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Undergraduate Curriculum Council Minutes

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### 2016 October 26 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee  
Meeting Notes  
October 26, 2016**

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

**Members absent:** Sheryl Burnette, Aruna Kilaru

**Guests present:** Keith Johnson, Karin Keith, Mary Langenbruner, Tony Pittarese, Jeffrey Roach

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

**Old Business**

Theresa McGarry moved to approve the October 19, 2016 minutes and was seconded by Michelle Chandley. Melissa Shafer abstained; the remaining members voted in approval.

**New Business**

*-Non-Substantive Curriculum Change: Electronics Engineering*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=8937](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=8937)

*-Non-Substantive Curriculum Change: Industrial Technology*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=8934](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=8934)

*-Non-Substantive Curriculum Change: Manufacturing Engineering*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=8935](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=8935)

*-Non-Substantive Curriculum Change: Product Development*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=8936](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=8936)

Dr. Grube stated proposals for development of a new minor must be submitted as TBR proposals rather than Non-Substantive Curriculum Change proposals.

This impacts the four proposals above and two discussed at the October 19, 2016 meeting:

- *-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)
- *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)

Dr. Green noted the proposals discussed at the October 19 meeting had been returned by the originator for approval, but he had not approved them in the CPS system. He was waiting to approve all 6 proposals as one group. All six non-substantive curriculum change proposals will be deleted from the system. Keith Johnson and Suzanne Smith will meet with Dr. Grube to transition the proposals from the current format to the appropriate TBR proposal format.

*-Non-Substantive Curriculum Change: Human Services*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=9072](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=9072)

Mary Langenbrunner provided an overview of the proposal.

Recommendations:

- Summary of Actions
  - remove actions 1, 2, 4, 5, 6 leaving only item 3 (delete PSYC 1310 as a Social and Behavioral Sciences requirement)
  - Billie Lancaster will remove the intensives language from the course description for SRVL 1020 (item 6)
- Insert existing approved curriculum as shown in catalog
  - Delete all information under Course and Graduation Requirements (items 1-4)
  - Remove Note: and the paragraph that follows
  - Keep Social and Behavioral Sciences through the HDAL 2340 and PSYC 1310 courses
  - Remove Mathematics and the paragraph below the heading including the bullet MATH 1530
  - Keep Note: "This major, if required courses are taken . . . ." through "MUST minor in Early Childhood Development."
- Insert proposed curriculum revision with changes in bold
  - Delete all information under Course and Graduation Requirements (items 1-5)
  - Keep Social and Behavioral Sciences heading and its information

- Remove Mathematics and the paragraph below the heading
- Keep Note: This major, if required courses are taken . . . .” through “MUST minor in Early Childhood Development.”
- Remove SRVL 1020 and the information following
- Implementation Date: Change to Fall 2017

Dr. Grube requested Dr. Langenbrunner meet with her to clarify the TBR proposal addressing the proposed GPA requirement.

Suzanne Smith moved to return the proposal to the originator for changes noting the committee anticipates submission of an additional TBR proposal to address the proposed GPA requirement which cannot be addressed in a non-substantive curriculum change proposal. The proposal will come back to the committee for approval. Kim Sell seconded. The motion passed unanimously.

*-New Course: CUI 4436: English as a Second Language Pedagogy in Reading*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8905](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8905)

*-New Course: CUI 4446: English as a Second Language Pedagogy in Writing*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8907](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8907)

*-New Course: CUI 4456 English as a Second Language Pedagogy in Listening and Speaking*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8909](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8909)

*-New Course: CUI 4466: English as a Second Language Pedagogy in Materials Development and Multicultural Awareness*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8911](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8911)

Karin Keith provided an overview of the four new course proposals. The committee noted these courses are very similar to courses already in the catalog for this department (CUI 4437 English as a Second Language Assessment and Testing, CUI 4447 English as a Second Language Reading and Instruction, CUI 4457 English as a Second Language Methods and Techniques K-12, and CUI 4467 English as a Second Language Curriculum Development K-12). The committee asked whether these courses were intended to replace the current courses. If that is not the intention, the new courses appear to duplicate courses already approved. The committee cannot formally approve the new courses until the duplication issue is resolved.

The following recommendations apply to all four new course proposals:

Snapshots:

- Course Title – replace “English as a Second Language” with “ESL” to shorten
- Transcript Titles – rework abbreviations; they need to clearly identify what the courses are so they are understandable to other institutions
- Credit Hours (maximum) – change to N/A
- Catalog Descriptions – remove all “this course” and begin with the verb

Example CUI 4436: Intended for international students in the Bridge Program, a 3+1 Bachelor’s degree program. Acquaints candidates with American reading pedagogy and curricula including English and American literature written for children and adolescents. Addresses individualized instruction and material selection, guided reading and contextual methods of vocabulary instruction. Endeavors to bridge cultural difference in understanding of literacy instruction

Syllabi:

- Purpose and Goals – bulleted goals should reflect how the course enhances the curriculum rather than student learning outcomes; rewrite the bulleted items to reflect what the department wants to achieve through the course
- Major Course Topics – Determine where vocabulary is taught within this block of courses then link the topic to the appropriate course(s)
- Major Assignments and Grade Assignment sections
  - major assignments should be formatted as a list
  - add 1-2 sentences describing each assignment
  - link each assignment directly to an item of the same name in the grade assignment section
  - define how participation will be evaluated – if attendance is considered participation that needs to be stated
- Attendance Policy – define what happens if a student exceeds the absence limit
- Other – ETSU Syllabus Attachment – replace the link with a working link
- Required Reading and Bibliography Sections – Joanna Anderson will edit the citations and provide the information to the originator.

The following additional recommendations pertain to only the single course identified:

Snapshot:

- CUI 4456 – Correct the typos in Rationale for Proposal (courseit, aura, remove semicolon after fostered)
- CUI 4466 – Rationale for Proposal needs to clearly address topics within this course

Syllabus:

- CUI 4436
  - Grading Scale – correct the A- category
  - Other information – Academic Misconduct Policy sentence 4: “the student receives an “F” in the course and **is** referred”
  - Other information – ETSU Syllabus Attachment should be Attachment
  
- CUI 4456
  - Learning Outcomes – bullet 6 reword “describe an awareness”
  - Major Assignments – Review the proposed assignments to determine if they are appropriate for this course
  - Required Textbook – Needs to be changed to reflect content appropriate for focus of this course and to avoid duplication of content taught in other courses on campus
  
- CUI 4466
  - Learning Outcomes – currently written as student assignments rather than learning outcomes

Suzanne Smith moved to return the proposals to the originator to 1) resolve the course duplication issue and 2) make the recommended changes. The proposals will return to the committee 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)

Jeffrey Roach provided an overview of the proposal. This proposal does not change program requirements. It changes the minimum GPA and the number of times a student may take a course.

Recommendations:

- Cover Page/For more information – Change to Dr. Bert C. Bach, 423-439-4219
- Purpose – Rewrite to concisely state the purpose and goals in two sentences
  - The purpose of this proposal is . . . .
  - The objectives of this proposal are to . . . .
  - Move the information in paragraphs 2, 3, and 4 to the rationale
  
- Need/Rationale – Add data to support the planned actions; include department statistics that establish a pattern of students with low course grades and/or numerous course repeats not progressing/graduating

- Impact – As written this sounds like an operational plan to filter out weak students. Rerword to address how the proposed changes will benefit students
- Appendix A, Proposed Column
  - Edit opening statement: Satisfactory progression in a computing major **or** minor requires:
  - Item 3: Edit to read “A **grade of B-** or better”

Dr. Grube asked the originators to send the revised proposal to her prior to resubmitting it to the committee for approval.

Theresa McGarry moved to return the proposal to its originator for requested changes. The proposal is to be returned to the committee for final approval. Shirley Cherry 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)

This proposal was originally reviewed by the committee at the October 19, 2016 meeting and is returning for approval.

Dr. Grube questioned whether this course is part of a licensure requirement. This issue impacts the committee’s ability to approve the course. Karen Brewster will clarify this issue for the committee.

Snapshot:

- The committee agreed the changes to the Rationale for Proposal met recommendations.

Syllabus:

- The committee agreed the changes to the Purpose and Goals, Major Course Topics, Learning Outcomes, Major Assignments/Grade Assignments, Grading Scale, and Attendance Policy met recommendations.
- Other information
  - Add an Academic Misconduct Policy
  - Add a link to the Syllabus Attachment
- Reference List/Bibliography – Joanna Anderson will edit the entries and provide the originator with the necessary changes

Suzanne Smith moved to accept the proposal with requested changes and upon the condition that the licensure requirement is resolved. The proposal is to be returned to the UCC Chair for final approval. Theresa McGarry seconded. The motion passed unanimously.

**Other Discussion:** None

A motion to adjourn was made at 4:15 p.m. by Suzanne Smith and seconded by Shirley Cherry. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick  
UCC Secretary

Approved by UCC 11/9/16