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Undergraduate Curriculum Council Minutes

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### 2020 November 11 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee  
Meeting Notes  
November 11, 2020**

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

**Members absent** Julie Bowers, T. Jason Davis, Drew Howell

**Guests Present** Matthew Desjardins, Alan Holmes, Chase Mitchell

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:**

Scott Koterbay moved to approve the October 28, 2020 minutes. Julie Fox-Horton seconded. The motion passed.

**- Establish Minor – Trauma and Resilience**

The minor proposal was conditionally approved at the 10/14/20 UCC meeting 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.

- Graduate Curriculum Committee approved the dual listed courses
- HDAL 4337 Death and Bereavement Trauma (3 credits) was removed from the minor proposal and deleted from the system because of course overlap
  - One 3-credit, advisor approved elective course was added to complete the minor
- HDAL 3520 Crisis and Coping
  - Tony Pittarese received a letter documenting course overlap has been resolved. This documentation was added to the course proposal, and the course was approved in Curriculog.

Conditions required to approve the minor have been met. Tony Pittarese will approve the minor proposal in Curriculog.

**New Business**

Chase Mitchell provided an overview of the 9 course proposals which support the proposed revision of the Technical Writing Minor.

**- Revise Course: Substantial Modification ENGL 3134 - Computers, Writing, and Literature to TECW 3132 – Digital Texts and Networked Worlds**

This course will provide the theoretical foundations for the minor. Prior to the meeting, Primary Reviewers Scott Koterbay and Sookhyun Kim contacted Chase Mitchell to clarify information related to the course description, course purpose, and major course topics. Minor edits were completed prior to the meeting.

Confirmation from Primary Reviewers Scott Kotterbay and Sookhyun Kim

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

Scott Kotterbay motioned to approve the proposal as written. Kim Sell seconded. The motion passed unanimously.

***- Revise Course: Substantial Modification ENGL 4100 – Writing in the Professions to TECW 4100 – Writing for Government***

Prior to the meeting, Primary Reviewers Scott Kotterbay and Sookhyun Kim contacted Chase Mitchell to clarify information related to the catalog description and course purpose. Prior to the meeting, the course description was modified to “Provides a practical and detailed introduction to the various context, textual genres, and applications common to writing in and for government”

Confirmation from Primary Reviewers Scott Kotterbay and Sookhyun Kim

- ✓ Course consistent with university goals
- ✓ Course adds value to the Literature and Language 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 Kotterbay motioned to approve the proposal with one edit to the course purpose/objectives completed during the meeting. Sookhyun Kim seconded. The motion passed unanimously.

***-New Course TECW 2100 – Introduction to Technical and Professional Writing***

This course is the foundational/introductory course for the minor.

Prior to the meeting, Primary Reviewer Jason Davis contacted Chase Mitchell to clarify information related to the major course topics and discussion board portion of the major assignments. Minor edits were completed prior to the meeting.

Confirmation from Primary Reviewer Jason Davis (by e-mail)

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

Kim Sell motioned to approve the proposal as written. Jonathon Taylor seconded. The motion passed unanimously.

**- New Course TECW 3134 – Digital Research and Writing**

This course focuses on application of concepts. Students expand their skill sets in digital research and writing which prepares them to move forward in the minor.

Prior to the meeting, Primary Reviewer Jason Davis contacted Chase Mitchell to clarify information related to major course topics and discussion board portion of the major assignments.

Confirmation from Primary Reviewer Davis (by e-mail)

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

Dana Harrison motioned to approve the proposal as written. Melissa Shafer seconded. The motion passed unanimously.

**- New Course TECW 3150 – Writing in the Sciences**

This is an elective course designed to help students majoring in the sciences build their technical writing skills.

Primary Reviewers Dana Harrison and Kimberly Sell found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Dana Harrison and Kimberly Sell

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

Dana Harrison motioned to approve the proposal as written. Kim Sell seconded. The motion passed unanimously.

**- New Course TECW 3200 – Technical Editing and Style**

This course offers a broader view of editing and style forms across disciplines.

Primary Reviewers Dana Harrison and Kimberly Sell found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Dana Harrison and Kimberly Sell

- ✓ Course consistent with university goals

- ✓ Course adds value to the Literature and Language 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 approve the proposal as written. Dana Harrison seconded. The motion passed unanimously.

