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Undergraduate Curriculum Council Minutes

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2019 September 11 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee
Meeting Notes
September 11, 2019**

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

Members absent Marsh Grube, Arpita Nandi (excused)

Guests present Joe Bidwell, Jan Jost Fritz, Thomas Alan Holmes, Ying Li, Adam Welch

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

Old Business:

Kim Sell moved to approve the August 28, 2019 minutes. Teresa Brooks-Taylor seconded. The motion passed unanimously.

New Business

- Articulation Agreement- 3+1 Program Biology and Pharmacy

Joe Bidwell and Adam Welch presented the proposal which will allow students enrolled in biology (standard track) who leave biology to pursue their PharmD to complete the biology degree while starting course work for the Pharm D. Students will graduate with two degrees: BS in Biology and Doctor of Pharmacy.

Recommendations:

- Statement of Purpose and Goals of the Articulation Agreement – Goal 3 does not support the purpose of the articulation agreement; originator agreed to remove Goal 3 (done)
- Current Curriculum Components
 - General Education – change to 41-42 credits (done)
 - Biology Elective Requirements – change to 2-6 credits (done)
 - Free Electives – change to 0-4 credits (done)
- Current and Proposed Program of Study
 - Current column on left – Add free electives 0-4 below biology electives (done)
- Current and Proposed General Education
 - Current column on left – Below COMM 2055 Argumentation and Debate – add “or PHIL 2030 Practical Reasoning”
Casey Gardner will add PHIL 2030 to the table
 - Remove superscript 1 in left column beside COMM 2055 (done)

Jason Davis motioned to approve the proposal with edits completed in the meeting and the one additional edit to be completed by Casey Gardener. Kim Sell seconded. The motion passed unanimously.

- Discussion of University's Minor Policy

"A secondary area of study outside of the major program of study with a structured curriculum composed of at least 18 credits; 9 credits must be at the 3000-level or above." The "outside of the major program of study" may need further clarification or reconsideration. Marsh will lead this discussion. See related university policy document.

Discussion was tabled until Dr. Grube could be present to lead the discussion.

-Substantive Revision of a Degree or Concentration - Foreign Languages Major, B.A. (German Concentration)

Jan Jost Fritz provided an overview of the proposal which completes an overhaul of the German curriculum. All new courses related to this substantive revision proposal were approved during the 2018-2019 academic year. The current proposal will clear up issues in the catalog and provide a curriculum more relevant to the students' personal/professional development.

Recommendations:

- Current and Proposed Program of Study
 - Current column on left – in the Current Program of Study, courses are not subdivided into Core and Electives; remove references to German Core (21 credits) and German Electives (choose 12 credits) (done)
 - Students must earn a grade of C- or better in GERM 2010 Second-Year German I before they can progress to GERM 2020 Second-Year German II but there is nothing in proposed program of study indicating this is required
 - Add an asterisk beside GERM 2010 Second-Year German I (done)
 - Add the following below the table: *Grade of C- or better must be met in order to advance to GERM 2020 (done)
 - Casey Gardner will format the footnote so that it appears only under the proposed program of study side of the table
 - Present the Transition Plan for Students Currently in the Program
 - Remove the first two sentences (done)
 - Edit sentence 3 to read "Students enrolled prior to the 2020 catalog will finish their degrees as directed by their advisors in German" (done)

Scott Koterbay motioned to approve the proposal with the edits completed in the meeting and the edit to be completed by Casey Gardener. Jason Davis seconded. The motion passed unanimously.

- Non-Substantive Curriculum Revision - B.S.E.H. Environmental Health Practices Concentration

Ying Li provided an overview of the proposal which will adjust the curriculum to meet accreditation standards of the National Environmental Health Science and Protection Accreditation Council and the Council of Education for Public Health. The proposed revision replaces ENVH 4100 Shelter Environments or ENVH 4207 Principles of Radiological Health with COBH 1020 Introduction to Public Health.

Recommendations:

- Current Program of Study – Information in this section should reflect the entire program of study not just the concentration. Evelyn Roach and Casey Gardner will correct this section
- Program Revision – This section also needs revision to reflect the complete program of study. Evelyn Roach and Casey Gardner will correct this section
- Final Revision – This section also needs revision to reflect the complete program of study. Evelyn Roach and Casey Gardner will correct this section

While reviewing the proposal, UCC members noted an opportunity to clarify additional information in the course catalog related to the program of study.

- The current program of study reads “1 ENVH 3989 or ENVH 4989 will substitute for ENVH 4080”
- Evelyn Roach and Casey Gardner proposed changing this to read: Choose one (1) course from the following: ENVH 3989 Internship/Cooperative Education, ENVH 4989 Internship/Cooperative Education, ENVH 4080 Environmental Health Practice
- Dr. Li was asked to confer with the department chair to determine if this change was appropriate then e-mail Tony Pittarese with the response. He will relay the response to Casey Gardner who will make the change if approved.

Melissa Shaffer motioned to accept the proposal pending the revision of the current program of study and program revision sections and clarification of the 3989/4989/4080 language in the catalog. Teresa Brooks-Taylor seconded. The motion passed unanimously.

- Program Policy Revision - B.A.S. Applied Science Major - Admission

Julie Fox-Horton provided an overview of the proposal which is first of four proposals designed to streamline and increase consistency in admission requirements across programs in continuing studies.

Recommendations: None, reviewers and committee members evaluated the proposal as well written and consistent with policies at other universities. One question was posed to determine if there was a rubric available to direct the interview process. Julie Fox-Horton reported a rubric was being used.

Melissa Shafer motioned to accept the proposal as written. Jason Davis seconded. The motion passed with Julie Fox-Horton abstaining.

- Program Policy Revision - B.G.S. in General Studies - Admission

Julie Fox-Horton provided an overview of the proposal. This proposal was initially reviewed in the 2018-2019 academic year and returned to the originator for revision. This is the second review.

Recommendations: None, Shirley Cherry stated the revisions requested in May were completed and the current proposal reads well.

Shirley Cherry motioned to accept the proposal as written. Michelle Chandley seconded. The motion passed with Julie Fox-Horton abstaining.

- Program Policy Revision - B.S. in Professional Studies - Admission

Julie Fox-Horton provided an overview of the proposal. This program is part of the Tennessee E-campus, but there are no differences in proposed admission requirements.

Recommendations: reviewers and committee members evaluated the proposal as well written.

While completing his review of the proposal, Scott Koterbay found a broken link in the catalog. Casey Gardner will follow-up to correct this issue. Julie Fox-Horton explained the department is in the process of redesigning their website to create separate websites for each program and correct misinformation currently found on the webpage.

Scott Koterbay motioned to approve the proposal as written. Jason Davis seconded. The motion passed with Julie Fox-Horton abstaining.

- Program Policy Revision - B.S.I.S. in Interdisciplinary Studies - Admission

Julie Fox-Horton provided an overview of the proposal.

Recommendations:

- Evelyn Roach presented an issue unique to the B.S.I.S proposal. On the Interdisciplinary Studies website, it states students must complete 12 hours of Interdisciplinary Studies core courses to receive a degree; however, this stipulation is not stated in the catalog. Students are advised according to what is in the catalog – not by information on the website. The B.A.S. Applied Science Major, B.G.S. in General Studies, and B.S. in Professional Studies degrees include 10 hours of core classes so meeting this stipulation is not an

issue. The B.S.I.S. in Interdisciplinary Studies has only 1 class in its core. Since the catalog does not include the 12 hour of core courses stipulation, there is a loophole which needs to be clarified before the proposal is accepted.

The proposal was tabled until this issue is clarified with the department. The UCC Chair will hold the proposal at the committee level rather than returning it to the originator.

Other Discussion:

Tony Pittarese proposed a minor adjustment to the committee workflow process. The agenda for this meeting was published with reviewers assigned. Once Dr. Grube and team reviewed the proposals on the agenda, two proposals were pulled, and the agenda was revised. In the future, Tony Pittarese will publish the agenda on Tuesday without review assignments. Once Dr. Grube and team confirm the proposals are ready for committee review, Tony Pittarese will publish the agenda with review assignments.

A motion to adjourn was made at 3:30 p.m. by Melissa Shaffer and seconded by Michelle Chandley. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary

Approved by UCC 9/25/19