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**Undergraduate Curriculum Committee
Meeting Notes
February 26, 2020**

Members present Rhonda Brodrick, Michelle Chandley, Jason Davis, Julie Fox-Horton, Casey Gardner, Bill Flora, Don Good, Marsh Grube, Dana Harrison, Myra Jones, Scott Koterbay, Teresa Brooks Taylor, Tony Pittarese, Evelyn Roach, Kimberly Sell, Jennifer Young

Members absent Tabitha Fair, LaDonna Hutchins, Arpita Nandi, Melissa Shafer

Guests present Alan Holmes, Tommy Lee, Stephen Marshall, Ron Roach, Chelsea Wessels, Jared Wilson

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

Old Business:

Jason Davis moved to approve the February 21, 2020 minutes. Julie Fox-Horton seconded. The motion passed with Don Good and Kim Sell abstaining.

New Business

- MGMT 4906 International Business Internship

Tony Pittarese provided an overview of the new course. Primary Reviewers Tabitha Fair and Julie Fox-Horton led the discussion for this proposal. They had no questions for the originator.

Confirmation from Primary Reviewers Tabitha Fair and Julie Fox-Horton

- ✓ 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

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

- Establish New Concentration in an Existing Program - International Business

Tony Pittarese provided an overview of the proposal. Primary Reviewers Tabitha Fair and Julie Fox-Horton led the discussion for this proposal. Prior to the meeting, they contacted the originator asking to correct a typographical error and to suggest adding JAPN 3026 as an elective in the new concentration. With input from the originator, edits were completed prior to the meeting.

Recommendations:

- Existing List of New Courses – Correct to read JAPN 3015 Japanese Conversation and Composition I and JAPN 3025 Japanese Conversation and Composition II; Casey Gardner will make this change.

Confirmation from Primary Reviewers Tabitha Fair and Julie Fox-Horton

- ✓ Proposal consistent with university goals and adds value to the management and marketing department and the university
- ✓ Justification supports need for the new concentration

Julie Fox-Horton motioned to approve the proposal pending the edit to the Japanese courses by Casey Gardner. Jason Davis seconded. The motion passed unanimously.

- FILM 2000 Introduction to Film

Chelsea Wessels provided an overview of the 3 new FILM courses and the proposal to revise the academic minor. Primary Reviewer Scott Koterbay led the discussion for this proposal and included e-mailed comments from Melissa Shafer. Prior to the meeting, they contacted the originator to clarify information related to the catalog description, academic justification, and learning outcome 2. With input from the originator, edits were completed prior to the meeting.

Confirmation from Primary Reviewers Melissa Shafer and Scott Koterbay

- ✓ Course consistent with university goals and adds value to the literature and language 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 3

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

- FILM 3100 Rise of the Moving Image

Primary Reviewer Scott Koterbay led the discussion for this proposal and included e-mailed comments from Melissa Shafer. Prior to the meeting, they contacted the originator to clarify information related to the catalog description, academic justification, and learning outcome 2. With input from the originator, edits were completed prior to the meeting.

Academic Justification – Change ENGL 3550 to ENGL 3350 (done)

Confirmation from Primary Reviewers Melissa Shafer and Scott Koterbay

- ✓ Course consistent with university goals and adds value to the literature and language 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

Scott Koterbay motioned to approve the proposal with the edit completed in the meeting. Jason Davis seconded. The motion passed unanimously.

- FILM 3200 Post-War Global Film

Primary Reviewer Scott Koterbay led the discussion for this proposal and included e-mailed comments from Melissa Shafer. Prior to the meeting, they contacted the originator to clarify information related to the catalog description. With input from the originator, a minor edit was completed prior to the meeting.

Academic Justification – Change ENGL 3550 to ENGL 3350 (done)

Confirmation from Primary Reviewers Melissa Shafer and Scott Koterbay

- ✓ Course consistent with university goals and adds value to the literature and language 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

Scott Koterbay motioned to approve the proposal with the edit completed in the meeting. Jason Davis seconded. The motion passed unanimously.

