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**Undergraduate Curriculum Committee
Meeting Notes
October 14, 2020**

Members Present Rhonda Brodrick, Tabitha Fair, William Flora, Julie Fox-Horton, Casey Gardner, Dana Harrison, Drew Howell, Myra Jones, Sookhyun Kim, Scott Koterbay, Tony Pittarese, Evelyn Roach, Kimberly Sell, Melissa Shafer, Jonathon Taylor, Jennifer Young

Members absent Julie Bowers, T. Jason Davis, Laurie Schroder

Guests Present Julia Bernard, Audrey Besch, Lisa Dunkley

The UCC meeting was called to order at 2 p.m. by Tony Pittarese. Due to COVID-19 social distancing restrictions, the meeting was conducted by Zoom. Roll was taken by Rhonda Brodrick.

Old Business:

Melessa Shafer moved to approve the September 23, 2020 minutes. Scott Koterbay seconded. The motion passed unanimously.

New Business

-New Course: HDAL 2140 Interpersonal Trauma Informed Skills for the Professional

Julia Bernard provided an overview of new course proposal. The course was developed in response to a request for more soft skills (i.e., communication and de-escalation techniques).

Prior to the meeting, Primary Reviewers Julie Fox-Horton and Scott Koterbay contacted the originator to clarify information related to Learning Outcome 1, an overlap in the grading scale, and Major Assignment Item 2.

With input from the originator, changes were completed during the meeting.

- Course Number – Change to 2140; course numbers ending in 7 are used to denote undergraduate/graduate dual courses (done)
- Expected Learning Outcome 1 – Change understand to demonstrates understanding (done)
- Major Assignment Item 2 – remove “very” which precedes significantly (done)
- Grading Scale – Change the B range to 84 – 86% (done)

Confirmation from Primary Reviewers Julie Fox-Horton and Scott Koterbay

- ✓ Course consistent with university goals
- ✓ Course adds value to Counseling and Human Services department and university
- ✓ Course objectives are appropriate
- ✓ Learning outcomes are evaluated to be of appropriate rigor for a 2000-level course
- ✓ Course appropriate at 2000 level
- ✓ Credit hours appropriate at 3

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

-New Course: HDAL 3520 Crisis and Coping

Audrey Besch provided an overview of new course proposal. This course was developed to introduce students to crisis management in families.

Prior to the meeting, Primary Reviewers Kimberly Sell and Jennifer Young contacted the originator to clarify information related to the Catalog Description, Grading Scale, Major Assignments 1 and 4, and potential overlap with a course offered by the Social Work Department. Minor changes in the Catalog Description, Grading Scale, Major Assignments 1 and 4 were made prior to the meeting with the originator's approval.

Dr. Besch has contacted Dr. Mullins, Department of Social Work, to determine the degree of course overlap. Dr. Mullins noted content overlap in terms of interventions. Dr. Besch refocused the course assignments and reading assignments to decrease the overlap. She is waiting for feedback from Dr. Mullins related to these changes.

Confirmation from Primary Reviewers Kimberly Sell and Jennifer Young

- ✓ Course consistent with university goals
- ✓ Course adds value to Counseling and Human Services department and university
- ✓ Course objectives are appropriate
- ✓ Learning outcomes are evaluated to be of appropriate rigor for a 3000-level course
- ✓ Course appropriate at 3000 level
- ✓ Credit hours appropriate at 3

Kim Sell motioned to conditionally approve the proposal pending 1) confirmation from Dr. Mullins there is no course overlap and 2) documentation of the adjustments made to course assignments and reading assignments. Dr. Besch will forward this information to Tony Pittarese, and he will approve the course once these conditions are met. Jennifer Young seconded. The motion passed unanimously.

-New Course: HDAL 4027/5027 Serving Ex-offenders: Facilitating Reintegration

Lisa Dunkley provided an overview of new course proposal which will take students through the entire reintegration process for ex-offenders.

