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Undergraduate Curriculum Council Minutes

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8-28-2019

### 2019 August 28 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee  
Meeting Notes  
August 28, 2019**

**Members present:** Rhonda Brodrick, Michelle Chandley, Shirley Cherry, T. Jason Davis, Julie Fox-Horton, Casey Gardner, Don Good, Marsh Grube, Dana Harrison, LaDonna Hutchins, Myra Jones, Scott Koterbay, Teresa Brooks-Taylor, Tony Pittarese, Evelyn Roach, Kimberly Sell, Melissa Shafer, Jennifer Young

**Members absent:** Arpita Nandi

The UCC meeting was called to order at 2 p.m. by Tony Pittarese.

**Old Business:**

Jason Davis moved to approve the May 7, 2019 minutes. Scott Koterbay seconded. The motion passed unanimously.

Shirley Cherry moved to approve the 2018-2019 Annual Report. Kim Sell seconded. The motion passed unanimously.

**New Business**

*Introduction of Members*

Tony Pittarese welcomed committee members to the 2019-2020 academic year then asked members to introduce themselves.

*Discussion of Committee Charge*

Tony Pittarese distributed to committee members the Definition of Credit Policy from the Office of the Provost. Procedure(s), Item 1: Criteria for Determining Credit for Courses stated the responsibility of the UCC which is to determine the quantity of credits for a course in accordance with commonly accepted practice in higher education. The item included a bulleted list of factors to be included in the review process. Committee members were encouraged to focus discussion of a proposal on synthesis (course leveling, purpose, duplication) rather than mechanics (grammar, punctuation).

Dr. Grube explained plans to pilot a new process for proposal review this fall. When the originator enters a proposal in Curriculumlog, a team of 3 (Marsh Grube, Evelyn Roach, and Casey Gardner) will review and vet the proposal before it proceeds to the UCC for review. If changes are required, a member of the team will contact the originator and assist them in making corrections. Dr. Grube will meet with the Chair of the Department to make sure approvals have been made and documented at the college level. Proposals coming forward to UCC should arrive ready for action which

will allow UCC to focus its discussion on substantive issues. The UCC will not edit proposals.

Dr. Grube also plans to work with college level curriculum committees to improve the vetting process at lower levels.

- Department Level Review – Content experts; focus on discipline specifics in terms of content, student outcomes, and assignments
- College Level Review – Verifies the content, outcomes, and assignments are appropriate. Does the program meet/advance the mission of the college? ETSU?
- UCC Review – Is there duplication of courses? Does this proposed course or program fit with ETSU's strategic plan? Is there potential for interdisciplinary collaboration within the course/program?

### *Discussion Related to UCC Business*

#### *Proposal Review Process*

Tony Pittarese stated the UCC meeting dates are listed on the UCC website; a deadline for proposal submission is listed with each meeting date. He proposed the following workflow plan to UCC members.

One week prior to the scheduled UCC Meeting:

- Monday – Deadline for submission of proposals
- Tuesday – Chair publishes the agenda with UCC assignments then e-mails notification of review to the originators and department chairs. All UCC members are expected to scan every proposal. Each proposal will have at least 2 reviewers assigned to complete an in-depth review.
  - If UCC members identify issues when reviewing proposals, they should contact Dr. Grube's team so they can address the issues before the proposal comes to the table for discussion. The goal is to decrease/eliminate proposals being returned for revision.
- By Sunday - UCC members will send feedback to the 1) originator, 2) the department chair, 3) the chair of the college curriculum committee, 4) the UCC chair, and 5) the UCC secretary.
- Sunday – Wednesday – The originator reviews feedback and prepares to present the proposal to the committee.

#### *Best Practices*

- Committee members discussed methods they found helpful when reviewing proposals.

- Pair new UCC members with another member for the 1<sup>st</sup> set of proposals to make sure they understand the process
- Rotate the pairing of committee members rather than assign a consistent partner; members have different backgrounds and areas of expertise; members learn from each other as they review together

### *Concerns*

- How is the Admissions Office made aware of changes? Transfer credit – Courses from community colleges are receiving credit to satisfy upper level courses.
- Course delivery methods are being changed (i.e., from traditional to online) with no notification or approval.
- Is there a way to make it easier to determine which form to use for a proposal?
- Is there a way to remind reviewers at lower levels to look for hidden prerequisites/corequisites? Hidden pre/co-requisites create problems with financial aid. If the course is not in the program of student, the student will not receive financial aid unless additional paperwork is completed.
- How can the UCC respond to the ETSU community in terms of increasing the timeliness of review and clarity of the review timeline?

### *Future Goals*

- Develop a rubric that will assist UCC members reviewing proposals and provide documentation of the details of the review process
- Develop a short presentation for originators/department chairs that explains what needs to be included when presenting a proposal to the committee
- Add a written policy related to attendance expectations to the UCC charge

### *Election of Committee Secretary*

Rhonda Brodrick was nominated to continue as UCC secretary. No other nominations were made. Jason Davis motioned to elect; Julie Fox-Horton seconded. The vote was unanimous.

A motion to adjourn was made at 3:20 p.m. by Kim Sell and seconded by Melissa Shaffer. The committee unanimously approved the motion.

The next meeting will be September 11, 2019 at 2 pm.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary

Approved by UCC 9/11/19