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**Undergraduate Curriculum Committee
Meeting Notes
November 12, 2014**

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

Guests present: Edward Baryla, John Briley, Larry Calhoun, Steve Ellis, Phillip Miller

The meeting was called to order at 2:05 pm by Chair Jill LeRoy-Frazier.

Old Business

Suzanne Smith moved to approve the minutes from the October 29, 2014 and November 5, 2014 meetings and was seconded by Shirley Cherry. The motion passed unanimously.

Actions of the Chair on the Behalf of the Committee: Approved the TBR proposal to revise the BA in History; Approved the TBR proposal to revise the RN-to-BSN program; Approved NRSE 3200, 4062, and 4355; Approved the GEOS BS TBR proposal; Approved the GEIS, GEOG, and GLGY nonsubstantive curriculum change proposals; Approved GEOS 3335 (pending since 2012), 1300, 1400, 1500, 1600, 1700, 2020, and 2450; Returned GEOS 4600 and 4610 and the GEOS paleontology minor TBR proposal for revision

Outstanding Proposals not yet on the agendae

New Courses: ALHE 4040 Managing Allied Health Professionals*; CSCI 4407
Advanced Networking Concepts; ENGL 4110 Grant Writing**; ENVH 4/5737
Scientific Basis of Occupational and Environmental Health Standards; WMST
2110 Sex, Gender, and the Body
SubMod Courses: MUSC 1410***; MUSC 1420***; MUSC 2410***; MUSC 2420***;
MUSC 2540; MUSC 2550; MUSC 3550; MUSC 4600***
TBR Proposal: Inactivate the Technical Writing minor
NonSub Curr Change: 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

— *TBR Proposal: To establish a minor in Social Medicine*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=7973

Jill LeRoy-Frazier reported the social medicine minor proposal was pulled from the Academic Council's agenda for 11/13/14. Dr. Bishop questioned the use of "medicine" in the title and the degree of involvement Health Sciences faculty would have in teaching courses associated with the minor.

New Business

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

Action Items:

- Approval of the TBR Proposal: Substantive Revision to the BSW
- Approval of the TBR Proposal: Establish a core curriculum for the BGS and BAS degree programs.

Information Items:

- Course Builder demonstration (registration management tool for students)
- Changes in revenue process for winter and summer sessions – a set amount off the top (rather than a percentage) will be designated to the general fund then remainder of revenue will be returned to departments
- Approval of 13 week summer sessions
- Library presentation on Digital Commons, a clearing house for faculty and student research

- *Non-Substantive Curriculum Change: ECOA International Commerce concentration*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=7879

Edward Baryla provided an overview of the ECOA and FNCE proposals which would give students the option of choosing either ACCT 2010 or ACCT 2000.

Suzanne Smith moved to accept the proposal as written. T. Jason Davis seconded, and the committee unanimously approved the motion.

— *Non-Substantive Curriculum Change: FNCE minor*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=7877

Suzanne Smith moved to accept the proposal as written. T. Jason Davis seconded, and the committee unanimously approved the motion.

— *Non-Substantive Curriculum Change: MGMT minor*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=7978

Phillip Miller provided an overview of the MGMT and MKTG proposals which would give students the option of choosing either ACCT 2010 or ACCT 2000.

T. Jason Davis moved to accept the proposal as written. Mark Baumgartner seconded, and the committee unanimously approved the motion.

— *Non-Substantive Curriculum Change: MKTG Minor*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=7977

Bill Hemphill moved to accept the proposal as written. Suzanne Smith seconded, and the committee unanimously approved the motion.

— *Non-Substantive Curriculum Change: MKTG Merchandising concentration*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=7980

Phillip Miller provided an overview of the proposal which would require all students to complete the Apparel Merchandising Study Tour and remove the option of completing either the study tour or an internship.

Recommendations:

- Rationale for Proposal: Explain why this change is needed/how it will enhance the education of students in the concentration
- Add a statement about a contingency plan for students who have documented extenuating circumstances that prevent them from being able to complete the study tour

— *TBR Proposal: Eliminate the Urban Studies Minor*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=7982

John Briley provided an overview of the proposal.

