

East Tennessee State University

## Digital Commons @ East Tennessee State University

---

Undergraduate Curriculum Council Minutes

---

2-26-2014

### 2014 February 26 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

Follow this and additional works at: <https://dc.etsu.edu/ucc-minutes>



Part of the [Higher Education Commons](#)

---

#### Recommended Citation

University Governance, East Tennessee State University, "2014 February 26 - Undergraduate Curriculum Council Minutes" (2014). *Undergraduate Curriculum Council Minutes*. 101.  
<https://dc.etsu.edu/ucc-minutes/101>

This Minutes is brought to you for free and open access by Digital Commons @ East Tennessee State University. It has been accepted for inclusion in Undergraduate Curriculum Council Minutes by an authorized administrator of Digital Commons @ East Tennessee State University. For more information, please contact [digilib@etsu.edu](mailto:digilib@etsu.edu).

**Undergraduate Curriculum Committee  
Minutes  
February 26, 2014**

**Members present:** Mark Baumgartner, Rhonda Brodrick, T. Jason Davis, Keith Green, Bill Hemphill, T.J. Jones, Jill LeRoy-Frazier, Shawna Lichtenwalner, Suzanne Smith, Marsh Grube (ex officio), Karen King (ex officio)

**Guests present:** Ellen Drummond, LaDonna Hutchins, Jeremiah Jagers, Billie Lancaster, Mary Langenbrunner, Martha Michieka, Jessica Miller, Evelyn Roach

The meeting was called to order at 2 p.m. by Chair Shawna Lichtenwalner. New members Keith Green and Karen King were introduced. T. J. Jones moved to approve the previous meeting's minutes and was seconded by Mark Baumgartner. The motion passed with one abstention.

The Chair conducted a brief discussion of upcoming issues and proposals, including a THEC moratorium on new degree programs or certificates greater than 24 credits for the coming year and a required letter of intent for new program proposals that must be submitted by May 8, 2014. ETSU foresees submitting eight letters of intent.

Marsh Grube noted that the Curriculum Process System instructions have been revised and the UCC Chair will send out the new instructions to all department chairs.

Proposals considered by the UCC were:

—*New Course: ENGL 5/4157 Linguistic Analysis of Literature*

Martha Michieka, substituting for originator Theresa McGarry, introduced the course proposal, noting that the course will be part of the linguistics minor as well as offer another literature course for graduate students.

During discussion the following changes were recommended:

- 1) include more description of the course content in the catalog description; 2) craft learning outcomes appropriate to the upper-division/graduate level of this course; 3) distinguish between graduate and undergraduate learning outcomes; 4) distinguish between graduate and undergraduate assignments; 5) check "No" for Study Abroad? on the snapshot.

A motion to return the proposal to the originator for correction before bringing it back to the committee for reconsideration was made by Suzanne Smith and seconded by T.J. Jones. The motion passed unanimously.

*—New Course: ENGL 4112 Advanced Expository Writing*  
Originator Darryl Haley introduced the course.

During discussion the following changes and corrections were suggested:

- 1) the course proposal must be considered along with the accompanying TBR proposal for the technical writing minor, so it must be brought back to the committee when the TBR proposal has been submitted; 2) non-duplication statements must be obtained from COMM and ENTC; 3) the rationale needs to address the reason for proposing this specific course rather than just its place in the minor; 4) check “No” on Study Abroad? on the snapshot; 5) the Purpose and Goals should be described from the perspective of the course, not of the student learning outcomes—how do the outcomes fit the purpose and goals? 6) the Learning Outcomes should address what students should be able to do at the conclusion of the course, not list specific assignments (e.g., “evaluate examples of technical writing”); 7) add “Feature writing for technical journals” to the Major Course Topics; 8) to clarify the Major Assignments, change “essay” to “project” both here and in the Grade Assignment section; 9) add “Students will produce a feature article” to Major Assignments.

A motion to return the proposal for revision before bringing it back to the committee for reconsideration along with the TBR proposal was made by Suzanne Smith and seconded by T. Jason Davis. The motion passed unanimously.

*--New Course: ENTC 5/4757 Lean 6 Sigma*

Originator Hugh Rogers explained that the course concerns statistical analysis of problems in industry known as the 6 Sigma approach.

During discussion the following suggestions were made:

- 1) ENTC 3030 or its equivalent should be required as a pre-requisite; 2) the Rationale should include information about the course’s role in the curriculum; 3) in the Catalog Description, eliminate “current” and “in area enterprises” in the first sentence and generally make the description more concise; 4) under Primary Instructional Media check “Traditional”; 5) indicate the instructors’ graduate faculty status; 6) under Purpose and Goals define “6 Sigma;” 7) under Learning Outcomes distinguish between graduate and undergraduate outcomes and use higher-level terms to describe those outcomes; 8) under Major Assignments eliminate the due dates.

A motion to send the proposal back to the originator for revision before bringing it before the committee for reconsideration was made by Suzanne Smith and seconded by Bill Hemphill. The motion passed unanimously.

*--New Course: SOWK 5/4407 Social Work and the U.S. Criminal Justice System*

Originator Jeremiah Jagers explained that the course is part of a set of changes to the Bachelor of Social Work degree to align it with professional best practices. This

course addresses employer desire for training of social workers in criminal justice practices.

During discussion the following changes were recommended:

- 1) make the Rationale more concise and indicate how the course fits in the updated curriculum; 2) to make the Catalog Description more concise, remove the first sentence and add “professional legal obligations”; 3) change the course title to Social Work in the Criminal Justice System; 4) in the Catalog Description change numbers to bullets; 5) under Learning Outcomes add information about students’ understanding of the distinction between social work ethics and legal profession ethics; 6) under Attendance clarify how the point penalty correlates to the syllabus requirement to participate in discussion boards; 7) under Grade Assignment change the scale to “Below 504” and “Below 240.”

A motion to return the proposal to the originator for corrections as noted, chair to approve on behalf of the committee was made by T. Jason Davis and seconded by Mark Baumgartner. The proposal passed unanimously.

*--Non-Substantive Curriculum Change: Modify the HDAL Human Services minor*  
Originator Mary Langenbrunner explained that the change is part of an effort to align major and minor requirements with accreditation standards.

During discussion the following corrections were suggested:

- 1) add the accreditation standards explanation to the Rationale; 2) in the Course Summary correct “;” to “:” in the list of courses to be required; 3) correct the Major/Minor Name and Code.

A motion to return the proposal to the originator for minor corrections as noted, chair to approve on behalf of committee was made by Suzanne Smith and seconded by Keith Green. The motion passed unanimously.

A motion to adjourn was made at 4 p.m. by Suzanne Smith and seconded by T. Jason Davis. The committee unanimously approved the motion.

Respectfully submitted,

Jill LeRoy-Frazier  
UCC Secretary