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Undergraduate Curriculum Council Minutes

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### 2017 February 8 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee  
Meeting Notes  
February 8, 2017**

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

**Members absent:** Sheryl Burnette, LaDonna Hutchins, Suzanne Smith

**Guests present:** Mary Langenbrunner, Mary Ann Littleton, Leslie McCallister, Mary Mullins, Kevin O'Donnell, Phyllis Thompson

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

**Old Business**

Kim Sell moved to approve the November 30, 2016 minutes. Mark Baumgartner seconded. Aruna Kilaru abstained. The remaining members voted in approval.

Keith Greene stated he approved the Non-Substantive Curriculum Change: ENVS: Environmental Studies Minor which had been returned to the chair with the requested changes.

**New Business**

*-Non-Substantive Curriculum Change: Human Services*

Returning to committee; first review 10/26/16

[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 introduced the revised human services proposal.

Snapshot:

- Summary of Actions – Item 5: change title of HDAL 4666 to Cultural Influences and Development
- Insert proposed curriculum revision with changes in bold
  - Item 2 – correct cumulative
  - Item 3 – remove the “s” from points; insert language reflecting this is also a cumulative grade point average

Once approved, Dr. Grube will take the progression policy to Academic Council.

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

*-New Course: COBH 2066: Wellness Peer Educator Training*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=9081](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=9081)

Mary Ann Littleton introduced the new course proposal.

Snapshot:

- Course Title – does not accurately reflect the scope of the course; eliminate training from the title
- Rationale for Proposal – needs to be expanded to explain how this course meets department needs/enhances the department's curriculum; emphasize the course is more than BACCHUS training
- Credit Hours (maximum) – change to NA
- Catalog Description – misleading; deemphasize BACCHUS training; focus on the skills developed

Syllabus:

- Purpose and Goals – need to reflect the course as a whole rather than BACCHUS training
- Learning Outcomes
  - Change the stem to: At the conclusion of this course, the student is expected to be able to
  - presented as assignments required for training; revise to answer the question “What should students be able to do with what they have learned?”; extend the focus beyond campus into community and post-college environments
- Major Assignments – Item 4: Clearly state students can take the BACCHUS exam twice and a second failure on the exam also constitutes failure of the course
- Grading Scale – correct the F category to read below 68 and below 680 points
- Attendance Policy – Revise to reflect what happens if a student does not attend class
- Required Textbook – Needs to be clear other resources are used in addition to the BACCHUS Training Workbook
- Theresa McGarry will also e-mail minor editorial changes to the originator

Dr. Littleton gave the committee a handout summarizing changes she had made based on Suzanne Smith's review of the proposal prior to the meeting. The committee felt additional revision was needed.

Theresa McGarry moved to return the proposal to the originator for revision. The proposal will return to the committee once revisions are complete. Aruna Kilaru seconded. The motion passed unanimously.

*-TBR: Revision of Technical Writing Minor*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=9080](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=9080)

Kevin O'Donnell provided an overview of the proposal which revises course options within the minor and brings minor requirements in line with what is offered at other universities across the southeast.

Recommendations:

- Narrative Description of Action – present in 3<sup>rd</sup> person; change “we” to “the department”
- Type of Change – item 8: Add wording to reflect the department is confident it can meet the needs of students currently enrolled in the minor through case by case advisement.
- Appendix A in the Proposed Column
  - MGMT 3300 – Written Organizational Communications (add s)
  - Remove MCOM 2400 from the Media category and leave it only in the Design and Layout category

Mark Baumgartner moved to accept the proposal with minor editorial changes. The proposal is to be returned to the UCC Chair for final approval. Kim Sell seconded. The motion passed unanimously.

*-New Course: SOCI 3620: Sociology of Sport*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=8544](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8544)

Leslie McCallister introduced the new course proposal. T. Jason Davis brought forward a concern of course duplication from the Department of Sport, Exercise, Recreation, and Kinesiology.

Review of the proposal was tabled until the originator provides documentation from Dr. Mike Ramsey, Chair of the Department of Sport, Exercise, Recreation, and Kinesiology that there is no duplication.

*-Non-Substantive Curriculum Change: Social Work*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=9309](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=9309)

Mary Mullins introduced the new course proposal.

There were no recommendations. Aruna Kilaru moved to accept the proposal as written. Kim Sell seconded. The motion passed unanimously.

*TBR Proposal: Termination/Phase-Out of Women's Studies Major*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=9269](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=9269)

Phyllis Thompson introduced proposal which terminates the Women's Studies Major because the program has been unable to meet enrollment and graduation standards. The courses will continue to be available, and students will be able to minor in women's studies.

Discussion followed in which UCC members voiced regret about loss of this program and affirmation of the importance of the content delivered within the courses that remain. Shirley Cherry moved to terminate the major. Joanna Anderson seconded. The motion passed; Dr. Keith Greene abstained; Dr. Aruna Kilaru voted against the motion.

Dr. Grube has the teach out plan for termination of the major. She will add it to the proposal before it moves forward to Academic Council.

#### **Other Discussion:**

Dr. Grube reported ETSU is moving to new curriculum management software. She suggested the committee consider who will chair the committee during the 2017-2018 academic year so he/she can be involved early in the training process. Members of the UCC will also receive training on the new system.

The March meeting will be held in the Graduate Conference Room rather than in the President's Conference Room.

A motion to adjourn was made at 3:30 p.m. by Kim Sell and seconded by Melissa Shaffer. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick  
UCC Secretary

Approved by UCC 2/22/17