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**Undergraduate Curriculum Council
Meeting Notes
February 22, 2023**

Members Present Rhonda Brodrick, Scott Contreras-Koterbay, T. Jason Davis, Mathew Desjardins, Cynthia Edwards, William Flora, Julie Fox-Horton, Colin Glennon, Stacie Hill, LeAnn Olson, Evelyn Roach, Jonathon Taylor, Jennifer Young

Members absent Julie Bowers (class conflict), Chelsie Dubay, Tabitha Fair, Myra Jones, Laurie Schroder

Guests Present Jamie Brown, Todd Emma, Gregory Marlow, Jacy Richardson, Krishna Shrestha, Saritdikhun Somasa, Taylor Stevenson, Christopher Wilson

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 Rhonda Brodrick.

Old Business

Mathew Desjardins moved to approve the February 8, 2023 minutes with one editorial change. Scott Contreras-Koterbay seconded. The motion passed with one abstention.

New Business

Revise Course: Substantial Modification - HDAL 4417 Family Theories

Jamie Brown provided an overview of the proposed course revision which separates a course taught undergraduate/graduate into separate courses. The course number was changed to HDAL 4001 to reflect this will be the undergraduate course.

Prior to the meeting, Primary Reviewers Mathew Desjardins and Jonathon Taylor contacted Jamie Brown to clarify modification of the catalog description, the grading scale, and learning outcomes. With permission of the originator, edits were completed prior to the meeting.

Confirmation from Primary Reviewers Mathew Desjardins and Jonathon Taylor

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Counseling and Human Services and Clemmer College of Education
- ✓ 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.

Mathew Desjardins motioned to approve the proposal with the edits completed prior to the meeting. Jonathon Taylor seconded. The motion passed unanimously.

Gregory Marlow provided an overview of the DIGM proposals being reviewed at today's meeting which are designed to fine tune and clean up the previous curriculum revision.

New Course Proposal: DIGM 2730 2D Character Construction

Gregory Marlow provided an overview of the proposed new course designed to support the visualization concentration.

Prior to the meeting, Primary Reviewers Jonathon Taylor and LeAnn Olson contacted Saritdikhun Somasa to clarify the course objectives and major assignments. With permission of the originator, edits were completed prior to the meeting.

Confirmation from Primary Reviewers Jonathon Taylor and LeAnn Olson

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Digital Media and the College of Business and Technology
- ✓ 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.

LeAnn Olson motioned to approve the proposal with the edits completed prior to the meeting. Jonathon Taylor seconded. The motion passed with one abstention.

New Course Proposal: DIGM 3140 2D Animation

Gregory Marlow provided an overview of the proposed new course which was developed in response to student and industry demand for a course specific to 2D concepts.

Prior to the meeting, Primary Reviewers Jonathon Taylor and LeAnn Olson contacted Gregory Marlow to clarify information in the course previously taught and learning outcomes sections.

The following edit(s) were completed during the meeting:

- Course previously offered – change from yes to no
- Semester(s) previously offered and enrollment – edit to read “the course content has been offered . . .”

Confirmation from Primary Reviewers Jonathon Taylor and LeAnn Olson

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Digital Media and the College of Business and Technology
- ✓ 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 4.

LeAnn Olson motioned to approve the proposal with the edits completed in today’s meeting. Jonathon Taylor seconded. The motion passed with one abstention.

New Course Proposal: DIGM 3230 Storyboarding

Gregory Marlow provided an overview of the proposed new course which was created to support the visualization concentration by focusing on preproduction planning techniques.

Prior to the meeting, Primary Reviewers Jonathon Taylor and LeAnn Olson contacted Jonathon Hounshell to ask whether a description should be added for Project 03. This was discussed in the meeting. No edits were made to the proposal.

Confirmation from Primary Reviewers Jonathon Taylor and LeAnn Olson

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Digital Media and the College of Business and Technology
- ✓ 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 4, course repeatable for up to 12 credits.

Jonathon Taylor motioned to approve the proposal as written. LeAnn Olson seconded. The motion passed with one abstention.

New Course Proposal: DIGM 3240 Concept Art

Gregory Marlow provided an overview of the proposed new course which will be a sister to DIGM 2730 2D Character Creation.

Prior to the meeting, Primary Reviewers Chelsie Dubay and Julie Bowers contacted Jonathon Hounshell to clarify the course outcomes.

The following edit(s) were completed during the meeting:

- Course previously offered – change from yes to no
- Semester(s) previously offered and enrollment – edit to read “Content was offered in Special Topics DIGM 4957”

Confirmation from Primary Reviewers Chelsie Dubay (e-mail) and Julie Bowers (e-mail)

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Digital Media and the College of Business and Technology
- ✓ 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 4, course repeatable for up to 12 credits.

