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Undergraduate Curriculum Council Minutes

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11-11-2018

### 2018 November 11 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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#### Recommended Citation

University Governance, East Tennessee State University, "2018 November 11 - Undergraduate Curriculum Council Minutes" (2018). *Undergraduate Curriculum Council Minutes*. 149.  
<https://dc.etsu.edu/ucc-minutes/149>

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**Undergraduate Curriculum Committee  
Meeting Notes  
November 14, 2018**

**Members present:** Rhonda Brodrick, Shirley Cherry, Tabitha Fair, Don Good, Marsh Grube, LaDonna Hutchins, Scott Koterbay, Jessica Miller, Tony Pittarese, Evelyn Roach, Kimberly Sell, Melissa Shafer, Jennifer Young

**Members absent:** Michelle Chandley, Jason Davis, Julie Fox-Horton, Casey Gardner, Myra Jones, Theresa McGarry, Arpita Nandi

**Guests present:** Andrew Battista, Karen Brewster, Mark Giroux, Colin Glennon, Raluca Negrisanu

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

**Old Business:**

Melissa Shafer moved to approve the October 24, 2018 minutes. Scott Koterbay seconded. The motion passed with Kim Sell abstaining.

Theatre Dance Injury Policy for THEA 2410, 2700, 3410, 3412, 3712, 4410, and 4700

Karen Brewster presented the Injury Policy reviewed by the Office of University Counsel. Melissa Shafer replaced the injury policy with the approved policy in the THEA courses listed above.

**New Business**

The following Theatre proposals were reviewed:

- *New Course Proposal: THEA 4540 Rendering and Drafting Techniques*
- *New Course Proposal: THEA 4700 Musical Theatre Performance*
- *New Course Proposal: THEA 1540 Introduction to Theatre Production*
- *New Course Proposal: THEA 3600 Theatre History Survey*
- Substantive Revision of a Degree: B.A. Theatre
- Non-Substantive Curriculum or Minor Revision – Theatre Minor

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

***New Course Proposal: THEA 4540 Rendering and Drafting Techniques***

Snapshot:

- Academic Justification – begin sentence 3 with furthermore (done)

- Catalog Description – begin with verb “introduces” (done)

Scott Koterbay motioned to approve the proposal with the edits completed during the meeting. Tony Pittarese seconded. The motion passed unanimously.

***-New Course Proposal: THEA 4700 Musical Theatre Performance***

Snapshot:

- Catalog Description – begin with the verb “integrates” (done)

Syllabus:

- Expected Learning Outcomes #3 – replace know with “demonstrate knowledge of” (done)
- Other Information – insert Injury Policy approved by University Counsel (done)

Don Good motioned to approve the proposal with the edits completed during the meeting. Kim Sell seconded. The motion passed unanimously.

***-New Course Proposal: THEA 1540 Introduction to Theatre Production***

Snapshot:

- Academic Justification – begin sentence 3 with furthermore (done)
- Catalog Description – begin with verb “introduces” (done)

Syllabus:

- Grading Scale – correct the numerical overlap in B-/C+ (done)
- Attendance Policy – paragraph 2 needs to be divided into 2 sentences (done)

Tony Pittarese motioned to approve the proposal with the edits completed during the meeting. Tabitha Fair seconded. The motion passed unanimously.

***-New Course Proposal: THEA 3600 Theatre History Survey***

Snapshot:

- Catalog Description – begin with verb “surveys” (done)

Syllabus:

- Expected Learning Outcomes
  - Item 1 – eliminate “the study of” and change its to “their” (done)
  - Item 2 – eliminate “be able to” (done)

Tony Pittarese motioned to approve the proposal with the edits completed during the meeting. Jennifer Young seconded. The motion passed unanimously.

#### **-Substantive Revision of a Degree: B.A. Theatre**

Karen Brewster provided an overview of the proposal which revises the degree to include a common core with four concentrations: Acting, Design/Production, Musical Theatre, and Physical Theatre.

