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**Undergraduate Curriculum Committee
Meeting Notes
October 22, 2014**

Members present: Joanna Anderson, Rhonda Brodrick, Sheryl Burnette, Shirley Cherry, T. Jason Davis, Julie Fox-Horton, J. Keith Green, Marsh Grube, Jill LeRoy-Frazier, Effiong Otukonyong, Evelyn Roach, Kim Sell, Suzanne Smith

Guests present: Martin Fitzgerald

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

Old Business

Suzanne Smith moved to approve the October 15, 2014 minutes and was seconded by Effiong Otukonyong. The motion passed unanimously.

Actions of the Chair on Behalf of the Committee: Returned FREN 4747/5747 for recommended revisions and edits. Approved SOWK 2500, 3310, 4330, 4340, 4451, 4452, 4454, 4457, and the TBR proposal. SOWK 4455 has a CPS glitch and is unable to be edited, but Fred Washington has tried to make the recommended changes so we are proceeding as if the course is complete until OIT can address the CPS problem.

Outstanding proposals

- DIGM course proposals (19) and TBR proposal – on today's agenda
- BBA admissions standards (TBR) – ready for UCC review (added to today's agenda)
- HIST course proposals (37) and TBR proposal – on agenda for 10/29/2014
- Social medicine minor (TBR) – added to agenda for 10/29/2014
- NRSE course proposals (2) and TBR proposal – on agenda for 11/5/2014
- GEOS course proposals (10) and TBR proposal, plus 3 non-substantive curriculum changes – on agenda for 11/5/2014
- The following proposals are ready for UCC review
 - International Commerce B.A. (nonsubstantive)
 - Finance minor (nonsubstantive)
 - Terminate the Urban Studies minor (TBR)
 - ENVH 4737/5737 new course proposal
- The following proposals are pending but not yet ready for UCC review
 - Establish a Public Administration minor (TBR)
 - Inactivate the Technical Writing minor (TBR)
 - Modify the BM (nonsubstantive)
 - Modify the MGMT minor (nonsubstantive)
 - Modify the BBA in MKTG (nonsubstantive)
 - Modify the MKTG minor (nonsubstantive)

New Business

DIGM courses were reviewed in groups. Group 1 consisted of DIGM 1400 (Principles of Visual Effects and Motion Graphics), 1500 (Principles of Digital Game Design), 1800 (Principles of Digital Animation), and 3010 (Principles of Visualization). Group 2 consisted of DIGM 1640 (Vector-Based Imaging), 1650 (Raster-Based Imaging), 3410 (Visual Effects Compositing), and 4410 (Digital Media for Film and Effects). Group 3 consisted of DIGM 2900 (Motion Tools 1: Editing), 3420 (Motion Graphics), 4844 (Effects Animation), and 4854 (Character Animation). Group 4 included DIGM 2530 (High-Fidelity Modeling for Entertainment), 2750 (3D Fundamentals), and 2824 (Technical Direction). Group 5 included DIGM 2550 (Topics in Digital Media History), 2821 (Desktop Publishing), 2990 (Mid-Point Review), and 4550 (Game Plan and Testing).

Within the discussion for each group, committee members confirmed the courses met 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.

Martin Fitzgerald provided an overview of the DIGM curriculum revision. The revision was initiated in response to feedback from an accreditation visit. In the revision, DIGM will change the core courses, change concentration courses, and add one concentration.

One global change was recommended across DIGM syllabi

- In the catalog description, edit the wording to reflect the topics may be taught rather than the topics will be taught. Stating specifically which topics will be taught restricts faculty to teaching only the listed topics and does not allow for modification of topics in the future.

— *New and Substantially Modified Course Proposals, Group I*

DIGM 1400 Principles of Visual Effects and Motion Graphics (New Course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=7489

DIGM 1500 Principles of Digital Game Design (New Course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6294

DIGM 1800 Principles of Digital Animation (New Course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6297

DIGM 3010 Principles of Visualization (Substantive Modification)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=6761

Editorial comments:

- DIGM 1500, 1800 – Add commas between faculty names
- DIGM 3010 will be renumbered to DIGM 1900 which explains the removal of prerequisite requirements for this course.

Kim Sell moved these courses be accepted 1) with correction of the recommended global/minor editorial changes and 2) pending the approval of the TBR proposal then returned to the chair for approval. J. Keith Green seconded. The motion passed unanimously.

— *New and Substantially Modified Course Proposals, Group II*

DIGM 1640 Vector-Based Imaging (Substantive Modification)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7497

DIGM 1650 Raster-Based Imaging (Substantive Modification)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7499

DIGM 3410 Visual Effects Compositing (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=7628

DIGM 4410 Digital Media for Film and Effects (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=7626

Recommended changes:

- DIGM 4410 – On course goals 2 and 3, add “in students” to the goals.

Joanna Anderson moved these courses be accepted 1) with correction of the global/minor editorial changes and 2) pending the approval of the TBR proposal then returned to the chair for approval. Suzanne Smith seconded. The motion passed unanimously.

— *New and Substantially Modified Course Proposals, Group III*

DIGM 2900 Motion Tools I: Editing (Substantive Modification)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7491

DIGM 3420 Motion Graphics (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=7510

DIGM 4844 Effects Animation (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6493

DIGM 4854 Character Animation (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6495

Recommended changes:

- DIGM 2900 and 4844 – global change recommendation for catalog descriptions

T. Jason Davis moved these courses be accepted 1) with correction of the global/minor editorial changes in course descriptions and 2) pending the approval of the TBR proposal then returned to the chair for approval. J. Keith Green seconded. The motion passed unanimously.

