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Undergraduate Curriculum Council Minutes

2-22-2017

2017 February 22 - Undergraduate Curriculum Council Minutes

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University Governance, East Tennessee State University, "2017 February 22 - Undergraduate Curriculum Council Minutes" (2017). *Undergraduate Curriculum Council Minutes*. 129.
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**Undergraduate Curriculum Committee
Meeting Notes
February 22, 2017**

Members present: Joanna Anderson, Mark Baumgartner, Rhonda Brodrick, Julie Fox-Horton, Keith Green, Marsh Grube, LaDonna Hutchins, Aruna Kilaru, Billie Lancaster, Theresa McGarry, Jessica Miller, Melissa Shafer, Kimberly Sell, Suzanne Smith

Members absent: Sheryl Burnette, Michelle Chandley, Shirley Cherry, T. Jason Davis, Myra Jones, Evelyn Roach

Guests present: William Duncan, Susan Epps, Mary Ann Littleton

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

Old Business

Kim Sell moved to approve the February 8, 2017 minutes. Mark Baumgartner seconded. The motion passed unanimously.

New Business

-New Course: SOCI 3620: Sociology of Sport

Returning to committee; first review 2/8/17 (proposal tabled)

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

Review of the proposal was tabled at the 2/8/17 meeting until the question of duplication was resolved. Keith Green received an e-mail from Mike Ramsey, Professor/Chair, Department of Sport, Exercise, Recreation, and Kinesiology (see attachment); however, UCC members questioned whether the issue of course duplication was sufficiently addressed in the e-mail.

Keith Green will ask Dr. Ramsey for additional clarification related to the issue of course duplication. UCC members also requested a copy of the syllabus for the course in question in the Department of Sport, Exercise, Recreation, and Kinesiology. Dr. Green will ask Dr. Ramsey for the appropriate syllabus.

Bill Duncan attended the meeting in Leslie McAllister's absence.

Snapshot:

- Catalog description – add a period at the end
- Contact information for similar course – more substantive statement needed to address duplication of content between courses

Syllabus:

- Learning Outcomes – bullet 2 needs a semi-colon at the end
- Major Assignments
 - Discussion Questions section – change article to articles at the end of the section
 - Sociology of Sport Board Game – remove the reference to 100 points since all other grading is based on percentage
 - Sport in the News - remove the reference to 100 points since all other grading is based on percentage
- Grading Scale – change F to below 65
- Attendance Policy – no change required but UCC members questioned the large number of absences permitted before the student failed the course
- Bibliography, Recommended Readings, and/or Supplemental Materials
 - Mixture of formatting within the list
 - Joanna Anderson sent the originator a list of recently published books currently available in the library that would be pertinent to course topics

Theresa McGarry moved to table the proposal until the UCC can review the syllabi for duplication and additional information is provided by Dr. Ramsey related to course duplication. Joanna Anderson seconded. The motion passed unanimously.

-TBR Proposal: Double degree program: Sociology and Social Work

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=9385

Marsh Grube explained the concept of the double degree proposal in which two degree programs work together to show how students can attain both degrees and not exceed the 120 credit hour limit.

William Duncan presented an overview of the proposal followed by a more detailed description of the curriculum. There are no changes to either program of study. The double degree is possible because there are guided electives which count toward degree requirements for both programs of study.

Recommendations:

- Title of Action and Narrative Description of Action – edit to read Bachelor of Social Work
- Proposal Statement – edit to read Bachelor of Social Work (BSW) then edit so consistent language is used in the remainder of the proposal when referring to this program of study

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

-New Course: COBH 2066: Wellness Peer Educator Training

Returning to committee; first review 2/8/17 (returned for revisions)

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

Mary Ann Littleton introduced the revised course proposal.

Snapshot:

- Course Title – suggested change to Personal and Community Wellness
- Transcript Title – adjust to match the revised course title
- Proposed Implementation Date: Fall 2017

Syllabus:

- Goals – revise to read appropriate referrals to community services
- Major Assignments – remove wording about serving as a peer educator on the ETSU campus in the opening statement, weekly preps for health topics presentations, and class preparation and participation sections
- Attendance Policy – delete training program/certification language

Suzanne Smith moved to accept the proposal with the recommended edits. The proposal is to be returned to the UCC Chair for final approval. Aruna Kilaru seconded. The motion passed unanimously.

-New Course: ALHE 4080: Leadership Capstone

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=9277

Susan Epps introduced the new course proposal.

Snapshot:

- Credit Hours (maximum) – change to N/A
- Catalog description – eliminate will and they; change acquire to acquired

Review of the proposal was suspended/tabled because this course is to be required for the major. A Substantive Curriculum Change proposal is required before the UCC can act on the proposal.

UCC noted 3 issues which were inappropriately managed by the College/School Curriculum Committee:

1. Course is required for the major but the originator was directed to change the box on the snapshot to no so the course could go through without the curriculum change proposal. Snapshot comments 2/3/17 by College/School Curriculum Committee
2. Catalog description did not follow directions provided in the Chair's Handbook.

3. The committee met by e-mail rather than meeting with the originator to review the proposal.

Dr. Grube stated the accompanying curriculum change proposal must be submitted in CPS by April 1. If it is not submitted by April 1, both the curriculum and course proposals will have to be resubmitted through the new curriculum software. The originator can request authorization from Dr. Grube to offer ALHE 4080 as an experimental course until the curriculum changes are approved and go into effect (earliest would be Fall 2018).

Other Discussion:

Election of UCC Chair for 2017-2018

- Electing early because the incoming chair needs to be involved in the implementation of the new curriculum system
- Keith Green outlined the role/responsibilities/time commitment of the chair.
- Marsh Grube stated the new curriculum processing software will generate the agenda and distribute it to the committee. There are questions about how the editing process will occur. The system has a built in time limits for actions and will generate reminder e-mails to originators then notify Dr. Grube if deadlines are not met.
- Suzanne Smith nominated Kim Sell for UCC Chair 2017-2018. Melissa Shaffer seconded. The motion passed unanimously.
- Suzanne Smith nominated Rhonda Brodrick for UCC Secretary 2017-2018. Aruna Kilaru seconded. The motion passed unanimously.

The next meeting will be March 22. Dr. Grube requested 15-20 minutes on the agenda to update the UCC on process changes associated with becoming self-governing rather than a TBR institution.

A motion to adjourn was made at 3:36 p.m. by Melissa Shaffer and seconded by Julie Fox-Horton. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC 3/22/17

**Message from Mike Ramsey, Chair, re Sociology of Sport (new course proposal—
SOCI 3620)**

Hello Keith,

While the sociology of sport course that has been developed in the Sociology Department is similar to a course offered in our sport and leisure management program we are fine with your department proceeding with this course proposal..

Regards, Mike

Mike Ramsey, Professor/Chair
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