

East Tennessee State University

## Digital Commons @ East Tennessee State University

---

Undergraduate Curriculum Council Minutes

---

2-14-2024

### 2024 February 14 - 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, "2024 February 14 - Undergraduate Curriculum Council Minutes" (2024). *Undergraduate Curriculum Council Minutes*. 215.  
<https://dc.etsu.edu/ucc-minutes/215>

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  
February 14, 2024**

**Members Present** Rhonda Brodrick, Allen Coates, T. Jason Davis, Bradley Edwards, Cynthia Edwards, William Flora, Julie Fox-Horton, Daniel Hedden, Stacie Hill, Myra Jones, Evelyn Roach, Melessia Webb, Jennifer Young

**Members absent** Paul Baggett, Julie Bowers, Mathew Desjardins, Chelsie Dubay, Colin Glennon

**Guests Present** Trevor Chapman, Tod Emma, Alan Holmes, Keith Johnson, David Jones, Thomas Jones, Daniel Westover, Melissa Whitaker

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**

Jason Davis moved to approve the January 24, 2024 minutes. Allen Coates seconded. The motion passed.

**New Business**

**- New Course – BIOL 2100 Critical Analysis and Statistical Methods**

Trevor Chapman provided an overview of the proposed new course which focuses on the statistical methods and critical analysis used in biological sciences with the goal of increasing student critical thinking skills.

Prior to the meeting, Primary Reviewers Mathew Desjardins and Julie Bowers found the proposal to be well written. One typographical error was corrected prior to the meeting.

Confirmation from Primary Reviewers Mathew Desjardins (e-mail) and Julie Bowers (e-mail)

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

Jason Davis motioned to approve the proposal as written. Allen Coates seconded. The motion passed unanimously.

**- New Course – BIOL 4097 Medicinal Plants**

Melissa Whitaker provided an overview of the proposed new elective course developed to meet career goals of students in the Biomedical Sciences and Natural Resources Ecology concentrations.

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

Confirmation from Primary Reviewer Julie Bowers (e-mail)

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Biological Sciences 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 4.

Jason Davis motioned to approve the proposal as written. Allen Coates seconded. The motion passed unanimously.

### **Revise Curriculum: Non-Substantive – Biology Major, B.S. (Biomedical Sciences Concentration)**

Thomas Jones provided an overview of the proposed revisions to the curriculum

- Removal of BIOL 4027 Biomedical Evolution and Ecology from the concentration and replaces it with BIOL 4147 Biochemistry of Macromolecules or BIOL 4167 Biochemistry of Metabolism
- Removal BIOL 4277 Neurobiology as a concentration requirement and makes it an option with BIOL 4667 Functional Genomics and Bioinformatics
- Addition of BIOL 3220 Comparative Anatomy or BIOL 3260 Animal Physiology to the core

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

Confirmation from Primary Reviewer Jason Davis

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

Jason Davis motioned to approve the proposal as written. Allen Coates seconded. The motion passed unanimously.

### **Revise Academic Minor: Biology Minor**

Thomas Jones provided an overview of the proposed revisions to the minor which decrease the number of credits to accommodate more students. The revision removes BIOL 3100 General Genetics as a prerequisite for upper-level science courses.

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

Confirmation from Jason Davis

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

Jason Davis motioned to approve the proposal as written. Allen Coates seconded. The motion passed unanimously.

#### **- New Course – ENGL 2500 Studies in Literature**

David Jones provided an overview of the proposed new course which was developed to fill a learning gap noted in upper-level students. This course introduces methodological and disciplinary approaches used in the study of literature.

Prior to the meeting, Primary Reviewers Allen Coates and Melissa Webb contacted David Jones to clarify information related to the expected learning outcomes.

The following edit was completed during the meeting.

- Expected Learning Outcome #5 – Replace understand with differentiate

Confirmation from Primary Reviewers Allen Coates and Melissa Webb

- ✓ 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.

Allen Coates motioned to approve the proposal with the edit completed during the meeting. Melissa Webb seconded. The motion passed unanimously.

