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Undergraduate Curriculum Committee
Meeting Notes
February 13, 2019

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

Members absent: T. Jason Davis, Tabitha Fair, Myra Jones, Jennifer Young

Guests present: Julia Bernard, Matthew Desjardins, Janet Green, Scott Jenkinson, Jill LeRoy-Frazier, Mike Stoots

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

Old Business:

Tony Pittarese moved to approve the January 23, 2019 minutes with the correction of removing Karen Tarnoff from the list of guests. Arpita Nandi seconded. The motion passed unanimously.

New Business

<mark>*- New Course Proposal – CDST 3000 Workforce Skills*</mark>
Jill Leroy-Frazier provided an overview of the proposal.

Snapshot:
- Contact information for similar courses: Jill LeRoy-Frazier brought copies of faculty e-mails supporting there is no content/course overlap.

Syllabus
- Expected Learning Outcomes – proposal contains 14 learning outcomes as currently written; Jill LeRoy-Frazier provided a revised list of 9 outcomes; Outcomes were approved at the meeting but need to be entered in Curriculog.
- Major Assignments – indicate that Interactive Interview Exercise/Group Project and Career Services Consultations and Workshops require an on-campus presence (done)
- Grading Scale – remove the D- category; D becomes 60-65 (done)
- Required Text – remove price of text (done)
- Attendance Policy – revise to reflect the hybrid nature of the course; make it clear some on campus presence will be required
- Other Information – add syllabus attachment (done)

Jill Le-Roy Frazier will e-mail the following to Shirley Cherry
- Faculty e-mails confirming there is no content overlap.
- Revised Learning Outcomes – Shirley Cherry will enter the revised list into Curriculog.
- The sentence to be added to the Attendance Policy which clarifies the hybrid nature of the course. Shirley Cherry will add the statement to the Attendance Policy section.

Tony Pittarese motioned to accept the course proposal with the edits recommended during the meeting. Shirley Cherry will approve the proposal once she makes the changes. Arpita Nandi seconded. The motion passed unanimously.

- Revision of an Academic Minor – Emergency/Disaster Preparedness
Mike Stoots provided an overview of the proposal.

No Recommendations

Tony Pittarese motioned to approve the proposal as written. Arpita Nandi seconded. The motion passed unanimously.

- Program Policy Revision – Early Childhood Education (B.S.); Elementary Education (B.S.E.D.); Kinesiology – Physical Education K-12 concentration (B.S.); Special Education (B.S.); Secondary Education minor – Progression
Scott Jenkinson provided an overview of the proposal.

No Recommendations

Don Good motioned to approve the proposal as written. Tony Pittarese seconded. The motion passed unanimously.

- Program Policy Revision – Human Services (B.S.) – Admission Progression
Scott Jenkinson provided an overview of the proposal.

No Recommendations

Tony Pittarese motioned to approve the proposal as written. Arpita Nandi seconded. The motion passed unanimously.

No Recommendations

Tony Pittarese motioned to approve the proposal as written. Arpita Nandi seconded. The motion passed unanimously.

Removed from agenda; To be reviewed at 2/20/19 meeting

Dr. Grube directed Shirley Cherry to reject the proposal. UCC will not be reviewing this proposal.

Tony Pittarese provided an overview of the proposal.

Snapshot:
- Catalog Description – edit to read "Explores information security topics such as firewalls . . . (done)

Syllabus
- Major Assignments – Edit exams to indicate 40% will be divided 20% midterm and 20% final (done)

Theresa McGarry motioned to approve the course proposal with the minor edits completed during the meeting. Arpita Nandi seconded. The motion passed unanimously.

Tony Pittarese provided an overview of the proposal.

Snapshot:
- Catalog Description – edit to read "Develops the ability to apply process automation . . . . using light-weight code to provide interoperability between disparate systems and platforms." (done)

Syllabus
- Required Reading(s) – remove references and enter N/A (done)

Theresa McGarry motioned to approve the course proposal with the minor edits completed during the meeting. Scott Koterbay seconded. The motion passed unanimously.

Tony Pittarese provided an overview of the proposal.

