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Undergraduate Curriculum Council Minutes

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10-19-2016

### 2016 October 19 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee  
Meeting Notes  
October 19, 2016**

**Members present:** Joanna Anderson, Rhonda Brodrick, Michelle Chandley, Shirley Cherry, T. Jason Davis, Julie Fox-Horton, Keith Green, LaDonna Hutchins, Myra Jones, Aruna Kilaru, Billie Lancaster, Theresa McGarry, Jessica Miller, Evelyn Roach, Kimberly Sell, Suzanne Smith

**Members absent:** Mark Baumgartner, Melissa Shafer (conference)

**Guests present:** Karen Brewster, Vida Hull, Keith Johnson, Michelle Johnson

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

**Old Business**

Suzanne Smith moved to approve the September 28, 2016 minutes and was seconded by Aruna Kilaru. T. Jason Davis abstained; the remaining members voted in approval.

**New Business**

*-Non-Substantive Curriculum Change: Art Minor: ARTA*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=8891](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=8891)

Vida Hull presented an overview of the proposal.

**Recommendations:**

- Existing approved curriculum as shown in catalog – The final bullet (selected from any 3xxx or above ARTA or ARTH courses) needs to be moved to the Upper-Division Electives: 9 Credit Hours heading.
- Proposed curriculum revision with changes in bold – The final bullet (selected from any 3xxx or above ARTA or ARTH courses) needs to be moved to the Upper-Division Electives: 9 Credit Hours heading.

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

*-Non-Substantive Curriculum Change: Biomedical Engineering Technology  
ENTC (Major/Minor BIOM)*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=8930](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=8930)

Keith Johnson provided an overview of the proposal. No new or modified courses are included in this proposal.

Recommendations:

- Major/Minor Code – change from ENTC to BIOM
- Insert existing approved curriculum as shown in catalog
  - correct “uper” to “upper”
  - ENTC 4390 – Medical Imaging **Equipment** Technology
  - First sentence in final paragraph should read: Students minoring in Biomedical Engineering Technology must also . . .

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

*-Non-Substantive Curriculum Change: Construction Engineering Technology  
ENTC (Major/Minor CONS)*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=8933](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=8933)

Keith Johnson provided an overview of the proposal. No new or modified courses are included in this proposal.

Recommendations:

- Major/Minor Code – change from ENTC to CONS
- Insert existing approved curriculum as shown in catalog
  - correct “advisir” to “advisor”
  - ENTC 2160 and 2170 – correct to CADD
  - ENTC 2420 – correct “commerical” to “commercial”
  - First sentence in final paragraph should read: Students minoring in Construction Engineering Technology must also . . .

Shirley Cherry moved to accept the proposal with minor edits. The proposal is to be returned to the UCC Chair for final approval. Aruna Kilaru seconded. The motion passed unanimously.

-*Substantial Course Modification: THEA 3515: Theatre Movement*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=10&Instance=8941](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=8941)

Karen Brewster provided an overview of the proposal.

Snapshot:

- Rational for Proposal
  - “all necessary aspects” – elaborate to give more detail of what is necessary to support the increase in credit hours
  - Rewrite to take the focus away from the addition of faculty and to explain how this change will improve the curriculum/strengthen departmental offerings

Syllabus:

- Purpose and Goals – goals should be written from the faculty/department perspective rather than goals for the students to attain
- Major course topics – increasing from 1 credit to 3 credits but only 4 major course topics; list should reflect the added content for the increased credit hours; may find additional topics in the learning outcomes and assignments sections
- Learning Outcomes – bullet 4 change “show” to “demonstrate”
- Major Assignments and Grade Assignment
  - Lack of clarity in how grades are determined – the major assignments should link directly to the grade assignments
  - Attendance/Participation/Skill and Growth – 50% of grade but how is this determined? How is “skill and growth” measured?
- Grading Scale
  - Remove all of the 0.9 references
  - Change F to read “Below 60”
- Attendance Policy – may need clarification based on changes made to Major Assignments/Grade Assignment sections
- Required Reading and Bibliography sections
  - Currently these are identical
  - Change the required reading section to reflect what is actually assigned to the students in the class
  - Citations have spacing, colon, and typo errors. Joanna Anderson offered to compile a list of corrections for the originator.

Suzanne Smith moved to return the proposal to the originator for revision. The proposal is to be returned to the committee for final approval. Aruna Kilaru seconded. The motion passed unanimously.

*-New Course: NTFD 3350: Optimizing Childhood Nutrition and Health*  
[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)

Michelle Johnson presented an overview of the proposal.

