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Undergraduate Curriculum Council Minutes

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2019 April 10 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee
Meeting Notes
April 10, 2019**

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

Members absent: Michelle Chandley, Myra Jones, Scott Koterbay, Jessica Miller, Arpita Nandi

Guests present: Ralph Lugo, Brooklyn Nelson, Jared Wilson

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

Old Business:

Melissa Shafer moved to approve the February 20, 2019 and March 13, 2019 minutes (e-mail vote). Tony Pittarese seconded. The motion passed unanimously.

New Business

- New Course Proposal: SURV 2350 Basic Constructive Surveying

Jared Wilson provided an overview of the proposal.

Snapshot

- Academic Justification – add an apostrophe to student (done)
- Course to be required for major, minor, grad. degree, or certificate in requesting department– change to yes (done)
- If yes, has the department submitted a curriculum revision proposal – change to yes (done)

Syllabus

- Academic Purpose and Goals – change promote to promotes (done)
- Required Text or Materials – check formatting of citations
- Bibliography, Recommended Readings, and/or Supplemental Materials – check formatting of citations

Dr. Grube stated the proposal cannot be approved without the corresponding curriculum revision proposal. She agreed to tentative acceptance of the new course proposal if the accompanying Nonsubstantive Curriculum Revision proposal is entered in Curriculog by the next UCC meeting on April 24, 2019.

T. Jason Davis moved to accept the new course proposal if the originator reviews the formatting of the citations in the required text/bibliography sections and a

department/college representative submits a Non-Substantive Curriculum Revision to Curriculog within 2 weeks. Theresa McGarry seconded. The motion passed unanimously.

- New Course Proposal: PMPR 1100 Introduction to Pharmacy

Ralph Lugo and Brooklyn Nelson provided an overview of the proposal.

Snapshot

- College/School – showing as other because Gatton College of Pharmacy is not an option for selection
- Prerequisites – change to none (done)
- Course Description – First word should be a verb; needs to be shortened to be consistent with other course descriptions in the undergraduate catalog

Syllabus

- Academic Purpose and Goals
 - Purpose statement missing
 - Goals read like student learning objectives
 - Purpose and goals should be written from the department/college perspective in terms of why the course is needed and/or how it will benefit the department/college.
- Learning Objectives
 - Read as student assignments rather than learning objectives.
 - The goals listed in the Academic Purpose section would be appropriate in this section.
- Major Assignments
 - Remove the first paragraph
 - Organize the section with headings: Financial Planning Assignment, CV/Resume Assignment, Career Planning Assignment, Attendance and Preparation
 - Each assignment heading should include the assignment's grade weight followed by a brief description of the assignment.
 - Since attendance and participation are 55% of the course grade, include detail about how attendance and participation will be evaluated.
- Grading Scale – change F to Below 60.0% (done)
- Required Text – include the citation for Why Study Pharmacy?
- Academic Misconduct Policy – Revise to make specific to this course and to clearly present the consequences faculty will impose for academic misconduct
- Bibliography, Recommended Readings, and/or Supplemental Materials – include the citations listed on the syllabus distributed at the meeting (Textbook and Other Readings); Jennifer Young listed recommendations from the library (see Comments in Curriculog).

Theresa McGarry motioned to return the proposal to the originator for revision. The proposal will return to the committee for a 2nd review on April 24, 2019. Tony Pittarese seconded. The motion passed unanimously.

Other Discussion:

Dr. Grube reviewed the current membership list. The following members' terms will expire at the end of the academic year: Tony Pittarese, Rhonda Brodrick, and Michelle Chandley. These members should let Dr. Grube know if they wish to continue serving on the committee for another 3-year term.

Theresa McGarry served as the Faculty Senate Representative; her term is expiring. She will notify Faculty Senate of the need for a replacement.

Tabitha Fair was thanked for her service on the committee. She served as the second member from Clinical & Rehabilitative Health Sciences while Shirley Cherry chaired the committee.

The next meeting will be April 24. Committee members will need to elect a UCC Chair and Secretary for the 2019 – 2020 academic year.

A motion to adjourn was made at 3:30 p.m. by Melissa Shafer and seconded by Tony Pittarese. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick,
UCC Secretary

Approved by UCC 4/24/19