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Undergraduate Curriculum Council Minutes

12-13-2023

2023 December 13 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

Recommended Citation

**Undergraduate Curriculum Council
Meeting Notes
December 13, 2023**

Members Present   Paul Baggett, Rhonda Brodrick, T. Jason Davis, Mathew Desjardins, Chelsie Dubay, Bradley Edwards, Cynthia Edwards, William Flora, Julie Fox-Horton, Daniel Hedden, Stacie Hill, Myra Jones, Evelyn Roach, Melessia Webb, Jennifer Young

Members absent   Julie Bowers, Allen Coates, Colin Glennon

Guests Present   Jesse Graves, Alan Holmes, Tao Huang, Keith Johnson, Thomas Jones, Dhirendra Kumar, Shara Lange, Joseph "Paul" Sims

The UCC meeting was called to order at 2 p.m. by Julie Fox-Horton. The meeting was conducted virtually using Zoom. Roll was taken by Rhonda Brodrick.

Old Business

Mathew Desjardins moved to approve the November 29, 2023 minutes. Chelsie Dubay seconded. The motion passed.

New Business

- New Course – ARTA 4905 BFA Studio Art Capstone
Tao Huang provided an overview of the proposed new course. ARTA 4906 BFA Studio Art Capstone is shared between studio art and graphic design students. This new course, ARTA 4905, will be specific to Studio Art, and ARTA 4906 will be renamed to be specific to Graphic Design.

Prior to the meeting, Primary Reviewers Mathew Desjardins and Julie Bowers contacted Tao Huang to clarify information related to the course description.

The following edit was completed during the meeting.
- Catalog description – Edited needs to be taken to must be taken

Confirmation from Primary Reviewers Mathew Desjardins and Julie Bowers (e-mail)
- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Art & Design 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 1.

Mathew Desjardins motioned to approve the proposal with the edit completed during the meeting. Chelsie Dubay seconded. The motion passed unanimously.

- Revise Curriculum: Non-Substantive – BFA Studio Art
Tao Huang provided an overview of the proposed revision to the curriculum which replaces ARTA 4906 BFA Studio Art Capstone with ARTA 4905 Studio Art Capstone, changes the name

of ARTA 4906 to BFA Graphic Design Capstone, and identifies ARTA 4915 Portfolio and Exhibition as a pre-requisite for ARTA 4905.

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

Confirmation from Primary Reviewers Mathew Desjardins and Julie Bowers (e-mail)
- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Art & Design, the College of Arts & Sciences, and university.
- ✓ Learning outcomes are appropriate.
- ✓ Courses are appropriate.

Mathew Desjardins motioned to approve the proposal as written. Paul Baggett seconded. The motion passed unanimously.

- New Course – ENGL 2550 Exploring Creative Writing
Jesse Graves provided an overview of the proposed new course which introduces 1st and 2nd year students to different genres of creative writing. This course aligns ETSU with other regional institutions and may increase student interest in pursuing a creative writing minor.

Prior to the meeting, Primary Reviewers Julie Bowers (e-mail) and Mathew Desjardins found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Julie Bowers (e-mail) and Mathew Desjardins
- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Literature & Language and the College of Arts & Sciences
- ✓ 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.

Mathew Desjardins motioned to approve the proposal as written. Chelsie Dubay seconded. The motion passed unanimously.

- Revise Curriculum: Non-Substantive – English Major, B.A. (Teaching Major)
Alan Holmes provided an overview of the proposed revision to the curriculum which inactivates ENGL 4057/5057 Writing: Theory and Teaching and replaces it with ENGL 4044 Writing in Secondary Education and ENGL 5055 Composition Pedagogy.

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

Confirmation from Primary Reviewers Julie Bowers (e-mail) and Mathew Desjardins
- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Literature & Language, the College of Arts & Sciences, and university.
- ✓ Learning outcomes are appropriate.
- ✓ Courses are appropriate.

Mathew Desjardins motioned to approve the proposal as written. Chelsie Dubay seconded. The motion passed unanimously.

- New Course – RTVF 3630 Filmmaking Foundations

Shara Lange provided an overview of the proposed new course which provides the fundamentals of film production, content not offered elsewhere in the curriculum. This course will support the proposed film-making minor.

Prior to the meeting, Primary Reviewers Paul Baggett and Chelsie Dubay contacted Shara Lange to clarify information related to the expected learning outcomes.

The following edit was completed during the meeting.
- Learning outcomes 4 and 6 were combined to read "Develop a foundation in film production practices through the completion of applied, hands-on exercises on a film set."

Confirmation from Primary Reviewers Paul Baggett and Chelsie Dubay
- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Media & Communication and the College of Arts & 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 3.

Paul Baggett motioned to approve the proposal as amended. Chelsie Dubay seconded. The motion passed unanimously.

