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Undergraduate Curriculum Council Minutes

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### 2017 October 11 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee  
Meeting Notes  
October 11, 2017**

**Members present:** Rhonda Brodrick, Michelle Chandley, Shirley Cherry, Julie Fox-Horton, Don Good, Marsh Grube, Theresa McGarry, Arpita Nandi, Evelyn Roach, Melissa Shafer, Suzanne Smith, Jennifer Young

**Members absent:** Sheryl Burnette, Jason Davis, Laura Dower, LaDonna Hutchins, Myra Jones, Billie Lancaster, Jessica Miller, Kimberly Sell

**Guests present:** Alison Barton, Marcy Lau, Michelle Lee, Phillip Miller, Lynn Williams

The UCC meeting was called to order at 2 p.m. by Suzanne Smith.

**Old Business**

Shirley Cherry moved to approve the September 27, 2017 minutes. Julie Fox-Horton seconded. The motion passed; Theresa McGarry abstained.

**New Business**

Dr. Lau provided an overview of 4 new course proposals and new program proposal to offer a minor in American Sign Language.

Overall recommendation across course proposals

- Remove all references to sequencing of courses from these proposals
- Review the sequencing of courses to determine which sequence best facilitates student success then realign the prerequisites in the courses to allow that progression sequence

***-New Course: CDIS 3010: Introduction to Deaf Culture***

Snapshot:

- Academic Justification
  - omit the first sentence
  - 3<sup>rd</sup> sentence – remove “complete” leaving “an understanding of the population”
- Identify Course Instructors – add the academic qualifications of the person to be hired

Syllabus

- Academic Purpose and Goals
  - Omit 2<sup>nd</sup> sentence of purpose – This course will be a required . . . .

- Goal 2 – there are no prerequisites to this course so students cannot be expected to expand on knowledge gained in other ASL courses; rewrite to expand goals
- Major Course Topics – Delete “The A to Z of Deaf Culture”
- Learning Outcomes
  - Outcome 1 – Change understand to a measurable verb
  - Outcome 3 – Reword to “particularly as they related to service . . .”
- Major Assignments
  - Tests – make language consistent using either test or quiz but not both
  - Outside Research Project
    - Reword the first sentence for clarity.
    - Make language consistent using “project” rather than assignment
  - Reflection Paper
    - Rewrite to clarify the topic of the paper
    - Delineate how points will be awarded for the rough and final drafts
  - Discussion Board
    - Omit the first sentence
    - Add sentence from the test section related to content based issues
- Grading Scale – change < to Below
- Required Text(s) – Check APA formatting
- Attendance – Define the consequences for missing class
- Academic Conduct and Other – Drs. Lau and Lee stated they would rework these sections based on feedback given on RHSC courses reviewed in previous UCC meetings.

Shirley Cherry moved to return the proposal to the originator for recommended changes with the proposal returning to the UCC Chair for final approval pending the approval of the ASL minor proposal. Theresa McGarry seconded. The motion passed unanimously.

### ***-New Course: CDIS 4010: American Sign Language III Grammar Proficiency***

#### Snapshot:

- Academic Justification
  - omit the first sentence
  - remove “will” to read “This course expands . . . , enhances . . . , and emphasizes . . .”
- Prerequisites – Delete CDIS 2010, leaving only CDIS 2020
- Identify Course Instructors – add the academic qualifications of the person to be hired

