

## Undergraduate Curriculum Committee

### Minutes, October 28, 2009

The meeting was called to order by chair, Alison Deadman at 2:00 pm with the following voting members present: Alison Deadman, Steve Ellwanger, Allan Forsman, John Vaglia, Debbie Dotson, Amy Swango-Wilson, Kathy Campbell, Wesley Buerkle, Mel Page, and Angela Radford Lewis.

The following ex-officio member attended: Marsh Grube (Academic Affairs).

The following guests attended: Charles Faust, Andrea Clements, Beverly Smith, and Jeff Wardeska.

#### Agenda Items:

**1. Approval of minutes.** Approved pending typographic correction. Motion by Vaglia, seconded by Page.

#### **2. Report of actions by the chair on behalf of the committee.**

a. Returned for revision and reconsideration by the committee

- TBR Proposals

  - DANC Dance Minor

  - MCOM Broadcasting minor (at the request of the originator - Tammy Hayes)

- Substantial Course Modification

  - DANC 2110 (becomes DANC 3105) Intermediate Ballet

- New Courses

  - DANC 4105 Advanced Ballet

  - DANC 3125 Intermediate Jazz Dance

  - DANC 4125 Advanced Jazz Dance

  - DANC 3130 Intermediate Modern Dance

  - DANC 4130 Advanced Modern Dance

  - DANC 3135 Intermediate Ballroom Dance

  - DANC 4315 Advanced Ballroom Dance

  - DANC 3150 Intermediate Tap Dance

  - DANC 4150 Advanced Tap Dance

  - DANC 3520 Dance Repertoire for Performers

  - DANC 3505 Musical Theatre Dance

  - DANC 3530 Dance Composition

  - DANC 3525 Dance Improvisation

b. Returned for minor revision (approval pending these changes)

- New Courses

DANC 3510 Dance History

ADVR 3100 Survey of Promotion (still needed to revise Rationale for Proposal – otherwise all requested revisions had been made)

c. Approved

- Non-substantive curriculum change

MCOM Advertising Minor

MCOM Advertising Major

- New Courses

ADVR 4730 Advertising Practices

3. Proposals to be considered

*New Course Proposal: ALHE 4100 Information Management for Allied Health Professionals Amy Swango-Wilson & Allan Forsman*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=2686](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=2686)

1. Omit first word (Provides) from the course description. Instead of two sentences, make one by replacing the period after Health Information systems with the phrase, “with a focus on...”
2. Change proposed implementation term to Summer 2010.
3. Change goals to reflect the goals of the course by changing the sentence to read, “The goals are to allow the student to: ...”
4. Under Major Assignments, Number 3 asks students to analyze two peer-reviewed journal articles, but the Grade Assignment section mentions three article critiques.
5. Check the grading scale—there is an overlap between a “D” and a “C-.”
6. Under the Policy on Late Assignments, clarify whether the creator means 10 points or 10 percentage points.
7. A 6th edition of the Publication Manual of the American Psychological Association is available—does the creator of the proposal wish to change editions?

Forsman made a motion to accept pending editorial changes. Seconded by Swango-Wilson and passed by acclaim.

*Substantive Curriculum Change (TBR Proposal): Psychology Debbie Dotson & Jill LeRoy-Frazier*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=2835](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=2835)

1. Change “and” to “an” in the proposal title on the snapshot and page2 (Cover).
2. P. 6—Change “Courses to be Removed: PSYC 4010” to “Change Course Numbers: PSYC 4017.”
3. P. 8—Check to make sure that SOAA 3320 is correct rather than SOCI 3320.

Dotson made a motion to accept pending editorial changes. Seconded by Swango-Wilson (?) and passed by acclaim.

*Associated New Course Proposal: PSYC 5017/4017 History and Systems of Psychology Mike Stoots & Keith Green*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=3068](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=3068)

1. Reword Rationale for Proposal but keep in the graduate school prerogative.
2. Change Credit Hours (maximum) from 3 to N/A.
3. Change Proposed Implementation Term to Fall 2010.
4. List faculty names under Availability of Adequate Resources Regarding...Staffing.
5. Under Purpose and Goals, change goals so they reflect the goals of the class (e.g. "The undergraduate goals are to help students to:...")
6. Make sure that the verbs used in Learning Outcomes are measurable.
7. Might want to consider rewording the Attendance Policy.

Page made a motion to accept pending editorial changes. Seconded by Dotson and passed by acclaim.

