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Undergraduate Curriculum Council Minutes

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

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

Guests present: Keith Johnson, Celia McIntosh, Ardis Nelson, Paul Sims, Michael Smith

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

Old Business

Suzanne Smith moved to approve the minutes from the February 25, 2015 meeting and was seconded by J. Keith Green. The motion passed unanimously.

Actions of the Chair on the Behalf of the Committee since 2/25/2015: Returned MUSC 1410, 1420, 2410, 2420, 3540, 3550, 2540, and 4600 proposals for recommended changes. Subsequently approved all courses except MUSC 2420 and 4600 which have not been returned.

New Business

- *New Course Proposal: ARTA 4607 Digital Photography II*
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=4352

Mike Smith provided an overview of the proposal.

Syllabus:

- Purpose and goals: Edit goal 3 to read “Develop in students an increased”
- Major Assignments –Assignments are essentially the same for undergraduate and graduate students. No changes were recommended at this meeting, but it was noted this may be a point of discussion when the course is reviewed by Graduate Curriculum Committee.

T. Jason Davis moved to accept the proposal with the changes noted then return to the UCC chair for approval. Bill Hemphill seconded. The committee unanimously approved the motion.

- *Substantial Course Modification: SPAN 4137 Applied Spanish: Translation and Community Outreach*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=8130

- *Substantial Course Modification: SPAN 4147 Applied Spanish: Interpretation and Community Outreach*

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=8131

Ardis Nelson introduced the course proposals which remove the dual undergraduate/graduate designation leaving them as undergraduate courses.

Snapshot:

- Catalog description: Edit the answer to “Catalog Description Change?” to read true. Edit the description to read “Introductory translation skills are taught with a focus on health care or legal translation.”

Syllabus:

- Course Goals and Learning Outcomes: Goals/outcomes are identical. Consider revising goals and outcomes to more effectively reflect each the focus of each course.
- Course Assignments: Identical for both courses. Consider increasing the detail related to assignments to reflect the focus of each course.
- Grading scale: Edit to read “F = below 60”

Suzanne Smith moved to return the courses to faculty for revision then bring the revised proposals back to UCC for approval. Bill Hemphill seconded. The committee unanimously approved the motion.

TBR Proposal: Establish a joint degree program in engineering with TN Tech U

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=8125

Paul Sims presented an overview of the proposal, then he and Keith Johnson responded to questions from UCC members. The UCC at Tennessee Technological University has approved the proposal, and it is waiting for approval by TTU’s academic counsel.

J. Keith Green motioned to accept the proposal as written. Shirley Cherry seconded. The committee unanimously approved the motion.

ETSU Accelerated Bachelor's to Master's Degree Policy
See Appendix A

Celia McIntosh provided background information and an overview of the policy. MAcc currently offers undergraduate students the opportunity to concurrently complete course requirements for undergraduate and graduate degrees. Other schools have expressed interest so an overarching policy is proposed that could be implemented across degree programs. Graduate Curriculum Committee will review this policy Monday. If approved by both curriculum committees, it will move forward for approval by Academic Council. This policy will not have to go to TBR because it is a university policy.

Points of Discussion

- Eligibility – Students may apply at 75 credits which is junior level standing. They would be able to take graduate level courses throughout their senior year.
- Additional Requirements/Bullet 4: Safeguards against the student unable to complete both degrees in the specified time frame counting graduate credit hours toward both degrees. The student and academic advisor would decide how earned credits would be designated.
- Matriculation limits – The goal is to maintain flexibility to be able to work with students unable to complete both degrees within the established time frame. It would be up to the students and their advisors to develop an acceptable plan that meets program and graduation expectations.
- Benefit to the undergraduate student: This policy would allow undergraduate students to take graduate level courses throughout their senior year rather than only in their final semester which makes the UG student eligible to take more graduate level courses.

J. Keith Green motioned to accept the proposal as written. Shirley Cherry seconded. The committee unanimously approved the motion.

Other Business: The next meeting of the UCC will be held in the Graduate School Conference Room, 3rd floor, Dossett.

A motion to adjourn was made at 3:40 p.m. by T. Jason Davis and seconded by Bill Hemphill. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC 4/8/15

Appendix A

ETSU Accelerated Bachelors to Masters Degree Program

Purpose: The accelerated bachelors to masters degree program provides high performing ETSU undergraduate students an opportunity to complete both the bachelor and master degrees at an accelerated pace. Participating students can apply as many as 12 credit hours of graduate-level coursework toward both of their degrees.

Benefit: Participating students will benefit by accelerated completion of two degrees, reducing time and cost. Programs will benefit by recruiting motivated students who desire such an opportunity. Particularly motivated students with a number of dual-enrollment or advanced placement courses could additionally reduce the time and cost of earning both degrees.

Eligibility: ETSU students may apply to the program once they have completed 75 credits in their undergraduate programs, including credits earned from dual enrollment or advanced placement. They must apply and be accepted to the accelerated program (including acceptance into the graduate program) prior to earning the undergraduate degree. Transfer students must have completed at least one year (2 semesters) at ETSU prior to requesting admission to the accelerated program.

