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Undergraduate Curriculum Council Minutes

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2019 September 25 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee
Meeting Notes
September 25, 2019**

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

Members absent None

Guests present Gordon Anderson

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

Old Business:

Jason Davis moved to approve the September 11, 2019 minutes with correction of one typographical error. Kim Sell seconded. The motion passed unanimously.

New Business

- Discussion of University's Minor Policy

Undergraduate Degree and Graduation Requirements, page 3 Definitions

Minor "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."

Marsh Grube opened this discussion by asking members to interpret the definition of a minor, specifically focusing on "outside of the major program of study" and "structured curriculum." Proposals for minors are in the pipeline which will require the committee to have a working definition of these concepts to make decisions.

Lengthy discussion followed centered around these topics:

- Structured curriculum indicates a logical progression of courses. Prerequisite courses would assist the committee to determine if there is logical progression.
- Some curriculums incorporate courses that may be taken in any order; therefore, there are no prerequisites. How should the committee evaluate structure if there are no prerequisite courses?
- Most minor credits must be at the 3000 or higher level. If there are "hidden" prerequisite courses for the higher-level courses, can someone from outside the area of study complete the minor?
- There is variation in requirements for minors across campus. In one discipline, courses taken to complete the major also earn a minor; in other disciplines, minors require an entirely separate series of courses.

- If a minor is a secondary area of study outside of the major program, what about minors in a specialized area within a major? Two documents were distributed and reviewed (see Attached: Minor and Double Counting, Table of Major/Minor Awarded by Department).
- Question to the committee: Should “double dipping” be monitored? If so, how should it be monitored?
 - Some departments have statements specifying one course may not be counted to satisfy a major and minor requirement. It will be counted toward either the major or the minor.
- Consensus among members: Decisions related to double dipping should be made at the department level by faculty with discipline specific knowledge.
 - When a minor is proposed or revised, the originator of the proposal should evaluate whether there is overlap between minor and major degree requirements.
 - If overlap is present, the originator/department must define how the overlap will be managed.
 - The UCC will verify these requirements have been met when the proposal comes to the table for discussion.

-Discussion of Evaluating Level and Award of Credit Document

Marsh Grube distributed two documents (see attached: Evaluating Credit To Be Awarded and Hierarchy/Level/Definition/Action Verbs Table).

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires ETSU to define how leveling of courses and awarding of credit occurs. Dr. Grube proposed the following process for evaluating and documenting these processes.

Evaluating Level

- The UCC members assigned to review the proposal will use the Hierarchy/Level/Definition/Action Verbs Table to evaluate the course learning outcomes and assign each outcome a level from 1 (Create) to 6 (Remember).
- The reviewer documents the level for each outcome (Lower, Upper, Graduate) on the table on page 1 of the “Evaluating Credit to be Awarded” handout and presents leveling to the full committee for discussion.
- Based on the total of lower/upper/graduate levels, the committee will determine if the course is leveled appropriately.
- The committee’s decision (agree/disagree) and any pertinent discussion will be documented on the table and entered in Curriculog.

Evaluating Alignment/Awarding of Credit

- Using the tables on page 2 of the “Evaluating Credit to be Awarded” handout, UCC members would evaluate the quality of the course in terms of whether there

is alignment of course objectives/topics/assignment and whether the appropriate level of credit has been awarded for the course.

- When evaluating Program outcomes, the question is which courses in the curriculum satisfy/meet this outcome?
- When evaluating course outcomes, the question is which assignment satisfies/meets this outcome?
- When awarding credit, the question becomes is the amount of work appropriate for the credit hours awarded? How is this determined?
- Consensus among members was evaluation of alignment and awarding of credit needed to occur at the department/college level by faculty with discipline specific knowledge.

Dr. Grube explained SACSCOC requires a record of where leveling and credit determinations are made. If this decision should be made at the department/college level, what should be the process for documenting completion of the tasks?

Discussion was tabled. Committee members were asked to reflect on this requirement to continue this discussion at a future meeting.

-Discussion of Undergraduate Program Admission Process

Specifying interviews as part of the undergraduate program admission process; CPOS implications.

Evelyn Roach explained the issue.

- A student is admitted to the university and declares a program of study. The program of study requires an interview as part of its admission process.
- If the student interviews for admission and is subsequently denied admission to the program based on the interview, this becomes a selective admission process.
- This process works from the curriculum/program perspective, but what happens to the student? Where does the student land in terms of the program of study?

Evelyn is arranging a meeting with involved parties. Admission requirements need to be developed in a process that is not selective but allows the program/department to manage students not appropriate for the area of study.

-Discussion of What Form? Document

A new form created by Marsh Grube to facilitate curriculum process.

Marsh Grube met with Graduate Curriculum Committee. She will be revising the form based on committee feedback. UCC members were asked to review the form and contribute their suggestions in writing to her.

Other Discussion: None

A motion to adjourn was made at 3:40 p.m. by Kim Sell and seconded by Don Good. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary

Approved by UCC 10/9/19



Undergraduate Degree and Graduation Requirements	
Responsible Official: Provost	Responsible Office: Registrar

Policy Purpose

The purpose of this policy is to define requirements for earning an undergraduate degree and graduating from East Tennessee State University (ETSU).

Policy Statement

I. Undergraduate Degree Requirements

- Grades
 - Minimum overall Grade Point Average (GPA) of 2.0
 - Minimum GPA of 2.0 in each of the following at ETSU:
 - All courses
 - Major
 - Minor (if applicable)
 - Other published grade requirements for the degree program
- Credits
 - All baccalaureate degrees require 120 credits unless approved by the ETSU Board of Trustees
 - At least:
 - 50 of the credits required for the degree must be earned at four-year colleges or universities
 - 25% of the total credits required for the degree must be earned through instruction offered by ETSU
 - Six credits in the major must be earned at ETSU
 - One foreign language course with a number of 2020 or higher with a grade of at least C- for the Bachelor of Arts degree. Prerequisites could include courses numbered 1010, 1020, and/or 2010 to prepare for success in 2020.
 - Credits earned in remedial or developmental courses do not fulfill ETSU's baccalaureate degree requirements.
- General Education Requirements
 - Complete (41-42) semester hours in the following subject areas

Credits	Areas
6	Written Composition

3	Oral Communication
3	Literature
3	Fine Arts
3	Humanities Electives
6	Social and Behavioral Sciences
6	History*
8	Natural Sciences
3-4	Mathematics

*Six (6) credits of American history or three (3) credits of American history and three (3) credits of Tennessee history. This will also meet a high school unit deficiency in history.

Students who have completed an associate degree designed for transfer at a regionally accredited college or university have satisfied ETSU's general education requirements.

Transfer students from Tennessee Board of Regents community colleges without associate degrees who completed blocks of general education requirements at those schools have satisfied the corresponding blocks in ETSU's general education core.

- Other Requirements
 - Double Major
 - Meet the total requirements of each major
 - Minor not required
 - Double Degree
 - Meet the total requirements for each degree
 - Minor not required
 - Second Degree
 - Meet the requirements for the second degree program of study developed by the Office of Undergraduate Admissions and the appropriate academic department or college
 - Minimum of 30 credits post-baccalaureate through instruction at ETSU
 - Minor not required

II. Graduation Requirements

- Graduation application form
- Any required exit and major field exams
- Successful completion of CSCI 1100 or equivalent (not applicable to second degrees)
- Documentation of any course substitution or waiver if applicable

Authority: SACSCOC's Principles of Accreditation: 9.2 (Program Length) and 9.4 (Institutional Credits for an Undergraduate Degree). TCA 49-7-110

Definitions

General Education	A liberal education that includes 41 - 42 semester hours of courses from across the university that address the General Education goals of critical and creative thinking, effective communication, lifelong learning, conflict resolution, problem solving, and understanding and appreciating cultural diversity.
Minor	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.
Double Major	The simultaneous completion of two or more majors leading to the same degree designation (e.g. completion of a B.S. degree with majors in History and Political Science).
Double Degree	The simultaneous completion of two or more majors leading to different degree designations (e.g., B.A., B.S., B.B.A.).
Second Degree	The student has already earned a baccalaureate degree from ETSU or another college or university and is working to earn a second baccalaureate degree.

Policy History

Effective Date: March 24, 2017
Revised Date: January 22, 2019

Procedure (s)

N/A

Procedure History

Effective Date: March 24, 2017
Revised Date: January 22, 2019

Related Form(s)

N/A

Scope and Applicability

Primary: Academics
Secondary: Students

Minor and Double Counting

A minor is a secondary area of study **outside of the major program of study** with a structured curriculum composed of at least 18 credits of which at least 9 credits must be at the 3000-level or above.

Statements on Particular Minor and Programs in the Catalog that address double counting

ENGLISH

The English major consists of 36 credits above the freshman level. All English majors are expected to complete a minor in another area of study with no overlapping between the major and an interdisciplinary minor. English majors must meet requirements for the B.A. in the College of Arts and Sciences.

Film Studies Minor: 21 credits

With approval of the Film Studies Committee, additional special topics courses may be counted in the minor; however, no courses counting toward the student's major may be counted toward satisfying the minor's requirements.

Environmental Studies Minor Requirements: 18 credits

No more than (3) three credits which are counted towards a student's major may also be counted towards the Environmental Studies Minor.

Political Science Major, B.A.

Double counting of credits for the Political Science major and for another major or a minor is limited and must have the approval of the Coordinator of the Political Science major or the Chair of the Political Science Department.

- Political Science major and Legal Studies Minor - One course can be double-counted from the following: PSCI 3200 , PSCI 3205 , PSCI 3210 , PSCI 3220 , PSCI 3230
- Political Science major and Public Administration Minor - One course can be double-counted: PSCI 1120
- Political Science major and International Affairs Minor - Two courses can be double-counted: PSCI 2210 or PSCI 2220 , PSCI 3440
- Political Science major and International Affairs Major - Two courses can be double-counted: PSCI 2210 or PSCI 2220 , PSCI 3440

Art History and Art minor –

BFA and BA Studio Art majors may not count courses required of the Art major toward the Art History minor, with the exception of ARTH 2010 and ARTH 2020 .

Students with an Art major concentrating in Art History (ARTH) may take an Art minor in Studio Art (ARTA). All courses taken for this minor must be ARTA (studio) courses and only the core requirements of ARTA 1110 and ARTA 1140 (required of all art majors) may be used for both major and minor.

Appalachian Studies Minor: 18 credits

No more than three credits taken as part of the Appalachian Studies minor may be counted toward a major in any field.

Technical Writing Minor

Note: No more than 1 (one) English course required for a student's English major may also be applied for the minor.

Africana Studies Minor: 21 credits

- HIST 3720 - History of Africa (3 credits)
- HIST 3900 - African-American History to 1877 (3 credits)
- HIST 3901 - African-American History Since 1877 (3 credits)
- SOCI 3110 - Minorities (3 credits)
- Advisor Approved Electives (9 credits)

* The additional 9 credits must be approved by an advisor; and at least 3 of the additional 9 credits must be in African studies and 3 credits must be in Black American studies. Further, no courses that are counted to satisfy a student's requirement for his or her major can be used to satisfy the requirements for the Africana Studies Minor.

Possible case where double counting occur

BBA- Core

- ACCT 2010 - Principles of Accounting I (3 credits)
- ACCT 2020 - Principles of Accounting II (3 credits)
- ECON 2070 - Quantitative Methods for Business I (3 credits)
- ECON 2080 - Quantitative Methods for Business II (3 credits)
- FNCE 3220 - Business Finance (3 credits)
- MGMT 3000 - Organizational Behavior and Management (3 credits)
- MGMT 3050 - Decision Science (3 credits)
- MGMT 3100 - Production/Operations Management (3 credits)
- MGMT 3310 - Legal Environment of Business (3 credits)
- MGMT 4910 - Strategic Management (3 credits)
- MKTG 3200 - Principles of Marketing (3 credits)

General Business Minor Requirements: 21 credits

- ACCT 2010 - Principles of Accounting I (3 credits) 1
- ACCT 2020 - Principles of Accounting II (3 credits) 1
- ECON 2220 - Principles of Microeconomics (3 credits) 2
- FNCE 3220 - Business Finance (3 credits)
- MGMT 3000 - Organizational Behavior and Management (3 credits)
- MGMT 3310 - Legal Environment of Business (3 credits)
- MKTG 3200 - Principles of Marketing (3 credits)

Human Services Major and Family Studies \Human Development and Learning Minor

Geosciences Major and GIS minor

Row Labels	Count of ID
ACCT	50
Bluegrs,Old Time,Country Stu	1
Criminal Justice and Criminol	1
Economics	1
English	1
Finance	25
Management	10
Marketing	7
Psychology	3
Theatre	1
ANTH	32
Archaeology	11
Art	1
Biology	4
Criminal Justice and Criminol	1
Culture and Health	6
Digital Media	1
History	2
Japanese	1
Military Science	1
Philosophy	1
Public Health	1
Sociology	2
APLS	24
Computer and Informat Science	2
General Business	2
History	1
Information Technology	1
Management	2
Mathematics	1
Public Health	1
Technology	14

ARTA	34
Advertising	5
Anthropology	1
Art	1
Art History	1
Criminal Justice and Criminol	1
Digital Media	4
Economics	1
Educational Foundations	1
General Business	1
Information Technology	1
Japanese	1
Journalism	1
Management	2
Marketing	1
Music	1
Psychology	2
Sec Education Minor	3
Sociology	1
Storytelling	2
Teacher Education	2
Theatre	1
BGSD	20
Advertising	1
Art	2
Bluegrs,Old Time,Country Stu	1
Coaching	1
Creative Writing	1
Entrepreneurship	1
Family Studies	1
Film Studies	1
General Business	2
Management	1
Marketing	1
Psychology	3
Public Health	1
Social Work	1
Sociology	1
Theatre	1

BIOL **140**

Appalachian Studies	2
Applied Spanish	3
Art	2
Bluegrs,Old Time,Country Stu	1
Chemistry	8
Creative Writing	1
Criminal Justice and Criminol	3
Culture and Health	8
Digital Media	1
Economics	1
Educational Foundations	1
English	2
Environmental Studies	2
Finance	1
French	1
General Business	8
Geographic Information Systems	1
Health Sciences	23
History	2
Human Development and Learning	2
Humanities	1
International Studies	1
Japanese	1
Leadership Studies	1
Mathematics	2
Microbiology Biology	1
Military Science	1
Music	2
Paleontology	1
Philosophy	1
Physics	1
Political Science	1
Psychology	35
Public Health	7
Sec Education Minor	6
Spanish	2
Sport Management	1
Storytelling	1
Theatre	1

