

East Tennessee State University

Digital Commons @ East Tennessee State University

Undergraduate Curriculum Council Minutes

11-5-2014

2014 November 5 - 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 November 5 - Undergraduate Curriculum Council Minutes" (2014). *Undergraduate Curriculum Council Minutes*. 110.
<https://dc.etsu.edu/ucc-minutes/110>

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
November 5, 2014**

Members present: Joanna Anderson, Mark Baumgartner, Rhonda Brodrick, Shirley Cherry, Deidra Close, T. Jason Davis, Julie Fox-Horton, Bill Hemphill, Billie Lancaster, Jill LeRoy-Frazier, Karen King, Shawna Lichtenwalner, Jessica Miller, Effiong Otukonyong, Evelyn Roach, Suzanne Smith

Guests present: Laura Dower, Eileen Ernenwein, Thomas Alan Holmes, Ken Tillman

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

Old Business

Approval of minutes from the October 29, 2014 meeting was tabled until the November 12, 2014 meeting.

Actions of the Chair on the Behalf of the Committee: Approved the DIGM TBR proposal; Approved HIST 3012, 3013, 3072, 3092, 3093, 3321, 3322, 3331, 3352, 3732, 3735, 3801, 3902, 3912, 3913, 3914, 3922, 3923, 3924, 3929, 3930, 3931, 4027, 4077, 4087, 4117, 4187, 4267, 4277, 4287, 4297, 4317, 4337, 4347, 4357, 4367, and 4427; Approved the Social Medicine minor TBR proposal; Returned the HIST TBR proposal for UCC-recommended edits

Outstanding Proposals not yet on the agendae

New Courses: ENGL 4110 Grant Writing**; ENVH 4/5737

SubMod Courses: MUSC 1410***, MUSC 1420***, MUSC 2410***, MUSC 2420***, MUSC 2540, MUSC 2550, MUSC 3550, MUSC 4600***

TBR Proposals: Terminate the Urban Studies minor and establish a Public Administration minor*; Inactivate the Technical Writing minor

NonSub Curr Changes: International Commerce BA*, FNCE minor*, MGMT minor*, MKTG minor (2)*, MUSC BA

*Ready for UCC review

** Ready for UCC review but on hold at request of ASCC chair

***Ready for UCC review but awaiting three more course proposals and associated MUSC non-sub curriculum change proposal)

New Business

New GEOS courses were reviewed in 2 groups. Group 1 consisted of GEOS 1300 (Age of Dinosaurs), 1400 (Extraterrestrial Geology), 1500 (Introduction to Geospatial Technologies), 1600 (Thunderstorms, Tornadoes, and Cyclones), and 1700

(Geocaching). Group 2 consisted of GEOS 2020 (Scientific Methods in Geosciences), 2450 (Paleontological Techniques), 4600 (Geosciences Professional Development), and 4610 (Geosciences Capstone Experience).

Within each block, all GEOS courses **except 4600 and 4610** 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 GEOS New Course syllabi:

- On snapshots and syllabi, edit all "credit hour" to "credit" (incorrect: 3 credit hour course; correct: 3 credit course)
- Grading scale – edit the F category to read "below 60"

Dr. Eileen Ernenwein gave an overview of the GEOS proposed curriculum revision and new courses.

— *New Course Proposals, Group I*

GEOS 1300 Age of Dinosaurs

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=5684

Recommendations:

Syllabus:

- Purpose and goals: Goal bullet 1 – delete "as it is not available in other ETSU courses"
- Attendance policy: Clarify the wording – should it be unexcused absence of greater than 3 hours of lecture?

GEOS 1400 Extraterrestrial Geology

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=7905

GEOS 1500 Introduction to Geospatial Technologies

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=7895

Recommendation:

Syllabus:

- Major course topics – Why are there only two major topics for a 3 credit course? Consider expanding this section.

GEOS 1600 Thunderstorms, Tornadoes, and Cyclones

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=7902

Recommendations:

Snapshot:

- Course Title/ Transcript Title – These categories should match. Review capitalization. Transcript Title may contain up to 30 characters.

Syllabus:

- Attendance policy: Clarify the wording – should it be unexcused absence of greater than 3 hours of lecture?

GEOS 1700 Geocaching

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=7920

Other feedback for these courses consisted of minor edits which were given to GEOS faculty by Julie Fox-Horton.

Suzanne Smith moved to accept these courses 1) with correction of the recommended global/editorial changes and 2) pending the approval of the TBR proposal then returned to the chair for approval. Julie Fox-Horton seconded. The committee unanimously approved the motion.

