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Undergraduate Curriculum Council Minutes

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2015 February 25 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee
Meeting Notes
February 25, 2015**

Members present: Rhonda Brodrick, Shirley Cherry, T. Jason Davis, Julie Fox-Horton, J. Keith Green, Bill Hemphill, LaDonna Hutchins, Karen King, Billie Lancaster, Shawna Lichtenwalner, Effiong Otukonyong, Suzanne Smith

Guests present: Alison Deadman, Maria Niederberger de la guardia

The meeting was called to order at 2 pm by Rhonda Brodrick.

Old Business

Suzanne Smith moved to approve the minutes from the February 11, 2015 meeting and was seconded by Shawna Lichtenwalner. The motion passed unanimously.

Actions of the Chair on the Behalf of the Committee since 2/11/2015: Returned and subsequently approved ALHE 4040 and CSCI 4407 new course proposals

New Business

The following global recommendations were made for the proposals of all MUSC courses reviewed:

Snapshots:

- Review the rationales for the proposals to make sure they reflect revision of content/credit hours to comply with ETSU's policy on awarding credit and best practices in the discipline

Syllabi:

- Grading Scale: Change F = 0-59 to F = below 60
- Review for typographical errors

- *Substantially Modified Course: MUSC 1410 Theory and Analysis I*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7349

Snapshot:

- Make sure the current course title is consistent throughout: Music Theory I
- Co-requisites: delete MUSC 1400; Add 1411 so 1410 and 1411 will be taken simultaneously; remove strongly recommended statement
- Catalog description: remove reference to 1411 ("It is recommended . . ."; remove Pre/Co-requisites and leave sentence – Student must have . . .

Syllabus:

- Major Assignments: delete “preparations for” and leave weekly quizzes
- Attendance: In the next to last sentence, consider editing to “Students may petition for exceptions to this policy in extenuating circumstances.”
- Other Information: edit “Exams cannot be made up . . . before the beginning of the exam”; consider adding a link to ETSU’s plagiarism policy

J. Keith Green moved to accept the proposal pending the recommended changes with return to the UCC chair for approval. Suzanne Smith seconded. The committee unanimously approved the motion.

- *Substantially Modified Course: MUSC 1420 Theory and Analysis II*
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7354

Snapshot:

- Pre-requisites Change? Change to “True” and list MUSC 1410 and 1411
- Co-requisites Change? Change to “True” and list 1421
- Catalog description: Remove references to co-requisite and pre-requisites at end

Syllabus:

- Major Assignments: delete “preparations for” and leave at least 5 quizzes

J. Keith Green moved to accept the proposal pending the recommended changes with return to the UCC chair for approval. T. Jason Davis seconded. The committee unanimously approved the motion.

- *Substantially Modified Course: MUSC 2410 Theory and Analysis III*
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7355

Snapshot:

- Pre-requisites Change? Change to “True” and list MUSC 1420 and 1421
- Proposed Co-requisites: delete “recommended” and leave MUSC 2411
- Catalog description: Remove references to co-requisite and pre-requisites at end

Syllabus:

- Prerequisites: Add MUSC 1420 and 1421
- Co-requisites: delete “recommended” to leave MUSC 2411

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

- *Substantially Modified Course: MUSC 2420 Theory and Analysis IV*
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7781

Snapshot:

- Pre-requisites Change? Change to “True” and list MUSC 2410 and 2411
- Proposed Co-requisites: delete “strongly recommended” and leave MUSC 2421
- Catalog description: No catalog description is showing for the course. Billie Lancaster will check the system for the old course description, but a course description needs to be added that explains the advanced content and change in period of music being studied.

Syllabus:

- Prerequisites: Add MUSC 2410 and 2411
- Co-requisites: delete “strongly recommended” to leave MUSC 2421
- Catalog description: Insert the revised catalog description

Suzanne Smith moved to accept the proposal pending the recommended changes with return to the UCC chair for approval. J. Keith Green seconded. The committee unanimously approved the motion.

- *Substantially Modified Course: MUSC 2540 Music History Survey I*
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7860

Syllabus:

- Purpose: delete first “research” then correct typo in second “research”
- Learning outcomes: Applying/bullet 3 – *They Say – I Say*

J. Keith Green moved to accept the proposal pending the recommended changes with return to the UCC chair for approval. Suzanne Smith seconded. The committee unanimously approved the motion.

- *Substantially Modified Course: MUSC 3540 Music History Survey III*
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7860

Shawna Lichtenwalner moved to accept the proposal pending the recommended global changes with return to the UCC chair for approval. Shirley Cherry seconded. The committee unanimously approved the motion.

- *Substantially Modified Course: MUSC 3550 Music History Survey IV*
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7861

Snapshot:

- Rationale: Add period at the end of the paragraph

Syllabus:

- Major assignments: consider revising description of research paper to improve clarity
- Other: Consider adding link to ETSU Disability Services under Special Needs

Shawna Lichtenwalner moved to accept the proposal pending the recommended changes with return to the UCC chair for approval. Shirley Cherry seconded. The committee unanimously approved the motion.

- *Substantially Modified Course: MUSC 4600 Orchestration and Arranging*
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=7861

Snapshot:

- Proposed course title: delete ITEC
- Proposed Prerequisites: delete “piano proficiency”
- Catalog description: delete “ITEC”; delete the re-requisites listed at the end of the description; change “some” to “demonstrated” piano proficiency

Syllabus:

- Course Title: remove “ITEC”
- Catalog description: Changes as noted above
- Purpose and goals: Rewrite course goals with action verbs
- Major assignments: remove “textbook reading assignments”
- Attendance: In the next to last sentence, consider editing to “Students may petition for exceptions to this policy in extenuating circumstances.”
- Other Information: edit “Exams cannot be made up . . . before the beginning of the exam”; consider adding a link to ETSU’s plagiarism policy

T. Jason Davis moved to accept the proposal pending the recommended changes with return to the UCC chair for approval. J. Keith Green seconded. The committee unanimously approved the motion.

- *Non-substantive Curriculum Change: Align course credits with ETSU policy*
<http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=54a6&FormID=17&Instance=7955>

Suzanne Smith moved to accept the proposal as written. J. Keith Green seconded. The committee unanimously approved the motion.

Other Business:

Suzanne Smith reported the TBR proposal: TTU – ETSU Engineering Program (scheduled to be reviewed by UCC on February 18) is currently at Tennessee Technological University for revision.

A motion to adjourn was made at 3:15 p.m. by T. Jason Davis and seconded by Shirley Cherry. The committee unanimously approved the motion.

Respectfully submitted,

Julie Fox-Horton/Rhonda Brodrick
UCC Secretary

Approved by UCC 3/25/15