- Revision of an Academic Minor - Film Studies

Primary Reviewers Jason Davis and Kim Sell led the discussion for this proposal. Prior to the meeting, they contacted the originator to clarify information related to number of courses deleted, summary of revisions, and program revision.

Recommendations:

- Summary of Revision – add ENGL 3350 Film History (3 credits) (done)
- Program Revisions – additional is repeated, remove it once and remove the underlining (done)

Confirmation from Primary Reviewers Jason Davis and Kim Sell

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

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

- Establish Minor - Heritage Interpretation and Museum Studies

Ron Roach provided an overview of the proposed minor. Primary Reviewers Michelle Chandley and Dana Harrison led the discussion for this proposal. Prior to the meeting, they contacted the originators to clarify information about the number of new courses/credits and how interest in the program was determined.

Recommendations:

- Number of New Courses – change to 2 (done)
- Number of New Credits – change to 4 (done)
- Catalog Program Information – remove APST 4811 Museum and Heritage Site Practicum 2 (done)

Confirmation from Primary Reviewers Michelle Chandley and Dana Harrison

- ✓ Proposal consistent with university goals and adds value to the Appalachian Studies department and the university
- ✓ Justification supports need for the new minor

Michelle Chandley motioned to approve the proposal with edits completed during the meeting and pending the approval of new course HIST 3810 later in the meeting. Dana Harrison seconded. The motion was approved with Scott Koterbay voting against the proposal.

- JOUR 4300 Sports Reporting

Stephen Marshall provided an overview of the proposal for a new elective course. Primary Reviewers Michelle Chandley and Dana Harrison led the discussion for this proposal. Prior to the meeting, they contacted the originator about the 2005 publication date for the text. Based on input from the originator, no revisions were required.

Confirmation from Primary Reviewers Michelle Chandley and Dana Harrison

- ✓ Course consistent with university goals and adds value to the media and communication 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 proposal as written. Michelle Chandley seconded. The motion passed unanimously.

- PUBR 3250 Nonprofit and Cause Communications

Stephen Marshall provided an overview of the proposal for a new elective course. Primary Reviewers Jennifer Young and Arpita Nandi led the discussion for this proposal. Prior to the meeting, they contacted the originator for clarification of learning outcome 1 and information about how the learning assignments meet course outcomes. These issues were addressed by the originator during the meeting. No changes were made.

Confirmation from Primary Reviewers Jennifer Young and Arpita Nandi

- ✓ Course consistent with university goals and adds value to the media and communication 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

Jennifer Young motioned to approve the proposal as written. Dana Harrison seconded. The motion passed unanimously.

- PUBR 3800 Crisis Communication

Stephen Marshall provided an overview of the proposal for a new elective course. Primary Reviewers Jennifer Young and Arpita Nandi led the discussion for this proposal. Prior to the meeting, they contacted the originator for clarification of information in the catalog description and the connection between the purpose/objectives and learning outcomes/assignments. These issues were addressed by the originator during the meeting. No changes were made.

Confirmation from Primary Reviewers Jennifer Young and Arpita Nandi

- ✓ Course consistent with university goals and adds value to the media and communication 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

Jennifer Young motioned to approve the proposal as written. Dana Harrison seconded. The motion passed with Kim Sell voting against the proposal.

- PUBR 3900 Social Media Foundations

Stephen Marshall provided an overview of the proposal for a new elective course. Primary Reviewers Don Good and Teresa Brooks Taylor stated the proposal was well written; they had no questions for the originator.

Confirmation from Primary Reviewers Don Good and Teresa Brooks Taylor

- ✓ Course consistent with university goals and adds value to the media and communication 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

Teresa Brooks Taylor motioned to approve the proposal as written. Don Good seconded. The motion passed unanimously.

