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Undergraduate Curriculum Council Minutes

1-22-2020

2020 January 22 - Undergraduate Curriculum Council Minutes

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Recommended Citation

University Governance, East Tennessee State University, "2020 January 22 - Undergraduate Curriculum Council Minutes" (2020). *Undergraduate Curriculum Council Minutes*. 166.
<https://dc.etsu.edu/ucc-minutes/166>

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**Undergraduate Curriculum Committee
Meeting Notes
January 22, 2020**

Members present Rhonda Brodrick, Michelle Chandley, Jason Davis, Tabitha Fair, Julie Fox-Horton, Casey Gardner, Don Good, Marsh Grube, Dana Harrison, LaDonna Hutchins, Scott Koterbay, Teresa Brooks-Taylor, Arpita Nandi, Tony Pittarese, Evelyn Roach, Melissa Shafer, Jennifer Young

Members absent Myra Jones, Kim Sell (sick)

Guests present Joe Bidwell, Eileen Ernenwein, Bill Flora, Alan Holmes, Allen Gorman, Christopher Gregg, Jeanna Mikki Johnson, Christopher Keller, Amal Khoury, Karen Kornweibel, Cecilia McIntosh, Whitney Oliver, Andrew Ross, Aimee Rowe, Deborah Slawson, Mike Stoots

The UCC meeting was called to order at 2 p.m. by Tony Pittarese. Dr. Pittarese welcomed Tabitha Fair who is replacing Shirley Cherry on the committee and introduced Bill Flora, Interim Associate Provost for Academic Initiatives. He thanked the “shadow team” for their work with originators to prepare proposals for committee review.

Old Business:

Don Good moved to approve the December 11, 2019 minutes. Jason Davis seconded. The motion passed unanimously.

Tabled Proposals:

- *ARTA 3516 Woodworking Techniques (tabled 11/13/19)*
 - Dr. Grube will follow-up on the status of the proposal

- *CUAI 4887/5887 Career and Technical Education Clinical Practice and Seminar (tabled 11/13/19)*
 - Dr. Grube will follow-up on the status of the proposal

New Business

-BIOL - 4667/5667 - Functional Genomics and Bioinformatics

Cecilia McIntosh provided an overview of the new course proposal.

Syllabus:

- Academic Purpose and Goals – revise to explain why this course is needed from the department’s perspective
- Learning Outcomes – revise to make specific to the course; Dr. McIntosh brought revisions for outcomes 1-4 to the meeting; outcomes 5-12 will be left as written
- Grading Scale – correct D to read 66.99 (done)

- Other Information – add syllabus attachment (done)

Confirmation from Primary Reviewers Melissa Shafer and Jason Davis

- ✓ Course consistent with university goals and adds value to the biological sciences department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 4000-level course
- ✓ Course is appropriate at 4000 level
- ✓ Credit hours are appropriate at 3

Jason Davis motioned to approve the proposal with the suggested edits to the academic purpose and goals and learning outcomes. Dana Harrison seconded. Dr. Grube will work with Dr. McIntosh to revise these sections of the proposal. The motion passed unanimously.

-BIOL - 4677/5677 - Synthetic Biology and Bioengineering

Cecilia McIntosh provided an overview of the new course proposal.

Syllabus:

- Academic Purpose and Goals – revise to explain why this course is needed from the department's perspective
- Learning Outcomes – revise to make specific to the course
- Grading Scale – correct D to read 66.99 (done)
- Attendance Policy – Dr. McIntosh will add a sentence about the consequences of missing classes
- Other Information – add syllabus attachment (done)

Confirmation from Primary Reviewers Melissa Shafer and Jason Davis

- ✓ Course consistent with university goals and adds value to the biological sciences department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 4000-level course
- ✓ Course is appropriate at 4000 level
- ✓ Credit hours are appropriate at 3

Jason Davis motioned to approve the proposal with the suggested edits to the academic purpose and goals, learning outcomes, and attendance policy. Melissa Shafer seconded. Dr. Grube will work with Dr. McIntosh to revise these sections of the proposal. The motion passed unanimously.

-Substantive Revision of a Degree or Concentration - BS Biology

Joe Bidwell provided an overview of the proposal which increases flexibility for students pursuing the degree and allows them to choose electives based on their learning interests.

Recommendations:

- Curriculum Components table needs revision to add the capstone course – Casey Gardner will make this revision
- Does this revision affect any changes in course credits? Uncheck yes (done)

Confirmation from Primary Reviewers Melissa Shafer and Jason Davis

- ✓ Proposal consistent with university goals and adds value to the biology department and university
- ✓ Justification supports need for revision

Jason Davis motioned to approve the proposal with the edit to the curriculum components table. Melissa Shafer seconded. The motion passed unanimously.