Prior to the meeting, Primary Reviewers Jason Davis and Tabitha Fair contacted the originator to clarify information related to Course Objectives, Academic Misconduct, and Major Assignments. Tabitha Fair reported correction of minor grammatical/spelling errors prior to the meeting.

With input from the originator, changes were completed during the meeting.

- Transcript Title – Change to Ex-offender Reintegration (done)
- Prerequisites: Change to UG: Junior standing or permission of instructor; GR: permission of instructor (done)
- Course Objectives – Add to objectives 2 and 3: Provides students the opportunity to . . . (done)

Confirmation from Primary Reviewers Jason Davis (by e-mail) and Tabitha Fair

- ✓ Course consistent with university goals
- ✓ Course adds value to Counseling and Human Services department and university
- ✓ Course objectives are appropriate
- ✓ Learning outcomes are evaluated to be of appropriate rigor for a 4000-level course

- ✓ Course appropriate at 4000 level
- ✓ Credit hours appropriate at 3

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

-New Course: HDAL 4147/5147 The Opioid Crisis

Julia Bernard provided an overview of new course proposal. This course has been successfully offered twice as a special topics option. The department wishes to make it an official elective course.

Prior to the meeting, Primary Reviewers Sookhyun Kim and Melissa Shafer contacted the originator to clarify information related to Course Objectives, Expected Learning Outcomes, Major Assignments, and Attendance Policy.

With input from the originator, changes were completed during the meeting.

- Course Objectives – Add to the stem “to provide students the opportunity to” then begin bullet one with Identify. (done)
- Expected Learning Outcome 1 – Change to read “Describe the history and impact . . .” (done)
- Major Assignments, Exams, and Grade-weight Values
 - Is it appropriate to have no exams/tests in a 3-credit hour course at the 4000 level? Dr. Bernard reported the originator uses discussion boards as “mini” quizzes.
 - Assignments for undergraduate students were evaluated to be appropriate. The committee noted the vague descriptions for graduate assignments; as currently written, it is not clear how assignment expectations for undergraduate and graduate students differ.
- Attendance Policy – Dr. Bernard reported the originator does not accept late work and reduces the student’s grade for unsubmitted work. Add “Items not submitted will result in a grade reduction.” (done)

Confirmation from Primary Reviewers Sookhyun Kim and Melissa Shafer

- ✓ Course consistent with university goals
- ✓ Course adds value to Counseling and Human Services department and university
- ✓ Course objectives are appropriate
- ✓ Learning outcomes are evaluated to be of appropriate rigor for a 4000-level course
- ✓ Course appropriate at 4000 level
- ✓ Credit hours appropriate at 3

Sookhyun Kim motioned to approve the proposal with edits completed during the meeting. Melissa Shafer seconded. The motion passed unanimously.

-New Course: HDAL 4167/5167 Trauma Theory

Julia Bernard provided an overview of new course proposal which presents students with the research underpinning Trauma Science.

Prior to the meeting, Primary Reviewers Jonathon Taylor contacted the originator to clarify information related to the Catalog Description and Attendance Policy.

With input from the originator, changes were completed during the meeting.

- Prerequisites: Change to UG: Junior standing or permission of instructor; GR: permission of instructor (done)
- Major Assignments – Remove the redundant items to simplify this section (done)

Confirmation from Primary Reviewer Jonathon Taylor

- ✓ Course consistent with university goals
- ✓ Course adds value to Counseling and Human Services department and university
- ✓ Course objectives are appropriate
- ✓ Learning outcomes are evaluated to be of appropriate rigor for a 4000-level course
- ✓ Course appropriate at 4000 level
- ✓ Credit hours appropriate at 3

Jonathan Taylor motioned to approve the proposal with edits completed during the meeting. Melissa Shafer seconded. The motion passed unanimously.

-New Course: HDAL 4227/5227 Evidence Based Trauma Techniques

Julia Bernard provided an overview of new course proposal. This course builds on theoretical concepts introduced in HDAL 4167/5167 and focuses on treatment of trauma in a variety of forms.