- New Course – RTVF 3650 Post-Production

Shara Lange provided an overview of the proposed new course which provides skills in post-production not offered elsewhere in the curriculum. This course supports the proposed minor in film making.

Prior to the meeting, Primary Reviewers Paul Baggett and Chelsie Dubay contacted Shara Lange to clarify information related to the first expected learning outcome. No edits were required.

Confirmation from Primary Reviewers Paul Baggett and Chelsie Dubay
- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Media & Communication and the College of Arts & 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 3.

Paul Baggett motioned to approve the proposal as written. Chelsie Dubay seconded. The motion passed unanimously.

Shara Lange provided an overview of the proposed 21 credit minor composed of 5 existing and 2 new courses. This minor was developed in response to strong enrollment in film production courses and student engagement in campus and community film festivals.

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

Confirmation from Primary Reviewers Chelsie Dubay and Paul Baggett
- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Media & Communication, the College of Arts & Sciences, and university.
- ✓ Learning outcomes are appropriate.
- ✓ Courses are appropriate.

Chelsie Dubay motioned to approve the proposal as written. Paul Baggett seconded. The motion passed unanimously.

- Establish Minor – Ecology and Natural Resources

Thomas Jones provided an overview of the proposed new minor which focuses on ecology and management of natural resources. The minor is composed of 19 existing courses and benefits students pursuing careers in park management, criminal justice, paleontology, and game wardens.

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

The following edit was completed during the meeting.
- Academic justification – change SALM to SARM

Confirmation from Primary Reviewers Chelsie Dubay and Paul Baggett
- ✓ Proposal consistent with university goals
- ✓ Proposal adds value to the Department of Biological Sciences, the College of Arts & Sciences, and university.
- ✓ Learning outcomes are appropriate.
- ✓ Courses are appropriate.

Paul Baggett motioned to approve the amended proposal. Chelsie Dubay seconded. The motion passed unanimously.

The following 14 new course proposals were developed to create an ABET accredited mechatronics program of study. In Tennessee, many facilities lack the automated processes required to be competitive in the global market. This program of study will yield graduates with the knowledge and skills to lead facilities in technological advancement in the field of mechatronics.

During the meeting, the attendance policy in each of the 14 new courses was edited to read:

Attendance is required for all lecture and lab activities. Student must provide, in writing, the reason for failing to attend class or lab, along with supporting materials for consideration by the faculty to allow an excused absence. University sponsored athletic and sponsored community events are excused provided the student provides in writing a statement to the faculty before the date of absence, this includes athletes, band members and others who may be supporting the activity. Each unexcused absence results in a 10-point deduction from the overall course grade.

- New Course – METC 1140 Fundamentals of Engineering Analysis

Paul Sims provided an overview of the proposed new course which provides an overview of critical math skills required in the engineering major.

Prior to the meeting, Primary Reviewers Jason Davis and Daniel Heddon contacted Paul Sims to clarify information related to the catalog description, corequisites, learning outcomes, and attendance and academic misconduct policies. With permission of the originator, edits to the catalog description and expected learning outcomes were completed prior to the meeting.

Confirmation from Primary Reviewers Jason Davis and Daniel Heddon
- ✓ 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 1000-level course.
- ✓ Course appropriate at 1000 level.
- ✓ Credit hours appropriate at 2.

Jason Davis motioned to approve the proposal with the updated attendance policy. Chelsie Dubay seconded. The motion passed unanimously.

- New Course – METC 2216 Electrical Engineering Principles 1

Paul Sims provided an overview of the proposed new course which is the first of a 2-course sequence. This course introduces electrical engineering concepts to mechatronics engineering students.

Prior to the meeting, Primary Reviewers Jason Davis and Daniel Heddon contacted Paul Sims to clarify information related to the catalog description, course objectives, and attendance policy. With permission of the originator, edits to the catalog description and course objectives were completed prior to the meeting.

Confirmation from Primary Reviewers Jason Davis and Daniel Heddon
- ✓ 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 2000-level course.
- ✓ Course appropriate at 2000 level.
- ✓ Credit hours appropriate at 3.

Jason Davis motioned to approve the proposal with the updated attendance policy. Chelsie Dubay seconded. The motion passed unanimously.

- New Course – METC 2219 Electrical Engineering Principles 2
Paul Sims provided an overview of the proposed new course, the second in a 2-course series, which builds on the content in METC 2216 Electrical Engineering Principles 1.

Prior to the meeting, Primary Reviewers Daniel Heddon and Jason Davis contacted Paul Sims to clarify information related to the course description, course objectives, and attendance policy. With permission of the originator, edits to the course description and course objectives were completed prior to the meeting.