Scott Contreras-Koterbay motioned to approve the proposal with edits completed during the meeting. Jonathon Taylor seconded. The motion passed with one abstention.

New Course Proposal: DIGM 3430 3D Motion Graphics

Gregory Marlow and Jacy Richardson provided an overview of the proposed new course which is designed to follow an existing DIGM course which focuses on 2D motion graphics.

Prior to the meeting, Primary Reviewers Chelsie Dubay and Julie Bowers contacted Jacy Richardson to clarify the learning outcomes.

Confirmation from Primary Reviewers Chelsie Dubay (e-mail) and Julie Bowers (e-mail)

- ✓ Course consistent with university goals

- ✓ Course adds value to the Department of Digital Media and the College of Business and Technology
- ✓ 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 4, course repeatable for up to 12 credits.

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

New Course Proposal: DIGM 3450 Procedural Modeling and Effects Simulation

Gregory Marlow and Christopher Wilson provided an overview of the proposed new course which was designed to offer content that reflects current practice in the industry.

Prior to the meeting, Primary Reviewers Chelsie Dubay and Julie Bowers confirmed by e-mail they had no questions/concerns related to the proposal.

Confirmation from Primary Reviewers Chelsie Dubay (e-mail) and Julie Bowers (e-mail)

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Digital Media and the College of Business and Technology
- ✓ 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 4, course repeatable for up to 12 credits.

Julie Fox-Horton motioned to approve the proposal as written. Jonathon Taylor seconded. The motion passed with one abstention.

New Course Proposal: DIGM 4560 Reality Capture for Modeling

Gregory Marlow and Saritdikhun Somasa provided an overview of the proposed new course which teaches techniques to increase realism within video games.

Prior to the meeting, Primary Reviewers Tabitha Fair and Colin Glennon found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Tabitha Fair (e-mail) and Colin Glennon

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Digital Media and the College of Business and Technology
- ✓ 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 4, course repeatable for up to 12 credits.

Colin Glennon motioned to approve the proposal as written. LeAnn Olson seconded. The motion passed with one abstention.

New Course Proposal: DIGM 4620 Visualization Projects

Gregory Marlow provided an overview of the proposed new course which merges two DIGM courses on the topic of raster-based imaging into a course designed to study advanced digital media techniques.

Prior to the meeting, Primary Reviewers Tabitha Fair and Colin Glennon contacted Jonathan Hounshell to clarify information in the academic and credit number justification (DIGM 4916 and 4917 vs. 4616 and 4617) and the expected learning outcomes. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Tabitha Fair (e-mail) and Colin Glennon

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Digital Media and the College of Business and Technology
- ✓ 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 4, course repeatable for up to 8 credits.

Colin Glennon motioned to approve the proposal with the edits completed prior to the meeting. LeAnn Olson seconded. The motion passed with one abstention.

Revise Course: Substantial Modification: DIGM 4930 Portfolio Development for Digital Media

Todd Emma provided an overview of the proposed course revision which breaks a 4 credit course with a lab component into two courses – a 3 credit course with a 1 credit lab. In this course, students are mentored by faculty to create a final portfolio..

Prior to the meeting, Primary Reviewers Tabitha Fair and Colin Glennon had no questions or concerns related to the proposal.

Confirmation from Primary Reviewers Tabitha Fair (e-mail) and Colin Glennon

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Digital Media and the College of Business and Technology
- ✓ 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 appropriately decreased from 4 to 3

Colin Glennon motioned to approve the proposal as written. Jonathon Taylor seconded. The motion passed with one abstention.

New Course: DIGM 4931 Portfolio Lab

Todd Emma provided an overview of the proposed new course which is the lab to accompany DIGM 4930.

Prior to the meeting, Primary Reviewers Julie Fox-Horton and Scott Contreras-Koterbay contacted Todd Emma to clarify learning outcome 1 and remove the prerequisite for the course since DIGM 4930 is a corequisite course. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Julie Fox-Horton and Scott Contreras-Koterbay

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Digital Media and the College of Business and Technology
- ✓ 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 1

Scott Contreras-Koterbay motioned to approve the proposal as written. Julie Fox-Horton seconded. The motion passed with one abstention.

Revise Academic Minor – Digital Media Minor

Todd Emma provided an overview of the proposed revision to the minor which were made in response to student and advisor feedback. The revision will offer the minor online which will make it available to students across the region and state.

Prior to the meeting, Primary Reviewers Julie Fox-Horton and Scott Contreras-Koterbay contacted Todd Emma to clarify information in the justification and program revision sections. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Julie Fox-Horton and Scott Contreras-Koterbay

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Digital Media, College of Business and Technology, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Scott Contreras-Koterbay motioned to approve the proposal with edits completed prior to the meeting. Julie Fox-Horton seconded. The motion passed with one abstention.

Revise Curriculum: Substantive – Digital Game Design Concentration

Saritdikhun Somasa provided an overview of the proposed revision to the curriculum which breaks the concentration into two pathways: asset development and design.

Prior to the meeting, Primary Reviewers Jennifer Young and Laurie Schroder contacted Saritdikhun Somasa to clarify the proposals associated with the revision (DIGM 2530, 4930, 4931), the course title for DIGM 3450, and an addition to the summary of revision that indicated ARTH 4077 was replaced with ARTH 2010 in the summary of revision. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Jennifer Young and Laurie Schroder (e-mail)

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Digital Media, College of Business and Technology, and university.

- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Jennifer Young motioned to approve the proposal with the edits completed prior to the meeting. Scott Contreras-Koterbay seconded. The motion passed with one abstention.

Revise Curriculum: Substantive – Digital Media Major, B.S. (Digital Animation Concentration)

Gregory Marlow provided an overview of the proposed revision to the curriculum which would create 2D and 3D animation pathway options within the concentration.

Prior to the meeting, Primary Reviewers Jennifer Young and Laurie Schroder contacted Gregory Marlow to clarify the proposed curriculum components (# credits for the concentration 24 and # credits of advisor approved electives 20) and edits to the prerequisite and catalog description for DIGM 4931. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Jennifer Young and Laurie Schroder (e-mail)

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Digital Media, College of Business and Technology, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Jennifer Young motioned to approve the proposal with edits completed prior to the meeting. Julie Fox-Horton seconded. The motion passed with one abstention.

Revise Curriculum: Substantive – Digital Media Major, B.S. (Digital Visual Effects Concentration)

Gregory Marlow and Jacy Richardson provided an overview of the proposed revision to the curriculum which adds courses that more effectively prepare students to be competitive in the job market.

Prior to the meeting, Primary Reviewers Julie Fox-Horton and Scott Contreras-Koterbay contacted Jacy Richardson to clarify the need for the concentration, requiring ARTH 2010 vs ARTH 2020, and the academic justification.

The following edit(s) were completed during the meeting:

- Academic Justification – change prevalent to relevant.

Confirmation from Primary Reviewers Julie Fox-Horton and Scott Contreras-Koterbay

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Digital Media, College of Business and Technology, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Julie Fox-Horton motioned to approve the proposal as written. Scott Contreras-Koterbay seconded. The motion passed with one abstention.

Revise Curriculum: Substantive – Digital Media Major, B.S. (Digital Visualization Concentration)

Gregory Marlow provided an overview of the proposed revision to the curriculum which creates two pathways within the concentration: Digital Communications and Concept Development.

Prior to the meeting, Primary Reviewers Chelsie Dubay and LeAnn Olson contacted Jonathan Hounshell to clarify the summary of revision, current and proposed program of study, and new course information. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Chelsie Dubay (e-mail) and LeAnn Olson

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Digital Media, College of Business and Technology, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

LeAnn Olson motioned to approve the proposal with edits completed prior to the meeting. Colin Glennon seconded. The motion passed with one abstention.

New Course: ECON 3650 Economic Time Series

Taylor Stevenson provided an overview of the proposed new course which was developed in response to feedback from constituents requesting increased skill in time series analysis.

Prior to the meeting, Primary Reviewers Scott Contreras-Koterbay and Jonathon Taylor contacted Taylor Stevenson to clarify information related to the catalog description, formatting of the grading scale, and the attendance policy. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Scott Contreras-Koterbay and Jonathon Taylor

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Economics and Finance and the College of Business & Technology
- ✓ 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.

Jonathon Taylor motioned to approve the proposal with edits completed prior to the meeting. Julie Fox-Horton seconded. The motion passed with one abstention.

Revise Academic Minor – Minor in Economics

Taylor Stevenson provided an overview of the proposed revision to the minor which shifts courses to increase flexibility and clarity for students..

Prior to the meeting, Primary Reviewers Julie Bowers and Colin Glennon found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Julie Bowers (e-mail) and Colin Glennon

- ✓ Proposal consistent with university goals

- ✓ Proposal adds value to the Department of Economics, College of Business & Technology, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Colin Glennon motioned to approve the proposal. Jennifer Young seconded. The motion passed with one abstention.

Revise Curriculum: Non-Substantive – BBA Economics-Business Economics Concentration

Taylor Stevenson provided an overview of the proposed revision to the curriculum which adds courses to address a need for more data analysis skills.