- SURV 3520 - Introduction to Unmanned Aircraft Systems (UAS)

Jared Wilson provided an overview of the proposed new course. Primary Reviewers Don Good and Teresa Brooks Taylor led the discussion for this proposal. Prior to the meeting, they contacted the originator to clarify information related to the transcript title and possible overlap between this course and GEOS 4807/5807 Unmanned Aerial Systems (UAS) Field Mapping and Modeling. Arpita Nandi, Chair of the Geosciences Department, confirmed the courses overlap slightly in topics but the content is distinctly different.

Recommendations:

- Transcript Title – change to Intro Unmanned Aircraft Syst (done)
- Catalog Description – edit last sentence to read This course also covers FAA regulations and public policies on UAS flight. (done)
- Add e-mail from Dr. Nandi confirming lack of course overlap to the proposal. Tony Pittarese will add the e-mail.

Confirmation from Primary Reviewers Don Good and Teresa Brooks Taylor

- ✓ Course consistent with university goals and adds value to the engineering, engineering technology, and surveying 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

Teresa Brooks Taylor motioned to approve the proposal with the minor edits completed in the meeting and pending the addition of Dr. Nandi's e-mail to the proposal. Don Good seconded. The motion passed unanimously.

- HIST 3810 Introduction to Public History

Tommy Lee provided an overview of the proposal. Primary Reviewers Jason Davis and Kim Sell led the discussion for this proposal. Prior to the meeting, they contacted the originator to clarify information related to the attendance section of the major assignments and to determine if an associated proposal was pending in Curriculog. Based on feedback from the originator, no changes were required.

Confirmation from Primary Reviewers Jason Davis and Kim Sell

- ✓ Course consistent with university goals and adds value to the history 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

Jason Davis motioned to approve the proposal as written. Kim Sell seconded. The motion passed unanimously.

- Revise Curriculum: Non-Substantive - Bachelor of Applied Science

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

Dr. Grube provided the background for these proposals. The committee recently approved four program policy revisions related to admissions. The originator realized some of the verbiage was missing from the BAS and BGS policies. These proposals are submitted to restore the missing information and standardize policies across the 4 proposals.

Confirmation from UCC Members

- ✓ Proposals consistent with university goals and accomplishes the needed revisions
- ✓ Justification supports need for the revisions

Jason Davis motioned to approve the proposals as written. Kim Sell seconded. The motion passed unanimously.

- SOWK 4357/5357 Self-Care for Helping Professionals

This proposal was tabled at the 2/21/20 meeting to give the originator time to gather letters of support from departments with similar courses (COBH 4937 Stress Management and COUN 4207 Girls' and Women's Wellness for Helping Professionals).

Recommendations:

- Prerequisites – UCC members questioned the lack of prerequisites for a 4000-level course. Add UG: Junior Standing, G: none
- Contact Information for Similar Courses
 - COUN 4207 – Letter of support received confirming no overlap
 - COBH 4937 – Originator has attempted to contact the chair with no response received. Michelle Chandley will discuss the course with the chair to determine if there is overlap.

Confirmation from Primary Reviewers Michelle Chandley and Teresa Brooks Taylor

- ✓ Course consistent with university goals and adds value to the social work 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

Kim Sell motioned to accept the proposal pending a letter of support is received from the chair of Behavioral Health. Teresa Brooks Taylor seconded. The motion was approved with Michelle Chandley abstaining.

Other Discussion:

Trends emerging on recent proposals

- Lack of prerequisites for 4000-level courses – Members should question the lack of prerequisites and ask the originator to explain why prerequisites were not included in the proposal. This discussion needs to be documented in the meeting minutes.
- Lack of detail related to assignments – While the syllabus attached to a proposal is a sample syllabus, it is difficult to evaluate whether the assignments are of appropriate rigor for the level/credit if there is a lack of information/detail about the assignments. It is appropriate for members to ask for additional information if it is needed to adequately evaluate the proposal.

A motion to adjourn was made at 3:10 p.m. by Jason Davis and seconded by Kim Sell. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary

Approved by UCC 3/11/20 electronic vote