Confirmation from Primary Reviewers Daniel Heddon and Jason Davis
- ✓ 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 2000-level course.
- ✓ Course appropriate at 2000 level.
- ✓ Credit hours appropriate at 3.

Jason Davis motioned to approve the proposal with the updated attendance policy. Chelsie Dubay seconded. The motion passed unanimously.

- New Course – METC 3219 Digital and Embedded Systems
Paul Sims provided an overview of the proposed new course which introduces fundamental skills needed to prototype and program embedded system applications. This course will support the two senior design courses.

Prior to the meeting, Primary Reviewers Daniel Heddon and Jason Davis contacted Paul Sims to clarify information related to the learning outcomes and attendance policy. With permission of the originator, learning outcome 3 was edited prior to the meeting.

Confirmation from Primary Reviewers Daniel Heddon and Jason Davis
- ✓ 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 3000-level course.
- ✓ Course appropriate at 3000 level.
- ✓ Credit hours appropriate at 3.

Jason Davis motioned to approve the proposal with the updated attendance policy. Chelsie Dubay seconded. The motion passed unanimously.

- New Course – METC 3850 Mechatronics System Control & Modeling I
Paul Sims provided an overview of the proposed new course, the first in a 2-course series, which reinforces student knowledge of control systems in complex mechatronic systems.

Prior to the meeting, Primary Reviewers Allen Coates and Jennifer Young contacted Paul Sims to clarify information related to the prerequisites and grading scale. With permission of the originator, edits to the prerequisites and grading scale were completed prior to the meeting.

Confirmation from Primary Reviewers Allen Coates (e-mail) and Jennifer Young
- ✓ 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 3000-level course.
- ✓ Course appropriate at 3000 level.
- ✓ Credit hours appropriate at 3.

Jennifer Young motioned to approve the proposal with the updated attendance policy. Jason Davis seconded. The motion passed unanimously.

- New Course – METC 3950 Robotic Systems 1

Paul Sims provided an overview of the proposed new course, the first in a 2-course series, which introduces the use of robotics in mechatronic systems.

Prior to the meeting, Primary Reviewers Allen Coates and Jennifer Young contacted Paul Sims to clarify information related to the course objectives and grading scale. With permission of the originator, edits to course objective 3 and the grading scale were completed prior to the meeting.

Confirmation from Primary Reviewers Allen Coates (e-mail) and Jennifer Young
- ✓ 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 3000-level course.
- ✓ Course appropriate at 3000 level.
- ✓ Credit hours appropriate at 3.

Jennifer Young motioned to approve the proposal with the updated attendance policy. Paul Baggett seconded. The motion passed unanimously.

- New Course – METC 3960 Robotic Systems 2

Paul Sims provided an overview of the proposed new course, the second in a 2-course series which builds on the content in METC 3950 Robotic Systems 1.

Prior to the meeting, Primary Reviewers Jennifer Young and Allen Coates contacted Paul Sims to clarify information related to the grading scale. With permission of the originator, the grading scale was edited prior to the meeting.

The following edit was completed during the meeting.
- Course objective 2 edited to read: Be able to understand interfacing robotics systems to vision, sensor, and movement sensors.

Confirmation from Primary Reviewers Jennifer Young and Allen Coates (e-mail)
- ✓ 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 3000-level course.
- ✓ Course appropriate at 3000 level.
- ✓ Credit hours appropriate at 3.

Jennifer Young motioned to approve the proposal as amended. Jason Davis seconded. The motion passed unanimously.

- New Course – METC 4001 Senior Design Project 1

Paul Sims provided an overview of the proposed new course which is the first of two capstone design project courses. This course is required by ABET, the accrediting body for engineering. In the capstone courses, students will interface with industry to solve a real-world problem/process issue.

Prior to the meeting, Primary Reviewers Jennifer Young and Allen Coates contacted Paul Sims to clarify information related to the grading scale. With permission of the originator, the grading scale was edited prior to the meeting.

Confirmation from Primary Reviewers Jennifer Young and Allen Coates (e-mail)
- ✓ 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.

Jennifer Young motioned to approve the proposal with the updated attendance policy. Jason Davis seconded. The motion passed unanimously.

- New Course – METC 4002 Senior Design Project 2

Paul Sims provided an overview of the proposed new course which is the second of the two capstone design project courses.

Prior to the meeting, Primary Reviewers Melessia Webb and Brad Edwards contacted Paul Sims to clarify information related to the course instructors, course objectives, and grading scale. With permission of the originator, the course instructors, course objectives, and grading scale were edited prior to the meeting.

The following edits were completed during the meeting.
- Expected Learning Outcome 4 – Removed the underline below Evaluate.
- Major Assignments – Corrected the spelling of design in Final Design Review.
- Academic Misconduct – Removed NA at the end of the section.

Confirmation from Primary Reviewers Melessia Webb and Brad Edwards
- ✓ 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.

