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Undergraduate Curriculum Council Minutes

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

Members present: Rhonda Brodrick, Michelle Chandley, Shirley Cherry, Tabitha Fair, Julie Fox-Horton, Casey Gardner, Don Good, Marsh Grube, LaDonna Hutchins, Scott Koterbay, Theresa McGarry, Jessica Miller, Arpita Nandi, Melissa Shafer, Jennifer Young

Members absent: T. Jason Davis, Myra Jones, Tony Pittarese, Evelyn Roach, Kimberly Sell

Guests present: Karen Brewster, Frank Hagelberg, Tina Hudson

The UCC meeting was called to order at 2 p.m. by Shirley Cherry.

Old Business:

Melissa Shafer moved to approve the October 10, 2018 minutes. Julie Fox-Horton seconded. The motion passed unanimously.

New Business

-Non-substantive Curriculum or Minor Revision: Minor in Special Education

Tina Hudson provided an overview of the proposal.

Recommendations:

- Justification – Increase detail related to how this change will improve the program and student experience
- Impact of Revision – Should address the impact of the revision (if we take this action, this will happen)
- Required Courses – Reorder so the courses are in numerical order

Dr. Hudson brought revisions to the meeting based on reviewer feedback (Attachment 1). The revisions were approved by the committee and entered in Curriculog during the meeting.

Jennifer Young motioned to approve the proposal with the edits approved during the meeting. Scott Koterbay seconded. The motion passed. Michelle Chandley abstained.

-Terminate Academic Program or Concentration: Modified Special Education Concentration and Comprehensive Special Education Concentration

Tina Hudson provided an overview of the proposal.

Recommendations:

- Teach-out Plan – Option II change appraised to apprised (done)
- Impact on Faculty and Staff – correct spelling of foreseeable (done)
- Appendix A: Correspondence
 - Theresa McGarry has a few minor edits related to sentence structure. She will e-mail her suggestions to Shirley Cherry and Tina Hudson.
 - Chair's name should be updated to Lori Marks

Don Good motioned to accept the proposal with the recommended edits. The proposal may return to the chair for approval. Theresa McGarry seconded. The motion passed unanimously.

-New Course Proposal: PHYS 4187/5187 Condensed Matter Physics (Elective)

Frank Hagelberg provided an overview of the proposal.

Snapshot:

- Academic Justification
 - Paragraph 1, 10th sentence - Delete “ever” (done)
 - Paragraph 2, 2nd sentence – Add “and” before heat shields (done); Add “of” before basic research (done)
- Catalog Description – Begin with “Introduces” (done)
- Course Repeatable for Credit – change to No (done)
- Total credits if repeatable – remove 4 and leave blank (done)
- Proposed Implementation Term – Spring 2020 (done)

Syllabus:

- Purpose and Goals – Goal 1(a) – add “and” (done)
- Learning Outcome 5 – Written as an assignment rather than an outcome; Change to “Maintain literacy in topics of interest in Condensed Matter Physics.” (done)
- Major Assignments – Clarify intermediate exams are worth 30% of grade with 15% designated to each exam (done)
- Grading Scale – Overlap between C+ and C; C+ changed to 75-77% (done)
- Academic Misconduct – Will accept on the proposal but make sure faculty/course specific consequences are in the actual course syllabus
- Other – Add the ETSU Syllabus Attachment (done)

Melissa Shafer motioned to accept the proposal with the recommended edits completed in the meeting. The proposal may return to the chair for approval. Michelle Chandley seconded. The motion passed unanimously.

The following Theatre proposals were reviewed:

- *New Course Proposal: THEA 2410 Physical Theatre I*
- *New Course Proposal: THEA 2540 Stage Management*
- *New Course Proposal: THEA 2700 Singing for the Actor*
- *New Course Proposal: THEA 3410 Physical Theatre II*
- *New Course Proposal: THEA 3412 Physical Theatre Audition Process*
- *New Course Proposal: THEA 3540 Advanced Theatre Production*
- *New Course Proposal: THEA 3712 Musical Theatre Audition Process*
- *New Course Proposal: THEA 4410 Devised Theatre*

Karen Brewster provided an overview of each proposal prior to its review.

The following universal recommendations were made across all new course proposals.

Snapshots:

- Academic Justification – Edit sentence 3 to begin with “Furthermore,” (done)
- Catalog Description – Begin with a verb (done)

Syllabi:

- Purpose and Goals – Goals currently read like student learning outcomes; rework the goals to reflect what the faculty/department wants to gain from teaching this course. Dr. Grube requested Karen Brewster meet with her to adjust the goals across the syllabi.
- Grading Scale – Correct the overlap of 157 points in B- and C+ (done)
- Other Information
 - Remove the information on Disability Services – repeats what is in ETSU Syllabus Attachment (done)
 - UCC members questioned whether the syllabus needed to address the policy for managing an injury sustained while participating in a class activity. Dr. Grube recommended legal be consulted. Karen Brewster will check with legal and bring the information back to UCC at the next meeting.