— *New Course Proposals, Group II*

GEOS 2020 Scientific Methods in Geosciences

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=7941

Recommendations:

Snapshot:

- Rationale for Proposal: Needs to address/clarify the role of this course in the curriculum

Syllabus:

- Major Assignments:
 - Clarify the number of weekly assignments
 - For clarity, consider presenting major assignments as bullet points or a list rather than separating them with semicolons
 - “Formulating scientific research questions and designing methods for their analysis” is not represented in the grade assignment category
- Major Assignments/Grade Assignment: Each major assignment should have a corresponding grade assignment

GEOS 2450 Paleontological Techniques

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=7928

Recommendations:

Snapshot:

- Rationale for Proposal: Edit the latter part of the rationale for clarity (beginning with “This introductory class is not addressed. . . .”)

Other feedback for these courses consisted of minor edits which were given to GEOS faculty by Shirley Cherry.

Suzanne Smith moved to accept GEOS 2020 and 2450 1) with correction of the recommended global/editorial changes and 2) pending the approval of the TBR proposal then returned to the chair for approval. Shawna Lichtenwalner seconded. The committee unanimously approved the motion.

GEOS 4600 Geosciences Professional Development

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=7943

Recommendations:

Snapshot:

- Course Title: Consider changing the title to Professional Development in Geosciences

- Credit Hours: Does this course need to be 3 credits? Other departments offer similar courses for 1 credit. Additional content needs to be added for course to merit 3 credits.

Syllabus:

- Purpose and goals: Need to be rewritten. Should be written from the department's standpoint. As currently written, three of the goals are student learning outcomes
- Learning outcomes: Currently written as student assignments. Need to be rewritten.

GEOS 4610 Geosciences Capstone Experience

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=7947

Recommendations:

Snapshot:

- Course Title: Eliminate "experience" to make it Geosciences Capstone
- Rationale for Proposal: Edit for clarity. Remove/edit the word "closure" in the final sentence

Syllabus:

- Purpose and goals:
 - Add information about the purpose of this course in the curriculum.
 - Goals need to be rewritten and presented from the department's standpoint.
 - Eliminate the final bulleted goal (Permit the Department of Geosciences to assess . . .)
- Major Course Topics: Eliminate "presentations utilizing technology, oral and written communication skills"
- Learning outcomes: Currently written as student assignments. Need to be rewritten.
- Other Information: Remove this sentence. This category is information for the students.

Suzanne Smith moved to return GEOS 4600 and 4610 to the department for substantial revision. The revised course proposals are to be returned to the committee for review. Shirley Cherry seconded. The committee approved the motion. J. Keith Green abstained.

Jill LeRoy-Frazier explained to GEOS faculty the pending deadlines that must be met for the GEOS proposals to move forward to receive TBR approval for implementation in Fall 2015. These proposals would have to be corrected and returned to the UCC chair by Saturday, November 8. The chair would then forward

the proposals to UCC members for online review and approval. Dr. Grube will need UCC committee approval by Monday, November 10, in order to move the proposals forward to Academic Council for review.

The following global changes were noted across all Non-Substantive Curriculum Change proposals:

- Summary of Actions: Add “credit” to final bullet about electives if not present
- If possible in CPS, when indicating deletions on the proposed curriculum revisions replace **XXX** with strikethrough font to increase clarity

— *Non-substantive curriculum revision: GEIS minor*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=7954

T. Jason Davis moved to accept the proposal with correction of the recommended global/editorial changes then returned to the chair for approval. Suzanne Smith seconded. The committee unanimously approved the motion.

— *Non-substantive curriculum revision: GEOG minor*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=7952

Recommendation:

- Proposed curriculum revision: Final bullet on electives – use the wording from the GEIS minor proposal (Electives 9 credits of which 3 upper-division in GEOL/GEOG/GEOS)

Suzanne Smith moved to accept the proposal with correction of the recommended global/editorial changes then returned to the chair for approval. Shawna Lichtenwalner seconded. The committee unanimously approved the motion.

— *Non-substantive curriculum revision: GLGY minor*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=7953

Suzanne Smith moved to accept the proposal with correction of the recommended global/editorial changes then returned to the chair for approval. Shawna Lichtenwalner seconded. The committee unanimously approved the motion.

— *TBR proposal: Paleontology minor*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_8&FormID=11&Instance=7951

Recommendations:

- Need (pg. 2): Add language to establish there is student interest in this minor
- Impact (pg. 2): Add language to establish benefit of courses to students who transfer to ETSU with all general education requirements completed and waiting for courses in their declared majors
- Remove any references to “hours” – should be credits rather than credit hours
- List of Required Courses: Paleontology minor Proposed Requirements Table (pg. 5) – Change “Electives via advisement” to “Guided Electives”
- Question 6 Terminations (pg. 5): insert N/A
- Question 7 (pg. 6): insert N/A

Suzanne Smith moved to return the proposal to the department with a recommendation the department meet with Dr. Marsh Grube to review the proposal. After review by Dr. Grube, the proposal should be returned to the committee for approval. Effiong Otukonyong seconded. The committee unanimously approved the motion.

