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**Undergraduate Curriculum Committee
Meeting Notes
September 25, 2013**

Members present: Joanna Anderson, Mark Baumgartner, Rhonda Brodrick, Laura Dower, T.J. Jones, Jill LeRoy-Frazier, Shawna Lichtenwalner, Efrong Otukonyong, Suzanne Smith, Marsh Grube (ex officio)

Guests present: Martha Copp, Jeff Knisley, Leslie McAlister, Evelyn Roach

The meeting was called to order at 2 p.m. by Chair Shawna Lichtenwalner. T.J. Jones made a motion to accept the meeting notes for September 11, 2013. Suzanne Smith seconded the motion, which the committee unanimously approved.

Proposals considered were:

—*New Course: SOCI 4252 Race, Class, and Gender in Film*

Originator Martha Copp explained that the proposed course fills a need for an intersectional analysis course in the curriculum and will be one of two courses that are connected to students' popular culture literacy. It will provide a broadened perspective on their more theoretical understanding of sociological principles. This course also will help ease the enrollment pressure on a general sociology elective currently offered by the psychology department.

During discussion the following changes were suggested: 1) clarify the weighting of the quizzes and exams so that it is clear to students whether or not they are each equally weighted; 2) add a description of "preparedness" to the syllabus under Major Assignments so that students will understand what this expectation entails; 3) since this is a 4000-level course, use verbs of the appropriate level of difficulty in the Outcomes section.

A motion to approve the course with minor revisions to be approved by the UCC chair was made by T.J. Jones and seconded by Laura Dower. The committee unanimously approved the motion.

— *New Course: SOCI 2040 Social Institutions*

Originator Leslie McAlister noted that this new course proposal is related to a planned offering of the sociology minor at the ETSU Kingsport Center that will serve students there who are already studying criminal justice as a major. This proposed course will also increase the number of sociology offerings at the lower-division level and potentially draw more majors as a gateway course to the major.

During discussion the following changes were suggested: 1) Change the implementation date for the course to Spring 2014; 2) strike the last sentence

regarding examinations under Major Assignments; 3) add some e-book titles to the reading list because the Kingsport Center library will close in May 2014.

A motion to accept the proposal with minor editorial changes to be approved by the UCC chair was made by T.J. Jones and seconded by Joanna Anderson. The committee unanimously approved the motion.

—*Substantial Course Modification: MATH 2090 Mathematics Computing*
Originator Jeff Knisley explained that the course is focused on mathematics computing for teachers. It was originally a 2-hour elective but because of the increase in the use of technology in the classroom there is now more content to the course, so it will be expanded to a 3-credit course required for all math majors. A letter of support from Mathematics Department chair Terry Countermine certifies that the course is non-duplicative, and it has already been approved by the ETSU Teacher Education Council as well.

During discussion the following changes and corrections were suggested: 1) change the implementation date to Spring 2015; and 2) in the Outcomes section, use active, measurable verbs from the list in the Chairs' Handbook to replace "understand" and "demonstrate," and ensure that the verbs apply to a specific class activity.

It was also noted that this proposal requires a non-substantive curriculum change proposal that must be considered at the same time as the course proposal. Marsh Grube clarified that the course must be fully approved and ready to go into the current catalog by November 1 or it will remain a 2-credit course for another two years.

A motion to table the discussion and return the proposal for editing pending submission of the curriculum change proposal was made by Suzanne Smith and seconded by T.J. Jones. The committee unanimously approved the motion.

Following review of proposals on the agenda, discussion of the requirements for TBR proposals arose. Marsh Grube clarified that TBR proposals must come to UCC as a bpackage that includes the overall proposal and any associated course proposals. The UCC should review course proposals first and then the TBR proposal in order to avoid confusion and omissions. Particular attention should be paid to alignment of any prerequisite requirements among associated courses (existing or proposed) within the curriculum being proposed or altered.

All curricular changes must be finalized within the UCC by its November meetings in order that they may proceed through the rest of the CPS process in time to appear in the upcoming ETSU catalog; otherwise, such changes will endure at least a year's wait before they can be published.

A motion to adjourn was made at 3:18 p.m. by Laura Dower and seconded by Mark Baumgartner. The committee unanimously approved the motion.

Respectfully submitted,

Jill LeRoy-Frazier
UCC Secretary