#### Syllabus

- Academic Purpose and Goals

- Omit 2<sup>nd</sup> sentence of purpose – This course will be a required . . . .
- Goal 1 – rewrite “to provide an immersive experience in ASL”
- Major Course Topics – Topic 2 correct typo “narratives”
- Learning Outcomes – omit outcome 7
- Major Assignments
  - Class Participation – reword to “not talking out loud”
  - Quizzes – correct typo “wito” sentence 2
  - Outside Communication Activities/Reaction Reports
    - Students are “required” to attend . . . .
    - Adjust parallelism of 5 parts of paper (summary, analysis, comparison, suggestion, noting all interaction with other event guests)
  - Lab Hours/Exercises – Reword to match other syllabi
- Grading Scale – change < to Below
- Required Text(s) – Check APA formatting
- Attendance – Clarify if the points are deducted from the participation grade or the final course grade
- Academic Conduct and Other
  - Drs. Lau and Lee stated they would rework these sections based on feedback given on RHSC courses reviewed in previous UCC meetings.
  - Voice Policy
    - Change the second sentence to read “The second offense will result in one or all of the following consequences”
    - Option 2 - specify number of attendance points lost
    - Remove option 4 “All of the above”

Shirley Cherry moved to return the proposal to the originator for recommended changes with the proposal returning to the UCC Chair for final approval pending the approval of the ASL minor proposal. Theresa McGarry seconded. The motion passed unanimously.

***-New Course: CDIS 4015: American Sign Language IV Advanced***

Snapshot:

- Academic Justification
  - omit the first sentence
  - remove “will” to read “This course expands . . . and enhances . . .
- Prerequisites – Delete CDIS 2010, leaving only CDIS 2020
- Catalog Description – Remove “ASL IV is complimentary to ASL III”
- Identify Course Instructors – add the academic qualifications of the person to be hired

Syllabus

- Academic Purpose and Goals
  - Omit 2<sup>nd</sup> sentence of purpose – This course will be a required . . . .
  - Rewrite goals to reflect goals of this course specifically

- Major Course Topics – Omit “Demonstrate fluency with ASL” and “Teaching Deaf Students”
- Learning Outcomes
  - Outcomes 1 and 3 overlap – Delete goal 1. Rewrite goal 3 to read “. . . proficiency in ASL adequate for communicating freely with the Deaf”
  - Omit outcome 13 – not a learning outcome
- Major Assignments
  - Class Participation – reword to “not talking out loud”
  - Outside Communication Activities/Reaction Reports
    - Students are “required” to attend . . . .
    - Adjust parallelism of 5 parts of paper (summary, analysis, comparison, suggestion, noting all interaction with other event guests)
- Grading Scale – change < to Below
- Required Text(s) – Check APA formatting; One text is over 20 years old. Consider a newer text unless this is a classic for the discipline.
- Attendance – Clarify if the points are deducted from the participation grade or the final course grade
- Academic Conduct and Other
  - Drs. Lau and Lee stated they would rework these sections based on feedback given on RHSC courses reviewed in previous UCC meetings.
  - Voice Policy
    - Change the second sentence to read “The second offense will result in one or all of the following consequences”
    - Option 2 - specify number of attendance points lost
    - Remove option 4 “All of the above”

Shirley Cherry moved to return the proposal to the originator for recommended changes with the proposal returning to the UCC Chair for final approval pending the approval of the ASL minor proposal. Theresa McGarry seconded. The motion passed unanimously.

***-New Course: CDIS 4025: American Sign Language V Linguistic Perspectives of ASL***

Snapshot:

- Academic Justification
  - omit the first and second sentences
  - Sentence 3 – reword to “and how it relates to other languages and manual language systems.”
- Course Title – change of to “on”
- Prerequisites – Delete CDIS 2010, leaving only CDIS 2020
- Catalog Description – Remove future tense (will) and rewrite for clarity
- Identify Course Instructors – add the academic qualifications of the person to be hired

Due to time constraints, the CDIS 4025 syllabus was not reviewed. Many of the issues in this syllabus are similar to those in the three syllabi already reviewed.

Shirley Cherry moved to return the proposal to the originator for recommended changes on the snapshot and revision to the syllabus based on feedback already given for other courses. The proposal will return to the committee for approval pending the approval of the ASL minor proposal. Michelle Chandley seconded. The motion passed unanimously.

