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Undergraduate Curriculum Council Minutes

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### 2018 December 12 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee  
Meeting Notes  
December 12, 2018**

**Members present:** Rhonda Brodrick, Michelle Chandley, Shirley Cherry, Julie Fox-Horton, Casey Gardner, Don Good, Marsh Grube, Scott Koterbay, Theresa McGarry, Tony Pittarese, Evelyn Roach, Kimberly Sell, Melissa Shafer, Jennifer Young

**Members absent:** T. Jason Davis, Tabitha Fair, LaDonna Hutchins, Myra Jones, Jessica Miller, Arpita Nandi

**Guests present:** Claudia Kozinetz, Aimee Rowe, Deborah Slawson, Mike Stoots, Karen Tarnoff

The UCC meeting was called to order at 2:05 p.m. by Kim Sell.

**Old Business:**

Tony Pittarese moved to approve the November 28, 2018 minutes. Melissa Shafer seconded. The motion passed unanimously.

**New Business**

**- Substantial Modification: COBH 2950 Disaster Response Training.**

Aimee Rowe and Mike Stoots provided an overview of the proposed course revision.

Snapshot:

- Academic Justification – remove the comma after as evidenced by (done)

Syllabus:

- Academic Purpose and Goals
  - Goal 2 – change explores to explore (done)
  - Goal 3 – add period at the end of the goal (done)
- Course Topics – topics appear to overlap those of COBH 3950; review and adjust both syllabi so topics reflect the focus/intent of the respective courses
- Learning Outcomes – very similar to COBH 3950 outcomes; review and adjust both syllabi so learning outcomes reflect the differences in these courses
  - Outcome 4 – change recognize to explain (done)
  - Outcome 7 – change recognize to identify (done)
  - Outcome 8 – delete, this is a student assignment (done)
- Grading Scale – Add a point scale to correspond with the percentages since assignments are graded on a point system

- Required Reading(s) – List the governmental website materials and documents
- Academic Misconduct Policy
  - adjust the last sentence of paragraph 1 to read: . . . . for academic misconduct will be handled as specified in the ETSU Academic Misconduct Policy (done)
  - delete paragraph 2 (done)

Don Good motioned to return the proposal to the originator for revision of the major topics, learning outcomes, grading scale, and required readings sections. The proposal will return to the committee for approval. Theresa McGarry seconded. The motion passed unanimously.

**- New Course Proposal: COBH 3950 Emergency and Disaster Preparedness for Organizations & Systems**

Aimee Rowe and Mike Stoots provided an overview of the new course proposal.

Snapshot:

- Academic Justification – copies justification for COBH 2950 and written as a revision to the course rather than development of a new course; revise to indicate why this course is necessary to the program/department

Syllabus:

- Course Topics – topics appear to overlap those of COBH 2950; review and adjust both syllabi so topics reflect the focus/intent of the respective courses
- Learning Outcomes – very similar to COBH 2950 outcomes; review and adjust both syllabi so learning outcomes reflect the differences in these courses
- Grading Scale – Add a point scale to correspond with the percentages since assignments are graded on a point system
- Required Reading(s) – List the governmental website materials and documents
- Academic Misconduct Policy
  - adjust the last sentence of paragraph 1 to read: . . . . for academic misconduct will be handled as specified in the ETSU Academic Misconduct Policy (done)
  - delete paragraph 2 (done)

Theresa McGarry motioned to return the proposal to the originator for revision of the major topics, learning outcomes, grading scale, and required readings sections. The proposal will return to the committee for approval. Kim Sell seconded. The motion passed unanimously.

**- Substantial Modification: EPID 3010 Accident Prevention**

Aimee Rowe and Mike Stoots provided an overview of the proposed course revision.

Syllabus:

- Academic Purpose and Goals – goal 2 change train to trains (done)
- Learning Outcomes – 15 outcomes are too many; several outcomes are actually student assignments; revise outcomes to remove student assignments and decrease to a more manageable number
- Major Assignments – remove the wording “more details to follow” (done)
- Grading Scale – Add a point scale to correspond with the percentages
- Academic Misconduct Policy
  - adjust the last sentence of paragraph 1 to read: . . . . for academic misconduct will be handled as specified in the ETSU Academic Misconduct Policy (done)
  - delete paragraph 2 (done)
- Other Information – Add syllabus attachment (done)

Tony Pittarese motioned to return the proposal to the originator for revision of the learning outcomes and grading scale sections. The proposal will return to the committee for approval. Kim Sell seconded. The motion passed unanimously.

