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**Undergraduate Curriculum Committee
Meeting Notes
March 24, 2021**

Members Present Rhonda Brodrick, T. Jason Davis, Tabitha Fair, William Flora, Julie Fox-Horton, Dana Harrison, Drew Howell, Myra Jones, Sookhyun Kim, Scott Contreras-Koterbay, Tony Pittarese, Evelyn Roach, Laurie Schroder, Kimberly Sell, Melissa Shafer, Jonathon Taylor, Jennifer Young

Members absent Julie Bowers, Casey Gardner (on leave)

Guests Present Mathew Desjardins, Sean Fox, Michelle Freeman, Alan Holmes, Heather Killmeyer, Erik Peterson, Ronald Roach, Bob Standaert, Dara Young

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 Contreras-Koterbay moved to approve the March 10, 2021 minutes. Laurie Schroder seconded. The motion passed; Jason Davis abstained.

New Business

New Course: BADM 2000 Business Career Development I

Michelle Freeman provided an overview of the proposed course which was developed in response to feedback from employers that students need direction in professional presentation. The course is offered at the sophomore level and is designed to help students prepare a resume and develop professional writing and interview skills.

Prior to the meeting, Primary Reviewers Tabitha Fair and Scott Contreras-Koterbay contacted Michelle Freeman to clarify information related to the catalog description, course purpose, and course objectives. With input from the originator, edits were completed prior to the meeting.

Confirmation from Primary Reviewers Tabitha Fair and Scott Contreras-Koterbay

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Accountancy 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 1

Scott Contreras-Koterbay motioned to approve the proposal as written. Tabitha Fair seconded. The motion passed unanimously.

New Course: BADM 3000 Business Career Development II

Michelle Freeman provided an overview of the proposed course. This course is offered at the junior level, builds on BADM 2000, and expands the focus to include exploration of graduate programs.

Prior to the meeting, Primary Reviewer Jonathon Taylor contacted Michelle Freeman to clarify information related to the catalog description and implementation date. With input from the originator, editing was completed prior to the meeting.

Confirmation from Primary Reviewer Jonathon Taylor

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Accountancy 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 1

Jonathon Taylor motioned to approve the proposal as written. Melissa Shafer seconded. The motion passed unanimously.

New Course: HSCI 3100 Health Care Simulation I

Sean Fox provided an overview of the proposed course which is designed to increase student opportunities to assist in delivery of health care simulations.

Prior to the meeting, Primary Reviewer Jason Davis contacted Dara Young to clarify information related to the course outcomes and attendance policy.

With input from the originator, these changes were made during the meeting:

- Course Objectives – add to the stem “to enable students to” (done)
- Attendance Policy – remove the sentence pertaining to maximum of 30 hours (done)

Confirmation from Primary Reviewer Jason Davis

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Health Sciences 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

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

Revise Course: Substantial Modification: MUSC 1300 Theory & Aural Skills I

Revise Course: Substantial Modification: MUSC 1310 Theory & Aural Skills II

Heather Killmeyer provided an overview of the proposed course revisions which will shift some content from MUSC 1300 Theory & Aural Skills I into MUSC 1310 Theory and Aural Skills II.

Prior to the meeting, Primary Reviewers Julie Fox-Horton and Dana Harrison found the MUSC 1300 Theory & Aural Skills I proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Julie Fox-Horton and Dana Harrison

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Music and university

- ✓ Course objectives are appropriate
- ✓ Learning outcomes are evaluated to be of appropriate rigor for a 1000-level course
- ✓ Course appropriate at 1000 level
- ✓ Credit hours appropriate at 4

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

Prior to the meeting, Primary Reviewers Melissa Shafer and Jennifer Young found the MUSC 1310 Theory and Aural Skills II proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Melissa Shafer and Jennifer Young

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Music and university
- ✓ Course objectives are appropriate
- ✓ Learning outcomes are evaluated to be of appropriate rigor for a 1000-level course
- ✓ Course appropriate at 1000 level
- ✓ Credit hours appropriate at 4

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

New Course: BRDS 3000 Foundations of Brewing and Distillation Studies

Ronald Roach provided an overview of the proposed course which is designed to provide students with the knowledge/skills to begin to move into the brewing and distillation industry. The course is a broad introduction centered around 3 topics: culture & history, business overview, and fermentation science.

Prior to the meeting, Primary Reviewers Sookhyun Kim and Laurie Schroder contacted Christopher Keller to clarify information related to the college designation, workload justification, expected learning outcome 8, major course topics, and formatting of the required readings.

With input from Ronald Roach and Erik Peterson, the following edits were made during the meeting:

- Academic & Credit Number Justification – edit last sentence to read “. . . course justifies 3 credits based upon the quantity and complexity of course projects, readings, and field experiences.” (done)
- Expected Learning Outcome – item 8 add “and propose innovative solutions” (done)

The reviewers also noted the Required Reading listings were not appropriately formatted. Tony Pittarese will send the list of readings to Dr. Keller with a request to fix the formatting. When Dr. Keller returns the formatted readings, Dr. Pittarese will insert them into the proposal.

Confirmation from Primary Reviewers Sookhyun Kim and Laurie Schroder

- ✓ Course consistent with university goals
- ✓ Course adds value to the Honors College 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

Laurie Schroder motioned to approve the proposal with the edits completed in the meeting and pending the submission of appropriately formatted required readings. Sookhyun Kim seconded. The motion passed unanimously.

