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Undergraduate Curriculum Council Minutes

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2017 October 25 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee
Meeting Notes
October 25, 2017**

Members present: Rhonda Brodrick, Michelle Chandley, Shirley Cherry, Jason Davis, Laura Dower, Don Good, LaDonna Hutchins, Theresa McGarry, Arpita Nandi, Evelyn Roach, Kimberly Sell, Melissa Shafer, Suzanne Smith, Jennifer Young

Members absent: Sheryl Burnette, Julie Fox-Horton, Marsh Grube, Myra Jones, Billie Lancaster, Jessica Miller

Guests present: Keith Green, Marcy Lau, Ester Verhovsek

The UCC meeting was called to order at 2 p.m. by Kim Sell.

Old Business

Suzanne Smith moved to approve the October 11, 2017 minutes with one correction (CDIS 3020 should be CDIS 3010). Shirley Cherry seconded. The motion passed unanimously.

New Business

-New Course: ALHE 4080: Leadership Capstone

Ester Verhovsek provided an overview of the new course proposal which provides a capstone experience to ensure students meet program objectives and to fulfill a THEC mandate.

Snapshot:

- Prerequisites – add “and” before the final course to indicate all courses must be taken prior to this course
- Catalog Description
 - Remove “This is” and begin with “A culminating . . .”
 - 2nd sentence - remove will; “Students use the knowledge . . .”

Syllabus

- Academic Purpose and Goals – At present the goals are student learning outcomes (what the student will achieve). Rewrite the goals to reflect what the department wants to achieve by adding this course to the curriculum.
- Learning Outcomes
 - Omit outcome 3 – it is a student assignment
 - Edit outcomes 5 and 6 to make them specific to an Allied Health course
- Grading Scale
 - Include the point distribution for the grade levels

- Change F to read “Below 68%”; when the point scale is added the F category should read “Below X” with X being the lowest point number in the D scale
- Required Texts: Change to “None Required” and leave titles in the Bibliography section
- Academic Misconduct Policy – include what is pertinent to this class; remove ETSU/TBR policy references
- Bibliography – needs to be in correct APA format

Theresa McGarry moved to return the proposal to the originator for recommended changes. The proposal will return to the UCC Chair for final approval pending the approval of the Allied Health Leadership proposal. Shirley Cherry seconded. The motion passed unanimously.

-Substantive Revision of a Degree or Concentration: Allied Health Leadership

Ester Verhovsek provided an overview of the proposal which modifies the curriculum to include ALHE 4080 Leadership Capstone and eliminates the need for course substitutions.

Recommendations:

- Academic Justification – correct 2 typos; line 1 “working” and line 4 “Disability”
- Impact of Action – Edit to reflect the proposed curricular changes will improve retention and graduation rates as well as provide an outcome measure for the program’s assessment plan.
- Expected Learning Outcomes – Remove this wording from all outcomes “To prepare allied health practitioners to” and begin with the verb
- Current Curriculum Components
 - Delete 3-29 in Advisor-approved Electives; Add 3-30 in Free Electives
 - Change Field Cognate to 0-27
- Proposed Curriculum Components
 - Delete 3-29 in Advisor-approved Electives; Add 3-30 in Free Electives
 - Change Field Cognate to 0-27
- Current and Proposed Program of Study
 - Change “Allie” to Allied in ALHE 4100
 - Edit Advisor-approved Electives and Free Electives at bottom of table to match previous recommendations
- New Course Information
 - Add ALHE 3050 to this table
 - Edit ALHE 4080 table entry (prerequisites and course description) to reflect changes recommended in today’s meeting

Shirley Cherry moved to return the proposal to the originator for recommended changes. The originators need to work with Evelyn Roach to clarify the free elective and cognate issues. Kim Sell will ask Dr. Grube whether the College of Public

Health must be notified that with this curriculum revision COBH 3330 and COBH 4607 will no longer be required courses. Pending resolution of these issues, the proposal will return to the UCC Chair for final approval. Theresa McGarry seconded. The motion passed with Michelle Chandley abstaining.

-Non-substantive Curriculum or Minor Revision: Humanities

Keith Green provided an overview of the proposal.

