

East Tennessee State University

Digital Commons @ East Tennessee State University

Undergraduate Curriculum Council Minutes

2-23-2022

2022 February 23 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

Follow this and additional works at: <https://dc.etsu.edu/ucc-minutes>



Part of the [Higher Education Commons](#)

Recommended Citation

University Governance, East Tennessee State University, "2022 February 23 - Undergraduate Curriculum Council Minutes" (2022). *Undergraduate Curriculum Council Minutes*. 193.
<https://dc.etsu.edu/ucc-minutes/193>

This Minutes is brought to you for free and open access by Digital Commons @ East Tennessee State University. It has been accepted for inclusion in Undergraduate Curriculum Council Minutes by an authorized administrator of Digital Commons @ East Tennessee State University. For more information, please contact digilib@etsu.edu.

**Undergraduate Curriculum Committee
Meeting Notes
February 23, 2022**

Members Present Scott Contreras-Koterbay, T. Jason Davis, Tabitha Fair, William Flora, Colin Glennon, Stacie Hill, Drew Howell, Myra Jones, Sookhyun Kim, Jill LeRoy-Frazier, LeAnn Olson, Gina Osborne, Evelyn Roach, Beth Thompson, Jennifer Young

Members absent Julie Bowers, Rhonda Brodrick, Laurie Schroder, Kimberly Sell (on leave), Jonathon Taylor

Guests Present Brian Bennett, Jagdeep Bhandari, Mathew Desjardins, Michelle Freeman, Mathew Jenkins, Amy Johnson, Tony Pittarese

The UCC meeting was called to order at 2 p.m. by Jason Davis. The meeting was conducted virtually using Zoom. Roll was taken by Tabitha Fair.

Old Business:

Jill LeRoy-Frazier moved to approve the February 9, 2022 minutes. Scott Contreras-Koterbay seconded. The motion passed unanimously.

New Business

ETSU Grading Policy and Grade Appeal

Dr. Amy Johnson discussed the proposed Undergraduate Grades, Grading and Grade Point Average Policy (this name change was suggested by Dr. Evelyn Roach and discussed during the meeting).

This proposed policy was developed in response to the review of SACSCOC standards. The university needs a formal policy on grades and grading, and this policy should be different for undergraduate students and graduate students.

Dr. Johnson stated that few things in the proposed policy have changed, but language has been clarified.

The following sections were discussed:

-Section III.B.: To assign an “incomplete” grade, an instructor must complete a “Report on Assignment of Incomplete Grade.” The report will detail the requirements necessary for the student to satisfactorily complete the course and provide details should the instructor of record become unavailable. Dr. Jason Davis asked about the form required and approvals. Dr. Johnson stated that the form will be a dynamic form that will be approved by the registrar’s office.

-Dr. Scott Contreras-Koterbay asked Dr. Johnson about Section VI Retention of Grade Records. The concern was regarding the word “materials.” The proposed policy states that materials related to the assignment of FCG should be retained for three semesters. Dr. Johnson clarified that not all materials can be retained, for example, artwork. But, faculty can retain materials such as, rubrics, recordings, etc. Dr. Johnson will clarify the wording of that section.

Dr. Johnson stated that the university does not currently have a committee that reviews undergraduate policies, so she would like UCC feedback on the policy. Also, she would like the UCC to consider changing the committee charge to allow the UCC to review undergraduate policies in the future. The committee members present did not express any other concerns regarding the Undergraduate Grades, Grading and Grade Point Average Policy. They also expressed interest in reviewing other policies in the future.

-New Course MGMT 4140 Strategic Supply Chain Management

Matthew Jenkins provided an overview of the proposed course which will serve as a capstone course for the supply chain management major. The course will allow senior-level students to complete projects with companies.

Prior to the meeting, primary reviewers LeAnn Olson and Sookhyun Kim contacted Matthew Jenkins to clarify information related to the expected learning outcomes and the academic and credit number justification. Edits to the expected learning outcomes and the academic and credit number justification were completed prior to the meeting.

Confirmation from Primary Reviewers LeAnn Olson and Sookhyun Kim

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Marketing & Management, College of Business & Technology, 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 as written. LeAnn Olson seconded. The motion passed unanimously.

- Academic Program Modification - Bachelor of Business Administration (BBA) in Supply Chain Management

Matthew Jenkins provided an overview of the proposed modification which meets the need for ETSU to offer a major in supply chain management. The current concentration in supply chain management is insufficient to meet student needs; therefore, the supply chain advisory council recommended the development of this major.

