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Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee
Meeting Notes
January 24, 2018**

Members present: Rhonda Brodrick, Shirley Cherry, Laura Dower, Julie Fox-Horton, Don Good, Marsh Grube, LaDonna Hutchins, Scott Koterbay, Theresa McGarry, Jessica Miller, Arpita Nandi, Evelyn Roach, Kimberly Sell, Melissa Shafer, Casey Spurlin, Jennifer Young

Members absent: Sheryl Burnette, Michelle Chandley, Jason Davis, Myra Jones, Suzanne Smith

Guests present: Edward Baryla, Brandi Eveland-Sayers, Dennis Isham, Phillip Miller, Arnold Nyarambi, Tabitha Quillen, Gary Shelley, Melessia Webb

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

Old Business

Melissa Shafer moved to approve the November 8, 2017 minutes. Julie Fox-Horton seconded. The motion passed unanimously.

Laura Dower moved to approve the December 11, 2017 minutes. Melissa Shafer seconded. The motion passed unanimously.

-Policy Revision – Bachelor of Business Administration

Phillip Miller gave an overview of the proposed revision to the admission policy.

Recommendations:

- The action is a policy revision rather than a Non-Substantive Curriculum or Minor Revision. The proposal must be redone on the correct form.
- Dr. Miller is to meet with Dr. Grube to determine the appropriate submission form.

Laura Dower motioned to accept the content of the proposal. Julie Fox-Horton seconded. The motion carried unanimously.

-Establish Minor – Clinical Exercise Science

Brandi Eveland-Sayers provided an overview of the proposed minor. The minor will consist of 18 credits using existing courses.

Recommendations:

- Learning outcome 1 – Reword to eliminate “understand” (done)

- Learning outcomes 3 & 5 – Reword to make specific to the discipline/minor (done)

Melissa Shafer motioned to accept the proposal with the editorial changes completed in the meeting. Shirley Cherry seconded. The motion passed unanimously.

-Program Policy Revision – Interior Architecture

Dennis Isham provided an overview of the proposed policy revision.

Recommendations:

- Justification for the Policy Revision
 - Change passable grade to minimum grade (done)
 - Remove references to “typo” (done)

Don Good motioned to accept the proposal with the editorial changes completed in the meeting. Laura Dower seconded. The motion passed unanimously.

-Non-Substantive Revision of a Degree or Concentration – International Commerce Concentration

Edward Baryla provided an overview of the proposed revision.

Recommendations:

- Revision Action – Add checkmark beside Core (done)
- Current and Proposed Program of Study – The concentration heading is repeated; Remove the 2nd concentration heading
- Change involves fewer than 18 credits, so this is a Non-Substantive Proposal rather than a Substantive Proposal

Melissa Shafer motioned to accept the proposal as a Non-Substantive Revision of a Degree or Concentration with the editorial changes completed in the meeting. Shirley Cherry seconded. The motion passed unanimously.

-Revise Course: Substantial Modification (major) – SPED 4850: Residency II Field Experience in Special Education

Arnold Nyarambi provided an overview of the proposed revisions to the Special Education curriculum. This proposal seeks to reduce the credits for residency from 12 (currently a 6-credit course which is taken twice) to 9. Discussion ensued to determine whether it is appropriate to revise 4850 (keeping the same course number) or establish a new course number. Evelyn Roach will talk with the college about course numbering concerns.

Snapshot:

- Prerequisite – Add the course number for Residency 1
- Corequisite – Add SPED 4851

Syllabus:

- Major Assignments/Grading Scale
 - Assignments are awarded points. The grading scale is percentages. Either add points to the grading scale or change the assignment grading to percent for consistency.
 - Specify the C- is the minimum grade acceptable to meet licensure requirements
- Academic Misconduct – ETSU policy should not be inserted here. This section should reflect how academic misconduct will be managed specific to this course.
- Other Information
 - LiveText information appears twice. Edit out repetitive information.
 - Syllabus Attachment link should be here. Make sure the link is correct.