Bill Hemphill moved to accept the proposal as written. Kim Sell seconded, and the committee unanimously approved the motion.

— *TBR Proposal: Establish a Public Administration Minor*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=7981

John Briley provided an overview of the proposal.

Recommendations:

- Appendix (pg. 5)
 - Add (3 credits) beside PSCI 1120 Introduction to American Government
 - Add an asterisk at the end of “Or other courses with prior approval of the department” then add the footnote “Students are restricted to 6 credits of course overlap between the Public Administration major and Political Science minor.”

Suzanne Smith moved to accept the proposal with the recommended changes and return to the chair for approval. Shirley Cherry seconded, and the committee unanimously approved the motion.

— *TBR Proposal: Establish a BS in Pharmacy Studies*

Larry Calhoun and Steve Ellis provided an overview of the proposal.

Recommendations:

- Cover page: Change the proposed implementation date for Fall 2015
- How will the program meet the goals of the system and institutional strategic plans? (pg. 3): Consider rewording to remove “political”
- PMPR 4182 (pgs. 15 and 31): Billie Lancaster stated this course is scheduled to be deactivated and has an end date in Banner. Change Banner to reactivate the course.

Suzanne Smith moved to accept the proposal with the recommended minor edits. Mark Baumgartner seconded, and the committee unanimously approved the motion. The revised proposal is to be returned to Dr. Marsh Grube.

Other Business:

Jill LeRoy-Frazier forwarded the revised GEOS 4600 and 4610 and the TBR Proposal: Paleontology minor to UCC members for comments and an electronic vote. Due to proposal discussions moving more quickly than anticipated, UCC members reviewed the resubmitted proposals during the meeting.

Suzanne Smith motioned to vote on the courses and TBR proposal at the meeting rather than electronically. Chair Jill LeRoy-Frazier noted that it was appropriate to call the vote since there was a quorum, but that members must vote only on whether the

resubmitted proposals adequately addressed the revisions recommended earlier by the UCC; no further recommendations could be made. Kim Sell seconded. The committee unanimously approved the motion.

GEOS 4600 Professional Development in Geosciences

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

Recommendations:

Snapshot:

- Credit Hours: Course still does not merit 3 credit hours. Additional content needs to be added or the credit level needs to be reduced.

Syllabus:

- Purpose and goals: Need to be rewritten.
 - Should be written from the department's standpoint. How will this course contribute to the curriculum/enhance student outcomes?
 - As currently written, the goals are student assignments. Goals should outline what the department wants to achieve in the education of its students through this course. What specific concepts, trends, or issues will students engage in the course that are related to their successful professional development?
- Learning outcomes: As written, the learning outcomes and major assignments are essentially the same.
 - Learning outcomes establish the course knowledge and skills expected of students upon completion of the course.
 - Writing a paper, assembling a portfolio, etc. are student assignments and should be under Major Assignments.

GEOS 4610 Geosciences Capstone

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

Recommendations:

Snapshot:

- Rationale for Proposal: Still needs editing for clarity. Should the final sentence read "Combined with the learning outcomes gained from GEOS 4600, at the conclusion of this course . . .?"

Syllabus:

- Purpose and goals:

- Goals still need to be rewritten and presented from the department's standpoint. As currently written, they are student outcomes not course outcomes.
- Learning outcomes: Currently written as student assignments. Need to be rewritten to reflect course knowledge and skills expected of students upon completion of the course.
- Other Information: Remove this sentence. This category is information for the students.

UCC members unanimously voted not to accept revised GEOS 4600 and 4610 courses.

Suzanne Smith moved to return GEOS 4600 and 4610 to the originator again for correction of problems originally identified by the committee during the 11/5/14 UCC meeting. Kim Sell 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

Dr. Grube has reviewed the proposal. Changes recommended at the 11/5/14 UCC meeting were completed.

Suzanne Smith moved to approve the proposal. Kim Sell seconded. The committee unanimously approved the motion.

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

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC 2/11/15