

Undergraduate Curriculum Committee  
Minutes, November 11, 2009

The meeting was called to order by chair, Alison Deadman at 2:00 pm with the following voting members present: Alison Deadman, Keith Green, 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: Deborah Harley, Jo Lobertini, Richard Osborn, Mary Langenbrunner, and Charles Roberts.

**Agenda Items:**

**1. Approval of minutes.** Approved pending correction in listing of guests. Motion by Forsman, seconded by Lewis.

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

- a. Returned for revision and reconsideration by the committee
- b. Returned for minor revision (approval pending these changes)
  - TBR Proposals
    - New minor in Astronomy
    - Substantive Curriculum change in Psychology
    - New Concentration in Chemistry: Chemical Physics
  - New Courses
    - ASTR 4110 Extragalactic Astronomy
    - ASTR 4900 Independent Study in Astronomy
    - PSYC 4017/5017 History and Systems of Psychology
    - ALHE 4100 Information Management for Allied Health Professionals
- c. Approved
  - TBR Proposals
    - Substantive Curriculum change in Psychology
  - New Courses
    - ADVR 3100 Survey of Promotion
    - PSYC 4017/5017 History and Systems of Psychology
    - ALHE 4100 Information management for allied health professionals

**3. Proposals to be considered.**

- a. *SPCH 2325 – Speech and Debate Team Keith Green and John Vaglia*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=1656](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=1656)
  - 1. Add a statement to the rationale that explains that participation in the debate team

- requires the same time commitment and level of work as other courses.
2. Add some of the course topics to the course description.
  3. Include names of faculty who can teach this course in "Availability of Adequate Resources Regarding...Staffing."
  4. Change "Purpose and Goals statement to read, "The goals of the course are to enable students to:"
  5. Canons misspelled (Major Course Topics); change Tennessee Technical University to Tennessee Technological University (Other Information).
  6. Make sure that all learning outcomes are measurable. Might want to include more content from the major course topics.
  7. Should specify how attendance at weekly debate meetings is included in "Grade Assignment."
  8. Move "Other Information" from Syllabus to Snapshot.
  9. 4<sup>th</sup> edition (2008) of Lewis textbook is available.

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

- b. *Non-substantive curriculum change: Speech minor Allan Forsman and Amy Swango-Wilson*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=17&Instance=2914](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=2914)

1. Correct typing errors
2. Under "Core Courses," bullet the paragraph that starts, "The remaining 12 credit hours..."
3. Put an asterisk behind SPCH 3347 (listed under both Advanced Presentation Elective and Diversity Elective) and insert the sentence that begins, "SPCH 3346 Speaking for Social Change may only count..." as a note after the last bullet.
4. After lengthy discussion, it was suggested that the department reconsider whether there should be a limit on the number of hours of SPCH 2325 that a student can use toward the minor in speech.

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

- c. *HDAL 4267/5267 Strategies of Personal Development and Effectiveness Debbie Dotson and Mike Stoots*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=2874](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=2874)

1. Rationale for Proposal should answer the question why this is a good course (for example, discussion with people in other departments and employers have expressed a need for employees with "soft skills.")
2. Change Credit Hours (maximum) to N/A.
3. "Permission of instructor" (Prerequisite) has to be moved to the Course Description.
4. Under Course Description: Delete the first two words (This course) and the last sentence. Might want to add that this course is for students with significant work experience.
5. Change Proposed Implementation Term to Fall 2010.
6. Under Purpose and Goals, change goals statement to read, "Course Goals are to enable students to"
7. After the numbered list of Class Activities under Major Assignments, add "and Graduate"

- to Undergraduate assignments to reflect that both groups have to do those assignments.
- 8. Add after the 40 points for the Ten Reflective Journal Entries under Grade Assignment the following clarification: 40 points (10@ 4 points).
- 9. "Other Information" needs to be included in the Snapshot rather than the Syllabus.

Dotson made a motion to accept pending editorial changes. Seconded by Vaglia. Page requested a division of vote. Vote count: 9 in favor; 1 opposed.

d. *HDAL 4277/5277 Foundations of 21<sup>st</sup>-century Leadership Wesley Buerkle and Jill LeRoy-Frazier*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=2876](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=2876)

1. Redo transcript title to include entire word "Leadership."
2. Credit Hours (maximum): change from 3 to N/A.
3. Prerequisites: Permission of Instructor has to be included in the Course Description.
4. Course description has to be rewritten in present tense. Change "today's work force" to "today's work force."
5. Change Proposed Implementation Term to Fall 2010.
6. Delete sentence under "Semester(s) previously offered experimentally..."
7. Under Staffing, add everyone who is certified to teach his course.
8. Purpose and Goals: "The goals of this class are to prepare students to:..." Change goals to reflect the goals of the class and rather than the students.
9. Learning Outcomes: Make sure that the goals are measurable.
10. After the list of Class Activities under Major Assignments, add "and Graduate" to Undergraduate Course Activities and Grades to reflect that both groups have to do those activities.
11. Other Information should be included in Snapshot rather than the Syllabus.