**- Substantive Revision of a Degree: Minor Emergency/Disaster Response Management**

This proposal was returned to the originator because it was submitted on the incorrect form. The appropriate form is Revision of an Academic Minor. Dr. Grube offered to assist Dr. Stoots with transferring the information to the correct form.

**- New Course Proposal: EPID 4020 Epidemiology Around the Globe: Disease Surveillance and Monitoring**

Claudia Kozinetz provided an overview of the new course proposal.

Snapshot:

- Transcript Title – change to Global Disease Surveillance (done)
- Catalog Description – edit to read . . . and around the globe; introduces the procedures (done)

Syllabus:

- Academic Purpose and Goals – edit goal 2 to read current information systems for disease surveillance and monitoring (done)
- Learning Outcomes – outcomes 2 and 5 are student assignments as written
  - Outcome 2 – change list to explain (done)
  - Outcome 5 – edit to read demonstrate the ability to design surveillance plans for public health issues (done)

- Other Information – add syllabus attachment policy (done)

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

**- New Course Proposal: EPID 4400 Epidemiologist: One Size Does Not Fit All!**

Claudia Kozinetz provided an overview of the new course proposal.

Snapshot:

- Academic Justification – add “and” before responsibilities of an epidemiologist (done)
- Course Title – does not reflect the course content; edit to read Epidemiologist: Roles and Responsibilities
- Catalog Description
  - delete the first sentence and begin with describes (done)
  - add and after responsibilities and before demands (done)

Syllabus:

- Academic Purpose and Goals – there is overlap of goals and learning objectives; rewrite goals to reflect what the faculty/departmental wants to gain by offering the course
- Major Course Topics – review/revise to reflect the course title/focus which is roles and responsibilities of an epidemiologist
- Learning Outcomes – review/revise to eliminate overlap with goals
- Grading Scale – F should be below 60% (done)
- Required Readings – add full citations in APA format to links

Theresa McGarry motioned to return the proposal to the originator for revision of the goals, major course topics, learning outcomes, and required reading sections. The proposal will return to the committee for approval. Scott Koterbay seconded. The motion passed unanimously.

**- Establish Minor: Minor in Epidemiology**

Claudia Kozinetz provided an overview of the new course proposal.

Recommendations:

- Action – edit to read Establish Minor in Epidemiology (done)
- Implementation Date – change to Fall 2019
- Academic Justification
  - Paragraph 1, sentence 4 – edit to read Work in epidemiology (done)
  - Paragraph 1, final sentence – correct spelling of corporations (done)
- Program of Study
  - EPID 4400 – change course title to Epidemiologist: Roles and Responsibilities (done)

- Insert a row above ANTH 3070; in the second box add Electives:  
Choose two of the following, in the third box add the number 6 (done)
- New Course Information – copy and paste information from that was changed during today’s meeting in the new course proposals for EPID 4020 and 4400 (done)
- Catalog Program Information – EPID 4400 change course title to Epidemiologist: Roles and Responsibilities (done)

Kim Sell motioned to approve the proposal with the edits completed during the meeting and pending the approval of new course proposals EPID 4020 and 4400 which are included in the minor. Michelle Chandley seconded. The motion passed unanimously.

### **Other Discussion**

Tony Pittarese and Karen Tarnoff met with the committee about 0-credit courses. The College of Business and Applied Technology (CBAT) is exploring the possibility of offering a 0-credit course designed to help CBAT international students increase their success in college and employment endeavors. The course would be required across CBAT departments/programs; costs of the course would be partially offset by a \$150 student fee. No action was taken by the committee other than general discussion.

A motion to adjourn was made at 4:15 p.m. by Tony Pittarese and seconded by Michelle Chandley. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick  
UCC Secretary

Approved by UCC 1/23/19