— *New and Substantially Modified Course Proposals, Group IV*

DIGM 2530 High-Fidelity Modeling for Entertainment (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=7493

DIGM 2750 3D Fundamentals (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=7501

DIGM 2824 Technical Direction (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6497

Minor editorial change: DIGM 2824 – Add “to” in the purpose statement

Suzanne Smith moved these courses be accepted 1) with correction of the global/minor editorial changes and 2) pending the approval of the TBR proposal then returned to the chair for approval. T. Jason Davis seconded. The motion passed unanimously.

— *New and Substantially Modified Course Proposals, Group V*

DIGM 2660 Topics in Digital Media History (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=7495

DIGM 2821 Desktop Publishing (Substantive modification)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7506

DIGM 2990 Mid-Point Review (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6482

DIGM 4550 Game Play and Testing (New course)

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=7514

Recommended change:

- DIGM 2821 – global change recommendation for catalog description

J. Keith Green moved these courses be accepted 1) with correction of the global/minor editorial change to course description in DIGM 2821 and 2) pending the approval of the TBR proposal then returned to the chair for approval. T. Jason Davis seconded. The motion passed unanimously.

— *TBR Proposal: Revise the existing DIGM curriculum and establish a new concentration in Digital Visual Effects*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=6293

Suzanne Smith and Shirley Cherry reviewed the DIGM TBR proposal in advance of the UCC meeting. They submitted the following recommended changes to Marty Fitzgerald.

- Cover page – Change the proposed implementation date to Fall 2015
- Number 2a (pg. 4) – Students will decide on a concentration after taking an introductory class.
- Number 2b (pg. 4) – Students will select a concentration earlier in their educational experience, which will prevent them from having to take extra courses to meet graduation requirements.
- Page 5 – The number of credits in the Digital Visualization concentration 27 and the number of elective credits on the same page is 17. In Appendix E (page 24), the total concentration credits are 24, and there are 20 elective credits. It appears

that the typos are on page 5. The correct numbers are 24 total concentration credits and 20 elective credits.

- Need (pg. 5) – Accreditation is the primary factor driving the curricular changes.
- Supply and Demand Ratios (pg. 6) – There is a typo for pathway 3.1, Audio and Video Tech. According to the THEC supply/demand analyses, the supply is 681 not 685.
- Evaluation Plans (pg. 12) – Under the 3rd bullet point: As mentioned above, DIGM 4930 Portfolio Development for Digital Media is our primary point of assessment as a program. We frequently invite outside professionals to review the student work along with the faculty to provide professional perspective. Our accreditation body also reviews student work during accreditation visits.
- Appendix B, Table (pg. 18) – ARTH 4137 (History of Digital Media) is not in CPS or on the list of courses in the ETSU catalog.
- Appendix F (pg. 26) – DIGM 2530 should be “High Fidelity Modeling for Entertainment”
- Appendix F (pg. 26) – DIGM 4700 the title of the course is incorrect and it should be bolded and labeled as a new course
- Total guided electives (pg. 25) - 11 credit hours are listed. Should the total number of electives (20 credit hours) be provided too (as it provided on page 26)?

The above recommended changes had been completed in the proposal reviewed by UCC members in today’s meeting.

The following recommendations were made during today’s meeting:

- Need (pg. 5)
 - Delete the 1st paragraph which contains instructions for completing the section.
 - Delete the following sections: Begin with “Graduates from all of our concentrations” and continue through “We have recent graduates working in all these capacities.”
 - Add a new paragraph that explains why the need for the concentration.
- Plans for accreditation (pg. 7) – Double space then add the statement “SACS notification is not required.”
- Page 7 – Delete the following sections
 - *Evidence of Cooperating/Collaborating Institutions
 - *For Doctoral Programs
 - *For Technical Certificates
- Section III: Program Structure (pg. 8)
 - Section B: Correct this section to show the program of study including core courses, concentration courses, electives, and total credits
 - Move the appendices below the content added in the previous bullet
- Section III - D, Description of New Courses (pg. 8-9) – Make sure any revisions recommended in today’s meeting are incorporated into the course descriptions in this section.

- Section III – G, Describe any unique features not previously addressed (pg. 10) – Insert a sentence explaining how current students will be managed during the transition process.
- Evidence of Demand and Need (pg. 12) – Delete the following information: Begin with “Mission Congruence” and continue through “Anticipated impact on existing associated or similar programs at other institutions within the region”
- Section VII; THEC Financial Projection Form INSTRUCTIONS (pg. 14) – Delete this entire section and replace with “NA”

J. Keith Green moved to accept the TBR proposal with the recommended changes and the corrected proposal returned to the chair for approval. Shirley Cherry seconded. The motion passed unanimously.

Other Discussion:

Suzanne Smith moved the TBR Proposal: Revise the BBA in Bachelor of Business Administration be added to today’s meeting agenda. J. Keith Green seconded. The motion passed unanimously.

— *TBR Proposal: Revise the BBA in Bachelor of Business Administration*

Suzanne Smith presented an overview of the proposal. The purpose of the proposal is to revise the current admission requirements to make them more stringent by requiring a C (2.0) or higher in 6 core courses and limiting the number of times students can retake courses when applying to the major.

The committee recommended the following change:

- Impact (pg. 6): Second bullet point – Edit to read “A significant increase in the number of students properly declaring a major by the time they accumulate 60 credit hours”

J. Keith Green moved to accept the TBR proposal with the recommended edit under impact and the corrected proposal returned to the chair for approval. T. Jason Davis seconded. The motion passed unanimously.

A motion to adjourn was made at 3:20 p.m. by T. Jason Davis and seconded by Suzanne Smith. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC 10/29/14