with “Students should...”; 4) in the Outcomes section, use higher-order, measurable verbs from the list in the Chairs’ Handbook since this is a 3000-level course; 5) in the Major Assignments section, provide a specific list of assignments students will be required to complete; 6) in the Grade Assignment section, define “participation and engagement” more precisely, e.g., “Students are expected to discuss...”; 7) define the Attendance Policy more specifically.

A motion to accept the course pending editorial changes to be approved by the UCC chair was made by Mark Baumgartner and seconded by T.J. Jones. The committee unanimously approved the motion.

—*New Course: UHON 1318 Artistic Vision II*

Originator Scott Contreras-Koterbay explained that this course is intended to provide continuity of coursework for freshmen in the Fine and Performing Arts Scholarship Program; Artistic Vision I is already offered, and this new course would provide cohort cohesion in the second semester of the freshman year. It has been taught experimentally three times already and it is believed that it has a demonstrated positive impact on freshman GPAs.

During discussion the following changes and corrections were suggested: 1) correct noted minor typos on both Snapshot and syllabus; 2) in the Grade Assignment section of the syllabus, clarify that students will write 3 critical response papers worth 5 points each for a total of 15 points.

A motion to approve the course pending minor editorial changes to be approved by the UCC chair was made by Suzanne Smith and seconded by Mark Baumgartner. The committee unanimously approved the motion.

—*Substantial Course Modification: MGMT 4547 Corporate Etiquette*

Originator Phillip Miller explained that the course will be changed from an xx7 (grad/undergrad split) course to two separate courses, MGMT 5700 Business Protocol and MGMT 4700 Corporate Etiquette. The two new courses will have distinctly different content appropriate to their level in the curriculum. The new undergraduate course has been taught experimentally in Summer 2013.

During discussion the following changes and corrections were suggested: 1) the undergraduate course number should be changed to MGMT 4800 because 4700 is not available in the course catalog inventory; 2) in the Rationale section, clarify that the courses are distinctly different at the undergraduate and graduate levels; 3) in the Major Assignments section on the syllabus, clarify that Project 1 and the PowerPoint presentation mentioned are the same assignment; 4) in the Grade Assignment section, define the number of discussions and the points that correspond with those discussions; 5) in the Attendance section, clarify what the late penalty is for an online course; 6) in the Outcomes section, choose measurable verbs appropriate to a 4000-level course from the list in the Chairs' Handbook in order to reflect the course's position in the curriculum; 7) also in the Outcomes section, add the qualifier "quality" to "demonstrate... skills" and use another word in place of "entertain."

A motion to accept the proposal pending editorial changes to be approved by the UCC chair was made by Suzanne Smith and seconded by T. Jason Davis. The committee unanimously approved the motion.

—*TBR Proposal: Inactivate the Technical Writing Minor*

Originator Thomas Alan Holmes explained that the technical writing minor needs updating and should not continue to be offered because it has not developed as originally planned. A search for a technical writing faculty member is planned and it is hoped that the minor can be revised within the 3-year period within which it could be reactivated. If it is not reactivated within that timeframe, the minor will be deleted from the curriculum. Currently there are two students enrolled in the minor whose needs can be accommodated through course substitutions from the current catalog. A note will be put in the catalog beginning in Spring 2014 noting that the minor is being deactivated, so that no new students will attempt to enroll.

Following discussion, a motion was made by T. Jason Davis to approve the proposal and seconded by Eileen Cress. The committee unanimously approved the motion.

—*TBR Proposal: Terminate the Mandarin Chinese Minor*

Originator Thomas Alan Holmes explained that there has been no demonstrated student interest in the minor since its inception. The courses associated with the minor will remain the curriculum because some students use them to satisfy the foreign language requirement for the bachelor of arts degree.

During discussion the following changes and corrections were suggested: 1) in the Purpose section, delete the information about the financial impact of the minor's having low enrollment; 2) on page 6, change the phase-out period to NA.

Angela Radford-Lewis made a motion to accept the proposal pending minor editorial changes to be approved by the UCC chair, with a second by T.J. Jones. The committee unanimously approved the motion.

A motion to adjourn was made at 4 p.m. by Mark Baumgartner and seconded by Eileen Cress. The committee unanimously approved the motion.