

East Tennessee State University

Digital Commons @ East Tennessee State University

Undergraduate Curriculum Council Minutes

11-28-2018

2018 November 28 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

Follow this and additional works at: <https://dc.etsu.edu/ucc-minutes>



Part of the [Higher Education Commons](#)

Recommended Citation

University Governance, East Tennessee State University, "2018 November 28 - Undergraduate Curriculum Council Minutes" (2018). *Undergraduate Curriculum Council Minutes*. 150.
<https://dc.etsu.edu/ucc-minutes/150>

This Minutes is brought to you for free and open access by Digital Commons @ East Tennessee State University. It has been accepted for inclusion in Undergraduate Curriculum Council Minutes by an authorized administrator of Digital Commons @ East Tennessee State University. For more information, please contact digilib@etsu.edu.

**Undergraduate Curriculum Committee
Meeting Notes
November 28, 2018**

Members present: Rhonda Brodrick, Michelle Chandley, Shirley Cherry, Jason Davis, Tabitha Fair, Julie Fox-Horton, Casey Gardner, Don Good, Marsh Grube, LaDonna Hutchins, Theresa McGarry, Jessica Miller, Arpita Nandi, Tony Pittarese, Evelyn Roach, Kimberly Sell, Melissa Shafer, Jennifer Young

Members absent: Myra Jones, Scott Koterbay

Guests present: Sean Fox, Thomas Allan Holmes, Scott Jenkinson, Lori Marks, Dustin Osborne

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

Old Business:

Theresa McGarry moved to approve the November 14, 2018 minutes. Jennifer Young seconded. The motion passed unanimously.

New Business

- New Course Proposal: EDFN 2400 Foundations for the Profession of Teaching
Scott Jenkinson provided an overview of the new course which combines EDFN 2100 (1 credit) and EDFN 2300 (2 credit) into a 3-credit course, EDFN 2400.

Snapshot:

- Prerequisite(s) – leave blank; move information about background check to Other Information (done)
- Catalog Description
 - add “the” before roles (done)
 - remove “the vital importance of” and revise to “including the promotion of active learning” (done)

Syllabus:

- Other Information – add “A background check clearance is required for field placement.” (done)

Kim Sell motioned to approve the proposal with the edits completed during the meeting. T. Jason Davis seconded. The motion passed unanimously.

- *Non-Substantive Curriculum Proposal: Early Childhood Development (Pre K – 3 concentration), B.S.; Elementary Education, B.S.E.D.; Physical Education, (Physical Education Concentration K-12), B.S.; Special Education, B.S.*

Scott Jenkinson provided an overview of the proposal.

Recommendations:

- Academic Program Name – Early Childhood Learning should be Early Childhood Development (Pre K – 3 concentration) (done)
- Justification – paragraph 2, last sentence change affect to effect; add comma after change; correct spelling of programs (done)
- Current Program of Study – correct spelling of program; remove the sentence that begins “Each impacted program will be completing” (done)

Notes for Originator:

- EDFN 2300 – Change inactivation time for course to spring 2020
- EDFN 3301 and 3350 – Editorial Change Proposals are needed to revise the prerequisites for these courses from EDFN 2100/2300 to EDFN 2400

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

The following CJCR proposals were reviewed:

- *New Course Proposal: CJCR 3750 Crime in Rural America*
- *New Course Proposal: CJCR 3900 Gangs in America*
- *New Course Proposal: CJCR 4017/5017 Comparative Criminal Justice*
- *New Course Proposal: CJCR 4047/5047 Sex Crimes and Sexual Offenders*
- *New Course Proposal: CJCR 4067/5067 Victimology*
- *Substantial Modification Proposal: CJCR 4222 Criminal Justice Administration*
- *Substantive Revision of a Degree: BA/BS Criminal Justice & Criminology*

Dustin Osborne provided an overview of each proposal prior to its review.

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

Snapshots:

- Academic Justification – add the name of the reviewing body, Academy of Criminal Justice Sciences (done)
- Prerequisite(s) – on all dual listed courses, the prerequisite should read “or permission of instructor or graduate status” (done)
- Semester(s) previously offered and enrollment
CJCR 3750, 4017/5017, 4047/5047, 4067/5067 (3900 is correct)
 - define the type of offering (i.e., experimental, special topics)
 - include enrollment numbers for each offering

Syllabi:

- Attendance Policy – paragraph 1
 - remove first sentence “Attendance will be taken on a random basis.” (done)
 - remove last sentence “Both give guidance and clarification” (done)
- Academic Misconduct – last sentence, change “may be referred” to “will be referred” (done)
- Bibliography, Recommended Readings, and/or Supplemental Materials – This information should not repeat items already listed in the Required Reading(s) section. Delete duplications. If box is empty after eliminating duplication, enter N/A. (done)

- New Course Proposal: CJCR 3750 Crime in Rural America

Syllabus:

- Academic Purpose and Goals
 - Purpose – add “and prepare them for employment in rural agencies” (done)
 - Goal 1 – revise to “Provide students with an understanding of unique forms of rural offending.” (done)
- Learning Outcome #1 – change examine to evaluate (done)

Melissa Shafer motioned to approve the proposal with the edits completed during the meeting and pending the clarification of previous offerings information. Dustin Osborne will e-mail this information to Shirley Cherry. Theresa McGarry seconded. The motion passed unanimously.

- New Course Proposal: CJCR 3900 Gangs in America

Snapshot:

- Catalog Description – edit to read “Topics may include . . .” (done)

Syllabus:

- Learning Outcome #3 – edit to read “Explain the reasons why . . .” (done)

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

- New Course Proposal: CJCR 4017/5017 Comparative Criminal Justice

Snapshot:

- Transcript Title – change to Comparative Criminal Justice (done)

- Catalog Description
 - change “briefly introduces” to “also introduces” (done)
 - edit last sentence to read “This study abroad class is repeatable . . . “ (done)

Syllabus:

- Academic Purpose and Goals – edit goal 3 to read “Provide an understanding of the importance and relevance of comparing criminal justice systems among countries.” (done)

T. Jason Davis motioned to approve the proposal with the edits completed during the meeting and pending the clarification of previous offerings information. Dustin Osborne will e-mail this information to Shirley Cherry. Tabitha Fair seconded. The motion passed unanimously.

- New Course Proposal: CJCR 4047/5047 Sex Crimes and Sexual Offenders

Syllabus:

- Academic Purpose and Goals – edit to read “Introduce the methods . . .” (done)
- Learning Outcomes – Committee noted undergraduate and graduate outcomes are very similar which may be an issue when the course is reviewed by Graduate Curriculum Committee.
- Attendance Policy – change “session” to “term” (done)

Kim Sell motioned to approve the proposal with the edits completed during the meeting and pending the clarification of previous offerings information. Dustin Osborne will e-mail this information to Shirley Cherry. Theresa McGarry seconded. The motion passed unanimously.

- New Course Proposal: CJCR 4067/5067 Victimology

Snapshot:

- Academic Justification – paragraph 2 change “go” to “going unreported” (done)

Syllabus:

- Required Reading(s) – add one space between a and lifestyles (done)

Theresa McGarry motioned to approve the proposal with the edits completed during the meeting and pending the clarification of previous offerings information. Dustin Osborne will e-mail this information to Shirley Cherry. Jennifer Young seconded. The motion passed unanimously.

- Substantial Modification Proposal: CJCR 4222 Criminal Justice Administration

Snapshot:

- Modify Catalog Description – change from no to yes (done)
- Modified Catalog Description – edit to read “Examines principles . . .” (done)

Syllabus:

- Learning Outcomes
 - #6 change examine to describe (done)
 - Committee noted undergraduate and graduate outcomes are very similar which may be an issue when the course is reviewed by Graduate Curriculum Committee.

Kim Sell motioned to approve the proposal with the edits completed during the meeting. Julie Fox-Horton seconded. The motion passed unanimously.

- Substantive Revision of a Degree: BA/BS Criminal Justice & Criminology

Recommendations:

- List the Proposals Associated with this Revision
 - add CJCR prior to first course number (done)
 - include both numbers for dual listed courses 4007/5007, 4017/5017, 4027/5027, 4047/5047, 4067/5067, 4337/5337 (done)
- Expected Learning Outcomes - # 2 and 3 – change verbally to orally (done)

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

- New Course Proposal: HSCI 3400 Biomedical Techniques

Sean Fox provided an overview of the proposal.

Snapshot:

- Transcript Title – change to Biomedical Techniques (done)
- Course to be required for major, minor, or graduate degree/If yes, has the department submitted a curriculum revision proposal – change yes to no (done)
- Semester(s) previously offered and enrollment – add special topics heading (done)

Syllabus:

- Learning Outcomes - #3 change spelling of pipette to match major course topics spelling (done)
- Other information – add syllabus attachment link (done)

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

Other Discussion None

A motion to adjourn was made at 4:10 p.m. by T. Jason Davis and seconded by Julie Fox-Horton. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC