

East Tennessee State University

## Digital Commons @ East Tennessee State University

---

Undergraduate Curriculum Council Minutes

---

3-8-2023

### 2023 March 8 - 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, "2023 March 8 - Undergraduate Curriculum Council Minutes" (2023). *Undergraduate Curriculum Council Minutes*. 205.  
<https://dc.etsu.edu/ucc-minutes/205>

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](mailto:digilib@etsu.edu).

**Undergraduate Curriculum Council  
Meeting Notes  
March 8, 2023**

**Members Present** Rhonda Brodrick, Scott Contreras-Koterbay, T. Jason Davis, Mathew Desjardins, Chelsie Dubay, Cynthia Edwards, Tabitha Fair, William Flora, Julie Fox-Horton, Colin Glennon, Stacie Hill, Myra Jones, LeAnn Olson, Evelyn Roach

**Members absent** Julie Bowers (class conflict), Laurie Schroder, Jonathon Taylor, Jennifer Young

**Guests Present** Larry Miller, Mary Mullins, Eric Sellers, Alan Stevens

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 22, 2023 minutes. Julie Fox-Horton seconded. The motion passed with one abstention.

**New Business**

***Establish Minor – Forensic Science***

Larry Miller provided an overview of the proposed minor which formalizes a process a process done for many years. The minor is composed of existing classes; students will complete 3 core courses then pursue courses in the behavioral/social sciences or natural science track. This is a popular course of study among incoming college students; combining existing courses to create a pathway to a minor degree will attract students to ETSU.

Prior to the meeting, Primary Reviewers Tabitha Fair and Julie Fox-Horton contacted Larry Miller to clarify the number of existing courses and a course number. With permission of the originator, edits were completed prior to the meeting.

Confirmation from Primary Reviewers Tabitha Fair and Julie Fox-Horton

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Criminal Justice & Criminology, College of Arts & Sciences, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

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

***New Course Proposal: PSYC 4247/5247 Cognitive Science***

Eric Sellers provided an overview of the proposed new course which reflects a discipline shift from cognitive psychology to cognitive science. The new course will be a 4000-level offered to undergraduate and graduate students.

Prior to the meeting, Primary Reviewers Tabitha Fair and Jennifer Young contacted Andrea Clements to clarify submission of a curricular proposal and whether the course had been previously offered. With permission of the originator, edits were completed prior to the meeting.

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

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Psychology and the College of Arts & Sciences
- ✓ 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 the edits completed prior to the meeting. Chelsie Dubay seconded. The motion passed unanimously.

### **Revise Curriculum: Non-Substantive – B.S./B.A. Psychology**

This proposal inactivates PSYC 3600 Cognition and replaces it with PSYC 4247/5247 Cognitive Science.

Prior to the meeting, Primary Reviewers Julie Fox-Horton and Tabitha Fair contacted Andrea Clements to clarify the justification for the program revision. With permission of the originator, edits were completed prior to the meeting.

Confirmation from Primary Reviewers Julie Fox-Horton and Tabitha Fair

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Psychology, College of Arts & Sciences, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

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

Alan Stevens provided an overview of the next two revisions which propose adding a diagnostic entrance exam for students entering music majors. The department has noticed a drop in the skill level of students which has resulted in them failing entry level music courses. Students unsuccessful on the exam would complete remedial courses designed to strengthen music related skills. The policy revision also limits students to 3 audition attempts when applying to enter the major.

### **Revise Program Policy: B.A. Music Concentrations (Composition, Music History, Performance, Contemporary Music Performance) - Admission**

Prior to the meeting, Primary Reviewers LeAnn Olson and Jonathon Taylor contacted Alan Stevens to clarify if the 3 audition limit applies to the major only or the major and the minor. No edits were required prior to the meeting.

Confirmation from Primary Reviewers LeAnn Olson and Jonathon Taylor (e-mail)

- ✓ Policy revision consistent with university goals

- ✓ Policy revision adds value to the Department of Music, College of Arts & Sciences, and university.

LeAnn Olson motioned to approve the proposal as written. Chelsie Dubay seconded. The motion passed unanimously.

**Revise Program Policy: B.M. Music Concentrations (Performance, Music Education) - Admission**

Confirmation from Primary Reviewers Jonathon Taylor (e-mail) and LeAnn Olson

- ✓ Policy revision consistent with university goals
- ✓ Policy revision adds value to the Department of Music, College of Arts & Sciences, and university.

LeAnn Olson motioned to approve the proposal as written. Mathew Desjardins seconded. The motion passed unanimously.

Mary Mullins provided an overview of the 3 new course and certificate proposals which were developed in response to a request from the Department of Children's Services. The courses provide experience and training to prepare students to work as child welfare workers. The new certificate formally recognizes this training which allows graduates to be employed at a higher pay grade and increases their competitiveness in the job market.

**New Course Proposal: SOWK 4321 Interprofessional Response to Child Abuse**

Prior to the meeting, Primary Reviewers Scott Contreras-Koterbay and Mathew Desjardins found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Scott Contreras-Koterbay and Mathew Desjardins

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Social Work and the College of Clinical & Rehabilitative Sciences
- ✓ 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 as written. Mathew Desjardins seconded. The motion passed unanimously.

**New Course Proposal: SOWK 4322 Interprofessional Intervention with Child Abuse Survivors and Families**

Prior to the meeting, Primary Reviewers Scott Contreras-Koterbay and Mathew Desjardins found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Mathew Desjardins and Scott Contreras-Koterbay

- ✓ Course consistent with university goals

- ✓ Course adds value to the Department of Social Work and the College of Clinical & Rehabilitative Sciences
- ✓ 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 as written. Mathew Desjardins seconded. The motion passed unanimously.

***New Course Proposal: SOWK 4327/5327 Perspectives on Child Maltreatment and Advocacy***

Prior to the meeting, Primary Reviewers Scott Contreras-Koterbay and Mathew Desjardins found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Scott Contreras-Koterbay and Mathew Desjardins

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Social Work and the College of Clinical & Rehabilitative Sciences
- ✓ 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 as written. Mathew Desjardins seconded. The motion passed unanimously.

***Establish New Certificate 9-23 credits - Child Advocacy Studies***

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

Confirmation from Primary Reviewers Colin Glennon and Chelsie Dubay

- ✓ Certificate consistent with university goals
- ✓ Certificate adds value to the Department of Social Work and the College of Clinical & Rehabilitative Sciences

Colin Glennon motioned to approve the proposal as written. Chelsie Dubay seconded. The motion passed unanimously.

Tabitha Fair provided an overview of the dental hygiene proposals. The proposed new and/or modified courses were developed based on recommendations from their accrediting body during the last site visit.

***New Course Proposal: DHYG 3040 Advanced Prevention Topics in Dental Hygiene***

The accrediting body recommended adding a course on this topic.

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

Confirmation from Primary Reviewer Colin Glennon

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Allied Health Sciences and the College of Clinical & Rehabilitative Sciences
- ✓ 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 2.

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

***New Course Proposal: DHYG 4040 Pediatric and Adolescent Issues in Dental Hygiene***

This course addition was also recommended by the accrediting body. Students have limited exposure to pediatric and adolescent patients in the clinics; this course will use case studies and presentations to increase student knowledge related to these populations.

Prior to the meeting, Primary Reviewer LeAnn Olson contacted Leslie Bailey to clarify information related to the academic justification and attendance policy.

The following edit was completed during the meeting:

- Attendance Policy – remove the sentence that discusses classes that meet on MWF and TR schedules

Confirmation from Primary Reviewer LeAnn Olson

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Allied Health Sciences and the College of Clinical & Rehabilitative Sciences
- ✓ 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.

LeAnn Olson motioned to approve the proposal with the edits completed in today's meeting. Chelsie Dubay seconded. The motion passed with one abstention.

***Revise Course Substantial: DHYG 4120 Clinical Seminar IV***

This course was approved at a previous UCC meeting.