**- New Course TECW 3250 – Usability Research and Design**

This is an upper level course which will provide students with knowledge and skill in usability research and design.

Prior to the meeting, Primary Reviewers Tabitha Fair and Jonathon Taylor contacted Chase Mitchell to clarify information related to the course purpose and objectives and the discussion assignment portion of major course assignments.

With input from Chase Mitchell, changes were completed during the meeting.

- Course Objectives
  - Add to the stem “are to provide students with the opportunity to:” (done)
  - Edit bullet 1 to read “study the concepts, skills, and methodologies of usability research and design;” (done)

Confirmation from Primary Reviewers Tabitha Fair and Jonathon Taylor

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

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

**- New Course TECW 4200 – Introduction to Grant and Proposal Writing**

This elective course is designed to teach students to research and identify grant opportunities and to write/revise/report on grant activities.

Prior to the meeting, Primary Reviewers Tabitha Fair and Jonathon Taylor contacted Chase Mitchell to clarify information related to the course purpose and objectives.

With input from Chase Mitchell, changes were completed during the meeting.

- Course Objectives
  - Add to the stem “are to provide students with the opportunity to:” (done)
  - Edit bullet 1 to read “explore research methods and databases, and develop skills applicable to grant and proposal writing;” (done)

Confirmation from Primary Reviewers Tabitha Fair and Jonathon Taylor

- ✓ Course consistent with university goals

- ✓ Course adds value to the Literature and Language 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

Jonathon Taylor motioned to approve the proposal with edits completed during the meeting. Tabitha Fair seconded. The motion passed unanimously.

**- New Course TECW 4989 – Technical and Professional Writing Internship**

Prior to the meeting, Primary Reviewers Julie Fox-Horton and Laurie Schroder contacted Chase Mitchell to clarify information related to the course objectives, major course topics, learning outcome 3, and the title of CDST 4117 Introduction to the Digital Humanities: Interdisciplinarity and Digital Culture.

With input from Chase Mitchell, changes were completed during the meeting.

- Course Objective Bullet 3 – edit to read “the internship experience” (done)
- Major Course Topics – revise to read “Topics will vary based on field placement.”
- Expected Learning Outcomes – revise #3 to read “Self-assess strengths and weaknesses and set professional development goals.” (done)

Confirmation from Primary Reviewers Julie Fox-Horton and Laurie Schroder

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

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

**-Revise Academic Minor – Technical Writing Minor**

This will be an 18-credit minor centered around 3 core courses. The minor revision incorporates two substantively revised courses and seven new courses.

Prior to the meeting, Primary Reviewers Julie Fox-Horton and Laurie Schroder reviewed the proposal and found it well written with no areas of concern.

Confirmation from Primary Reviewers Julie Fox-Horton and Laurie Schroder

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to Literature and Language department, College of Arts & Sciences, and ETSU
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

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

**- New Course CSCI 4847/5847 – Health Information Systems**

Mathew Desjardins provided an overview of the proposed new course which gives students an opportunity to explore information systems related to healthcare.

Prior to the meeting, Primary Reviewers Melissa Shafer and Jennifer Young contacted Mathew Desjardins to clarify the form in which the course was previously offered. One minor edit was completed prior to the meeting.

Confirmation from Primary Reviewers Melissa Shafer and Jennifer Young

- ✓ Course consistent with university goals
- ✓ Course adds value to the Computing 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

Jennifer Young motioned to approve the proposal as written. Melissa Shafer seconded. The motion passed unanimously.

**Other Discussion:**

Confusion in completing the Course Purpose and Objectives sections of proposals

- These areas are confusing for originators and frequently require revision. While the directions state to present the purpose and objectives from the department's perspective (why the department is offering the course), the information entered tends to address these areas from the student perspective.
- Casey Gardner noted the Course Purpose and Course Objectives are now separate categories on all forms.
- Tony Pittarese recommended a goal for the UCC be to explore how to fix these areas to clear up confusion. Suggestions were offered and discussed. The Shadow Team was asked to determine if it would be possible to modify these areas of the forms in Curriculog in hopes clearing up confusion for the originators and reducing the amount of revision at the committee level.

Tony Pittarese adjourned the meeting at 3:15 pm.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary

Approved 12/9/20