Minimum GPA: Students must have a minimum ETSU undergraduate GPA of 3.25 to request admission to the program. Individual programs may impose higher GPA requirements.

Admissions: Admission to the accelerated program is contingent on meeting requirements of the respective programs and the School of Graduate Studies (SGS). Permission to pursue developing a proposal for the accelerated program will not guarantee admission to the graduate program.

Application process:

- 1) Students meeting the eligibility requirements and wishing to pursue the accelerated program should contact their undergraduate advisor and the graduate program coordinator to schedule a meeting to create a proposal.
- 2) Once the accelerated program proposal is agreed upon by the student and coordinators, the graduate program coordinator will make a Plan of Graduate Work memo for the student's file that contains the following specific information:
 - a. Plan of study for both degrees that includes:
 - i. The list of the graduate credits (up to 12) that will apply toward both degrees.
 - ii. The courses that will be taken after matriculating into the masters program.
 - b. Permission to pursue the program from both coordinators.

- c. The rationale for substitution for each graduate course that will be applied toward the undergraduate degree. The rationale can be based on an analysis of course objectives, competencies, or other objective measures.
 - d. Target dates for graduation. Note that it is expected that most students will earn the bachelor degree en route to the master degree but some programs may require simultaneous awarding of both degrees. This must be specified in the plan.
 - e. A copy of the plan will be provided to the Dean of the School of Graduate Studies for review.
- 3) When the student has earned at least 75 undergraduate credits toward the bachelor degree and is otherwise eligible, the student will then seek admission to the School of Graduate Studies using the standard application form, making a note to check the box indicating the intent to apply for the accelerated program.
- a. Standard SGS application procedures will be followed. Where a graduate program also requires a specialized application service the student applying for the accelerated program will not be required to use this service and will only use the ETSU application for admission for graduate study.
 - b. Regular SGS application fees must be paid.
 - c. In general, students applying for the accelerated program will not be required to take standardized admissions tests, however programs may elect to require a test in some cases. This must be reflected in the Plan of Graduate Work.

Acceptance or Denial: Upon review of the submitted materials, the graduate program admissions committee will recommend to the SGS that the Dean make an offer of acceptance or denial to the student. The Dean's letter should state that award of the graduate degree will be contingent on meeting the stated accelerated program requirements. Copies of this letter will be sent to the graduate program coordinator and the undergraduate advisor.

Modifications: Any modifications to the agreed-upon plan of study will be requested through the same mechanism that the student used when outlining the original request; i.e., both the undergraduate advisor and the graduate coordinator will be involved and the changes will be approved by the Dean of SGS.

Student Classification: Students accepted into the Accelerated Bachelors to Masters Degree program will be classified as undergraduate students during the first year in the program and tuition will be billed at the undergraduate rate for all courses. This is the year when they are taking both undergraduate and graduate (up to 12 credits) courses. For all subsequent terms, students will be classified as graduate students and will be billed at the graduate rate for all courses.

Graduate Tuition Scholarships and Graduate Assistantships:

Students in the accelerated program are not eligible for graduate Tuition Scholarships. Once students are classified as graduate students, they may be considered for graduate assistantships if they are eligible per policy in the GA Handbook. <http://www.etsu.edu/gradstud/pdf/gatshandbook.pdf>

Additional Requirements:

- 1) Students must receive a grade of B or better in the courses to be applied toward both the bachelor and master degrees.
- 2) No more than twelve (12) credits of graduate work may be counted towards the requirements of both degrees.
- 3) If a student's cumulative undergraduate and graduate GPA falls below the required program minimum, then he/she will need program and graduate school approval to continue in the accelerated program. Program approval of continuation must be written and copied to the student's undergraduate and graduate files.
- 4) A student who withdraws or is administratively withdrawn from the accelerated program may not subsequently count courses for both degrees; the student may count eligible courses toward one degree only.

Matriculation limits: Because of the nature of the Accelerated Bachelors to Masters Program, it is fully expected that the student will meet the timeline specified in the Plan of Graduate Work for completion of both degrees. In a rare instance of significant impediment, a revised plan for completion must be submitted and approved by the graduate program coordinator and the Dean of the School of Graduate Studies. Note that graduate degree matriculation limits will apply and matriculation limits start from the date of the first course taken that will apply toward the masters degree. See "Matriculation Limits" in the graduate catalog.

Withdrawal: A student that wishes to withdraw from the accelerated program may do so by notifying the appropriate undergraduate and graduate coordinators in writing, copying the Dean of the SGS. Staff in the School of Graduate Studies will work with the ETSU Office of the Registrar to amend the student's records.

Formalized articulation: Graduate programs that wish to set up formalized articulated programs will be encouraged to create articulation agreements between the affected bachelors and masters programs. Articulation agreements require the cooperation of the undergraduate and graduate programs and faculty, and must be approved by the College Curriculum Committee(s), College Dean(s), Undergraduate Curriculum Committee, Graduate Council, Academic Council, ETSU President, and the Tennessee Board of Regents.