-COBH - 3000 - ESSENTIALS II

Deborah Slawson and Mike Stoots provided an overview of the new course proposal.

Changes to catalog description, major assignments, and major assignments/exams/grade weight values were suggested by the primary reviewers, approved by the originator, and entered in Curriculog prior to the meeting

Confirmation from Primary Reviewers Dana Harrison and Tabitha Fair

- ✓ Course consistent with university goals and adds value to the community and behavioral health department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 3000-level course
- ✓ Course is appropriate at 3000 level
- ✓ Credit hours are appropriate at 3

Dana Harrison motioned to approve the revised proposal as written. Tabitha Fair seconded. The motion passed unanimously.

-COBH - 4467/5467 - Emerging Technologies for the Health Professions II

James Stoots provided an overview of the new course proposal.

A change to major assignments/exams/grade weight values was suggested by the primary reviewers, approved by the originator, and entered in Curriculog prior to the meeting

Confirmation from Primary Reviewers Dana Harrison and Tabitha Fair

- ✓ Course consistent with university goals and adds value to the community and behavioral health department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 4000-level course
- ✓ Course is appropriate at 4000 level
- ✓ Credit hours are appropriate at 3

Dana Harrison motioned to approve the revised proposal as written. Tabitha Fair seconded. The motion passed unanimously.

-Revise Course: Substantial Modification COBH - 4850 - Field Experience

Jenna Johnson provided an overview of the substantial modification proposal which increases credit from 9 to 12.

Syllabus:

- Other – add syllabus link (done)

Confirmation from Primary Reviewers Julie Fox-Horton and Scott Koterbay

- ✓ Course consistent with university goals and adds value to the community and behavioral health department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 4000-level course
- ✓ Course is appropriate at 4000 level
- ✓ Credit hours are appropriate at 12

Scott Koterbay motioned to approve the proposal as written. Julie Fox-Horton seconded. The motion passed unanimously.

-HSMP - 3700 - Professional Development and Experiences in Health Care

Whitney Oliver provided an overview of the new course proposal.

Primary reviewers requested clarification related to prerequisite courses and potential overlap between HSMP 3700 and COBH 2082 Skills and Encounters 1. Originator confirmed there are no prerequisites for the course and provided an e-mail from Dr. Slawson confirming there was no overlap between courses.

Syllabus:

- Major Course Topics – add Cultural awareness in health care settings (done)
- Tony Pittarese will add the e-mail from Dr. Slawson to the proposal

Confirmation from Primary Reviewers Julie Fox-Horton and Scott Koterbay

- ✓ Course consistent with university goals and adds value to the health services management and policy department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 3000-level course
- ✓ Course is appropriate at 3000 level
- ✓ Credit hours are appropriate at 3

Julie Fox-Horton motioned to approve the proposal pending the attachment of Dr. Slawson's e-mail. Scott Koterbay seconded. The motion passed unanimously.

-Revise Curriculum: Substantive - B.S. Health Administration

Whitney Oliver provided an overview of the proposal which incorporates changes recommended by students and stakeholders that are designed to better prepare students for the workforce.

Recommendations: None

Confirmation from Primary Reviewers Dana Harrison and Tabitha Fair

- ✓ Proposal consistent with university goals and adds value to the health services management and policy department and university
- ✓ Justification supports need for revision

Tabitha Fair motioned to approve the proposal as written. Dana Harrison seconded. The motion passed unanimously.

-Revise Curriculum: Substantive - B.S. Public Health (Community Health Concentration)

Aimee Rowe provided an overview of the proposal which shifts some of the concentration into the degree and enables students to choose electives appropriate to their interests.

Recommendations: None

Confirmation from Primary Reviewers Julie Fox-Horton and Scott Koterbay

- ✓ Proposal consistent with university goals and adds value to the community and behavioral health department and university
- ✓ Justification supports need for revision

Julie Fox-Horton motioned to approve the proposal as written. Scott Koterbay seconded. The motion passed unanimously.

-CSCI - 1120 - Advanced Spreadsheets

Tony Pittarese provided an overview of the new elective course proposal which will increase student exposure to spreadsheets.

Snapshot:

- Academic Justification – add “This course is offered as an elective in various programs.” (done)

Confirmation from Primary Reviewers Jennifer Young and Arpita Nandi

- ✓ Course consistent with university goals and adds value to the computing department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 1000-level course

- ✓ Course is appropriate at 1000 level
- ✓ Credit hours are appropriate at 3

Jennifer Young motioned to approve the proposal with the edit completed during the meeting. Arpita Nandi seconded. The motion passed unanimously.

-MKTG - 3800 - Digital Marketing

Dana Harrison provided an overview of the new course proposal.

