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Undergraduate Curriculum Council Minutes

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### 2013 November 13 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee  
Meeting Notes  
November 13, 2013**

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

**Guests present:** Joshua Greer, LaDonna Hutchins, Michelle Joyner, Paul Kamolnick, Mary Langenbrunner, Catherine Murray, Robert Price, Michael Smith

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 October 23, 2013. Eileen Cress seconded the motion, which the committee unanimously approved.

Proposals considered were:

—*New Course: ARTA 4903 B.A. Studio Art Capstone*

Originator Catherine Murray explained that the proposed course helps resolve a current one-credit gap in students' programs of study and provides a means for the department to assess students' progress by incorporating into the curriculum professional practices such as development of a portfolio, selection of artworks for an exhibition, etc.

During discussion the following changes were suggested: 1) expand the Transcript Title so that the course title is readily identifiable; 2) remove the future tense in the Catalog Description and correct typographical errors; 3) also in the Catalog Description, eliminate the phrases "to be held...semester" and "in addition" and just substitute "and;" 4) write the Purpose and Goals from the point of view of the faculty and the department rather than as a list of assignments; 5) rewrite the Major Topics to reflect course content (e.g., "selection of artworks for an exhibition"); 6) rewrite the Learning Outcomes in terms of what the student should be able to do at the conclusion of the course (e.g., "develop a comprehensive resume and portfolio; search and apply for relevant career opportunities; evaluate one's own work according to professional standards;" 7) in the Attendance section, provide specific examples of penalties for absence; 8) in the Grading Scale, add "below 55 F" and remove "54- F;" 9) use a consistent course title throughout the proposal.

A motion to accept the course proposal with minor revisions to be approved by the UCC chair was made by Suzanne Smith and seconded by T.J. Jones. The committee unanimously approved the motion.

— *New Course: ARTA 4906 B.F.A. Studio Art Capstone*

Originator Catherine Murray explained that the proposed course helps resolve a current one-credit gap in students' programs of study and provides a means for the department to assess students' progress by incorporating into the curriculum professional practices such as development of a portfolio, selection of artworks for an exhibition, etc.

During discussion the following changes were suggested: 1) rewrite the Major Topics to reflect course content (e.g., "selection of artworks for an exhibition"); 2) rewrite the Learning Outcomes in terms of what the student should be able to do at the conclusion of the course (e.g., "develop a comprehensive resume and portfolio; search and apply for relevant career opportunities; evaluate others' work according to professional standards"; and 3) use a consistent course title throughout the proposal.

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

*—Non-Substantive Curriculum Change: B.A. Studio Art Capstone*

Originator Catherine Murray explained that the addition of this course will provide students with a capstone experience and eliminate a one-credit gap in their programs of study.

During discussion the following changes and corrections were suggested: 1) change the implementation date to Fall 2014.

Eileen Cress moved to accept the curriculum change proposal with minor revisions to be reviewed by the UCC chair. T.J. Jones seconded and the proposal was approved unanimously.

*--Non-Substantive Curriculum Change: B.F.A. Studio Art Capstone*

Originator Catherine Murray explained that the addition of this course will provide students with a capstone experience and eliminate a one-credit gap in their programs of study.

During discussion the following changes and corrections were suggested: 1) complete a course editorial change for ARTA 4916 so that it becomes fixed rather than variable credit, in order to accommodate the addition of this one-credit course to the curriculum.

T.J. Jones moved to accept the curriculum change proposal with minor revisions to be reviewed by the UCC chair. Eileen Cress seconded the motion, which was approved unanimously by the committee.

*--New Course Proposal: MATH 3250 Stochastic Modeling*

Originator Michelle Joyner explained that this course will supplement existing courses within the math department in order to provide students with experience in the field of stochastic modeling, which is increasingly beneficial professionally.

During discussion the following changes were recommended: 1) remove specific course titles from the pre-requisites (use only numbers) and add “and” between the course numbers so that it will display correctly within the CPS system; 2) in the Rationale, remove the description of stochastic modeling and add more explanation of why students need to know about it; 3) in the Catalog Description, remove the future tense and eliminate “this is” at the beginning of the description; 4) change the Implementation Date to Fall 2014; 5) in the Purpose and Goals section, add “help students develop skills...” to item #3 and “help students implement basic...” to #4; 5) on the Grading Scale, add “percentage” to “the following scale;” 6) add the Academic Misconduct Policy to the syllabus.

A motion to accept the proposal with minor revisions to be reviewed by the UCC chair was made by T.J. Jones and seconded by Mark Baumgartner. The committee unanimously approved the motion.

--*Substantive Curriculum Change: Establish Concentrations in the B.S. in Math*  
Originator Robert Price explained that this modification will enable students' transcripts to reflect the concentrations that they pursued. These concentrations replace the existing tracks within the B.S. degree in mathematics, which are not shown on transcripts.