Snapshot:

- Credit Hours (maximum) – change from 3 to N/A
- Catalog Description – remove the comma after development
- Contact Information for similar courses – Remove all the information and leave N/A

Syllabus:

- Purpose and goals – goal 2 change understanding to explanation
- Major Assignments – Under Budgets and Meal Planning, change \$10 dollars to either \$10 or 10 dollars
- Grading Scale – Change F to read “Below 68”
- Office of Registrar – should not link to “following link” Myra Jones will send originator information about how to correct this issue
- Required Textbook – noted that proposed text was published in 1997 but is considered a classic by experts; originator has searched unsuccessfully for a more current resource and plans to continue the search
- Bibliography – Joanna Anderson offered to compile a list of corrections for the originator.

Jason Davis moved to accept the proposal with requested changes. The proposal is to be returned to the UCC Chair for final approval. Kim Sell seconded. The motion passed unanimously.

*-TBR Proposal: Policy about repeating courses in Department of Computing*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=8635](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=8635)

Review of this proposal was deferred to the October 26 meeting.

*-Non-Substantive Curriculum Change: Early Childhood Development (ECED) (Education)*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=8765](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=8765)

This proposal is returning to the committee for approval after its initial review at the September 14, 2016 meeting. Clarification was received from Billie Lancaster about the correct degree and concentration names. A letter of support

was received from Dr. Lori Meier, Department of Curriculum and Instruction.  
(See attached)

Recommendations: Implementation date needs to be changed to Fall 2017

Suzanne Smith moved to accept the proposal with the change of implementation date. Aruna Kilaru seconded. The motion passed unanimously.

**Other Discussion:**

The committee will meet on October 26, 2016 from 2 – 4 pm. Several proposals have been submitted since the agenda was compiled for today’s meeting.

A motion to adjourn was made at 3:35 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 10/26/16

Re: ECDV

Sharp, Lynda Kathryn

Wed 9/14/2016 4:24 PM

To: Lancaster, Billie <LANCASTB@mail.etsu.edu>; Green, Joe Keith <GREENJ@mail.etsu.edu>;

Cc: Grube, M. Marshall <GRUBE@mail.etsu.edu>; Hutchins, LaDonna A. <HUTCHINL@mail.etsu.edu>; Brodrick, Rhonda L. <BRODRICK@mail.etsu.edu>;

Thank you!

L. Kathryn Sharp, EdD  
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Ask me about our **graduate programs** in Early Childhood! We are currently offering both **on-campus** and **online** options, including a 36-credit, **completely online master's degree** as well as an **online certificate program** (18 credits) in Emergent Inquiry. For more information visit <http://www.etsu.edu/coe/teachlearn/eced/graduate/default.aspx>. Enrolling now! Or for students who already have a master's degree, please check out our **doctoral program** in Early Childhood, one of only 14 Early Childhood PhD programs in the country! For more information visit <http://www.etsu.edu/coe/teachlearn/eced/doctoral/default.aspx>.

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**From:** Lancaster, Billie  
**Sent:** Wednesday, September 14, 2016 4:23:34 PM  
**To:** Green, Joe Keith; Sharp, Lynda Kathryn  
**Cc:** Grube, M. Marshall; Hutchins, LaDonna A.; Brodrick, Rhonda L.  
**Subject:** ECDV

The concentration name is Early Childhood Development – not Education. The catalog has been corrected. I apologize for the mistake.

Billie Lancaster

[/default.aspx](#). Enrolling now! Or for students who already have a master's degree, please check out our **doctoral program** in Early Childhood, one of only 14 Early Childhood PhD programs in the country! For more information visit <http://www.etsu.edu/coe/teachlearn/eced/doctoral/default.aspx>.

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**From:** Meier, Lori T.  
**Sent:** Wednesday, December 2, 2015 1:18 PM  
**To:** Sharp, Lynda Kathryn  
**Subject:** Re: New math course proposal for ECED

Hi Kathryn,

Is an email statement (like the one below) sufficient or do you need a formal letter? Please let me know if this is what the committee was looking for. I do not have much experience with their expectations.

To members of the undergraduate committee:

Dr. Kathryn Sharp, as the undergraduate program coordinator for PreK-3 in the Department of Teaching and Learning, has shared with me the desire (and proposed syllabus) to create a new course, *ECED 4451 Principles of Differentiated Mathematics Instruction and Assessment for PreK-3*, to be included in a program of study specific to Early Childhood. Although I have received feedback from some faculty that are concerned it will have a strong impact on the enrollment of our current content methods-based course (offered as part of the current PreK-3 program and sometimes take by CUA1 students), *CUAI 4517/5517 Mathematics for Early Childhood*, I am aware and understanding of the rationale that the Department of Early Childhood seeks to pursue this new course proposal. I have spoken with their chair, Dr. Evanshen about the concerns earlier in the semester. Overall, I do not oppose their seeking approval of this course proposal that is tailored to the mission and vision of their department as early childhood specialists. Perhaps there will be opportunities for our future students (and possibly graduate students, if it is dually listed) to participate in the course in the future.

Best,  
Dr. Lori Meier

Dr. Lori T. Meier  
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Graduate Program Coordinator, Master of Education in Elementary Education  
Department of Curriculum & Instruction  
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