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2017 March 22 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee
Meeting Notes
March 22, 2017**

Members present: Mark Baumgartner, Rhonda Brodrick, Michelle Chandley, Shirley Cherry, T. Jason Davis, Julie Fox-Horton, Keith Green, Aruna Kilaru, Billie Lancaster, Theresa McGarry, Jessica Miller, Evelyn Roach, Melissa Shafer, Kimberly Sell, Suzanne Smith

Members absent: Joanna Anderson. Sheryl Burnette, Marsh Grube, LaDonna Hutchins, Myra Jones

Guests present: Anthony Battista, Daniel Hedden, Rhona Hurwitz, Jill LeRoy-Frazier, Renee Rice Moran, Ryan Nivens

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

Old Business

Aruna Kilaru moved to approve the February 22, 2017 minutes. Mark Baumgartner seconded. Sherry Cherry, T. Jason Davis, and Theresa McGarry abstained. The motion passed unanimously.

-New Course: SOCI 3620: Sociology of Sport

Returning to committee; first review 2/8/17; second review 2/22/17 - additional information requested by UCC members

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

Keith Green distributed to UCC members an e-mail from Dr. Mike Ramsey with additional information addressing the issue of course duplication and a copy of the syllabus for SALM 3230 Sport in the Social Context. Since the information did not arrive in time for review prior to the meeting, UCC members elected to leave the proposal tabled until the additional information can be reviewed. The proposal will be acted on at the March 29 meeting.

New Business

- New Course: UHON 2808: Honors Colloquium and Service

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=9281

Daniel Hedden provided an overview of the new course. An established expectation of honors students is engagement in service and community activities. UHON 2808 is a pass/fail course with zero designated credit hours developed to capture the

expected service/community activities. It is replacing a 1 credit hour course in which honors students attended class in addition to completing service activities. Honors students would take this course every semester in the Honors Program for a total of 6 semesters. While academic credit would not be reflected on the students' transcripts, the courses would be listed with pass/fail designations.

UCC members questioned if there was a precedent for requiring students to take a course for zero academic credit. This has been done in the Psychology Department. The question was also raised as to whether a corresponding curriculum change proposal is required. Since the honors college has no honors college curriculum or graduates, an additional proposal is not required.

Due to the unique nature of this proposal, Suzanne Smith motioned to table the proposal until further discussion can occur at the next meeting. Shirley Cherry seconded. The motion passed with Kim Sell abstaining.

College of Education Proposals

Renee Rice Moran provided an overview of the CUIAI proposals under review at today's meeting. Student teaching is now a yearlong internship, and these proposals reflect changes to meet accreditation guidelines.

General Recommendation for all CUIAI Proposals reviewed at this meeting

- Course proposals have a mix of Roman and Arabic numbering especially when referring to residency courses. Review all course snapshots and syllabi to change the numbering to Arabic (i.e., Residency 1, Residency 2) for consistency and clarity.
- Course Syllabi: Other: Academic Misconduct
 - Line 4 – the student receives an “F” in the course and **is** referred
 - Check the links for the University's Syllabus Attachment
- Review the prerequisites required for all residency courses for accuracy (i.e., Residency 1 must be completed prior to Mid-Residency Transition which must be completed prior to Residency 2)

-New Course: CUIAI 4591: Residency 2 Seminar

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8901

Initially presented at 9/28/16 meeting; no action taken because a curriculum change proposal was required but not submitted

Rhona Hurwitz provided an overview of the new course proposal.

Snapshot:

- Catalog Description – Remove “This course” and begin with “Provides undergraduate”
- Credit Hours (maximum): Change 3 to N/A

- Course similar to course(s) in other departments: Change maybe to No
- Contact information for similar courses: Delete all information in this section
- Implementation Date: Change to Fall 2018

Syllabus:

- Purpose and Goals
 - Sentence 2 – Change comprise to constitute
 - Remove final 2 sentences in this section
- Major Assignments and Grade Assignments
 - These sections must clearly align. Revise to make the terminology match so each major assignment can be directly linked to its corresponding grade assignment.
 - Under Grade Assignment – Add edTPA to Upload-Ready on appointed day

Suzanne Smith moved to accept the proposal with minor edits pending the approval of the accompanying TBR proposal. The proposal is to be returned to the UCC Chair for final approval. T. Jason Davis seconded. The motion passed unanimously.