Buerkle made a motion to accept pending editorial changes. Seconded by LeRoy-Frazier and passed by acclaim.

e. *TBR Proposal – Establish a new concentration in International Organizational Leadership in the B. S. in Professional Studies Mel Page and Steve Ellwanger*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=3333](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=3333)

After it was explained to the committee that we could reject the proposal but that we could not request changes be made to the document itself, Page made a motion to terminate debate and approve the proposal. Seconded by Ellwanger and passed by acclaim.

f. *TBR Proposal – new minor in family studies Angela Lewis and Kathy Campbell*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=2344](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=2344)

1. Form: Cover: Change Sponsoring Institution to East Tennessee State University.
2. The proposal is "Establish a Minor in Family Studies."
3. Change the Delivery Site(s) to Main Campus.
4. Change the Proposed Implementation Date to Fall 2010;
5. Change For more information contact to Bert C. Bach, Provost & Vice President for Academic Affairs 423.439.4219

6. Purpose needs to be rewritten to include the goals and objectives of the minor as well as the learning outcomes.
7. Change complimenting\complimentary\complimentary to complementing/complementary.
8. Curriculum: Grube will work with the creator to fix. Delete courses and add them to Form PS: D. Major Field Core
9. Need should be a summary of Form PJ.
10. Impact: Should address the educational benefits for ETSU students, as well as how this minor could make them more desirable in the job market.
11. Form PS: D. Major Field Core: Total credits should be changed to 18.
12. Form PS: J. Might consider deleting the last 2 sentences of the description for HDAL 4417.
13. Form PJ: Change date to Fall 2010.
14. Form PJ: Evaluation Plans—rewrite plans to discuss the evaluation of purpose, goals, and learning outcomes.
15. Evidence of Demand and Need—add statistical data to make a stronger case.
16. Labor Market Evidence—Some of the information mentioned here would fit better in Societal Need Evidence.
17. Program Duplication—Need to redo this section since UT, MTSU, and Carson Newman have minors.
18. “Human Resource Needs” and “Other Needs for Support”—make into statements.
19. Form SE: need to add information in the FTE column and put N/A in the Graduates column. Also need to rework the basic assumptions used in estimating the size of the proposed program.

Forsman made a motion to return the proposal for major revision and resubmission to the committee. Seconded by Lewis and passed by acclaim.

- Associated new Course Proposal

- *HDAL 4417/4517 Family Theories Steve Ellwanger and Debbie Dotson*  
[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NoDelID=5\\_2a&FormID=6&Instance=2277](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NoDelID=5_2a&FormID=6&Instance=2277)
  1. “Dual-Listed Course Number”—change from 5517 to 5417.
  2. “Explain special circumstances that justify proposal for cross-listing”—Delete sentence in this section.
  3. “Rational for Proposal”—Need to discuss the Family in Transition (Sociology) course and have documentation that the proposed course is different. Address the special aspects of the course for your students.
  4. Shorten course description and rewrite in present tense.
  5. Change Proposed Implementation Term to Fall 2010.
  6. Contact information for similar courses—add information on Dr. Paul Kamolnick.
  7. Staffing—add names of the faculty who can teach this course.
  8. “Technology” and “Equipment”—change to “adequate.”
  9. Purpose and goals: Change purpose statement by adding the word “by” after dynamics and before the colon. Delete the word “to” from the bulleted list and add “ing” to the verbs. The last item in the list should be added to Learning Outcomes.
  11. Learning Outcomes: In the first outcome, change “our definition of family” to

“existing definition of family.”

12. Make sure that all learning outcomes are measurable.
13. “Course Requirements: Graduate Students”—correct typing error in the “Theory Articles & Presentation” assignment.
14. Clarify the grading scale by adding percentage to it.

Ellwanger made a motion to accept pending editorial changes. Seconded by Campbell and passed by acclaim.

g. *TBR Proposal –Terminate theater concentration in speech degree Jill LeRoy-Frazier and Mel Page*

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=3495](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=3495)

Page made a motion to approve the proposal as written. Seconded by LeRoy-Frazier and passed by acclaim.

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

After the chair announced that the November 25, 2009 meeting was cancelled since the university holiday will begin at 3 pm, a discussion ensued about the December meetings. Page made a motion to meet on December 2<sup>nd</sup> and 9<sup>th</sup> so that the committee would not create a backlog of proposals to be considered. Seconded by Green and passed by acclaim.

Buerkle asked the committee to consider increasing the time allotted to minor proposals to 20 minutes.

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

A motion was made by Lewis at 3:50 to adjourn, seconded by Campbell with all in favor.

Respectfully submitted by Kathy Campbell