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Undergraduate Curriculum Council Minutes

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### 2016 September 28 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee  
Meeting Notes  
September 28, 2016**

**Members present:** Joanna Anderson, Mark Baumgartner, Rhonda Brodrick, Michelle Chandley, Shirley Cherry, Julie Fox-Horton, Keith Green, LaDonna Hutchins, Myra Jones, Theresa McGarry, Jessica Miller, Evelyn Roach, Melissa Shafer, Kimberly Sell, Suzanne Smith

**Members absent:** T. Jason Davis, Aruna Kilaru

**Guests present:** Rhona Hurwitz, Jill LeRoy-Frazier, Renee Rice Moran, Diane Mozen

The UCC meeting was called to order at 2:05 p.m. by Chair Keith Green.

**Old Business**

Theresa McGarry moved to approve the September 14, 2016 minutes with minor edits and was seconded by Suzanne Smith. The motion passed unanimously.

Keith Green updated the status of the ECED Non-Substantive Curriculum Change proposal. Billie Lancaster confirmed the degree and concentration names. Dr. Lori Meier, Curriculum and Instruction, supports the proposal and verifies ECED 4451 does not overlap with courses in her department. Requested changes to the proposal's rationale are still pending. Evelyn Roach noted the proposed implementation date should be changed from Spring 2017 to Fall 2017.

**New Business**

*-New Course: PEXS 4850: Residency II in Physical Education  
(Education/Kinesiology, Sport & Recreation Management)*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8650](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8650)

Diane Mozen provided an overview of the new course proposal.

Snapshot:

- Rationale – correct spelling error line 1 “focusses”

Syllabus:

- Course goals are identical to student learning outcomes. Change course goals to reflect what this course will do to enhance/improve the curriculum

- Goal 1 – edit to “.... procedures and management style of mentor teachers”
- Goal 3 – omit (student assignment)
- Goal 9 – omit (student assignment)
- Major Assignments – “Two developmentally appropriate unit plans” is mentioned twice (journals, paragraph 2). Delete one of these so the item is showing only once.
- Attendance – edit to “dismissed from placement for non-attendance or late attendance.” Follow this with a second sentence “The mentor teacher may request the placement be discontinued. . . .”
- Links to syllabus attachment and textbook do not work – remove them.

With the revision of course goals, UCC members agreed the proposal met the criteria on the University-Level Course Review checklist.

Suzanne Smith moved to accept the proposal with requested changes. The proposal is to be returned to the UCC Chair for final approval. Theresa McGarry seconded. The motion passed unanimously.

*-New Course: PEXS 4851: Residency II Seminar (Education/Kinesiology, Leisure and Sport Science)*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8876](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8876)

Diane Mozen provided an overview of the new course proposal.

Snapshot:

- Credit Hours (maximum) – Change to N/A
- Course Repeatable for Credit – Change to No
- Catalog Description – Edit to “Residency capstone, edTPA, a performance-based . . .” Remove the sentence beginning with “Opportunities are provided . . .”

Syllabus:

- Course Topics – make all bullets match (upper case or lower case)
- Major Assignments and Grade Assignment – There should be a direct correlation between items in these categories. Reorganize so that each major assignment is clearly linked to its respective Grade Assignment.
- Link to University Syllabus does not work – remove it
- Required Textbook(s) – Update to latest edition

With the revision of major assignments/grade assignment sections, UCC members agreed the proposal met the criteria on the University-Level Course Review checklist.

Suzanne Smith moved to accept the proposal. The proposal is to be returned to the UCC Chair for final approval. Michelle Chandley seconded. The motion passed unanimously.

*-Non-Substantive Curriculum Change: Physical Education K-12 Major/Concentration*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=8875](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=8875)

Diane Mozen provided an overview of the new course proposal.

Recommendations:

- Consider adding the URL for the accrediting body mandating the curriculum change to clearly establish this change is necessary to meet accreditation guidelines.
- Change Proposed Implementation Term from Spring 2017 to Fall 2017

UCC members agreed the proposal met the criteria on the University-Level Non-Substantive Proposal Review checklist.

Suzanne Smith moved to accept the proposal with the minor edit to the implementation date and the possible addition of the URL. The proposal is to be returned to the UCC Chair for final approval. Kim Sell seconded. The motion passed unanimously.