-New Course: CUI 4561: Mid-Residency Transition

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8903

Initially presented at 9/28/16 meeting; no action taken because a curriculum change proposal was required but not submitted

Rhona Hurwitz provided an overview of this course which is a bridge course to allow students to remain engaged in teaching activities in local school systems during ETSU's winter break.

Snapshot:

- Rationale for Proposal: Sentence 2 – Change leave to leaves
- Credit Hours (maximum): Change from 3 to N/A
- Course repeatable for credit: Change from yes to once
- Implementation Date: Change to Fall 2018

Syllabus:

- Purpose and Goals – Change bullet 2 to read “To provide transitional full-time residency over winter session at ETSU”
- Attendance Policy – Add once sentence about consequences that occur if students do not attend/complete the required hours

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

-New Course: CUIAI 3510: Planning and Assessing for Student Learning
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=9100

Rhona Hurwitz provided an overview of the proposed course which was developed to correct student deficiencies in writing lesson plans and assessing student learning.

Snapshot:

- Transcript Title: Change to “Plan **Assess** Student Lrng”
- Credit Hours (maximum): Change from 1 to N/A
- Prerequisites: Add EDFN 2300 Foundations for Teaching
- Implementation Date: Change to Fall 2018

Syllabus:

- Purpose and Goals – Rewrite this section to reflect the department’s perspective (i.e., What does the department want to achieve through this course? How does this course improve the department curriculum?)
- Learning Outcomes: Bullet 1 – change create to develop
- Grading Scale: Points earned column – change F to Below 91
- Bibliography: Coyne reference – Remove hyphen from Kame-enui

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

-Substantial Course Modification: CUIAI 4590: Residency 2 Clinical Experience for Elementary Grades
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=9299

Snapshot:

- Catalog Description:
 - Remove prerequisites from catalog description
 - Remove “the course is” leaving “Required of all undergraduate teaching candidates. A supervised 15-week”
 - Remove the final sentence
- Current Credit Hours (Maximum): Change 12 to N/A
- Proposed Credit Hours (Maximum): Change 9 to N/A
- Prerequisites Change: Change False to True then enter CUIAI 4561 Mid-Residency Transition and PRAXIS II

Syllabus:

- Learning Outcomes: Bullet 3 – Change collaboration to collaborate
- Grade Assignment and Grading Scale

- Grade Assignment based on 100 points while Grading Scale is based on 1,000 points. Change these to match
- Once changed, make sure F in Points Earned column reads Below 610 or Below 61
- Bibliography
 - Coyne entry – Remove hyphen from Kame-emui
 - Fisher and Joyce entries missing periods

Suzanne Smith moved to accept the proposal with minor edits pending the approval of the accompanying TBR proposal. The proposal is to be returned to the UCC Chair for final approval. T. Jason Davis seconded. The motion passed unanimously.

-Substantial Course Modification: CUI 4560: First days of School: Pre-Residency
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=10&Instance=9400

Snapshot:

- Catalog Description:
 - Remove prerequisites from catalog description
 - Remove “the course is” leaving “A clinical field experience”
- Current Credit Hours (Maximum): Change 2 to N/A
- Proposed Credit Hours (Maximum): Change 1 to N/A

Syllabus:

- Purpose and Goals:
 - Final line of purpose correct spelling of accreditation
 - Goal bullet 3 – Change conductive to conducive
- Major Assignments:
 - Module 1: Confusing to have category headings of Modules 1 and 2 then to have Modules 1-4 in description of Module 1. Add wording to clarify Modules 1-4 are online modules
 - Module 2: Missing a second point; correct numbering
- Major Assignments and Grade Assignment – More grade assignments than major assignments; Adjust so Major Assignments and Grade Assignments are clearly linked
- Grading Scale: F in Points Earned column should read Below 170
- Other Information: Academic Misconduct
 - This information is different from what is on other proposals. Should they match for consistency across syllabi?
 - Sentence 2 – change aide to aid
 - Sentence 3 – change to may include, but **are** not limited to

T. Jason Davis moved to accept the proposal with minor edits pending the approval of the accompanying TBR proposal. The proposal is to be returned to the UCC Chair for final approval. Suzanne Smith seconded. The motion passed unanimously.