***New Course Proposal: DHYG 4150 Nitrous Oxide Administration for Dental Hygienists***

Administration of nitrous oxide is not included in the current curriculum; therefore, students must pay for an additional course to administer nitrous oxide. This course incorporates the content into the curriculum and eliminates the additional student expense.

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

Confirmation from Primary Reviewers Laurie Schroder (e-mail) and Julie Fox-Horton

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Allied Health Sciences and the College of Clinical & Rehabilitative Sciences

- ✓ 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.

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

**Revise Curriculum: Non-Substantive – B.S. Dental Hygiene (Online Completion Degree)**

Tabitha Fair provided an overview of the proposed revision to the curriculum which replaces Clinical Seminar III with DHYG 4040 Pediatric and Adolescent Issues in Dental Hygiene as well as incorporating the substantive revision to DHYG 4120 Clinical Seminar IV.

Prior to the meeting, Primary Reviewers Jonathon Taylor and Jennifer Young found the proposal to be well written with no areas of concern.

The following edit was completed during the meeting at the request of the originator.

- Program Revision – replace the on-ground orientation with an online orientation; However, all students are required to attend an online program orientation.

Confirmation from Primary Reviewers Jonathon Taylor (e-mail) and Jennifer Young (e-mail)

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Allied Health Sciences, College of Clinical & Rehabilitative Health Sciences, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Mathew Desjardins motioned to approve the proposal with the edit completed during the meeting. Colin Glennon seconded. The motion passed with one abstention.

**Revise Curriculum: Non-Substantive – B.S. Dental Hygiene (Traditional)**

Tabitha Fair provided an overview of the proposed revision to the curriculum which deletes 3 courses and replaces them with the 3 new courses approved in today's meeting.

Prior to the meeting, Primary Reviewer Colin Glennon found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewer Colin Glennon

- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Allied Health Sciences, College of Clinical & Rehabilitative Health Sciences, and university.
- ✓ Learning outcomes appropriate
- ✓ Courses appropriate

Colin Glennon motioned to approve the proposal with the edit completed during the meeting. Chelsie Dubay seconded. The motion passed with one abstention.

**Revise Program Policy: Non-Substantive – Dental Hygiene (Traditional and Online Completion) - Progression Retention**

Tabitha Fair explained the dental hygiene program has been using C- as the minimum pass level. This proposal corrects the policy to reflect current practice and aligns dental hygiene's grading with the other allied health majors.

Prior to the meeting, Primary Reviewers Chelsie Dubay and Laurie Schroder found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Chelsie Dubay and Laurie Schroder (e-mail)

- ✓ Policy revision consistent with university goals
- ✓ Policy revision adds value to the Department of Allied Health Sciences, College of Clinical & Rehabilitative Health Sciences, and university

Chelsie Dubay motioned to approve the proposal with the edit completed during the meeting. Julie Fox-Horton seconded. The motion passed with one abstention.

### **Revise Academic Minor: Marketing Minor**

Mathew Desjardins provided an overview of the proposed revision to the minor. The current marketing minor includes only 1 marketing course. This revision would remove 3 courses (ACCT 2010 or ACCT 2000 and ECON 2200) to allow the addition of 2 marketing courses (MKTG 3202, MKRG 3800) to the minor and 11 advisor approved marketing elective courses.

Prior to the meeting, the full council was asked to review the proposal. The proposal was well written with no areas of concern.

Confirmation from the council

- ✓ 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

LeAnn Olson motioned to approve the proposal with the edit completed during the meeting. Scott Contreras-Koterbay seconded. The motion passed with one abstention.

### **Other Discussion:**

The next meeting will be on March 22. Jason Davis may not be able to attend this meeting, but Tabitha Fair or Scott Contreras-Koterbay are on standby to chair the meeting. There will be two proposals from Sports & Recreation on the agenda. He will communicate with the council about reviewing these proposals in the event he is not able to attend.

Jason Davis reminded the council of the need to elect a new chair for academic year 2023-2024.

Jason Davis adjourned the meeting at 3:05 pm.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary  
Approved 3/22/23