#### ***-New Academic Program: American Sign Language - Establish Minor***

The new program proposal was tabled until revisions to the CDIS 4025 course proposal are ready. The originators need to remove any references to TBR from the proposal prior to the next review.

Shirley Cherry moved to return the proposal to the originator for edits. The proposal will return to the committee for approval when the CDIS 4025 proposal is ready. Theresa McGarry seconded. The motion passed unanimously.

#### ***-Non-Substantive Curriculum or Minor Revision: BBA Core***

Dr. Phillip Miller provided an overview of the proposal.

##### Recommendations

- Justification for the Program Revision
  - Define MIS as Management Information Systems
  - Correct last sentence to read “. . . MGMT 3220 and it will be . . .”

The edits were completed by Melissa Shaffer during the meeting. Don Good moved to accept the proposal as written. Michelle Chandley seconded. The motion passed unanimously.

#### ***-New Course: EDFN 4008: Honors Mentorship in Teaching***

Alison Barton provided an overview of the proposal.

##### Snapshot:

- Catalog Description
  - remove the prerequisite statement (done)
  - reword end of sentence to read “supports the student’s academic and professional goals” (done)
- Course similar to course(s) in other departments – change from yes to no then remove information in box (done)

## Syllabus

- Academic Purpose and Goals – Remove the first sentence (done)
- Major Course Topics – Adjust to reflect emphasis on the discipline of education
- Learning Outcomes
  - Outcome 3 – move this to goals
  - Delete all extra lines and lines for Graduate Students
- Major Assignments
  - Documented meetings – remove references to summer; rewrite so it will work for any term
  - Correct HiD to HID here and throughout proposal
- Required Text(s) – Fix APA format
- Academic Misconduct
  - Remove references to examinations
  - Rewrite to be specific to this class rather the ETSU policy
- Other Information
  - Candidate Responsibilities #2 – remove reference to summer term

Theresa McGarry moved to accept the proposal with recommended edits then return to the UCC Chair for final approval. Michelle Chandley seconded. The motion passed unanimously.

## Old Business

### ***-New Course: RHSC 3000: Introduction to the Rehabilitative Professions***

This course was reviewed at the UCC meetings on 9/13/17 and 9/27/17 then tabled because of the question of course duplication. Theresa McGarry moved to return the proposal to the table. Melissa Shaffer seconded.

Dr. Amal Khoury responded confirming there is no course duplication between HSMP 2100 and HSMP 3200. The supporting documentation is attached to the proposal.

Shirley Cherry moved to accept the proposal. Theresa McGarry seconded. The motion passed unanimously.

### ***-New Course: RHSC 4700: Introduction of Research in the Rehabilitative Sciences***

This course was reviewed at the UCC meeting on 9/27/17 and returned to the originators for revision. The proposal is returning to the committee for its second review.

Members confirmed all requested changes have been made.

Theresa McGarry moved to accept the proposal. Melissa Shaffer seconded. The motion passed unanimously.

**-New Course: RHSC 4800: Professional Issues Capstone**

This course was reviewed at the UCC meeting on 9/27/17 and returned to the originators for revision. The proposal is returning to the committee for its second review.

Members reviewed the proposal to confirm appropriate changes have been made. These additional changes were made during the UCC meeting:

- Course Title – Changed to Rehabilitative Sciences Capstone
- Catalog Description – synthesizing was changed to applying
- Academic Purpose – delete “and integrate”
- Major Topics – delete Life Long Learning
- Major Assignments
  - Professional Development – edit to read “expanding professional responsibilities”
  - Capstone Exam -edit to read “students are”

Theresa McGarry moved to accept the proposal as corrected. Shirley Cherry seconded. The motion passed unanimously.

**Other Discussion:** None

A motion to adjourn was made at 4 p.m. by Don Good and seconded by Julie Fox-Horton. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick  
UCC Secretary

Approved by UCC 10/25/17