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Undergraduate Curriculum Council Minutes

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2019 February 20 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee
Meeting Notes
February 20, 2019**

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

Members absent: Myra Jones, Jessica Miller, Arpita Nandi

Guests present: Gary Burkette, Ranjan Chakraborty, Colin Chesley, Janet Green, Amal Houry, Ryan Nivens, Karen Tarnoff

The UCC meeting was called to order at 2:05 p.m. by Shirley Cherry.

Old Business:

Tony Pittarese moved to approve the February 13, 2019 minutes. Kim Sell seconded. The motion passed with Tabitha Fair abstaining.

New Business

- New Course Proposal: HSMP 4250 Healthcare Revenue Cycle Management
Colin Chesley provided an overview of the proposal.

Syllabus

- Major Assignments, Exams, and Grade Weight Values
 - Homework/Medicare Learning Network – change 4 to four (done)
 - Indicate 45% for homework is equally distributed across assignments (done)
- Academic Misconduct
 - Delete “for more info consult” (done)
 - Add “Academic dishonesty in this course results in one or more of the following consequences: failure of the assignment, failure of the course, and/or disciplinary action by ETSU.” (done)
- Bibliography – copy and paste Mathis e-book into this section (done)

Kim Sell motioned to accept the course proposal with the edits recommended during the meeting. Tony Pittarese seconded. The motion passed unanimously.

- Non-substantive Curriculum or Minor Revision – B.S. Public Health, Health Administration Concentration minor revision

Colin Chesley provided an overview of the proposal which combines HSMP 4110 (1 credit) and HSMP 4120 (2 credit) into a new 3-credit course, HSMP 4250.

Recommendations:

- Action – change to read Non-substantive Curriculum or Minor Revision (done)
- Justification – as written does not clearly establish rationale for combining HSMP 4110 and 4120 into one course; originator will e-mail revised justification to the chair; and chair will approve and insert the strengthened justification into the proposal.

Theresa McGarry motioned to accept the course proposal pending the revision of the justification section. The proposal may return to the chair for approval. Tony Pittarese seconded. The motion passed unanimously.

- Establish Minor – Health Administration.

Recommendations:

- Program of Study – Correct title of HSMP 4250 to read Healthcare Revenue Cycle Management (done)
- New Course Information - Correct title of HSMP 4250 to read Healthcare Revenue Cycle Management (done)

Scott Koterbay motioned to accept the course proposal with the minor edits recommended during the meeting. Tony Pittarese seconded. The motion passed unanimously.

- Academic Program Modification – B.S. Health Administration

Recommendations:

- Background for the Proposed Academic Program Modification - Page 5, paragraph 2, line 2 – correct spelling of facilities
- Need for Program - Page 5, paragraph 2, line 1 – correct spelling of positive
- Assessment – page 8 – Insert table detailing the written work
- Current and Proposed Curriculum Requirements
 - Remove HSMP 4110 and 4120 from both columns
 - Insert HSMP 4250 Healthcare Revenue Cycle Management, 3 credits, in both columns
- Financial Projections – needs to be zeroed out; Dr. Grube will determine how to accomplish this on form

Theresa McGarry motioned to accept the course proposal with the edits recommended during the meeting. The proposal may return to the chair for approval. Tony Pittarese seconded. The motion passed unanimously.

- Academic Program Modification – B.S. Microbiology

Shirley Cherry and Theresa McGarry met with Michelle Chandley yesterday to correct typographical/grammatical errors in the proposal.

Recommendations:

- Throughout document: remove instructions provided in red font and/or change to black font as applicable
- Background for the Proposed Academic Program Modification – line 5 – consider using a word other than exploded
- Need for Program – Figure 1 – correct spelling of assistant
- Accreditation – change not applicable to This program is not accreditable
- Current and Proposed Curriculum Requirements
 - Remove first set of current and proposed tables leaving side by side comparison
 - Remove HSCI 3030 from both sides of chart
 - Omit words (move to major requirements) from chart
 - Advisor Approved Electives change (12-14 hours) to (6-8 credits)
 - Move free electives ~~down~~ row to bottom of chart
 - Free electives – change (6-8 hours) to (12-14 credits)
 - HSCI 3400 Biomedical Techniques 3 credits change **(new course)** to **(ADD)**
 - To proposal Curriculum requirements, Advisor Approved Electives - add ENVH 3040 Environmental Sanitation 3 credits **(ADD)**, HSCI 4957 Special Topics 1-4 **(ADD)**, and ENVH 3010 Human Ecology 3 credits **(ADD)**
 - Below chart, change *Students will choose BIOL4147/BIOL4157 or HSCI 3030 to fill the program requirement to *Students can choose BIOL 4147/BIOL 4157 or HSCI 3030 can be taken to fill the program requirement
- Curriculum Crosswalk of Proposed Curriculum – place period after accredited and delete the remaining information.
- Current and Proposed Admission, Retention and Graduation Policies
 - Program Admission Requirements – Add period after standards
- Current Faculty
 - Check FTE numbers
 - Add explanation of how FTEs were figured
- Financial Projections – needs to be zeroed out; Dr. Grube will determine how to accomplish this on form