The full committee was asked to review this proposal. Prior to the meeting,

During the meeting, Jason Davis noted that Dr. McCorkle's title was not accurate in the Academic Program Modification attachment. In the Academic Program Liaison section, Dr. Flora will edit the title to say "Provost and Senior Vice President for Academics".

Confirmation from UCC Members

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Management & Marketing, College of Business & Technology, and university

Scott Contreras-Koterbay motioned to approve the proposal with the edit to the attachment to be completed by Dr. Flora. Jennifer Young seconded. The motion passed unanimously.

-Revise Course: Substantial Modification CSCI 1250 - Introduction to Computer Science

Matthew Desjardins provided an overview of the proposed courses (CSCI1250 and CSCI 1260) which have been edited to modernize the courses with modified course outcomes.

Prior to the meeting, primary reviewers Beth Thompson and Laurie Schroder contacted Edward Hall to clarify information related to the academic justification for CSCI 1250. Edits to the academic justification were completed prior to the meeting.

Confirmation from Primary Reviewers Beth Thompson and Laurie Schroder

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Computing, College of Business & Technology, 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

Beth Thompson motioned to approve the proposals for CSCI 1250 and CSCI 1260 as written. LeAnn Olson seconded. The motion passed unanimously.

-Revise Course: Substantial Modification CSCI 1260 - Introduction to Computer Science II

Matthew Desjardins provided an overview of the proposed courses (CSCI1250 and CSCI 1260) which have been edited to modernize the courses with modified course outcomes.

Primary reviewers Laurie Schroder and Beth Thompson found the proposal to be clear and well-written.

Confirmation from Primary Reviewers Laurie Schroder and Beth Thompson

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Computing, College of Business & Technology, 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

Beth Thompson motioned to approve the proposals for CSCI 1250 and CSCI 1260 as written. LeAnn Olson seconded. The motion passed unanimously.

-Revise Course: Substantial Modification CSCI 2160 – Assembly Language

Mathew Desjardins provided an overview of the proposed course which has been modified to modernize the course and bring the course into alignment with the ACM/IEEE guidelines. The proposed course change will make CSCI 4717 redundant and allow for its elimination from the CS curriculum.

Primary Reviewers Scott Contreras-Koterbay and Julie Bowers found the proposal to be clear and well-written.

Confirmation from Primary Reviewers Scott Contreras-Koterbay and Julie Bowers

- ✓ Course consistent with university goals

- ✓ Course adds value to the Department of Computing, College of Business & Technology, 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 4

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

Revise Academic Minor - Computing Minor Concentration

Mathew Desjardins provided an overview of the proposed revision to the minor that will ensure that only courses approved by the department can satisfy requirements for completion of the computing minor.

Prior to the meeting, primary reviewers Jill LeRoy-Frazier and Colin Glennon contacted Mathew Desjardins to clarify information related to the transition plan for students currently in the program and the guided upper division electives in the final revisions section.

During the meeting, the following edits were completed:

- Transition Plan for Students Currently in the Program – edited to state “Students currently in the minor will be able to complete the minor in their current catalog of record.”
- Final Revision Guided Upper Division Electives: removed the word “approved.”

Confirmation from Primary Reviewers Jill LeRoy-Frazier and Colin Glennon

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Computing, College of Business & Technology, and university

Jill LeRoy-Frazier motioned to approve the proposal with edits completed during the meeting. Beth Thompson seconded. The motion passed unanimously.

Revise Curriculum: Non-Substantive - Computing Major, B.S. (Cybersecurity and Modern Networks)

Mathew Desjardins provided an overview of the proposed revision to the major that will add CSCI 4800 to the core for the computing concentrations (cybersecurity and modern networks, computer science, and information technology).

Primary reviewers Jill LeRoy-Frazier and Tabitha Fair found the proposal to be clear and well-written.

Confirmation from Primary Reviewers Jill LeRoy-Frazier and Tabitha Fair

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Computing, College of Business & Technology, and university

Scott Contreras-Koterbay motioned to approve the proposals for the three computing concentrations (cybersecurity and modern networks, computer science, and information technology) as written. LeAnn Olson seconded. The motion passed unanimously.

