

East Tennessee State University

Digital Commons @ East Tennessee State University

Undergraduate Curriculum Council Minutes

9-24-2014

2014 September 24 - 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 September 24 - Undergraduate Curriculum Council Minutes" (2014). *Undergraduate Curriculum Council Minutes*. 105.
<https://dc.etsu.edu/ucc-minutes/105>

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.

**Undergraduate Curriculum Committee
Meeting Notes
September 24, 2014**

Members present: Joanna Anderson, Mark Baumgartner, Rhonda Brodrick, Shirley Cherry, T. Jason Davis, Julie Fox-Horton, J. Keith Green, Marsh Grube, Bill Hemphill, Karen King, Billie Lancaster, Jill LeRoy-Frazier, Effiong Otukonyong, Evelyn Roach, Kim Sell, Suzanne Smith

Guests present: Karen Brewster, David Champouillon, Andrew Herrmann, Jessica Miller, Melissa Shafer

The meeting was called to order at 2 p.m. by Chair Jill LeRoy-Frazier.

Old Business

J. Keith Green moved to approve the September 10, 2014 minutes and was seconded by Mark Baumgartner. The motion passed unanimously.

Actions taken by UCC chair on behalf of the committee: Jill LeRoy-Frazier returned MUSC 2011, 2021, 2561, 3510, 3520, and 3560 proposals to originator for recommended edits.

Outstanding Proposals: MUSC 2011, 2021, 2561, 3510, 3520, and 3560 have been returned by the originator with the recommended edits noted at the 9-10-14 UCC meeting; chair will hold them until the remaining MUSC course proposals and the TBR proposal have been reviewed and acted upon by the UCC.

The originator of DIGM courses 1500, 1800, 2990, 4700, 4844, and 4854 requested Jill LeRoy-Frazier return those courses for additional edits.

Jill LeRoy-Frazier reported the History courses should be ready for the UCC by mid-October.

New Business

Jill LeRoy-Frazier reported to UCC the following actions taken at Academic Council:

Action Items

1. The substantive revision to the Merchandising Minor was passed unanimously.
2. The Academic Fresh Start option is being extended to graduate students and provides a means by which a student can emend a poor academic record and try again. The option is available only once and can allow up to 9 hours of previous credit to be carried over, at the discretion of the program director. All

other coursework, and its associated GPA, is voided. The motion passed unanimously.

Information Items

1. Dr. Bill Kirkwood reported that the TBR has amended its policy in order to make it an option for TBR institutions to establish rolling contracts for lecturers and develop a career path for them. One-year contracts can be renewed on a rolling basis without having to readvertise the position; three-year contracts would also be an option, on the same rolling basis. (Currently, lectureships must be readvertised at the end of each three-year period regardless of whether the department wants to retain the current individual in the position.) Lecturers could advance from Instructor (the term used by the TBR) to Senior Instructor to Master Instructor and potentially be eligible for tenure as teaching faculty (no research obligations). Dr. Bach created a study group to evaluate ETSU's possible response to this new option comprised of Deans Gordon Anderson and Dennis Depew; faculty senators Virginia Foley and Randy Byington; chairs Amber Kinser and Kenneth Tillman; and associate director of budget and financial planning Raven Moody.
2. Dr. Wiliam Duncan gave the annual report on research and creativity activity and grant funding at ETSU.

— *New Course Proposal: SPCH 2700 Professional Communication and Technology*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6649

Andrew Herrmann provided an overview of the course which is designed to teach students how to use technology to positively brand themselves as they enter the work force and apply for graduate school.

Snapshot:

- Catalog description – Change to better reflect the course and what students will learn; Indicate course will help students to actively develop skills
- Course proposed for Honors – Change from “yes” to “no”
- Implementation date – Change to Spring 2015

Syllabus:

- Major Assignments – Consider stressing or increasing points associated with LinkedIn Profile Assignment because this is currently the primary national networking site for job searches.
- Grading Scale – Change F to read “F = Below 650 points”

This course was determined by committee members to meet the following criteria:

- It is valid for instruction.
- It has appropriate credit designation.

- It does not duplicate courses in other colleges or departments.
- The purpose, goals, and learning outcomes are appropriately aligned with one another and with the proposal's rationale.
- The learning outcomes are appropriate for the level of the course.
- The major assignments support the learning outcomes.

Suzanne Smith moved to return the proposal to the originator for proposed changes, especially revision in the catalog description then return to committee for approval. Bill Hemphill seconded. The motion passed unanimously.

— *Non-Substantive Curriculum Change: THEA major*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=7352

Melissa Shafer provided an overview of the rationale for the curriculum change proposal. These changes are being made to comply with recommendations made by accreditation visitors.

This proposal was determined by committee members to meet the following criteria:

- The change reflects best practices in the discipline as determined by accrediting body.
- The rationale for change is clear.
- The change does not delete or modify existing courses nor does it require creation of new courses.

Recommendation: Change the proposed implementation date to Fall 2015.

Dr. Grube noted current students can be directed by advisors to take THEA 3520, THEA 3525 until the change is formalized.

J. Keith Green moved to accept the proposal as written with the recommended change of the implementation date. T. Jason Davis seconded. The motion passed unanimously. Dr. Grube will change the implementation date to Fall 2015.

The remaining courses for the proposed jazz concentration in music were reviewed (MUSC 3561 – Jazz Improvisation IV; MUSC 4260 – Jazz Arranging and Composition; MUSC 4530 – Music Technology; MUSC 4531 – Commercial Jazz Music Composition).

The courses were determined by committee members to meet the following criteria:

- They are valid for instruction.
- They have appropriate credit designation.
- They do not duplicate courses in other colleges or departments.

- The purpose, goals, and learning outcomes are appropriately aligned with one another and with the proposal's rationale.
- The learning outcomes are appropriate for the level of the course.
- The major assignments support the learning outcomes.

The following global changes were noted across all MUSC course proposals reviewed.

Snapshot:

Change the implementation date to Fall 2015.

Syllabi:

- Purpose – Remove “fully” from the purpose statement
- Grading scale – Change F to read “below 65%” rather than 0-64; Add percent signs to categories.
- Attendance policy – Change wording to reflect every excused or unexcused absence after the first absence will result in an additional 5% reduction in the final grade.

— *New Course Proposal: MUSC 3561 Jazz Improvisation IV*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6616

T. Jason Davis moved to accept the proposal with the recommended global changes to be approved by the UCC chair. Kim Sell seconded. The motion passed unanimously.

— *New Course Proposal: MUSC 4260 Jazz Arranging and Composition*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6659

Suzanne Smith moved to accept the proposal with the recommended global changes and suggested minor edits to be approved by the UCC chair. J. Keith Green seconded. The motion passed unanimously.

— *New Course Proposal: MUSC 4530 Music Technology*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6684

Snapshot:

- Catalog Description – Add a statement indicating junior level standing is required to take this course.

Shirley Cherry moved to accept the proposal with the recommended global changes and addition of junior level standing requirement to be approved by the UCC chair. Bill Hemphill seconded. The motion passed unanimously.

— *New Course Proposal: MUSC 4531 Commercial Jazz Music Composition*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6658

Snapshot:

- Catalog Description – Omit “The study of” and begin with “Creation and production . . .”

Syllabus:

- Learning Outcomes – Change the first outcome to read “Operate industry-standard equipment for sequencing and recording of commercial jazz music”
- Discrepancy between Major Assignments and Grade Assignments – Grade Assignment states major assignments are worth 75% of grade (7.5% each). There are 12 major assignments listed which would yield more than 75% if each is worth 7.5%.
- Other Information – Remove the letter from Daniel Boner. Provide a copy of the letter to Jill Le-Roy Frazier, UCC Chair.

Bill Hemphill moved to accept the proposal with the recommended global and editorial changes to be approved by the UCC chair. Shirley Cherry seconded. The motion passed unanimously.

— *Substantive Curriculum Change: TBR Proposal to Establish a New Concentration in Jazz Studies*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=6754

- Purpose (pg. 2) – Omit objective 4.
- Institutional Priority (pg. 2) – Omit second and third sentences. Add description of how minor will impact ETSU arts initiative.
- Curriculum (pgs. 3 and 4) – Correct the discrepancy between concentration credits (51 on pg. 3; 50 on pg. 4). General Education should remain 41-42 credits. Need 51 credits in the concentration but list of concentration courses on page 4 totals only 50 credits.
- Need (pg. 3) – This section should reflect a summary of the needs statements on pages 8 and 9 of the proposal.
- Impact (pg. 3) – Omit “new revenue” and “increased retention and graduation rates of the ETSU Department of Music” in 2nd sentence.

- Plans for Accreditation (pg. 3) – Indicate SACs accreditation is not needed.
- Description of New Courses (pg. 4) – Revise course descriptions based on recommendations from UCC.
- Section V: Program Justification, Performance, Evaluation, and Resources – Evaluation plan should reflect how the department will measure achievement of the 3 objectives stated under Purpose on pg. 2.
- Appendix A: Proposed Workloads – Eliminate the XX in course numbers listed in and below the table.

Further discussion was halted due to time. David Champouillon has a meeting scheduled with Dr. Marsh Grube. Suzanne Smith motioned to return the proposal to the originator for changes then return to the committee. J. Keith Green seconded. The motion passed unanimously. Dr. Marsh Grube requested the proposal be first on the agenda for the October 8, 2014 meeting.

Other Discussion:

Jill LeRoy-Frazier asked for committee input on how to make proposal discussions more substantive rather than primarily editorial. She drafted a list of questions that might be distributed to presenters as they prepare to appear before the UCC (see Attachment 1). Dr. Grube stated the function of the UCC is to address issues such as if the proposed program is viable, if a course contributes to the curriculum or is non-essential, or if learning outcomes and assignments meet the standard for credit hours awarded. Dr. Grube encouraged committee members to suggest edits but minor edits should not be the purpose of UCC meeting discussions. When asked if Academic Council had ever overturned decisions made by the UCC, Dr. Grube recalled 3 times this occurred with 2 pertaining to undergraduate level decisions. Jill LeRoy-Frazier will share the draft of questions via Dropbox. She requested committee members respond with comments to facilitate discussion.

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

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC 10/8/14

Attachment 1

Example questions for originators to guide substantive discussion of CPS proposals at the UCC level

1. What do you see as this course's place in the overall departmental or program curriculum?
2. What objectives does this course help achieve (program, department, university)?
3. In what ways would implementation of this TBR proposal help achieve program/departmental/university objectives?
4. In what ways would implementation of this TBR proposal help ETSU further its mission and institutional objectives?