BLUE **30**

Appalachian Studies	12
Art	1
Criminal Justice and Criminol	1
Emergency/Disaster Respse Mgt	1
Entrepreneurship	7

History	2
Music	3
Psychology	2
Spanish	1

BSIS **87**

Advertising	1
Appalachian Studies	1
Art	1
Biology	2
Bluegrs,Old Time,Country Stu	2
Coaching	7
Communicative Disorders	4
Computer and Informat Science	1
Criminal Justice and Criminol	2
Culture and Health	1
Dance	1
Early Childhood Development	1
Emergency/Disaster Respse Mgt	3
English	1
Family Studies	1
Finance	1
French	1
General Business	10
Health Sciences	1
History	1
Human Development and Learning	3
Leadership Studies	1
Linguistics	1
Management	2
Marketing	6
Merchandising	2
Military Science	1
Park and Recreation Management	1
Physical Education	7
Psychology	6
Public Health	2
Social Work	2
Sociology	1
Spanish	1
Special Educ (non-teaching)	1
Sport and Leisure Management	1
Sport Management	3
Technology	2
Theatre	1

CADP	7
Communicative Disorders	1
Criminal Justice and Criminol	1
Early Childhood Development	1
Emergency/Disaster Respns Mgt	2
Public Health	2
CHEM	32
Appalachian Studies	1
Applied Spanish	1
Biology	12
Criminal Justice and Criminol	1
Culture and Health	2
Economics	1
General Business	2
Health Sciences	1
Leadership Studies	1
Management	1
Mathematics	1
Music	1
Physics	2
Psychology	1
Public Health	1
Sociology	2
Teacher Education	1
CISC	18
Accountancy	1
Astronomy	1
Criminal Justice and Criminol	1
Digital Media	2
General Business	1
Japanese	1
Management	3
Mathematics	7
Military Science	1
CJCR	216
Anthropology	1
Biology	7
Chemistry	2
Coaching	3
Communication Studies	1
Economics	1
Emergency/Disaster Respns Mgt	28
Family Studies	1
General Business	4
Geographic Information Systems	1
History	3
Human Development and Learning	2

International Affairs	1
Legal Studies	23
Management	2
Marketing	4
Mathematics	1
Merchandising	1
Military Science	13
Park and Recreation Management	1
Philosophy	2
Political Science	4
Psychology	65
Public Health	1
Social Work	13
Sociology	28
Theatre	2
Women's Studies	1
CMST	37
Advertising	1
Appalachian Studies	1
Art	2
Communicative Disorders	8
Family Studies	1
Human Development and Learning	1
International Studies	1
Leadership Studies	5
Management	2
Marketing	3
Psychology	4
Public Health	1
Radio/Television/Film	3
Religious Studies	1
Sociology	2
Women's Studies	1
DHYG	4
Art	1
Dance	1
Public Health	2
DIGM	15
Advertising	1
Art	5
Computer and Informat Science	3
Dance	1
Finance	1
General Business	1
Mathematics	1
Music	1
Psychology	1

ECDV	61	General Business	1
Art	1	German	1
Communicative Disorders	10	History	4
Criminal Justice and Criminol	1	Humanities	1
Educational Foundations	2	Japanese	1
Entrepreneurship	1	Journalism	5
Family Studies	21	Legal Studies	2
Human Development and Learning	8	Linguistics	5
Music	1	Marketing	1
Psychology	3	Music	1
Public Health	1	Philosophy	2
Social Work	3	Political Science	1
Sociology	1	Psychology	4
Special Educ (non-teaching)	7	Sec Education Minor	23
Sport Management	1	Sociology	2
ECOA	6	Spanish	1
Environmental Studies	1	Storytelling	1
Finance	1	Teacher Education	5
General Business	1	Technical Writing	10
Japanese	1	Theatre	2
Marketing	2	Women's Studies	3
ECON	7	ENTC	10
Accountancy	3	Digital Media	2
Finance	2	Entrepreneurship	1
Marketing	1	Management	5
Radio/Television/Film	1	Mathematics	1
ELME	7	Military Science	1
Communicative Disorders	1	ENVH	1
English	1	Microbiology Biology	1
Family Studies	3	FNCE	40
Human Development and Learning	1	Accountancy	11
Special Educ (non-teaching)	1	Economics	6
ENGL	120	International Studies	1
Advertising	1	Management	7
Anthropology	2	Marketing	10
Art	1	Mathematics	1
Biology	2	Military Science	1
Bluegrs,Old Time,Country Stu	1	Music	1
Classical Studies	2	Psychology	2
Communication Studies	4	GEOG	4
Creative Writing	16	Geographic Information Systems	3
Criminal Justice and Criminol	3	Human Development and Learning	1
Educational Foundations	3		
Environmental Studies	1		
Family Studies	1		
Film Studies	6		
French	1		