New Course: BRDS 3301 Craft Beverage Writing

This proposal was pulled from the agenda at the request of the originator.

New Course: BRDS 3303 Brewing and Distillation Studies Abroad

Ronald Roach provided an overview of the proposed course which is designed to provide an international experience. The international experience may link initially with the Appalachian Studies study abroad opportunities in Ireland and Scotland.

Prior to the meeting, Primary Reviewers Tabitha Fair and Scott Contreras-Koterbay contacted Christopher Keller to clarify information related to course workload justification, repeatability for credit, expected learning outcomes, and academic misconduct policy.

With input from Ronald Roach and Erik Peterson, the following edits were made during the meeting:

- Total Credits if repeatable – remove content from this box; course is not repeatable (done)
- Academic & Credit Number Justification - edit last sentence to read “. . . course justifies 3 credits based upon the quantity and complexity of course projects, readings, field experiences, and time abroad.” (done)
- Expected Learning Outcome – item 1 – change understand to articulate (done)
- Academic Misconduct Policy – remove last sentence (done)

Confirmation from Primary Reviewers Tabitha Fair and Scott Contreras-Koterbay

- ✓ Course consistent with university goals
- ✓ Course adds value to the Honors College 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 the edits completed in the meeting. Scott Contreras-Koterbay seconded. The motion passed unanimously.

New Course: BRDS 3950 Introduction to Brewing and Distillation Science

Erik Petersen provided an overview of the proposed course.

Prior to the meeting, Primary Reviewers Julie Fox-Horton and Dana Harrison contacted Erik Petersen to clarify information related to the lack of reading materials for a 3000-level course. During the meeting, Dr. Petersen explained he was still in the process of reviewing materials to determine what is most appropriate for the course.

Confirmation from Primary Reviewers Julie Fox-Horton and Dana Harrison

- ✓ Course consistent with university goals
- ✓ Course adds value to the Honors College 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 with the edit completed in the meeting. Julie Fox-Horton seconded. The motion passed unanimously.

New Course: BRDS 4000 Brewing and Distillation Studies Internship

Christopher Keller provided an overview of the proposed course which is designed to provide additional practice experience in the brewing and distillation industry.

Prior to the meeting, Primary Reviewers Melissa Shafer and Jennifer Young contacted Christopher Keller to clarify information related to the corresponding curriculum revision proposal, required text, and attendance policy.

With input from Ronald Roach and Erik Peterson, the following edits were completed during the meeting:

- Curriculum Revision Proposal – add check to this box (done)
- Academic Credit & Justification – edit the last sentence to read justified based upon “internship requirements completed and the assigned workload” (done)
- Major Assignments – edit first assignment to read “completion of agreed upon internship requirements” (done)

Confirmation from Primary Reviewers Melissa Shafer and Jennifer Young

- ✓ Course consistent with university goals
- ✓ Course adds value to the Honors College 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

Melissa Shafer motioned to approve the proposal with the edit completed in the meeting. Jennifer Young seconded. The motion passed unanimously.

- Establish Minor - Brewing and Distillation Studies

Ronald Roach provided an overview of the proposed minor as he presented the courses to support the minor. The proposed minor will be interdisciplinary and incorporate courses and faculty from multiple colleges. The new courses and minor are linked to the Honors College.

Prior to the meeting, Primary Reviewers Kimberly Sell and Jonathon Taylor contacted Christopher Keller about these issues: the existing course information has not been imported into the proposal, the expected learning outcomes are not in the table specified in the directions, uncertainty about where the minor will be house/where accountability for the program lies, and the implementation date.

Prior to the meeting, Jonathon Taylor removed BRDS 3301 Craft of Beverage Writing from the minor proposal, imported the existing course information into the proposal, and edited the expected learning outcomes into the required table format.

With input from Erik Peterson, the following edits were completed during the meeting:

- Expected Learning Outcomes
 - items 1 & 5 – change understand to articulate (done)
 - item 6 – replace the second “society” with “and” (done)

Jennifer Young noted the prerequisites and catalog descriptions do not match what was approved in today’s meeting. Dr. Pittarese will recheck this information in the proposal.

Confirmation from Primary Reviewers Kimberly Sell and Jonathon Taylor

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Honors College and ETSU
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Throughout the review of the BRDS proposals, there were questions about “ownership” of the minor and the new courses. This point of discussion intensified in review of the minor. UCC Members questioned approving the proposal through the Honors College since the minor/courses are not limited to honors students. Dr. Flora and the faculty representing the proposals stated discussion was ongoing about where to house the course and how to logistically oversee the administration of the minor/courses. UCC members voiced a variety of concerns about approving the minor proposal before ownership had been clarified. Members noted there are significant benefits/responsibilities in terms of operationalizing and maintaining the curriculum.

While UCC members support the intent of the minor and its associated courses, they elected not to put forward a motion approving the minor. Dr. Pittarese tabled the proposal pending clarification of where the minor/courses will land. He will seek direction from administration in how to proceed.

Other Discussion: None

Tony Pittarese adjourned the meeting at 4 pm.

Respectfully submitted,
Rhonda Brodrick, UCC Secretary

Approved 4/28/21