*-New Course CUA1 4591: Residency 2 Seminar (Education/Curriculum & Instruction)*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_1&FormID=6&Instance=8901](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=8901)

Rhona Hurwitz provided an overview of the course proposal.

Snapshot:

- Credit Hours (maximum) – Change from 3 to N/A
- Corequisites – Clear this box. Leave the final sentence related to corequisite requirements in the course description.
- Catalog Description –
  - Remove “This course” and begin with verb
  - Edit to read “instructing and assessing; and they reflect . . .”
  - Remove “and may be repeated” from final sentence.
- Course similar to course(s) in other departments – Leave maybe for now. Keith Green will ask Dr. Grube if course overlap applies in this situation since accrediting bodies are mandating the curriculum shift.

Syllabus: Discussion of the syllabus was deferred at this time.

The UCC was unable to act on this proposal because a Curriculum Change Proposal is required in conjunction with the course change. The proposal was returned to the originator to address the above recommendations. The proposal will be fully reviewed by the UCC when the additional curriculum change proposal is complete.

*-New Course: CUA1 4561: Mid-Residency Transition (Education/Curriculum and Instruction)*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_1&FormID=6&Instance=8903](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_1&FormID=6&Instance=8903)

Rhona Hurwitz provided an overview of the course proposal.

Snapshot:

- Rationale for Proposal – end of line 2 should read “This leaves a ....”
- Credit Hours (maximum) – Change from 1 to 2
- Catalog Description
  - Remove “This course” and begin with verb
  - Check with Dr. Grube - Does the catalog description need to include “Course may be repeated once for a maximum of 2 credits”

Syllabus:

- Purpose and Goals – Remove the sentences that follow “In addition, candidates . . .” They are course assignments not the course purpose.
- Learning Outcomes – Remove the period at the end of bullet 3
- Attendance Policy – Add a period at the end of the final sentence

The UCC was unable to act on this proposal because a Curriculum Change Proposal is required in conjunction with the course change. The proposal was returned to the originator to address the above recommendations. The proposal will return to the UCC when the additional curriculum change proposal is complete.

*-New Course: CDST 4017/5017: Ecofeminism: Nature, Gender, Culture (Public Service Continuing Studies/ Cross-Disciplinary Studies)*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8979](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8979)

Jill Le-Roy-Frazier presented an overview of the course proposal. The Graduate Curriculum Committee has reviewed and approved the proposal.

Snapshot:

- Rationale for Proposal – Appears to explain ecofeminism rather than why this course enhances the curriculum
- Catalog Description – Consider deleting or shortening the list of course topics
- Contact Information for similar courses –Jill LeRoy-Frazier provided Keith Green with faculty e-mails stating there is no duplication of courses in other colleges or departments

Syllabus:

- Purpose and Goals – Remove period at the end of the final bullet
- Academic Honesty and Plagiarism Statement – Edit to “your case may be filed” (approximately 15 lines up from end of statement)
- Required Reading – Consider including a statement for students indicating the Plumwood reference is a single use title. Joanna Anderson will provide the originator with information to help students access this resource.

UCC members agreed the proposal met the criteria on the University-Level Course Review checklist.

Suzanne Smith moved to accept the proposal with the noted minor edits. The proposal is to be returned to the UCC Chair for final approval. Theresa McGarry seconded. The motion passed unanimously.

*-New Course: CDST 4117/5117: Introduction to the Digital Humanities: Interdisciplinarity and Digital Culture (Public Service Continuing Studies/ Cross-Disciplinary Studies)*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_4a\\_9&Instance=8958&FormID=6&WFID=3679](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_9&Instance=8958&FormID=6&WFID=3679)

Jill Le-Roy-Frazier presented an overview of the course proposal. The Graduate Curriculum Committee has reviewed and approved the proposal.

Snapshot:

- Rationale – Edit to reflect why digital humanities is important to the curriculum.
- Catalog Description – Consider deleting or shortening the list of course topics
- Contact Information for similar courses – Julie Fox-Horton provided Keith Green with faculty e-mails stating there is no duplication of courses in other colleges or departments

Syllabus: No recommendations

UCC members agreed the proposal met the criteria on the University-Level Course Review checklist.