Recommendations:

- Academic Justification – correct spelling of musical (done)
- Current and Proposed Program of Study – Add this sentence below the table: The Dance Minor is required for the concentrations in Musical Theatre and Physical Theatre. (done)
- New Course Information – change catalog descriptions to match the edits made in today’s meeting (done)

Tony Pittarese motioned to approve the proposal with the edits completed during the meeting. Kim Sell seconded. The motion passed unanimously.

#### **-Non-Substantive Curriculum or Minor Revision – Theatre Minor**

Karen Brewster provided an overview of the proposal which reflects the changes made for the B. A. Theatre proposal.

Recommendations:

- Summary of Revision – change required courses to 12 rather than 9 (done)
- Impact of the Revision – correct spelling of catalog (done)
- Final Revision – remove garner and teach from the last sentence then delete the comma (done)

Tony Pittarese motioned to approve the proposal with the edits completed during the meeting. Scott Koterbay seconded. The motion passed unanimously.

#### **-New Course Proposal: ASTR 3215 Women in Astronomy**

Mark Giroux provided an overview of the course proposal.

Syllabus:

- Academic Purpose and Goals
  - Edit purpose “to foster awareness of key issues” (done)
  - Goal 1 – replace teach with introduce (done)
  - Goal 2 – edit to read “discussion of historical and sociological issues” (done)

- Goal 3 – replace teach students with “create an awareness of” (done)
- Learning Outcomes – Item 1 change as a function of time to “over time” (done)
- Grading Scale – C + add “and”; F (below 60) (done)
- Attendance Policy – edit d2I to D2L (done)
- Academic Misconduct – move last sentence to beginning; eliminate everything else (done)
- Other – add syllabus attachment (done)

Tabitha Fair motioned to approve the proposal with the edits completed during the meeting. Tony Pittarese seconded. The motion passed unanimously.

***-New Course Proposal: LANG 3989 Internship/Cooperative Education***

Raluca Negrisanu provided an overview of the course proposal.

Snapshot:

- Academic Justification
  - begin with “This internship course helps to establish” (done)
  - last sentence - add “a” between department and means (done)
- Catalog Description – begin with verb “offers” (done)
- Course Faculty – add Ms. Liv H. Detwiler (done)

Syllabus:

- Academic Purpose and Goals – goal 1 change gaining to “providing” (done)
- Learning Outcomes – several reflect student assignments; UCC made revisions made to yield 5 learning outcomes (done)
- Major Assignments
  - Journal – replace comma after workplace with and (done)
  - Reflection Paper – remove colon, change if to “of”, eliminate last sentence (done)
- Attendance Policy – Add “The agency will submit the student’s attendance at midterm and end of the term.” (done)

Melissa Shafer motioned to approve the proposal with the edits completed during the meeting. Tony Pittarese seconded. The motion passed unanimously.

***-Non-Substantive Curriculum or Minor Revision – Legal Studies Minor***

Colin Glennon provided an overview of the proposal which changes PHIL 3150 Philosophy of Law from an elective to a required course which better meets student need and is more in line with degree programs at other institutions.

Recommendations:

- Number of Courses Modified – change to 0 (done)

- Current Program of Study – does not match what is in the catalog; copy and paste information from catalog (done)
- Program Revision and Final Revision – need to be corrected based on information copied into Current Program of Study box

Dr. Glennon and/or Dr. Battista were asked to meet with Dr. Grube to correct the Program Revision and Final Revision sections of the proposal.

Scott Koterbay motioned to accept the proposal pending the correction of the Program Revision and Final Revision sections by Drs. Glennon/Battista and Dr. Grube. The proposal will return to the chair for approval. Kim Sell seconded. The motion passed unanimously.

### **Other Discussion**

Shirley Cherry reviewed the UCC meeting dates for spring semester: January 9 and 23, February 13 and 27, March 27, and April 10 and 24. These dates are posted on the Curriculum Process website.

A motion to adjourn was made at 4:30 p.m. by Tony Pittarese and seconded by Don Good. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick  
UCC Secretary

Approved by UCC 11/28/18