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Undergraduate Curriculum Council Minutes

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2019 April 24 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee
Meeting Notes
April 24, 2019**

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

Members absent: Michelle Chandley, Janet Green (for Casey Gardner), LaDonna Hutchins, Myra Jones, Jessica Miller

Guests present: Jan Jost Fritz, Ralph Lugo, Brooklyn Nelson

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

Old Business:

Kim Sell moved to approve the April 10, 2019 minutes. Melissa Shafer seconded. The motion passed unanimously.

New Business

-New Course Proposal: GERM 3130 Love Poetry.

Jan Jost Fritz provided an overview of the proposal.

Snapshot

- Academic Justification – last sentence change develop to helping them develop (done)
- Course Title – change to German Love Poetry (done)
- Transcript Title – change to German Love Poetry (done)
- Prerequisite(s) – change equivalent to permission of instructor (done)
- Catalog Description
 - Change theories to concepts (done)
 - Change 2nd sentence to: This course further develops . . . and exposes (done)

Syllabus

- Academic Purpose and Goals – change target language to German (done)
- Major Course Topics
 - Move the last topic on the list to first position (done)
 - History and structure “of” the (done)

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

-New Course Proposal: GERM 3220 Germany Today

Jan Jost Fritz provided an overview of the proposal.

Snapshot

- Prerequisite(s) – change equivalent to permission of instructor (done)
- Catalog Description
 - Remove practice sentence (done)
 - Add “This course further develops all four linguistic skills with an emphasis on writing and speaking.” (done)
- Proposed Implementation Term – change to spring 2020 (done)

Syllabus

- Learning Outcomes – change develop to demonstrate for outcomes 1 and 2 (done)
- Required Readings – insert N/A (done)

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

-New Course Proposal: GERM 3310 Business German

Jan Jost Fritz provided an overview of the proposal.

Snapshot

- Prerequisite(s) – change equivalent to permission of instructor (done)
- Catalog Description – change to “This course provides opportunities for resume building . . . ” (done)
- Semester(s) previously offered and enrollment – add enrollment of 8 students (done)
- Proposed Implementation Term – change to spring 2020 (done)

Syllabus

- Academic Purpose and Goals
 - Need to add a purpose statement; originator will e-mail a purpose statement to Dr. Cherry
 - Change target language to German (done)
- Learning Outcomes
 - Change target language to German (done)
 - Outcome 4 – change to develop a business idea (done)
- Major Assignments – Under Preparation/Participation change is to are in first sentence (done)
- Required Readings – insert N/A (done)

Jason Davis motioned to approve the proposal with the edits completed during the meeting and pending the approval of the purpose statement by the UCC chair. Scott Koterbay seconded. The motion passed unanimously.

- Revision of an Academic Minor: German Minor

Jan Jost Fritz provided an overview of the proposal.

Recommendations

- Proposed Implementation Date – change to Fall 2020 (done)
- Justification for the Program Revision – change SL to second language (done)
- Summary of Revision
 - Change New courses to Added Courses (done)
 - Correct 3120 Title to Enchanted Worlds Form and Meaning of Brothers Grimm's Fairy Tales (done)
 - Change 2nd 3120 to 3130 then change title to German Love Poetry (done)
- Program Revision
 - Correct 3120 Title to Enchanted Worlds Form and Meaning of Brothers Grimm's Fairy Tales (done)
 - Change 2nd 3120 to 3130 then change title to German Love Poetry (done)
- Final Revision
 - Correct 3120 Title to Enchanted Worlds Form and Meaning of Brothers Grimm's Fairy Tales (done)
 - Change 2nd 3120 to 3130 then change title to German Love Poetry (done)
- Present the Transition Plan for Students Currently in the Program – change last sentence to “advisors in the German Program” (done)

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

- New Course Proposal: PMPR 1100 Introduction to Pharmacy

This proposal was reviewed on 4/10/19 and returned to the originator for revision. It is returning to UCC for second review.

Syllabus

- Academic Purpose and Goals – insert purpose statement “To offer an exploratory course in the field of pharmacy” (done)
- Academic Misconduct – Remove bullets which discuss tardiness and late assignments (done)

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

- Establish Program Policy: All CBAT undergraduate and graduate programs – Graduation

Tony Pittarese provided an overview of the proposal.

Recommendations:

- Academic Justification
 - Sentence 2 – change to “The unique needs of . . .” (done)
 - Sentence 2 – change to “are widely recognized” (done)

Questions remain about implementation of the proposal. The proposal was tabled until the next UCC meeting.

- Program Policy Revision: All B.B.A. programs - Progression

Tony Pittarese provided an overview of the proposal.

Recommendations:

- Justification for the Policy – correct spelling of Accountancy (done)

Theresa McGarry motioned to approve the proposal with the edits completed during the meeting. Jason Davis seconded. The motion passed unanimously.

Other Discussion:

UCC will meet on **Tuesday, May 7**, at 2 pm. Shirley Cherry will secure a location for the meeting.

Melissa Shafer nominated Tony Pittarese to be UCC Chair for the 2019-2020 Academic Year. Julie Fox-Horton seconded. The motion passed unanimously.

A motion to adjourn was made at 3:40 p.m. by Jason Davis and seconded by Julie Fox-Horton. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick,
UCC Secretary

Approved by UCC 5/7/19