GEOS	22
Criminal Justice and Criminol	1
Geographic Information Systems	10
Geography	3
Geology	4
History	1
Marketing	1
Military Science	1
Safety	1
GLGY	9
Bluegrs,Old Time,Country Stu	1
Geographic Information Systems	4
Geography	1
History	1
Mathematics	1
Military Science	1
GRDS	1
English	1
HIST	102
African/African-American Studi	1
Anthropology	5
Appalachian Studies	3
Archaeology	2
Classical Studies	1
Coaching	2
Creative Writing	1
Criminal Justice and Criminol	5
Dance	2
Economics	1
Educational Foundations	10
French	2
General Business	1
Geography	2
Geology	1
International Studies	1
Journalism	1
Legal Studies	4
Management	1
Military Science	6
Park and Recreation Management	4
Philosophy	6
Political Science	5
Psychology	4
Religious Studies	1
Sec Education Minor	23
Sociology	3
Teacher Education	2

Women's Studies	2
HSCI	76
Accountancy	1
Anthropology	4
Applied Spanish	5
Art	2
Astronomy	1
Biology	3
Chemistry	2
Classical Studies	1
Communicative Disorders	4
Criminal Justice and Criminol	1
Culture and Health	9
Economics	1
Emergency/Disaster Respnse Mgt	5
General Business	1
Human Development and Learning	1
Mathematics	1
Military Science	1
Music	2
Psychology	20
Public Health	9
Radio/Television/Film	1
Sport Management	1
HSER	144
Africana Studies	1
Art	1
Communication Studies	1
Communicative Disorders	8
Criminal Justice and Criminol	3
Early Childhood Development	20
Family Studies	62
Human Development and Learning	10
Japanese	1
Leadership Studies	1
Management	1
Park and Recreation Management	1
Psychology	17
Public Health	3
Social Work	9
Sociology	3
Women's Studies	2
INAC	2
Music	1
Sociology	1
ISED	2
Communicative Disorders	1

Theatre	1	Sport Management	1
ITAF	24	MDCM	226
Criminal Justice and Criminol	3	Advertising	7
Economics	1	Africana Studies	3
Environmental Studies	1	Anthropology	1
Japanese	2	Appalachian Studies	1
Legal Studies	3	Art	10
Marketing	1	Astronomy	1
Merchandising	1	Bluegrs,Old Time,Country Stu	3
Music	1	Coaching	2
Philosophy	1	Communication Studies	4
Political Science	5	Communicative Disorders	1
Psychology	1	Creative Writing	4
Public Health	1	Criminal Justice and Criminol	3
Spanish	1	Dance	3
Women's Studies	2	Digital Media	9
LANG	27	Early Childhood Development	1
Anthropology	1	Economics	2
Applied Spanish	4	Educational Foundations	1
Art	2	English	7
Biology	1	Entrepreneurship	5
Bluegrs,Old Time,Country Stu	1	Environmental Studies	2
Classical Studies	1	Family Studies	1
Computer and Informat Science	1	Film Studies	23
Dance	1	Geology	1
English	1	History	4
Entrepreneurship	1	Humanities	1
Finance	1	International Affairs	1
Human Development and Learning	1	International Studies	1
International Studies	1	Journalism	9
Japanese	1	Leadership Studies	1
Linguistics	3	Legal Studies	3
Psychology	2	Management	4
Sec Education Minor	3	Marketing	27
Women's Studies	1	Merchandising	6
MATH	24	Music	2
Biology	3	Park and Recreation Management	1
Computer and Informat Science	2	Philosophy	3
Economics	1	Physical Education	1
General Business	2	Political Science	5
Marketing	1	Psychology	15
Music	1	Public Health	1
Psychology	1	Radio/Television/Film	6
Sec Education Minor	11	Religious Studies	1
Teacher Education	2	Sociology	11
MCOM	2	Sport Management	17
Film Studies	1	Technical Writing	1

Theatre	8
Women's Studies	2
MGMT	149
Accountancy	1
Applied Spanish	1
Communicative Disorders	1
Criminal Justice and Criminol	1
Economics	3
Entrepreneurship	2
Finance	7
French	1
International Affairs	1
Legal Studies	2
Marketing	123
Park and Recreation Management	1
Psychology	2
Spanish	2
Sport Management	1
MKTG	39
Accountancy	2
Advertising	3
Dance	1
Finance	4
Management	21
Merchandising	2
Psychology	1
Spanish	2
Sport Management	3
MUSC	19
Biology	1
Management	1
Philosophy	1
Sec Education Minor	9
Sociology	1
Teacher Education	6
NURS	8
Appalachian Studies	1
Dance	1
Military Science	1
Psychology	2
Public Health	2
Social Work	1
NUTR	7
Criminal Justice and Criminol	1
Dance	2
Human Development and Learning	1
Psychology	2