Recommendations: None

Confirmation from Primary Reviewers Jennifer Young and Arpita Nandi

- ✓ Course consistent with university goals and adds value to the management and marketing department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 3000-level course
- ✓ Course is appropriate at 3000 level
- ✓ Credit hours are appropriate at 3

Arpita Nandi motioned to approve the proposal as written. Jennifer Young seconded. The motion passed unanimously.

-MKTG - 3900 - Web and Social Media Analytics

Dana Harrison provided an overview of the new course proposal.

Recommendations: None

Confirmation from Primary Reviewers Kim Sell and Don Good

- ✓ Course consistent with university goals and adds value to the management and marketing department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 3000-level course
- ✓ Course is appropriate at 3000 level
- ✓ Credit hours are appropriate at 3

Don Good motioned to approve the proposal as written. Julie Fox-Horton seconded. The motion passed unanimously.

-MKTG - 4517/5517 - Customer Relationship Management

Dana Harrison provided an overview of the new course proposal.

Recommendations: None

Confirmation from Primary Reviewers Kim Sell and Don Good

- ✓ Course consistent with university goals and adds value to the management and marketing department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 4000-level course
- ✓ Course is appropriate at 4000 level
- ✓ Credit hours are appropriate at 3

Don Good motioned to approve the proposal as written. Arpita Nandi seconded. The motion passed unanimously.

-MKTG - 4717/5717 - Data Driven Marketing Decisions

Dana Harrison provided an overview of the new course proposal.

Recommendations: None

Confirmation from Primary Reviewers Kim Sell and Don Good

- ✓ Course consistent with university goals and adds value to the management and marketing department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 4000-level course
- ✓ Course is appropriate at 4000 level
- ✓ Credit hours are appropriate at 3

Don Good motioned to approve the proposal as written. Jason Davis seconded. The motion passed unanimously.

-Establish Minor - Digital Marketing

Dana Harrison provided an overview of the proposal which provides a minor option for students pursuing a degree in marketing.

Recommendations: None

Confirmation from Primary Reviewers Jennifer Young and Arpita Nandi

- ✓ Proposal consistent with university goals and adds value to the management and marketing department and university
- ✓ Justification supports need for establishing a minor

Jennifer Young motioned to approve the proposal as written. Arpita Nandi seconded. The motion passed unanimously.

-Revise Curriculum: Non-Substantive - Bachelor of General Studies

Julie Fox-Horton provided an overview of the proposal which adds a course on design thinking to the core and reduces credits for the degree by 3.

Recommendations: None

Confirmation from Primary Reviewers Teresa Brooks Taylor and Michelle Chandley

- ✓ Proposal consistent with university goals and adds value to the cross-disciplinary studies department and university
- ✓ Justification supports need for revision

Jason Davis motioned to approve the proposal as written. Scott Koterbay seconded. The motion passed unanimously.

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

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

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

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

Julie Fox-Horton provided an overview of the proposals which present revisions designed to improve the admission process and align admission requirements across the department.

Recommendations: None

Confirmation from Primary Reviewers Teresa Brooks Taylor and Michelle Chandley

- ✓ Proposals consistent with university goals and add value to the cross-disciplinary studies department and university
- ✓ Justifications support need for revision

Jason Davis motioned to approve the proposal as written. Melissa Shafer seconded. The motion passed unanimously.

-ARTA - 1220 - 4D Design

Andrew Ross provided an overview of the new course proposal which is being added to meet the recommendation of the National Association for Schools of Art and Design (NASAD).

Syllabus:

- Course Purpose and Objectives - rewrite from the departmental perspective explaining why the course is needed; include reference to the recommendation from NASAD
- Grading Scale – correct overlap (done)
- Other – add Syllabus Attachment (done)

Confirmation from Primary Reviewers Melissa Shafer and Jason Davis

- ✓ Course consistent with university goals and adds value to the art and design department and university

- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 1000-level course
- ✓ Course is appropriate at 1000 level
- ✓ Credit hours are appropriate at 3

Jason Davis motioned to approve the proposal pending the revision to the course purpose and goals. Dr. Flora will work with the originator to make the revision. Melissa Shaffer seconded. The motion passed unanimously.

-Revise Curriculum: Non-Substantive - BA in Studio Art

Andrew Ross provided an overview of the proposal.

Recommendations: None

Confirmation from Primary Reviewers Dana Harrison and Tabitha Fair

- ✓ Proposal consistent with university goals and adds value to the art and design department and university
- ✓ Justification supports need for revision

Tabitha Fair motioned to approve the proposal as written. Dana Harrison seconded. The motion passed unanimously.

-Revise Curriculum: Non-Substantive - BFA in Graphic Design

Andrew Ross provided an overview of the proposal.

Recommendations: None

Confirmation from Primary Reviewers Dana Harrison and Tabitha Fair

- ✓ Proposal consistent with university goals and adds value to the art and design department and university
- ✓ Justification supports need for revision

Dana Harrison motioned to approve the proposal as written. Tabitha Fair seconded. The motion passed unanimously.

