

## Undergraduate Curriculum Committee

Minutes: October 8, 2008

The third meeting of the UCC for the fall semester of 2008 took place October 8 in the Business and Finance Conference room, Dosset Hall room 202.

### Agenda Items:

#### 1. Call to order.

The meeting was called to order by Marie Tedesco at 2:00pm with the following voting members present: Scott Contreras-Koterbay (Arts & Sciences); Debbie Dotson (Clinical & Rehabilitative Sciences); Suzanne Smith (Business & Technology); Mike Stoots (Public Health); Mary Langenbrunner (Education); Jill LeRoy-Frazier (Cross-Disciplinary Studies); Teresa McGary (at-large/ Arts & Sciences); Kathy Campbell (Library); Diana Mozen (Kinesiology, Leisure and Sports Sciences); Keith Green (at-large/Arts & Sciences); Alison Deadman (at-large/Arts & Sciences).

The following ex-officio members attended: Marsh Grube (Academic Affairs); LaDonna Hutchins (Inventory).

The following guest attended: Marcia Songer (Honors College); Thomas Alan Holmes (Arts & Sciences); Jeff Wardeska (Chemistry); Weixing Chen (Political Science); Henry Antkiewicz (History).

#### 2. Approval of the minutes from the September 24, 2008 meeting

Contreras-Koterbay moved that the minutes be accepted. The motion, seconded by Stoots, was unanimously adopted.

#### 3. Actions by the chair on behalf of the committee.

The chair reported that the following proposals had been rejected and returned to their creators for corrections. As yet she has not received any of the corrected versions back for approval.

- RADT 3005, Foundations in Radiologic Technology.
- ALHS non-substantive curriculum proposal for BSAH major.
- TBR proposal, minor in Astronomy
- ANTH 3903, Prehistory of Southern Appalachia.
- SOAA 4410, International Field Experience.
- BIOL/MATH 2390, Introduction to Research in Quantitative Biology.
- BIOL/MATH 2190, Introduction to Computational Biology.

Tedesco also reported that she had inadvertently returned ARTH 4907, Art History Seminar for corrections – a proposal that the committee had tabled for future discussion because of lack of time. The committee will need to wait until Dr. Hull resubmits the proposal before it can be accessed and discussed again.

4. **New business: curriculum and course proposals to be considered for the first time.**

a. **New course proposal: GEOL 4018, Honor Thesis. (Dr. Marcia Songer).**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=928](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=928)

Dr. Songer explained that this course was needed to enable honors students who so wished to be able to complete an honors thesis in this area (GEOL). Songer told the committee that about 2 years ago she had created similar courses in about 20 different subject areas so that the rubrics were in place for honors students. This course had been proposed at the same time but somehow got “lost” in the curriculum process.

During discussion of the proposal, the committee recommended that the implementation term be amended to read “Fall 2009” and that the course goals be revised to show what the course would achieve rather than what the students would achieve. It was noted that there was no grading scale (“The grade will be assigned according to the professional judgment of the thesis director”) but the proposal stated that a grade of B was needed in order to attain the honors designation on the transcript. The committee suggested that this latter statement necessitated some sort of grading scale be included in the proposal.

Mozen proposed a motion to accept the course with the discussed changes. Seconded by Green, the motion was unanimously approved.

As the faculty members who were presenting the remaining proposals to the committee were at this stage not present, the committee moved to item 5 on the agenda:

5. **Other.**

• **Role of chair in vetting proposals.**

The chair asked us to consider what was her role in pre-screening proposals for consideration by the committee. After some discussion it was suggested that if there were a clear procedural error (for example a curriculum proposal without necessary course proposals) then the chair should reject these proposals on procedural grounds and request that all materials be submitted together. In other cases, it was suggested that if there were any doubt in the chair’s mind, the proposals should be brought before the committee. On a related matter, Grube asked the committee to consider carefully when to approve proposals with editorial changes and when to require the proposals to come before the committee again. When courses are approved with the understanding that suggested changes be made, it is the chair of the UCC who is responsible for approving those proposals once the changes have been made. It was suggested that approving courses require considerable editorial/substantive reworking puts too much pressure on the chair, and that it should really be the entire committee that looks at proposals for a second time where major changes are required.