Public Health	1
PEDU	45
Art	1
Biology	1
Coaching	20
Criminal Justice and Criminol	1
Dance	3
International Studies	1
Management	1
Marketing	1
Military Science	2
Psychology	9
Public Health	3
Spanish	2
PHIL	10
English	1
History	1
Humanities	1
Japanese	1
Leadership Studies	1
Legal Studies	1
Psychology	2
Sociology	1
Theatre	1
PHYS	12
Astronomy	4
Chemistry	3
Mathematics	2
Philosophy	1
Psychology	2
PMPS	1
Appalachian Studies	1
PROS	2
Japanese	1
Technology	1
PSCI	59
Bluegrs,Old Time,Country Stu	1
Criminal Justice and Criminol	10
Economics	2
English	1
Finance	1
German	1
History	2
International Affairs	6
Legal Studies	22
Philosophy	2
Psychology	3

Public Administration	1	French	1
Public Health	1	General Business	5
Social Work	1	Health Sciences	1
Sociology	3	Human Development and Learning	2
Women's Studies	2	Leadership Studies	2
PSYC	312	Management	37
Accountancy	1	Marketing	5
Anthropology	2	Mathematics	1
Applied Spanish	1	Military Science	1
Art	6	Park and Recreation Management	1
Biology	27	Philosophy	1
Bluegrs,Old Time,Country Stu	1	Political Science	1
Chemistry	1	Psychology	12
Communication Studies	1	Sociology	2
Communicative Disorders	14	RADS	5
Criminal Justice and Criminol	27	Psychology	1
Dance	2	Public Health	3
Early Childhood Development	23	Sociology	1
Economics	1	SALM	13
English	4	Biology	1
Family Studies	7	Coaching	3
General Business	2	General Business	1
Health Sciences	1	Marketing	5
Human Development and Learning	24	Public Health	1
Legal Studies	1	Radio/Television/Film	1
Linguistics	2	Sociology	1
Management	2	SOCI	47
Marketing	1	Anthropology	4
Military Science	1	Appalachian Studies	2
Philosophy	9	Applied Spanish	1
Public Health	4	Art	1
Social Work	11	Art History	1
Sociology	133	Biology	1
Special Educ (non-teaching)	1	Criminal Justice and Criminol	3
Sport Management	1	Culture and Health	2
Statistics	1	Dance	1
PUBH	137	Educational Foundations	1
Advertising	1	English	1
Applied Spanish	1	Family Studies	2
Bluegrs,Old Time,Country Stu	1	Human Development and Learning	1
Communication Studies	2	Music	1
Communicative Disorders	3	Psychology	17
Criminal Justice and Criminol	1	Public Health	5
Culture and Health	2	Social Work	2
Emergency/Disaster Respns Mgt	44	Women's Studies	1
Family Studies	2	SOWK	36
Finance	8	Bluegrs,Old Time,Country Stu	2

Communicative Disorders	2
Criminal Justice and Criminol	7
Digital Media	1
Family Studies	3
History	1
Human Development and Learning	2
Military Science	1
Psychology	11
Public Health	1
Sociology	2
Spanish	2
Special Educ (non-teaching)	1
SPED	2
Communicative Disorders	2
SUVM	2
Geographic Information Systems	2
THEA	34
Classical Studies	1
Communication Studies	1
Creative Writing	2
Dance	11
English	2
Humanities	1
Japanese	2
Marketing	2
Physical Education	1
Political Science	1
Psychology	2
Radio/Television/Film	5
Storytelling	2
Women's Studies	1
WMST	2
Appalachian Studies	1
Art	1
(blank)	
(blank)	
Grand Total	2604