-Revise Curriculum: Non-Substantive - BFA in Studio Art

Andrew Ross provided an overview of the proposal.

Recommendations:

- Current Program of Study – only the core requirements listed; needs to include the Curriculum Summary Table; Casey Gardner will insert the table into the proposal

Confirmation from Primary Reviewers Jennifer Young and Arpita Nandi

- ✓ Proposal consistent with university goals and adds value to the art and design department and university
- ✓ Justification supports need for revision

Jennifer Young motioned to approve the proposal pending the insertion of the Curriculum Summary Table. Arpita Nandi seconded. The motion passed unanimously.

-GEOS - 1800 – Gemology

Arpita Nandi provided an overview of the new course proposal for a 1 credit elective course.

Recommendations: None

Confirmation from Primary Reviewers Julie Fox-Horton and Scott Koterbay

- ✓ Course consistent with university goals and adds value to the geosciences department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 1000-level course
- ✓ Course is appropriate at 1000 level
- ✓ Credit hours are appropriate at 1

Scott Koterbay motioned to approve the proposal with the edits completed during the meeting. Julie Fox-Horton seconded. The motion passed unanimously.

-GEOS - 2490 - Field Methods in Geospatial Technology

Eileen Ernenwein provided an overview of the new course proposal.

Syllabus:

- Academic Purpose and Goals – rewrite from the department’s perspective to explain why this course is needed; Dr. Ernenwein brought proposed revisions to the meeting which were accepted and inserted into the proposal (done)
- Other – add Syllabus Attachment (done)

Confirmation from Primary Reviewers Julie Fox-Horton and Scott Koterbay

- ✓ Course consistent with university goals and adds value to the geosciences department and university
- ✓ Learning outcomes were evaluated to be of appropriate rigor for a 2000-level course
- ✓ Course is appropriate at 2000 level
- ✓ Credit hours are appropriate at 4

Scott Koterbay motioned to approve the proposal with the edits completed during the meeting. Julie Fox-Horton seconded. The motion passed unanimously.

-GEOS - 4357/5357 - Environmental Consulting

Christopher Gregg provided an overview of the new course proposal.

Snapshot:

- Academic Justification
 - remove reference to co-instructor and replace with guest lecturers (done)
 - final sentence – edit to Tennessee Department of Environment and Conservation (done)

Syllabus:

- Primary reviewers requested clarification of information in the academic purpose and goals, major assignments/exams/grade weight values, and grading scale sections; Originator brought proposed revisions to the meeting; Arpita Nandi asked to review the proposed changes and work with originator to make the revisions
- Required Text – second edition is mentioned twice
- Other – add Syllabus Attachment

The proposal was tabled to make revisions. Tony Pittarese will place it on the next UCC agenda (2/12/20 meeting) for a second review by the committee.

-Substantive Revision of a Degree or Concentration - B.S. Geosciences

Eileen Ernenwein provided an overview of the proposal.

Recommendations:

- New Course Information – remove GEOS 1800 Gemology and insert GEOS 2490 Field Methods in Geospatial Technology; Casey Gardner will make this change

Confirmation from Primary Reviewers Kimberly Sell and Don Good

- ✓ Proposal consistent with university goals and adds value to the geosciences department and university
- ✓ Justification supports need for revision

Don Good motioned to approve the proposal as written. Jennifer Young seconded. The motion passed unanimously.

-UHON – 4825 – Washington Center Colloquium

Christopher Keller and Karen Kornweibel provided an overview of the proposal for a course offered in conjunction with the Washington Center, a highly selective program requiring an application process.

Snapshot:

- Catalog Description – add detail including information about the Washington Center and the required application process

Syllabus:

- Course Purpose and Objectives – rewrite from the department’s perspective to explain how this course contributes to the department/college curriculum
- Major Assignments, Exams, and Grade Weights – add more detail about the assignments
- Attendance Policy – add information about Washington Center’s attendance policy

Dr. Keller recently received more detailed information related to the course/program from the Washington Center. Dr. Flora was asked to work with Dr. Keller to make the suggested revisions to the proposal.

The proposal was tabled to make revisions. Tony Pittarese will place it on the next UCC agenda (2/12/20 meeting) for a second review by the committee.

Other Discussion:

Music is bringing forward a revision involving 39 course and 1 substantive proposal. Reviewers were asked to get feedback to the originators promptly and work with them to make as many revisions as possible prior to the UCC meeting.

Dr. Grube and Dr. Pittarese thanked the committee members for working with the originators to complete revisions prior to the meeting. This enables the committee to work with greater efficiency during meetings.

A motion to adjourn was made at 4:30 p.m. by Julie Fox-Horton and seconded by Scott Koterbay. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary

Approved by UCC 2/12/20