Revise Curriculum: Non-Substantive - Computing Major, B.S. (Computer Science Concentration)

Mathew Desjardins provided an overview of the proposed revision to the major that will add CSCI 4800 to the core for the computing concentrations (cybersecurity and modern networks, computer science, and information technology). For the computer science concentration, CSCI 4717 and CSCI 4770 are being removed and CSCI 2160 is being revised.

Primary reviewers LeAnn Olson and Jennifer Young found the proposal to be clear and well-written.

Confirmation from Primary Reviewers LeAnn Olson and Jennifer Young

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Computing, College of Business & Technology, and university

Scott Contreras-Koterbay motioned to approve the proposals for the three computing concentrations (cybersecurity and modern networks, computer science, and information technology) as written. LeAnn Olson seconded. The motion passed unanimously.

-Revise Curriculum: Non-Substantive - Computing Major, B.S. (Information Technology Concentration)

Mathew Desjardins provided an overview of the proposed revision to the major that will add CSCI 4800 to the core for the computing concentrations (cybersecurity and modern networks, computer science, and information technology).

Primary reviewers Julie Bowers and Scott Contreras-Koterbay found the proposal to be clear and well-written.

Confirmation from Primary Reviewers Julie Bowers and Scott Contreras-Koterbay

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Computing, College of Business & Technology, and university
- ✓

Scott Contreras-Koterbay motioned to approve the proposals for the three computing concentrations (cybersecurity and modern networks, computer science, and information technology) as written. LeAnn Olson seconded. The motion passed unanimously.

Revise Curriculum: Substantive - B.B.A. Core

Michelle Freeman provided an overview of the proposed revision to the B.B.A. Core which adds BADM 1130 to the B.B.A Core to meet the requirements of a first-year experience course. This will increase the core requirements by three hours. Three hours will be removed from free electives.

Primary reviewers Tabitha Fair and Jennifer Young found the proposal to be clear and well-written.

Confirmation from Primary Reviewers Tabitha Fair and Jennifer Young

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Accountancy, College of Business & Technology, and university

Tabitha Fair motioned to approve the proposal as written. Jennifer Young seconded. The motion passed unanimously.

Revise Curriculum: Substantive - Computing Major, B.S. (Information Systems Concentration)

Mathew Desjardins provided an overview of the proposed revision to the major which replaces BADM 4470 with BADM 3000. This proposal also adds a new emphasis in Healthcare Management and Analytics (IS Concentration).

Prior to the meeting, primary reviewers Jonathon Taylor and LeAnn Olson contacted Mathew Desjardins to clarify information related to the Current and Proposed Program of Study. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Jonathon Taylor and LeAnn Olson

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Computing, College of Business & Technology, and university

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

Establish Program Policy - Computing Major, B.S. – Graduation

Mathew Desjardins provided an overview of the proposed revision to the computing major graduation policy that will require a senior exit exam as a graduation requirement.

During the meeting, the following edit was completed:

- Policy Statement – edited wording from “pass” to “successfully complete.”

Confirmation from Primary Reviewers Beth Thompson and Sookhyun Kim

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Computing, College of Business & Technology, and university

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

-New Course ECON 3500 - Law and Economics

Jagdeep Bhandari provided an overview of the proposed course which introduces the basic concepts of law and economics. ETSU does not currently have a course dealing with the economic analysis of law, which is a significant gap in the program's offerings.

Prior to the meeting, primary reviewers Scott Contreras-Koterbay and Jonathon Taylor contacted Jagdeep Bhandari to clarify information related to the academic misconduct policy. Edits were completed prior to the meeting.

During the meeting, the following edit was completed:

- Attendance Policy – The first sentence relating to participation was removed, because the course includes a participation grade.

Confirmation from Primary Reviewers Scott Contreras-Koterbay and Jonathon Taylor

- ✓ Course consistent with university goals

- ✓ Course adds value to the Department of Economics & Finance, College of Business & Technology, 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 Contreras-Koterbay motioned to approve the proposal with the edit completed during the meeting. LeAnn Olson seconded. The motion passed unanimously.

Other Discussion:

Dr. Jason Davis discussed broadening the committee charge to allow the UCC to review undergraduate policies. Dr. Bill Flora and Dr. Jason Davis will work on the language for this change.

Beth Thompson motioned to adjourn the meeting. LeAnn Olson seconded.

Jason Davis adjourned the meeting at 3:43 pm.

Respectfully submitted,

Tabitha Fair

approved 3/9/22