Evaluating Credit to be awarded

I. Evaluating Level

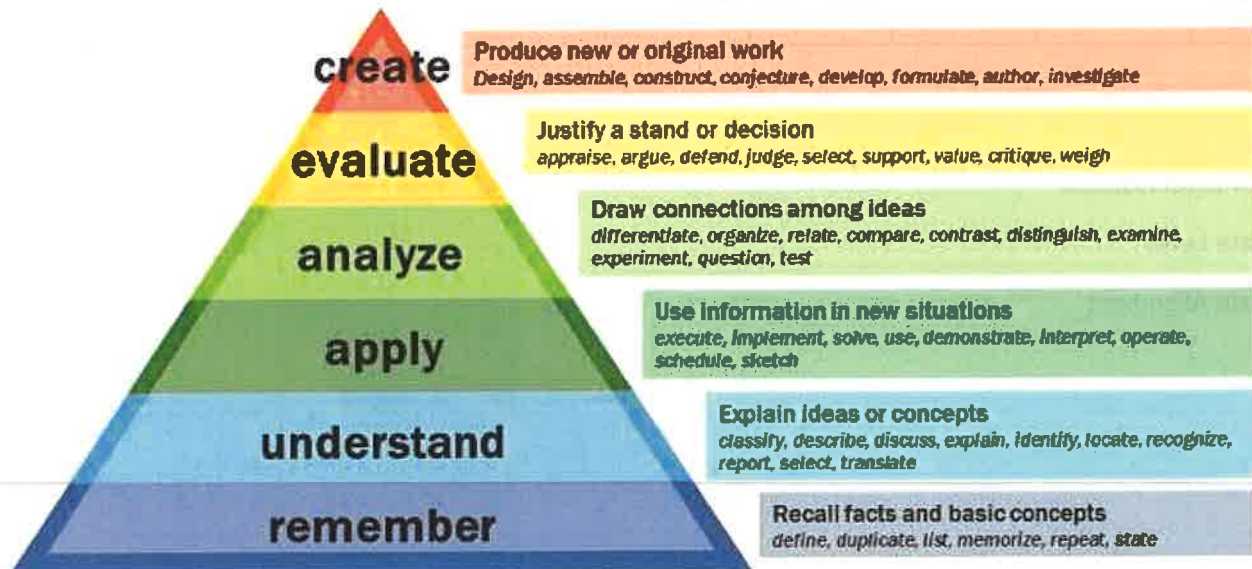
Outcome	Learning Outcome Level			Evaluation of Level		
	# Lower	# Upper	# Graduate	Appropriate Learning Outcomes to Level		
1				Yes	Somewhat	No
2						
3				Committee Decision		
4				Agree	Disagree	Discussion Notes
5						
6						
TOTAL						

Step 1: Use the information below to identify the learning outcome level (according to the active verbs) and put a check mark in the appropriate cell (lower, upper, or graduate). Then total the amount for each.

- Lower Level = remember and understand
- Upper Level = apply and analyze
- Graduate = Evaluated and Create

Step 2: Contrast the levels identified in the Learning Outcomes with the proposed course number. While a course may have outcomes at any taxonomy level, they should represent the proposed number of the course. Clearly, a graduate course will have learning outcomes toward the top of the triangle, whereas a lower level course will indicate outcomes at the lower level of the triangle. We will add a required that only one action verb can be used in an outcome.

Bloom's Taxonomy



II. Evaluating Alignment

Outcome	Alignment			Total Score	Average	Indicates
	Objectives	Topics	Assignments			
1						
2						
3						
4						
5						
6						
Total						
Committee Decision						
Agree	Disagree	Discussion Notes/Recommendations				

1 = Excellent	Average Scores 1 – 2	Indicates approval <i>alignment</i>
2 = Very Good	Average Score 3	Indicates improvements needed
3 = Somewhat	Average Scores 4-5	indicates non-approval
4 = Poor		
5 = None		

III. Evaluating Credit to be Awarded

Final Decision: Course Level and Proposed Credit Award Alignment					
Yes	Somewhat	No	Recommendation		Discussion Notes/Recommendations
			Approve	Return	

IV.

Amount of Level Justified

Appropriate Level

Appropriate Alignment

A "CREDIT HOUR" is the unit of measuring educational **CREDIT**, usually based on the number of classroom **hours** per week throughout a term. Students are awarded **credit** for classes on the basis of the Carnegie unit. This defines a semester unit of **credit** as equal to a minimum of three **hours** of work per week for a semester.

A "CREDIT HOUR" is the unit of measuring educational CREDIT, usually based on the number of classroom hours per week throughout a term.

While the length of a semester may vary, the Carnegie definition is based upon a minimum length of 16 weeks. Thus, a unit of credit equates to three hours of student work per week (1 hour lecture plus 2 hours of homework or 3 hours of lab) for 16 weeks. In certain circumstances, it is possible to have more hours, but not less.

Short courses are prorated so they contain the same number of hours as if the course were scheduled for a full semester. To maintain the integrity of the instructional program, care must be taken when scheduling short courses so that there is adequate time for students to complete homework assignments or by arrangement laboratory assignments.

Hierarchy	Level	Definition	Action Verbs
Create	1	Produce new or original work	Design
			Assemble
			Construct
			Conjecture
			Develop
			Formulate
			Author
Evaluate	2	Justify a stand or decision	Investigate
			Appraise
			Argue
			Define
			Judge
			Select
			Support
			Value
Analyze	3	Draw connections among ideas	Critique
			Weigh
			Differentiate
			Organize
			Relate
			Compare
			Contrast
			Distinguish
			Examine
Apply	4	Use information in new situations	Experiment
			Question
			Test
			Execute
			Implement
			Solve
			Use
			Demonstrate
			Interpret
Understand	5	Explain Ideas or concepts	Operate
			Schedule
			Sketch
			Classify
			Describe
			Discuss
			Explain
			Identify
			Locate
Remember	6	Recall facts and basic concepts	Recognize
			Report
			Select
			Translate
			Define
			Duplicate
			List
			Memorize
			Repeat
			State

What Form Do I Need?