Laura Dower motioned to accept the proposal with the recommended editorial changes. The proposal can return to the chair for approval. Don Good seconded. The motion passed unanimously.

-New Course – SPED 4851: Residency II Seminar in Special Education

Arnold Nyarambi provided an overview of the proposed new 3-credit course.

Snapshot:

- Academic Justification
 - Organize the last statement into a more concise alignment with the importance of using the edTPA
 - Identify what edPTA stands for
 - Add information regarding national standards or core competencies the edTPA meets
- Corequisite – Add SPED 4850
- Catalog Description – Add something to indicate this is a seminar course; the title is not reflected in the course description
- Course to be required for major, minor, or graduate degree or certificate in requesting department – If this answer is yes then the answer to the right (curricular revision) must also be yes (done)

Syllabus:

- Academic Purpose and Goals – Change This to the in first sentence (done)
- Grading Scale - Specify the C- is the minimum grade acceptable to meet licensure requirements
- Academic Misconduct – ETSU policy should not be inserted here. This section should reflect how academic misconduct will be managed specific to this course.

- Other Information
 - Syllabus Attachment link should be here. Make sure the link is correct.

Shirley Cherry motioned to accept the proposal with the recommended editorial changes. The proposal can return to the chair for approval. Julie Fox-Horton seconded. The motion passed unanimously.

-New Course - SPED 4755: Assessment and Programming for Student with Exceptional Learning Needs

Arnold Nyarambi provided an overview of the proposed 3-credit course which combines existing SPED 4470 (3 credits) and SPED 4753 (3 credits). SPED 4470 and SPED 4753 will be inactivated when current students complete their degrees.

This is a new course and requires submission on a New Course Proposal rather than a Revise Course: Substantial Modification (major) Proposal.

Snapshot:

- Catalog Description
 - Correct Sentence 2 – eliminate will and eliminate the repeated the; The course includes the study of
 - Both IDEIA or IDEA are used – Identify what this abbreviation represents then make sure the abbreviation is consistent
- Academic Justification – change demonstrate to demonstrates in the first sentence
- Course Modification Impact – This is a new course so there is no impact.
- Implementation date – Change to Fall 2018

Syllabus:

- Academic Purpose and Goals
 - Bulleted Goals – move “to” into the stem and lead each bullet with a verb
 - Revise the course goals – too many for a 3-credit course
- Learning Outcomes – revise/reduce to a manageable number; 16 is too many for a 3-credit course
- Course Topics – correct the inconsistency in punctuation (some have no punctuation at the end, others have semi-colons)
- Major Assignments, Exams, and Grade-weight Values
 - Remove “will” throughout this section
 - IEP Meeting and Reflection – the parenthesis beginning on line 2 is not closed
- Grading Scale - Specify the C- is the minimum grade acceptable to meet licensure requirements
- Academic Misconduct – ETSU policy should not be inserted here. This section should reflect how academic misconduct will be managed specific to this course.

- Other Information
 - Syllabus Attachment link should be here. Make sure the link is correct.

Laura Dower motioned to return the proposal to the originator. The proposal needs to be resubmitted on the New Course form with the recommended editorial changes made. The proposal will return to the committee for approval. Shirley Cherry seconded. The motion passed unanimously.

-Substantive Revision of a Degree or Concentration – B.S. Special Education

Arnold Nyarambi provided an overview of the proposed revision. The committee is unable to vote on the degree/concentration proposal until the syllabus for SPED 4755 is revised/approved; however, there was some preliminary discussion of the proposal.

Recommendations:

- Academic Justification
 - Change “an PRAXIS” to “on PRAXIS” licensure examination (done)
 - Identify what edTPA represents
 - Need to strengthen this section – Add rationale for why a change is being made from 2 concentrations to 0 concentrations
 - May need to move some information from Impact into the Academic Justification section
- Impact of Action - should only address the impact – If we take this action, this will happen
- Expected Learning Outcomes – need to be more substantive in terms of number of outcomes and the content of the outcomes
- Current and Proposed General Education – need clarification of this section; Gen Ed does not have Free Electives
- Additional Proposals required with this change
 - Inactivation of SPED 4470
 - Inactivation of SPED 4453
 - Inactivation of the Modified Special Education Concentration
 - Inactivation of the Comprehensive Special Education Concentration

Melessia Shaffer motioned to return the proposal for revision. Dr. Nyarambi was asked to meet with Dr. Grube to revise the policy before returning to the committee. The committee is unable to vote on this policy until the syllabus for SPED 4755 is returned and approved. Shirley Cherry seconded. The motion passed unanimously.

-Revise Course: Substantial Modification (major) – SCED 3330: STEM Content for Elementary Education – Science Focus

Laura Robertson provided an overview of the proposed revision.

In a previous curricular revision, SCED 3310 was replaced by SCED 3320 and SCED 3330. SCED 3320 is showing as an active course; however, SCED 3330 never completed the revision process and is not showing as an active course. Dr. Robertson was directed to use SCED 3320 rather than SCED 3330 on this proposal. She will also need to submit a Non-Substantive Curriculum Change Proposal to complete the process.

Snapshot:

- Change Course Number to SCED 3320
- Redo the Course Modification Impact
- Course to be required for major, minor, or graduate degree in requesting department – Change answer to the right (If yes, has the department submitted a curriculum change proposal) from No to Yes

Syllabus:

- Move the syllabus attachment to Other Information

Laura Dower motioned to return the proposal for the requested changes. Melissa Shafer seconded. A Non-Substantive Curriculum Change Proposal is also required. Dr. Grube directed Dr. Robertson to use the curriculum in the current catalog when preparing the curriculum change proposal. These proposals will return to the committee for review. The motion passed unanimously.

-New Course – NRSE 3020: Pharmacology for the Transitioning Licensed Practical Nurse

Melessia Webb provided an overview of the new course which is part of a proposed Substantive Curriculum Revision.

Syllabus:

- Academic Purpose and Goals – need to add goals in bulleted format
- Learning Outcome 6 – Reword to reflect a learning outcome rather than an assignment
- Major Assignments, Exams, and Grade-weight Values
 - Remove “will” throughout this section
 - Book title in first sentence should be italicized rather than in quotation marks
 - Close the parenthesis at the end of 1) the question should be typed . . .
 - Clarify if points are assigned for chapter reviews
 - Correct the final sentence related to the three exams for clarity
- Grading Scale – The assignments have point values while the grading scale is percentage. Either add points to the grading scale or change the assignment grading to percent for consistency.
- Attendance Policy – Discussion boards are mentioned here. If they are graded, they are not reflected in the assignments section.

- Academic Misconduct Policy – Should reflect how misconduct is managed within the course/college (should not restate the university policy) and include specific consequences.

Theresa McGarry motioned to return the proposal for the requested editorial changes. If the edits are completed, the course will return to the committee at the next meeting which is scheduled for January 31. Shirley Cherry seconded. The motion passed unanimously.

-New Course – NRSE 3900: Care of Child Bearing Families, Children, and Persons with Mental Illness

Melessia Webb provided an overview of the proposed new course.

Syllabus:

- Academic Purpose and Goals
 - The purpose should be more specific to NRSE 3900.
 - Add course goals in bulleted format
- Learning Outcome 6 – Add “to the” before nursing care
- Major Assignments – Activities is misspelled in assignment 2
- Required Text and Required Readings are identical.

Shirley Cherry motioned to return the proposal for the requested editorial changes. Melissa Shafer seconded. The motion passed unanimously.

A motion to adjourn was made at 4:15 p.m. by Melissa Shafer and seconded by Laura Dower. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC 1/31/18