Brad Edwards motioned to approve the proposal as amended. Melessia Webb seconded. The motion passed unanimously.

- New Course – METC 4200 Advanced Control Systems

Paul Sims provided an overview of the proposed new senior level course in which students develop control algorithms for robotic and automation systems.

Prior to the meeting, Primary Reviewers Melessia Webb and Brad Edwards contacted Paul Sims to clarify information related to the course instructors and grading scale. With permission of the originator, the course instructors and grading scale were edited prior to the meeting.

Confirmation from Primary Reviewers Melessia Webb and Brad Edwards
- ✓ 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.

Brad Edwards motioned to approve the proposal with the updated attendance policy. Paul Baggett seconded. The motion passed unanimously.

- New Course – METC 4300 Materials

Paul Sims provided an overview of the proposed new course which provides students with foundational concepts related to the processing and performance of engineering materials.

Prior to the meeting, Primary Reviewers Brad Edwards and Melessia Webb contacted Paul Sims to clarify information related to the course instructors, course objectives, points for assignments, and grading scale. With permission of the originator, the course instructors, course objectives, assignment points, and grading scale were edited prior to the meeting.

The following edits were completed during the meeting.
- Course Objectives – Corrected the gap in numbering.
- Grading Scale – Changed 400 points to 500 points; corrected spelling of divide.

Confirmation from Primary Reviewers Colin Glennon, Brad Edwards, and Melessia Webb
- ✓ 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.

Brad Edwards motioned to approve the proposal as amended. Melessia Webb seconded. The motion passed unanimously.

- New Course – METC 4850 Mechatronics System Control & Modeling II

Paul Sims provided an overview of the proposed new course which provides instruction and lab experiences related to designing and implementing advanced manufacturing and production systems.

Prior to the meeting, Primary Reviewers Brad Edwards and Melessia Webb contacted Paul Sims to clarify information related to course instructors, course objectives, learning outcomes, assignments, and grading scale. With permission of the originator, the course instructors, course objectives, learning outcomes, assignments, and grading scale were edited prior to the meeting.

Confirmation from Primary Reviewers Brad Edwards, Colin Glennon, and Melessia Webb
- ✓ 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.

Brad Edwards motioned to approve the proposal with the updated attendance policy. Paul Baggett seconded. The motion passed unanimously.

- New Course – METC 1120 Programming for Engineers 1

Paul Sims provided an overview of the proposed new course which is the first in a 2-course series that helps students develop programming skills for engineering students.

Prior to the meeting, Primary Reviewers Chelsie Dubay and Jason Davis contacted Paul Sims to clarify information related to the course description and grading scale. With permission of the originator, the course description was edited to make it clear to students this course is for students in engineering programs of study.

The following edit was completed during the meeting.
- Grading scale – Corrected to read F = Below 59.50%

Confirmation from Primary Reviewers Chelsie Dubay and Jason Davis
- ✓ 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 1000-level course.
- ✓ Course appropriate at 1000 level.
- ✓ Credit hours appropriate at 2.

Jason Davis motioned to approve the proposal as amended. Chelsie Dubay seconded. The motion passed unanimously.

- New Course – METC 1130 Programming for Engineers 2

Paul Sims provided an overview of the proposed new course, the second in the 2-course series designed to help students develop programming skills for engineering students.

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

Confirmation from Primary Reviewers Jason Davis and Chelsie Dubay
- ✓ 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 1000-level course.
- ✓ Course appropriate at 1000 level.
- ✓ Credit hours appropriate at 2.

Jason Davis motioned to approve the proposal with the updated attendance policy. Chelsie Dubay seconded. The motion passed unanimously.

- B.S. Mechatronics Engineering
The B.S. Mechatronics Engineering program was approved during the November 8, 2023 UCC meeting. The 14 courses approved in this meeting were developed to support the new program of study.

After reviewing the courses, UCC members confirmed
- ✓ Academic justifications for the courses are appropriate for the Mechatronics program of study.
- ✓ The Mechatronics curriculum adds value to the Department of Engineering, Engineering Technology, & Surveying, the College of Business & Technology, and university.
- ✓ Courses are appropriate to support the program of study.
- ✓ Course learning outcomes are appropriate.

Jason Davis motioned to approve METC courses 1120, 1130, 1140, 2216, 2219, 3219, 3850, 3950, 3960, 4001, 4002, 4200, 4300, and 4850 to support the B.S. Mechatronics Engineering program of study. Mathew Desjardins seconded. The motion passed unanimously.

Other Discussion: None

The next meeting will be on January 24, 2024.

Mathew Desjardins motioned to adjourn the meeting. Jason Davis seconded. Julie Fox-Horton adjourned the meeting at 3:20 pm.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary

Approved 1/24/24