Choose the form(s) needed for the requested actions. Sometimes a proposal may need more than one form. For instance, forms changing a title and/or credits may be needed in addition to a substantive change.

Course Action Forms	
Propose New Course	To be placed on the ETSU Course Inventory and made available for scheduling.
Entrepreneurial Course	Self-supporting course for summer/winter terms; not in the catalog; and may not be used as a substitution for a required course in a program of study.
Experimental Course	Used to access student interest, demand, appropriateness, and viability prior to establishing a new course and may not be used as a substitution for a required course in a program of study.
Revise Current Course	
Editorial Change (minor)	Changes that do not substantively modify the course (e.g., title, catalog description, prerequisites).
Substantive Modification (major)	Changes that substantively modify the course (e.g., credits, topics, learning outcomes)
Inactivate Course of Reactivate Course	Inactivate makes the course unavailable for scheduling; Reactivate puts an inactivated course available for scheduling. Inactivated courses do not appear in the catalog.
Change Instructional Delivery of Course	TBD – under discussion
Program Action Forms	
Minor	
Establish	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.
Revise	Updates the program of study requirements for a minor.
Degree or Certificate	
Letter of Notification (LON) for THEC	Submitted to the Tennessee Higher Education Commission (THEC) requesting permission to develop new academic programs with a minimum of 24 semester credits (degree or certificate). The LON addressed criteria for review. THEC assesses the LON and decides to support development, not support development, or defer a decision. A LON is valid for two years. A Word document template accompanies the approval transmittal.
Establish New Academic Program Proposal (NAPP) for THEC	Describes the proposed program of study and its implementation according to THEC required criteria. An external site visitor and commission staff evaluates the NAPP for recommendation to the Commission for the degree/certificate to be

		placed on the State's Academic Program Inventory. A Word document template accompanies the approval transmittal.
Establish New Certificate 12-23 Credits		ETSU-approved certificate that will be on the ETSU Academic Program Inventory (API). Curricular review committees vet the proposals for approval and ETSU notifies THEC for placement on the API.
Change Program of Study Credits:		If the total credits for a program on the Academic Program Inventory increases or decreases as the result of a revision, THEC must be notified in order for accuracy on the API. If credits change, this form as well as the revision form is submitted at the same time.
Concentration		
Establish New Concentration in an Existing Program		New discipline concentrations are often needed to offer coursework that pertain to needed areas of study within a degree program.
Revise Currently Approved Program/Concentration		Used when revisions of less than 18 credits for undergraduate or 9 credits for a graduate program are affected.
Non-substantive		Used when several revisions to a program of study are proposed or the program is substantially rearranged.
Substantive		A list of electives published identifying courses for which financial aid is sought.
Revise Advisor-approved Electives		
Articulation Agreement		
Establish		Used for agreements between two ETSU degree programs to integrate requirements for both degree and the student receives diploma or with ETSU and a program at another institution..
Revise		Used to make changes to the articulation agreement usually when one of the degree programs is revised and the revisions affect the curriculum of the agreement.
Program Policy		
Establish		Department or colleges may establish admissions, retention, or graduation policies that will be published in a catalog
Revise		Used to update an existing admissions, retention, or graduation policy.
THEC Proposals		
Academic Program Consolidation		Used to propose an academic program consolidation of existing undergraduate or graduate program. If consolidations include other departments of colleges, letters of support are required. A Word document template accompanies the approval transmittal. Requires THEC approval.
Academic Program Modification:		There are two types of modifications to an existing program: (1) to change or add a program degree designation what the change involves a significant change curriculum shift in redefining the program's purpose, and (2) to establish a freestanding academic program from an existing concentration A Word document template accompanies the approval transmittal. Requires THEC approval.
Inactivate or Reactivate Existing Academic Program or Concentration		Occasionally, an academic department or college wishes to evaluate the viability of a degree or concentration – a decision to terminate has not been made. In order to curtail

	<i>any student enrollment, the program needs to be inactivated. If not reactivated in three years, the program is automatically terminated.</i>
Terminate Academic Program or Concentration:	<i>In the event a program is low-producing (low enrollment or graduates) or no longer of interest to students, it needs approval to terminate. THEC and SACSCOC are notified.</i>
Change Name/Title of Academic Program or Concentration:	<i>Name/title changes are used to update discipline terminology or to reflect content. They are approved on campus and THEC is notified.</i>
Change Instructional Delivery of Program	<i>When an academic program is approved, a delivery mode (traditional, hybrid, fully online) is established. Changes in program delivery must be approved and reported to THEC.</i>
Other Action Forms	
Establish Academic Unit	<i>This action is initiated by the provost.</i>
Establish Center or Institute	<i>Often interdisciplinary centers or institutes are formed to further research or service collaboration.</i>
Establish College or School	<i>This action is initiated by the president or provost.</i>
Establish Department or Division	<i>This action is initiated by a college dean or provost.</i>
University Academic Policy Revision (not sure we need this one)	