Prior to the meeting, Primary Reviewers Jennifer Young and Tabitha Fair contacted Taylor Stevenson to clarify information related to the new program revision and final revision, proposals associated with this revision, and placement of ECON 3650 Economic Time Series as an elective or required course.

The following edit(s) were completed during the meeting:

- List the Proposals Associated with this Degree – replace the information in the box with N/A

Confirmation from Primary Reviewers Jennifer Young and Tabitha Fair (e-mail)

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Economics, College of Business & Technology, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Jennifer Young motioned to approve the proposal with the edit completed during the meeting. Jonathon Taylor seconded. The motion passed with one abstention.

Revise Curriculum: Non-Substantive – BBA Economics-Financial Economics

Taylor Stevenson provided an overview of the proposed revision to the curriculum which adds courses to address a need for more data analysis skills.

Prior to the meeting, Primary Reviewers Tabitha Fair and Julie Fox-Horton contacted Taylor Stevenson to clarify information related to the program and final revision sections.

The following edit(s) were completed during the meeting:

- Final Revision – remove the I from ECON 3650 Economic Time Series; add a I to ECON 3800 Econometrics to make it Econometrics I

Confirmation from Primary Reviewers Tabitha Fair (e-mail) and Julie Fox-Horton

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Economics, College of Business & Technology, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Julie Fox-Horton motioned to approve the proposal with the edits completed during the meeting. Colin Glennon seconded. The motion passed with one abstention.

New Course: MGMT 4050 Hospitality and Tourism Management

Mathew Desjardins provided an overview of the proposed new course which was developed in response to interest expressed by regional industry professionals.

Prior to the meeting, Primary Reviewers Laurie Schroder and LeAnn Olson contacted Dana Harrison to clarify information related to the academic justification, catalog description, learning outcome 1, and attendance policy. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Laurie Schroder (e-mail) and LeAnn Olson

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Management & Marketing and the College of Business & Technology
- ✓ 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 prior to the meeting. Scott Contreras-Koterbay seconded. The motion passed with one abstention.

Establish New Concentration in an Existing Program – Hospitality and Tourism – BBA Management, Hospitality and Tourism Concentration

Mathew Desjardins provided an overview of the proposed new concentration which was developed using current courses and one new course, MGMT 4050.

Prior to the meeting, Primary Reviewers Scott Contreras-Koterbay and Laurie Schroder contacted Dana Harrison to clarify information related to the course description. Edits were completed prior to the meeting.

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

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

Scott Contreras-Koterbay motioned to approve the proposal with edits completed prior to the meeting. Julie Fox-Horton seconded. The motion passed with one abstention.

Revise Curriculum: Non-Substantive – Management Major, B.B.A. (General Management Concentration)

Mathew Desjardins provided an overview of the proposed revision to the curriculum which cleans up details missed in the last revision and updates course options.

Prior to the meeting, Primary Reviewers Jennifer Young and Colin Glennon contacted Mathew Jenkins to clarify removal of MGMT 3650 from the final revision. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Jennifer Young and Colin Glennon

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

Colin Glennon motioned to approve the proposal with edits completed prior to the meeting. Jennifer Young seconded. The motion passed with one abstention.

New Course: ENTC 4317/5317 Building Information Modeling

Krishna Shrestha provided an overview of the proposed new course which helps students build skills essential for infrastructure development.

Prior to the meeting, Primary Reviewers Chelsie Dubay and Julie Fox-Horton contacted Krishna Shrestha to clarify information related to the attendance policy. Edits were completed prior to the meeting.

Confirmation from Primary Reviewers Chelsie Dubay (e-mail) and Julie Fox-Horton

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Engineering, Engineering Technology, & Surveying and the College of Business & Technology
- ✓ 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 the edit to the attendance policy. Jonathon Taylor seconded. The motion passed with one abstention.

Revise Curriculum: Non-Substantive – Bachelor of Science in Engineering Technology

Mathew Desjardins provided an overview of the proposed revision to the curriculum which replaces and updates courses from digital media and updates course prerequisites.

Prior to the meeting, all UCC members were assigned to review the proposal. Todd Emma was contacted to clarify information related to the summary of the revision (DIGM 1100 missing from the list of courses deleted). Edits were completed prior to the meeting.

Confirmation from the UCC members

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Engineering, Engineering Technology, & Surveying and the College of Business & Technology, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Jennifer Young motioned to approve the proposal with the edit completed prior to the meeting. Jonathon Taylor seconded. The motion passed with one abstention.

Other Discussion: None

Jason Davis adjourned the meeting at 4:10 pm.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary
Approved 3/8/23