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Undergraduate Curriculum Council Minutes

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### 2018 January 31 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee  
Meeting Notes  
January 31, 2018**

**Members present:** Rhonda Brodrick, Michelle Chandley, Shirley Cherry, Jason Davis, Laura Dower, Julie Fox-Horton, Marsh Grube, LaDonna Hutchins, Scott Koterbay, Jessica Miller, Arpita Nandi, Evelyn Roach, Kimberly Sell, Melissa Shafer, Jennifer Young

**Members absent:** Sheryl Burnette, Don Good, Myra Jones, Theresa McGarry, Suzanne Smith, Casey Spurlin

**Guests present:** Jenny Blanchett, Tabitha Quillen, Melessia Webb

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

**Old Business**

Shirley Cherry moved to approve the January 24, 2018 minutes. Laura Dower seconded. The motion passed. Michelle Chandley and Jason Davis abstained.

**New Business**

At the January 24 UCC meeting, Melessia Webb provided an overview of the proposals from the College of Nursing which include 5 new course and one substantive revision of a curriculum proposals.

The recommendations below apply to all new course syllabi. Additional course specific recommendations will be listed beneath the respective course heading.

Snapshot:

- Catalog description – edit to lead with a verb (Provides . . . )
- Course repeatable for credit – change from yes to no and remove credits in total credits if repeatable (done)
- Identify Course Instructors – replace global statement with names of faculty qualified to teach the course

Syllabus:

- Academic Purpose and Goals – Rewrite the goals to reflect the department standpoint (Why is the department offering this course? How does it add to the curriculum?)
- Major Course Topics – reformat into a bulleted list

- Major Assignments – make sure the information in the text and the tables is sequenced in the same order
- Grading Scale – Clarify below C is not acceptable by College of Nursing policy
- Academic Misconduct Policy – revise to “The consequences for academic misconduct are delineated in the College of Nursing Student Handbook.”

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

Snapshot:

- Academic Justification – remove “is” in the final sentence
- Catalog Description – remove the colon after including

Syllabus:

- Learning Outcome
  - Item 1 – change effecting to affecting (done)
  - Item 2 – reword for clarity
  - Item 5 – change the verb
- Major Assignments – Discussion Board and Chapter Review Questions – add points to these categories
- Attendance Policy –
  - Add a statement that attendance will be determined by completion of assignments and/or quizzes
  - Change first sentence in second paragraph to “check the online site”

Shirley Cherry motioned to accept the proposal with the recommended editorial changes. The proposal may return to the chair for final approval. Jason Davis seconded. The motion passed unanimously.

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

Syllabus:

- Major Assignments – complete the sentence “Missed quizzes may not be made up.”
- Required Text
  - correct APA format in spacing of initials in authors’ names
  - reference 2 – remove period between practice and (8<sup>th</sup> edition)

Shirley Cherry motioned to accept the proposal with the recommended editorial changes. The proposal may return to the chair for final approval. Melissa Shaffer seconded. The motion passed unanimously.

***-New Course – NRSE 3901: Care of Child Bearing Families, Children, and Persons with Mental Illness Practicum***

Snapshot:

- Prerequisites – Rather than listing all, edit to reflect the highest level that must be completed prior to this course

Jason Davis motioned to accept the proposal with the recommended editorial changes. The proposal may return to the chair for final approval. Julie Fox-Horton seconded. The motion passed unanimously.

***-New Course – NRSE 4612: Adult Care for the Transitioning LPN-BSN***

Snapshot:

- Catalog Description – remove “course” (done)

Laura Dower motioned to accept the proposal with the recommended editorial changes. The proposal may return to the chair for final approval. Julie Fox-Horton seconded. The motion passed unanimously.

***-New Course – NRSE 4613: Adult Care for the Transitioning Licensed Practical Nurse Practicum***

Syllabus:

- Major Assignments/Grading Scale – points appear in some areas and percentages in others; use one or the other or both for consistency

Michelle Chandley motioned to accept the proposal with the recommended editorial changes. The proposal may return to the chair for final approval. Shirley Cherry seconded. The motion passed unanimously.

***-Substantive Revision of a Curriculum (Degree, Concentration or Certificate) – LPN to BSN***

Tabitha Quillen provided an overview of the proposed revision.

Recommendations:

- Academic Justification – reword sentence below the table to read “Articulation credit will be awarded after successful completion of all BSN nursing core.” (done)
- Impact of Action – Change “in lieu of” to “in response to” (done)

- New Course Information – Make sure this information matches what is on the course syllabi; be sure to edit based on recommendations made for these courses in today's meeting
- Use the Attach File option to include the supportive documentation provided to the committee with the proposal

Jason Davis motioned to accept the proposal with the recommended editorial changes and attachment of the supporting documentation. The proposal may return to the chair for final approval. Shirley Cherry seconded. The motion passed unanimously.

A motion to adjourn was made at 3 p.m. by Melissa Shaffer and seconded by Laura Dower. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick  
UCC Secretary

Approved by UCC 2/14/18