Suzanne Smith moved to accept the proposal with the noted minor edits. The proposal is to be returned to the UCC Chair for final approval. Mark Baumgartner seconded. The motion passed unanimously.

*-New Course: READ 3050: Foundations of Literacy (Education/Curriculum & Instruction)*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8759](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8759)

Renee Rice Moran provided an overview of the course proposal.

Snapshot:

- Transcript Title – Change to Foundations of Literacy for clarity (Lit is often interpreted as Literature)
- Rationale for Proposal
  - Identify the acronyms
  - This course has been created to meet accreditation mandates. Include a link to the accreditation body requiring the change.
  - Omit the sentence “In this course, we will . . . .”
- Credit Hours (maximum) – change to N/A
- Catalog Description – Begin with “Foundations, content . . . .”
- Course proposed for Honors – Change to no
- Course to be required for major, minor in another department – If the answer is yes, the other department will need to submit a curriculum change proposal. Check with Dr. Grube to determine if a curriculum change proposal is required from the other department.

Syllabus:

- Purpose and Goals
  - Place a period after “elementary classrooms” then omit the rest of the purpose
  - Restate the purpose to state how this course improves/enhances the curriculum
- Major course topics
  - Check for typos including address in bullet 4 and textbooks in bullet 5
  - Remove the period at the end of the final bullet
- Major Assignments/Grade Assignment – Reorganize so the items are presented in the same order in both sections
- Grading Scale - Edit points column so F reads “Below 61”

- Required Textbooks(s) – Edit author’s name to DeVries
- Required Reading(s) – Edit to National Governors Association

The UCC was unable to act on this proposal because a Curriculum Change Proposal is required in conjunction with the course change. The proposal was returned to the originator to address the above recommendations. The proposal will return to the UCC when the additional curriculum change proposal is complete.

*-New Course: READ 3150: Teaching Reading in the Elementary School through Differentiation (Education/Curriculum & Instruction)*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8761](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8761)

Renee Rice Moran provided an overview of the course proposal.

Snapshot:

- Rationale for Proposal
  - Identify the acronyms
  - This course has been created to meet accreditation mandates. Include a link to the accreditation body requiring the change
  - Change English Language populations to English Language learners
- Credit Hours (maximum) – change to N/A
- Catalog Description
  - Begin with “Foundations, content . . .”
  - Edit to reflect this course is a continuation of content learned in READ 3050
  - Edit the final sentence from the three tiers to “instruction with RTI model”
- Course proposed for Honors – Change to no
- Course repeatable for credit – Change to no

Syllabus:

- Purpose and Goals
  - Place a period after “elementary school” then remove the rest
  - Rework course goals to reflect faculty perspective or how this course enhances/improves the curriculum or program
- Major Course Topics – Remove repeated section heading and the period at the end of the final bullet
- Learning Outcomes – Remove the repeated section heading
- Major Assignments
  - Remove the table



- Separate each item from its description with either a colon or a dash but make them all the same
- Grading Scale
  - Correct the numbers beginning with C- category there are missing points from 469 to 475
  - Change the points earned F to read “Below 400” or lowest number for D category if it changes with revision made above
  - Change the percentage column to read “Below 61%”
- Required Reading(s) – Edit to National Governors Association

The UCC was unable to act on this proposal because a Curriculum Change Proposal is required in conjunction with the course change. The proposal was returned to the originator to address the above recommendations. The proposal will return to the UCC when the additional curriculum change proposal is complete.

*-New Course: NTFD 3350: Optimizing Childhood Nutrition and Health (Clinical & Rehabilitative Sciences/Allied Health Sciences)*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8995](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8995)

The UCC did not review this proposal. The originator was not present at the meeting.

**Other Discussion:**

The next scheduled meeting is October 12, 2016. Keith Green will be out of the country. He reports there are currently 3 proposals pending in the system. Suzanne Smith states there are an additional 5-6 proposals coming forward from Business. Committee members elected to move the October 12 meeting to October 19. The UCC will meet again the following Wednesday, October 26, if necessary to complete committee business.

A motion to adjourn was made at 4:10 p.m. by Melissa Shafer and seconded by Kim Sell. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick  
 UCC Secretary

Approved by UCC 10/19/16