Prior to the meeting, Primary Reviewers Dana Harrison and Julie Fox-Horton contacted the originator to clarify information related to the attendance policy. With the originator's approval, this statement was added:

For hybrid courses students must complete both on ground and online class activities as well as be present for all on ground portions of the class. Failure to complete online portions of the class for any week will be considered as being absent for that week.

With input from the originator, changes were completed during the meeting.

- Prerequisites: Change to UG: HDAL 4167; GR: HDAL 5167 or permission of instructor (done)

Confirmation from Primary Reviewers Dana Harrison and Julie Fox-Horton

- ✓ Course consistent with university goals
- ✓ Course adds value to Counseling and Human Services department and university
- ✓ Course objectives are appropriate
- ✓ Learning outcomes are evaluated to be of appropriate rigor for a 4000-level course
- ✓ Course appropriate at 4000 level
- ✓ Credit hours appropriate at 3

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

-New Course: HDAL 4337/5337 Death and Bereavement Trauma

Julia Bernard provided an overview of new course proposal. A class on Grief and Loss has been offered as a special topics course. This new course will incorporate material from this course, include grief and bereavement linked to trauma, and add how to manage these losses in the community.

Prior to the meeting, Primary Reviewers Scott Koterbay and Laurie Schroder contacted the originator to clarify information related to Academic Justification, Prerequisites, Delivery Format, Course Purpose, and Assignments 2 and 3.

With input from the originator, changes were completed during the meeting.

- Academic Justification – change for to “of individuals experiencing . . .”; change helping profession to professions (done)
- Prerequisites: Change to UG: Junior standing or permission of instructor; GR: permission of instructor (done)
- Course overlap has not been clarified with Taylor Dula for COBH 4357 Thanatology
- Course Purpose – Add “to provide students” after course is (done)
- Course Objective 2 – To “introduce” the ways (done)

Confirmation from Primary Reviewers Scott Koterbay and Laurie Schroder (by e-mail)

- ✓ Course consistent with university goals
- ✓ Course adds value to Counseling and Human Services department and university
- ✓ Course objectives are appropriate
- ✓ Learning outcomes are evaluated to be of appropriate rigor for a 4000-level course
- ✓ Course appropriate at 4000 level
- ✓ Credit hours appropriate at 3

Scott Koterbay motioned conditionally approve the proposal pending confirmation from Taylor Dula there is no course overlap with COBH 4357 Thanatology. Dr. Bernard and/or Dr. Dunkley will forward this information to Tony Pittarese, and he will approve the course once this condition is met. Jennifer Young seconded. The motion passed unanimously.

- Establish Minor – Trauma and Resilience

Julia Bernard provided an overview of the proposal for the minor.

Recommendations:

- Change the implementation date to Spring 2021 (done)
- Update the following based on changes in today’s meeting
 - Change the course number for HDAL 2147 to HDAL 2140 (done)
 - Change prerequisites for HDAL 4027/5027, 4147/5147, 4167/5167, 4227/5227, and 4337/5337 (done)

Confirmation from Primary Reviewer Jennifer Young

- ✓ Proposal consistent with university goals and adds value to the Counseling and Human Services department and the university
- ✓ Justification supports need for the new minor

Primary Reviewer Jennifer Young had no additional comments related to the proposal. UCC members had no further comments/questions.

Jennifer Young motioned to conditionally approve the minor pending 1) documentation confirming there is no course overlap for HDAL 3520 and 4337/5337 and 2) approval of the dual listed courses by Graduate Curriculum Committee. Tony Pittarese will approve the minor once these conditions are met. Scott Koterbay seconded. The motion passed unanimously.

Other Discussion:

Evelyn Roach showed members how to view two proposals simultaneously using the Proposal Look Up option on the side bar menu.

Tony Pittarese adjourned the meeting at 3:30 pm.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary

Approved 10/28/20