#### **- Revise Curriculum: Non-Substantive – B.A. English**

David Jones provided an overview of the proposed revision which adds ENGL 2500 Studies In Literature as a required course and decreases the number of survey courses from 3 to 2.

Prior to the meeting, Primary Reviewers Melissa Webb and Allen Coates found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Melissa Webb and Allen Coates

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

Allen Coates motioned to approve the proposal as written. Melissa Webb seconded. The motion passed unanimously.

#### **- Revise Academic Minor: English Minor**

David Jones provided an overview of the proposed revisions to the minor which adds ENGL 2500 Studies in Literature as a required course and decreases the remaining elective credit hours to 15.

Prior to the meeting, Primary Reviewers Brad Edwards and Daniel Hedden found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Brad Edwards and Daniel Hedden

- ✓ Proposal consistent with university goals

- ✓ Proposal adds value to the Department of Literature & Language, the College of Arts & Sciences, and the university.
- ✓ Learning outcomes are appropriate.
- ✓ Courses are appropriate.

Bradley Edwards motioned to approve the proposal as written. Allen Coates seconded. The motion passed unanimously.

**- New Course – DIGM 1600 Applied AI in Digital Media**

Tod Emma provided an overview of the proposed new course developed to meet industry demands. This course is designed to increase student awareness and provide hands on learning related to creative technologies in digital media.

Prior to the meeting, Primary Reviewers Daniel Hedden and Brad Edwards found the proposal to be well written with no areas of concern.

Confirmation from Primary Reviewers Daniel Hedden and Brad Edwards

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Digital Media 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 3.

Bradley Edwards motioned to approve the proposal as written. Daniel Hedden seconded. The motion passed unanimously.

**- New Course – DIGM 4767 Applied AI in 3D & Motion Graphics**

Tod Emma provided an overview of the proposed new course developed to meet a critical skills gap related to motion graphics AI technologies.

Prior to the meeting, Primary Reviewers Colin Glennon and Jennifer Young contacted Tod Emma to clarify information related to credit hour designation and prerequisite courses. No edits were necessary.

Confirmation from Primary Reviewers Colin Glennon (e-mail) and Jennifer Young

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

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

**- New Course – ENGR 4810 FE Review**

Mohammad Uddin provided an overview of the proposed new elective course that prepares students for the Fundamental of Engineering exam, a graduation requirement for the BSE program.

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

Confirmation from Primary Reviewer Jennifer Young

- ✓ Course consistent with university goals
- ✓ Course adds value to the Department of Engineering, Engineering Technology and 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 1.

Jennifer Young motioned to approve the proposal with the edit completed during the meeting. Allen Coates seconded. The motion passed unanimously.

### **Other Discussion:**

Continuing discussion that began during the previous meeting, Julie Fox-Horton asked members if the UCC should consider adopting an attendance policy. Attaining a majority/quorum for voting has become a concern at recent meetings. Lack of member presence impacts the quality of proposal review since feedback is not always provided by the missing members. Julie Fox-Horton proposed the UCC adopt an attendance policy similar to the one used by the General Education Advisory Committee.

The UCC meets, as necessary, on the second and fourth Wednesday of the month from 2:00 to 4:00 p.m. Deans should nominate faculty members to serve on the Council only after confirming that they can attend meetings occurring at this time for the entire academic year. If a voting member of the UCC misses more than two unexcused meetings (not necessarily consecutive) of the UCC within one academic year, the Provost will ask the dean of the member's college or school to confirm whether the member should remain on the Council. If a voting member misses a third unexcused meeting of the Council within the same academic year, the Provost will ask the dean of the member's college or school to replace the member immediately. (Approved by the UCC XXXX XX, XXXX)

Jason Davis motioned to approve the proposed attendance policy. Melessia Webb seconded. The motion passed unanimously.

The UCC attendance policy will be added to the UCC governance page. The policy will be implemented beginning Fall 2024.

The next meeting will be on February 28, 2024.

Jason Davis motioned to adjourn the meeting. Allen Coates seconded. Julie Fox-Horton adjourned the meeting at 3:00 pm.

Respectfully submitted,

Rhonda Brodrick, UCC Secretary

Approved 2/28/24