Recommendations:

- Current Program of Study – correct punctuation error in sentence “By the consideration of the vast. . . “ (done in meeting)
- Final Revision – correct final sentence to read “interdisciplinary programs such **as** Appalachian studies,” (done in meeting)

Jason Davis moved to accept the proposal with the two minor edits completed in the meeting. Theresa McGarry seconded. The motion passed unanimously.

-New Course: INTD 4255: Global Sustainability

Suzanne Smith provided an overview of the proposal. Since INTD 4255 is not a required for the major/minor, a curriculum proposal is not required.

Syllabus

- Expected Learning Outcomes – Outcome 4 change affect to affects (done in meeting)
- Major Assignments – Need to add a brief description of each assignment
- Required Text – correct APA format
- Required Readings – make sure all citations are complete and in APA format
- Attendance Policy – Specify what constitutes being tardy. How late is late?
- Academic Misconduct Policy – Student Conduct section
 - Correct whispering line 1 (done in meeting)
 - Correct disruptive at the end of line 2 (done in meeting)
- Bibliography
 - Remove titles already listed under required readings
 - Correct APA format

Suzanne Smith moved to return the proposal to the originator for recommended changes with the proposal returning to the UCC Chair for final approval. Laura Dower seconded. The motion passed unanimously.

- Course Inactivation: THEA 3400: Acting for Film

Melissa Shaffer provided an overview of the proposal which will inactivate THEA 3400 Acting for Film. THEA 3400 is very similar in content to THEA 3435 Acting for Television and Film which will continue to be offered to students.

Theresa McGarry moved to approve the proposal as written. Michelle Chandley seconded. The motion passed unanimously.

-Non-Substantive Curriculum or Minor Revision: Minor in Theatre

Melissa Shaffer provided an overview of the proposal which changes THEA 3535 Musical Theatre History from a requirement in the minor core to an elective course and satisfies a recommendation from the National Association of Schools of Theatre.

Theresa McGarry moved to approve the proposal as written. Suzanne Smith seconded. The motion passed unanimously.

Old Business

-New Course: CDIS 3020: Linguistic Perspectives on ASL (formerly CDIS 4025)

This proposal was reviewed at the 10/11/17 UCC meeting as CDIS 4025: American Sign Language V Linguistic Perspectives of ASL. It is returning to the UCC for 2nd review.

Marcy Lau explained repositioning the course in the curriculum and changing the course number increases flexibility for students desiring to completing the minor.

Syllabus

- Major Assignments
 - Correct spelling of videos (done in meeting)
 - Correct punctuation in 3rd sentence – themselves; however, (done in meeting)
- Grading Scale – Change F to read Below 60% and Below 540 pts (done in meeting)
- Required Text – Capitalize American Sign Language in citation (done in meeting)

Shirley Cherry moved to accept the proposal with the completed edits and pending approval of the proposal to establish a minor in American Sign Language. Laura Dower seconded. The motion passed unanimously.

-New Academic Program: American Sign Language - Establish Minor

This proposal was tabled at the 10/11/17 UCC meeting pending revisions to CDIS 4025 (now CDIS 3020).

Recommendations:

- Academic Justification –
 - Paragraph beginning with “Currently, the Department of Audiology . . .”
 - 2nd sentence – add a comma after positive
 - 5th sentence – remove comma after Tennessee
 - Final sentence - Clarify how the minor will increase student awareness of graduate courses
 - Final Paragraph
 - 1st sentence – add comma after conclusion
 - 3rd sentence – change “is a significant” to “are significant and have a direct effect on patient health and outcomes.”
 - Reword the final sentence for clarity
- Expected Learning Outcomes – Edit outcome 4 to read “Demonstrate familiarity with various settings”
- Catalog Program Information – Remove the sentence “There is an urgent need for trained professionals”

Suzanne Smith moved to return the proposal to the originator for recommended changes with the proposal returning to the UCC Chair for final approval. Shirley Cherry seconded. The motion passed unanimously.

A motion to adjourn was made at 3:30 p.m. by Jason Davis and seconded by Shirley Cherry. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC 11/1/17