— *TBR proposal: Revise the B.S. in GEOL, terminate the B.S. in GEOG*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_8&FormID=11&Instance=7993

Prior to review by the UCC, Dr. Grube requested the following changes:

- Remove the emphasis on faculty research expertise; this is an undergraduate program that should be designed for the students.
- Fix font and spacing issues throughout proposal
- Identify that we have to notify SACS of the termination of the two degrees and consolidation into Geosciences
- Delete reference to CIP codes for concentrations
- Add Appendix C for new course descriptions; must match those for the new courses, so do after UCC vets them

- Suggest addition of an Appendix D – letter to students (this is required for SACS so TBR might ask)
- Susan and Dora edited Appendices A and B to fix the paper requirements
- Provide an explanation of articulation/transfer pathways for page 7.

UCC Recommendations:

- Appendix B (pg. 13): GEOL 1011, GEOS 4007, GEOG 1110, GEOG 1120 – Edit to indicate courses were removed from curriculum rather than deleted from inventory

Shawna Lichtenwalner moved to accept the TBR Proposal pending 1) the corrections requested by Dr. Grube, 2) the recommended edit from the UCC, and 3) approval of GEOS 4600 and 4610. T. Jason Davis seconded. The committee unanimously approved the motion.

Laura Dower provided an overview of the NRSE courses and proposed curriculum revision for the RN-BSN program.

One global change was noted across all NRSE syllabi

- Attendance Policy: Online Site and e-mail – change “D2L” to “online learning management system”

— *New Course Proposal: NRSE 4355 Healthcare Systems and Informatics for Nurses*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=7910

Recommendations:

Snapshot:

- Consider changing the implementation term to Fall 2015

Syllabus:

- Learning outcomes: Outcome 3 – change “examine” to “apply”; Outcome 5 – change “examine” to “analyze”

Mark Baumgartner moved to accept the proposal 1) with correction of the recommended global/editorial changes and 2) pending the approval of the TBR proposal then returned to the chair for approval. Shirley Cherry seconded. The committee unanimously approved the motion.

— *Substantially Modified Course Proposal: NRSE 3200 Advancing to Professional Nursing Practice*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7865

Recommendations:

Syllabus:

- Purpose and goals: Consider editing the second sentence to be more descriptive of the purpose of the course. Suggested revision was provided to faculty by Rhonda Brodrick. Add a stem to clarify the bulleted points are goals. Edit the verbs to match the stem.
- Learning outcomes: Outcome 3 – change “examine” to “analyze”; Outcome 8 – change “examine” to “explain”
- Grading scale: F should read below 146 and below 60%

Shawna Lichtenwalner moved to accept the proposal 1) with correction of the recommended global/editorial changes and 2) pending the approval of the TBR proposal then returned to the chair for approval. Shirley Cherry seconded. The committee unanimously approved the motion.

— *Substantially Modified Course Proposal: NRSE 4062 RN Practicum*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7913

Recommendations:

Syllabus:

- Purpose and goals: Consider editing to be more descriptive of the purpose of the course. Suggested revision was provided to faculty by Rhonda Brodrick. Add a stem to clarify the bulleted points are goals. Edit the verbs to match the stem.

Suzanne Smith moved to accept the proposal 1) with correction of the recommended global/editorial changes and 2) pending the approval of the TBR proposal then returned to the chair for approval. Shawna Lichtenwalner seconded. The committee unanimously approved the motion.

— *TBR Proposal: Revise the RN-to-BSN Program*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=7908

Recommendations:

- Type of Program Change (pg. 4):
 - The proposed program requires completion of 120 semester credit hours distributed as follows:
 - Correct typo: RN graduates from Associate Degree in Nursing (ADN)
- Appendix D (pg. 10): Delete arrows

Mark Baumgartner moved to accept the TBR proposal with correction of the minor editorial changes returned to the chair for approval. Shawna Lichtenwalner seconded. The committee unanimously approved the motion.

Other Discussion:

Jill LeRoy-Frazier presented the committee schedule for the remainder of the semester.

- November 12, 2014 – Scheduled meeting in President’s Conference Room in Dossett
- The committee will not meet the week of Thanksgiving (November 26).
- The committee will not meet on December 10, 2014 unless business requires a meeting.
- The next scheduled meeting will be Wednesday, January 27, 2015.

A motion to adjourn was made at 3:55 p.m. by Suzanne Smith and seconded by T. Jason Davis. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC 11/12/14