Snapshot:
- Prerequisites – Edit to read C- or better in CSCI 2150 and C- or better in either CSCI 2910 or CSCI 2210 (done)

Syllabus
- Major Assignments – Edit exams to indicate 50% will be equally divided between midterm (25%) and final (25%) (done)
- Bibliography, Recommended Readings, and/or Supplemental Materials – entries need to be reviewed for accuracy and presentation; call numbers need to be added if resources are available in Sherrod Library

Tony Pittarese will edit the bibliography then e-mail Shirley Cherry.

Theresa McGarry motioned to accept the course proposal with the minor edits completed during the meeting and pending the revision of the bibliography. The proposal may return to the chair for approval. Scott Koterbay seconded. The motion passed unanimously.

Matthew Desjardins provided an overview of the proposal.

Syllabus
- Major Assignments – Edit exams to indicate 30% will be equally divided between midterm (15%) and final (15%) (done)
- Grading Scale – correct F to read Below 60 in undergraduate and Below 70 in graduate (done)

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

Matthew Desjardins provided an overview of the proposal.

Syllabus
- Major Assignments – Edit exams to indicate 50% will be equally divided between midterm (25%) and final (25%) (done)

- Grading Scale – correct F to read Below 60 in undergraduate and Below 70 in graduate (done)

Kim Sell motioned to approve the course proposal with the minor edits completed during the meeting. Scott Koterbay seconded. The motion passed unanimously.

<mark>- *New Course Proposal: CSCI 4657/5657 Cloud Computing*</mark>
Matthew Desjardins provided an overview of the proposal.

Syllabus
- Major Assignments – Edit exams to indicate 50% will be equally divided between midterm (25%) and final (25%) (done)
- Grading Scale – correct F to read Below 60 in undergraduate and Below 70 in graduate (done)

Kim Sell motioned to approve the course proposal with the minor edits completed during the meeting. Theresa McGarry seconded. The motion passed unanimously.

<mark>- *New Course Proposal: CSCI 4677/5677 Internet of Things*</mark>
Matthew Desjardins provided an overview of the proposal.

Syllabus
- Major Assignments – Edit exams to indicate 30% will be equally divided between midterm (15%) and final (15%) (done)
- Grading Scale – correct F to read Below 60 in undergraduate and Below 70 in graduate (done)

Kim Sell motioned to approve the course proposal with the minor edits completed during the meeting. Theresa McGarry seconded. The motion passed unanimously.

<mark>- *Establish New Concentration in an Existing Program – Cybersecurity and Modern Networks*</mark>
Matthew Desjardins provided an overview of the proposal.

Recommendations:
- New Course Information – will need to be revised to reflect the changes made to prerequisites and course descriptions in today's meeting

Tony Pittarese will revise the new course information to reflect the changes then e-mail Shirley Cherry.

Kim Sell motioned to accept the course proposal pending the revision to the new course information. The proposal will return to the chair for approval. Arpita Nandi seconded. The motion passed unanimously.

- Establish Program Policy – B.S. in Computing with a concentration in Cybersecurity and Modern Networks - Admission
Matthew Desjardins provided an overview of the proposal.

Recommendations:
- Policy Statement – Insert as 2nd sentence: Students interested in the CSMN program are advised to enter the computer science concentration their freshman year. Students may apply for entrance to the CSMN concentration after having completed the following foundational classes (done)

Kim Sell motioned to approve the course proposal with the revision to the Policy Statement completed during the meeting. Arpita Nandi seconded. The motion passed unanimously.

Other Discussion:

UAC will meet next Wednesday, February 20, to review several time sensitive proposals. Shirley Cherry will send the location when it is determined.

Dr. Grube asked all members to review the policy: Academic Program Modification – B.S. Microbiology.

Evelyn Roach showed members two ways to view files attached to proposals
- Select View Summary – The process summary screen opens on the right. Scroll down to see the attachments.
- If the proposal is open, the Proposal Toolbox is on the right side of the screen. Select the "Files" icon (middle icon) then the attached files will appear.

A motion to adjourn was made at 3:45 p.m. by Tony Pittarese and seconded by Arpita Nandi. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick,
UCC Secretary

Approved by UCC 2/20/19