-New Course Proposal: THEA 2410 Physical Theatre I

Syllabus:

- Learning Outcome 4 – change students to performers (done)
- Major Assignments – Assignment 1, last sentence change its to it's (done)

Theresa McGarry motioned to accept the proposal with the recommended edits. The proposal may return to the chair for approval. Arpita Nandi seconded. The motion passed unanimously.

-New Course Proposal: THEA 2540 Stage Management

No additional recommendations

Theresa McGarry motioned to accept the proposal pending the revision of the goals. The proposal may return to the chair for approval. Tabitha Fair seconded. The motion passed unanimously.

-New Course Proposal: THEA 2700 Singing for the Actor

Syllabus:

- Learning Outcomes – Written as student assignments rather than outcomes; rework to reflect what the student should be able to do upon completing the course

Julie Fox-Horton motioned to accept the proposal with the recommended edits. The proposal may return to the chair for approval. Melissa Shafer seconded. The motion passed unanimously.

-New Course Proposal: THEA 3410 Physical Theatre II

Syllabus:

- Assignments – Performance Assignment 3 – change using to use (done)
- Recommended Readings – do not repeat the required texts in this section (done)

Scott Koterbay motioned to accept the proposal with the recommended edits. The proposal may return to the chair for approval. Jennifer Young seconded. The motion passed unanimously.

-New Course Proposal: THEA 3412 Physical Theatre Audition Process

Syllabus:

- Purpose and Goals – No changes required; goals well done

Don Good motioned to accept the proposal with the recommended edits. The proposal may return to the chair for approval. Jennifer Young seconded. The motion passed unanimously.

-New Course Proposal: THEA 3540 Advanced Theatre Production

Syllabus:

- Purpose and Goals – Reword goal 3 to read “Instill competency in analyzing, measuring, . . . ” (done)

Jennifer Young motioned to approve the proposal with the recommended edits completed during the meeting. Scott Koterbay seconded. The motion passed unanimously.

-New Course Proposal: THEA 3712 Musical Theatre Audition Process

Syllabus:

- Learning Outcomes – Some resemble student assignments; reword to learning outcomes

Theresa McGarry motioned to accept the proposal with the recommended edits. The proposal may return to the chair for approval. Arpita Nandi seconded. The motion passed unanimously.

-New Course Proposal: THEA 4410 Devised Theatre

Syllabus

- Learning Outcomes – Some resemble student assignments; reword to learning outcomes

Michelle Chandley motioned to accept the proposal with the recommended edits. The proposal may return to the chair for approval. Scott Koterbay seconded. The motion passed unanimously.

Other Discussion

The remaining Theatre proposals will be reviewed at the next meeting.

Dr. Grube strongly encouraged committee members to comply with the time line for review of proposals agreed upon at the first meeting.

- The chair will publish the agenda by Friday 1.5 weeks prior to the meeting with at least 2 committee members assigned to review each proposal.

- Committee members will e-mail feedback to the originator by the Monday prior to a Wednesday meeting. When e-mailing the originator, the reviewer should copy any additional reviewers assigned to the proposal, the UCC chair, and the UCC secretary.

UCC members elected to extend the meeting time from 4 pm to 5 pm rather than scheduling extra meetings to facilitate timely review of incoming proposals.

A motion to adjourn was made at 4 p.m. by Melissa Shafer and seconded by Michelle Chandley. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC 11/14/18

Attachment 1 – Revisions to Minor in Special Education

Justification for the Program Revision

The Special Education program has taken this opportunity to revise our minor in Special Education program and make improvements to our program. We have combined content in SPED 4470 (Assessment of Exceptional Learning Needs) and SPED 4753 (Programming for Individuals with Exceptional Learning Needs) to create SPED 4755 (Assessment and Programming for Exceptional Learning Needs), which combines assessment and programming content. This revision was needed to help our students identify linkages between content. Our students often have difficulty linking assessment and programming. By merging the two courses, we will help students create direct links between related content. We have therefore inactivated both SPED 4470 and SPED 4753, which are elective courses in the minor in special education program. We have added SPED 4755 and SPED 3300 (Instructional Planning for Students with Exceptional Learning Needs) to be both required courses in the revised minor in special education program. SPED 3300 is a foundational course in special education and helps students with knowledge and skills in instructional planning.

Impact of the Revision

We have combined content for SPED 4470 and SPED 4753 to create SPED 4755, which combines assessment and programming content. If our students take the new SPED 4755, then they will be able to see the linkage between using assessments to guide planning and program decisions. We have therefore added SPED 4755 and SPED 3300 to be required courses in the minor in special education program. If we require students to take SPED 3300, then we are ensuring that they are receiving a foundational course in special education that helps them with knowledge and skills in instructional planning.

Final Revision (Now in Numerical Order)

Required courses

SPED 2300: Exceptional Learners in Schools and Communities (3 credits).

SPED 3300: Instructional Planning for Students with Exceptional Learning Needs (3 credits).

SPED 3322: Early Intervention Strategies for the Exceptional Child (3 credits).

SPED 3400: Classroom Environment and Behavior Management (3 credits).

SPED 4302: Family and Professional Partnerships (3 credits).

SPED 4755: Assessment and Programming for Exceptional Learning Needs (3 credits).

SPED 4825: Preclinical Experience in Special Education (1 credit).