Suzanne Smith moved to accept the proposal and Mark Baumgartner seconded. The committee unanimously approved the curriculum modification proposal.

--*New Course: HDAL 3510 Administration of Human Services Organizations*  
Originator Mary Langenbrunner explained that the Human Services program is seeking accreditation and the curriculum is lacking in a course on program administration, especially for non-profits.

During discussion the following changes were recommended: 1) correct typographical errors throughout the proposal; 2) in the Learning Outcomes, change “formulate” to “write” in the grant proposal item; 3) in the Catalog Description, remove the pre-requisite courses listed here and remove the hyphen and add “and” before “budgets;” 4) correct the course title and Transcript Title; 5) in the Major Assignments sections, clarify that “Group Presentation” and “Group Project” are the same here and in the Grade Assignment section; 6) in the Grading Scale, change “below 59” to “below 60.”

T.J. Jones moved to accept the proposal with minor revisions to be reviewed by the UCC chair; Mark Baumgartner seconded. The committee unanimously approved the motion.

*--Substantive Curriculum Change: B.S. in Human Services*

Originator Mary Langenbrunner explained that the addition of HDAL 3510 Administration of Human Services Organizations will align the Human Services program with National Organization of Human Services accrediting standards.

During discussion the following changes were recommended: 1) in Appendices B and C, correct the new course title to Administration of Human Services Organizations.

Suzanne Smith moved to accept the curriculum modification proposal and Joanna Anderson seconded. The committee unanimously approved the motion.

*--New Course: SOCI 5/4127 Countering Al-Qaeda's Global Terrorism*

Originator Paul Kamolnick explained that this course serves student needs in terms of opportunities for national security employment. It does not overlap with any existing course in its interdisciplinary focus on conflict and political violence. It is being converted from a special topics course to a catalog course based on demand.

During discussion the following changes were recommended: 1) change the Implementation Date to Fall 2014; 2) in the Catalog Description, clarify the context of the course (e.g., "an in-depth examination of contemporary..."); 3) leave the Pre-Requisites section blank; 4) eliminate the last two sentences in the Semesters Previously Offered section; 5) for the Contact Information for Similar Courses section, obtain a statement via email from Criminal Justice and from Military Science stating that there is no duplication of courses and include the names and contact information for those department heads in this section; 6) in the Major Topics section, capitalize "Islam" throughout; 7) in the Learning Outcomes, separate the graduate and undergraduate outcomes and align each set with the course level; 7) also in the Learning Outcomes section, change "should be able to" to "is expected to;" 8) the Bibliography should be in alphabetical order; 9) clarify the Attendance Policy because it seems contradictory (remove "attendance is not required but..."); 10) list the names and graduate faculty status of those who can teach the course in the Faculty section; 11) in the Rationale, remove #1 and #2 and expand #3 to include a description of how this course will enhance the curriculum; 12) in the Grading Scale, change the undergraduate scale to "below 65" and the graduate scale to "below 74;" 13) be aware that the Graduate Council will require the University Academic Misconduct policy and the syllabus attachment as part of the syllabus.

T.J. Jones moved that the proposal be returned to the originator and brought back to the committee once revisions are complete. Bill Hemphill seconded, and the motion was passed unanimously.

*--New Course: Digital Photography II*

Originators Josh Greer and Michael Smith explained that the new course expands students' opportunity to develop digital photography skills, which are increasingly important in the field.

During discussion the following changes were recommended: 1) in the Pre-Requisites section, remove 1110, 2200 and 3604 and add “or 5604;” 2) in the Learning Outcomes, clarify that “scan” refers to “digitally scan” and separate the graduate and undergraduate outcomes, aligning each set to the appropriate course level; 3) in the Catalog Description, begin the description with “Advanced technology...” and change “new” to “current;” 4) in the Grading Scale, correct the graduate scale to “below 74 F;” 5) in the Faculty section, add a comma after “Greer” and indicate his graduate faculty status; 6) in the Purpose and Goals, format the items as a bulleted list; 7) in the Major Assignments section, create more distinction between the undergraduate and graduate requirements that reflects the appropriate course level; 8) put “NA” in the Required Reading section; 9) change the Implementation Date to Fall 2014; 10) be aware that the Graduate Council will require the Academic Dishonesty Policy and the syllabus attachment on the syllabus form.

Suzanne Smith moved to return the proposal to the originators to be brought back to the committee when revisions are complete. Mark Baumgartner seconded and the motion passed unanimously.

Following review of proposals on the agenda, discussion ensued regarding the need for a Quick Reference handout on CPS procedures; originators need to be made clear about what happens when a proposal is returned for revision and how to take the next step in the process so that proposals can be finalized.

A motion to adjourn was made at 4:18 p.m. by Suzanne Smith and seconded by Mark Baumgartner. The committee unanimously approved the motion.

Respectfully submitted,

Jill LeRoy-Frazier  
UCC Secretary