• **Instructions for completing CPS forms**

Grube requested all committee members look at these (found in the “chairs handbook” section of the ETSU website) if they had not already done so, and that they help make other faculty aware of their existence. The committee discussed the idea of presenting this

material to college committee chairs or college committees, and although this was not necessarily a bad thing, it was suggested that the main problem is getting this information to the individual faculty who are creating proposals. Green suggested that a clearly visible link be placed on the so that anyone logging onto the system could easily find the instructions.

At this point in the proceedings, Antkiewicz and Chen arrived, so the committee moved to consider item 4c on the agenda:

**4c. TBR proposal and new course: China Studies Minor and HIST/PSCI 4740 (Dr. Henry Antkiewicz)**

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=11&Instance=2134](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=11&Instance=2134) (minor)

[http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5\\_2a&FormID=6&Instance=1962](http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=1962) (course)

The TBR proposal was considered first. Dr. Antkiewicz explained, as stated in the proposal, how this, with the aid of a grant from the U.S. Department of Education, had evolved from a successful summer program into a proposal for a China Studies Minor.

There was considerable discussion on the fact that a student could complete this minor without taking any Chinese language classes. Antkiewicz and Chen explained that their purpose was not to present a minor in Chinese language, but to present a minor that would be useful for students whose careers or interest took them to China for business or pleasure, and that they felt that study of the language was not essential to this. They also explained that the department of foreign languages was considering offering a minor that required study of Chinese as a language.

Related to this question, concern was also expressed that there was no listing of suggested courses for the guided electives, which made up a considerable proportion of the minor. Antkiewicz provided committee members with a list of suitable courses (CHIN 1010; CHIN 1020; CHIN 2010; CHIN 2020; CHIN 3016, CHIN 3026; HIST 4707/5707; HIST/PHIL 4956/5956; and PSCI 4007/5007) and it was suggested that these be listed as options from which the student should select with the annotation that other courses may be approved by the director of the minor.

The evaluation plans were also discussed in detail, with the suggestion that they be formatted to relate more clearly to the goals of the minor as stated earlier in the proposal.

McGary proposed a motion, seconded by Mozen that the course be accepted with the proposed changes. The motion passed with one abstention and all other votes in favor.

The committee then turned their attention to the associated course proposal, PSCI/HIST 4740.

Discussion of this proposal focused mainly on minor issues of form. It was pointed out the "Permission of instructor" cannot be entered into the *Banner* system as a prerequisite. The course description listed course topics, and it was suggested that this be replaced with a more general statement of the course topic so that course revisions were not needed every time the course topics changed slightly. The Committee asked that there be a clarification under Major Assignments to make it clear that students *complete* a research assignment of 10-15 pages, not just prepare it. When discussing the textbooks (two of which were available on NetLibrary) the library representative pointed out that NetLibrary only allows one person to view any item at a time.

Contreras-Koterbay proposed that the course be accepted with the suggested changes. A motion that was seconded by Green and passed unanimously.

**4b. TBR proposal: New concentration in chemistry: Chemical Physics** (Dr. Jeff Wardeska)  
[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)

Dr. Wardeska explained to the committee that there used to be a double major in Chemistry and Physics, but this had lapsed several years ago. With new advances in both fields, the combination is now again in vogue. The current proposal presents a more integrated approach than the double major ever did. It is based on the core program approved by the Chemistry department's accrediting body, with added courses to provide the concentration in Chemical Physics. This will not only provide students with a specialization that will make them more attractive to prospective employers, but will also encourage interaction between the departments of Physics and Chemistry.

During discussion of this proposal, the committee suggested that the implementation date be changed to 2009, and that all references to the department of Physics, Astronomy, and Geology be updated to the department of Physics and Astronomy. It was pointed out that the three paragraphs under "Attachments" on page 3 were actually not attachments. Most of this information would more properly be placed in the "Justification" section. The committee also requested clarification of "Physics courses beyond the first year" as listed under section E on page 6.

McGarry proposed that Wardeska make the requested changes and present the proposal to the committee for further consideration. The motion, seconded by Campbell, passed unanimously

#### 6. Adjournment.

A motion to adjourn was proposed by Green, seconded by Contreras-Koterbay and unanimously approved. The committee adjourned at 4:05pm.

Submitted by Alison P. Deadman