Kim Sell motioned to accept the course proposal with the edits recommended during the meeting. The proposal may return to the chair for approval. Tony Pittarese seconded. The motion passed unanimously with Michelle Chandley abstaining.

- Revise Course: Substantial Modification: CUI 4580 Residency II: Clinical Experience for Secondary/K-12

Snapshot:

- Modified Transcript Title - change to Residency II Clinical K-12 (done)
- Impact Report – remove information about physical education (done)
- Impact consequences – remove first sentence about PE (done)
- Is this course to be required for major, minor, or graduate degree in another department – change to no (done)

Syllabus

- Purpose and goals – Shirley added the purpose statement provided by the originator this afternoon before the meeting; approved by committee
- Learning Outcomes – Shirley edited this section to enter revised outcomes from the originator and then put them in table format

Kim Sell motioned to accept the course proposal with the edits completed just before and during the meeting. Tony Pittarese seconded. The motion passed unanimously.

- New Course Proposal: CUI 4581 Residency II Seminar in Secondary/K-12 Education

Snapshot:

- Transcript Title – change to Residence II Seminar K-12 (done)
- Catalog description – edit last sentence to read “Through weekly seminars, candidates apply” (done)
- Course to be required for major, minor . . . in another department – change to no; column directly opposite should also be no (done)

Syllabus

- Learning Outcome 6 – change demonstrate to apply (done)
- Assignments – 2 edTPA Drafts and Peer Evaluation – change final sentence to “Grade is comprised of the drafts, peer evaluation, and feedback.” (done)

Michelle Chandley motioned to accept the course proposal with the edits completed during the meeting. Tony Pittarese seconded. The motion passed unanimously.

- Establish Minor – Secondary Education Teacher Preparation

Recommendations:

- Expected Learning Outcomes – add “to” between related and teaching (done)
- Program of Study
 - Remove this row – Required courses 17 credits (done)
 - Choose one of the following as appropriate to the teaching major – add (3 credits) (done)
 - SCED 4417 – edit title to Teaching Science in Secondary School (done)

Jason Davis motioned to accept the course proposal with the edits completed during the meeting. Tony Pittarese seconded. The motion passed unanimously.

- Program Policy Revision: BBA in Accountancy – Progression

Gary Burkette provided an overview of the proposal.

Recommendations:

- Policy Revision and Final Policy Revision– revise to make it clear a student may appeal one time; A student may file an appeal with the Chair of the Department of Accountancy requesting a fourth attempt to take any ACCT course. Only one appeal is allowed after declaring the major in Accountancy. (done)

Jason Davis motioned to accept the course proposal with the edit completed during the meeting. Tony Pittarese seconded. The motion passed unanimously.

- New Course Proposal: CBAT 4107/5107 International Student Seminar

Karen Tarnoff provided an overview of the proposal.

UCC members questioned the appropriateness of acting on the new course proposal when the policy to support this type of course has yet to be established.

Snapshot

- Academic justification – corrected spelling of university (done)
- Course identifiers – Course number was updated from 4107 to 4107/5107 (done)

Syllabus

- Committee members will meet with Karen to revise learning outcomes

Jason Davis motioned to table the course proposal until there was policy in place to address the questions/concerns related to a 0-credit course. Julie Fox-Horton seconded. The motion passed unanimously.

Other Discussion:

The regularly scheduled meeting for February 27 is cancelled. UCC will not meet on March 13 since the university is on spring break. The next meeting will Wednesday, March 27, unless there is an urgent need to meet.

A motion to adjourn was made at 4:10 p.m. by Kim Sell and seconded by Tony Pittarese. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick,
UCC Secretary

Approved by UCC 4/10/19