-New Course: READ 3150: Teaching Reading in the Elementary School through Differentiation

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=8761

Initially presented at 9/28/16 meeting; no action taken because a curriculum change proposal was required but not submitted

Renee Rice Moran provided an overview of the course.

Snapshot:

- Transcript Title – Revise to better reflect course
- Rationale for Course – Revise to read “This course was developed in response to state mandated changes”
- Catalog Description
 - Identical to READ 3050 which is the prerequisite course. Rewrite to emphasize READ 3150 focuses on application of what was learned in READ 3050.
 - Indicate course topics **may** include rather than will include to allow flexibility in content
- Course repeatable for credit? Need to choose one of the options
- Proposed Implementation Term: Fall 2018

Syllabus:

- Purpose and Goals: Rewrite this section to reflect the department’s perspective (i.e., what does the department want to achieve through this course? How does this course improve the department curriculum?)
- Major Course Topics:
 - Topics should be listed and separated by a semi-colon rather than bulleted
 - Some read more like learning outcomes than course topics and may need to be moved to the learning outcome section
- Learning Outcomes
 - May need adjustment based on revision of major course topics
 - Bullet 3 combines 3 very different actions – consider breaking these out separately
- Grading Scale: Points Earned column – F should be Below 400

T. Jason Davis moved to return the proposal to the originator for recommended revisions. The proposal will return to the committee at the next meeting for a review of the revised purpose, goals, and learning outcomes. Aruna Kilaru seconded. The motion passed unanimously.

-New Course: READ 3050: Foundations of Literacy

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

Initially presented at 9/28/16 meeting; no action taken because a curriculum change proposal was required but not submitted

Snapshot:

- Rationale for Course – Revise to read “This course was developed in response to state mandated changes”
- Prerequisites: Add EDFN 2100 Orientation to the Profession of Education
- Course to be required for major, minor in another department: Change from yes to no
- Proposed Implementation Term: Fall 2018

Syllabus:

- Purpose and Goals: Rewrite this section to reflect the department’s perspective (i.e., what does the department want to achieve through this course? How does this course improve the department curriculum?)
- Major Course Topics:
 - Topics should be listed and separated by a semi-colon rather than bulleted
 - Some read more like learning outcomes than course topics and may need to be moved to the learning outcome section
- Learning Outcomes
 - May need adjustment based on revision of major course topics
- Grading Scale: Points Earned column – F should be Below 61

Suzanne Smith moved to return the proposal to the originator for recommended revisions. The proposal will return to the committee at the next meeting for a review of the revised purpose, goals, and learning outcomes. T. Jason Davis seconded. The motion passed unanimously.

Review of the following proposals was shifted to the next UCC Meeting:

-New Course: SCED 3330: S.T.E.M. Contents for Elementary Educators: Science
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=9052

-New Course: SCED 3320: S.T.E.M. Contents for Elementary Educators: Maths
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=9078

-TBR Proposal: (Substantial Curriculum Modification): ISED Program Modification
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=9024

-New Course: PSCI 3150: Democratic Theory

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=9274

Anthony Battista provided an overview of the course which will provide a new elective option for students.

Snapshot:

- Rationale for Proposal
 - Sentences 8 and 9 – Delete
 - Sentence 10 – Change to “An existing faculty member . . .”

Syllabus:

- Other Information – correct spelling of plagiarism

Shirley Cherry 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: CDSP 4100: Introduction to Cultural Studies

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=9347

Jill LeRoy-Frazier provided an overview of the proposal.

Snapshot:

- Catalog Description – Remove prerequisite information
- Contact information for similar courses: Remove this information since no duplication concerns

Syllabus:

- Major Assignments
 - Add information about Class Participation (appears in Grade Assignment but not in Major Assignments)
 - Provide a brief description of each major assignment
- Other information: Out-of-Class Work – move this information into major assignments/class participation section

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

Other Discussion:

There will be a called meeting of the UCC next Wednesday, March 29, 2017, to clear the remaining proposals in the CPS system before the new software system is implemented. This meeting will be convened in the Graduate School Conference Room, 3rd floor, Dossett Hall, at 2 pm.

A motion to adjourn was made at 4:20 p.m. by Shirley Cherry and seconded by Mark Baumgartner. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC 3/29/17