*Substantive Curriculum Change (TBR Proposal): Astronomy Minor Mel Page & Wesley Buerkle*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=282](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=282)

1. Change Proposed Implementation Date to Fall 2010.
2. Purpose should be short and to the point.
3. Objective statements and evaluation plans must mirror each other.
4. Need should emphasize students rather than faculty. Might want to consider changing the term "Astronomy group" to "Astronomy faculty" so that it's clear to whoever is reading the proposal.
5. Need to revise Form PS so that it's clear which courses are required and which are electives.
6. Need to revise Description of New Courses (p. 6) to reflect prerequisites including permission of instructor.
7. Under Evaluation Plans (p. 7), omit first sentence of last paragraph (There is no professional organization that provides standards...).
8. Under Evidence of Demand and Need (p. 8), move summary paragraph of student interest/demand to top of section and emphasize 165 students have high interest or possibly interested in a minor.
9. Might want to flesh out "Societal Need Evidence"
10. In "Other Evidence of Need," should mention the lack of a minor in all but one TBR school as an opening statement.
11. Form SE (p. 11): Make clear why you double the headcount between year 1 and 2; also talk about why there is no part-time headcount. Do not need to put any numbers in the graduates section of chart because this is a minor.

Buerkle made a motion to accept pending editorial changes. Seconded by Page and passed by acclaim.

*Associated New Course Proposal: ASTR 4110 Extragalactic Astronomy Angela Lewis & Kathy Campbell*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=2764](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=2764)

1. Change Credit Hours (maximum) from 4 to N/A.
2. Course description too long. Omit everything except the first sentence.
3. Change the wording under Purpose and Goals so the goals reflect the goals of the course (e.g. The goals of the course are to prepare students to:...")
4. Make sure that the verbs used in Purpose and Goals and Learning Outcomes are measurable.
5. It would be clearer if each exam, final and homework (under Grade Assignment) was listed separately with percentage of final grade in a list or chart rather than written as one sentence.
6. Change Attendance Policy to "Students are expected to attend classes."
7. Required Textbook is out-of-print.

Page made a motion to accept pending editorial changes. Seconded by Vaglia and passed by acclaim.

*Associated New Course Proposal: ASTR 4900 Independent Study in Astronomy John Vaglia & Steve Ellwanger*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=2772](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=2772)

1. It was recommended that the creator discuss the Prerequisites with the department to be sure that ASTR 1020 is sufficient.
2. Permission of instructor has to be moved from Prerequisites and added to the Course Description.
3. Change the wording under Purpose and Goals so the goals reflect the goals of the course (e.g. The goals of the course are to enable students to:...")
4. Under Learning Outcomes, use higher order measurable verbs such as analyze and relate.
5. Under Major Assignments, change projects to plural.
6. Attendance Policy not necessary.

Vaglia made a motion to accept pending editorial changes. Seconded by Lewis and passed by acclaim.

*Substantive Curriculum Change (TBR Proposal): New concentration in Chemistry Keith Green & Allan Forsman*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=1892](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=1892)

1. Wardeska told the committee that due to changes in the ACS Guidelines, he will delete the two statements about plans for Certification from the Form Summary (p. 3) and the Form PJ (p.7).
2. Change Proposed Implementation Date to Fall 2010.
3. Under Purpose (Goals and Objectives), omit the word primary from the first sentence. Omit sentence beginning with, "Such a background will enable students..." Add a sentence, "The goals of this concentration are:..."
4. Rewrite Hours Required under Curriculum to match the hours listed in Form PS.
5. The use of "they" in the third sentence under Impact (p. 3) is vague.
6. Form PS: Program Structure- need to clean up numbers so they match those on page 2.
7. P. 8 Delete the word "Geology" from paragraph 3. Might want to consider rewording the first sentence of paragraph 3 to "Department of Chemistry and Department of Physics and Astronomy so that readers outside ETSU will realized that the proposal writer is referring to two rather than three departments.
8. Delete last sentence of the first paragraph under "Student Interest/Demand." (p. 8)
9. Form SE: Need to make a statement about part-time headcount. Also need to check numbers in

graph to make sure they account for sophomores, juniors, and seniors in years 2-5. Forsman made a motion to accept pending editorial changes. Seconded by Vaglia and passed by acclaim.

#### **4. Other Business.**

The committee discussed the procedures that were implemented at the beginning of this year. Committee members commented that they liked the new procedures because they did not feel overwhelmed with work and felt that being assigned to present one or two proposals encouraged them to look at the proposals in advance of the meeting. It was mentioned that the creators of proposals seemed to appreciate hearing from the committee in advance of presenting to it.

After some discussion, it was decided to stick with the assigned period of 15 minutes/presentation rather than reducing the time to 10 minutes. It was suggested that we encourage presenters to come a few minutes early if possible.

We decided to use the overhead projector/computer system (to save paper/ink) but still enable members to refer to the proposal. The person/team leading the discussion will be responsible for operating the system at that time. It is anticipated that committee members who are not presenting will either have print copies or detailed notes with them.

#### **5. Adjournment.**

A motion was made by Forsman at 3:50 pm to adjourn, seconded by Page with all in favor.

Respectfully submitted by Kathy Campbell