

Undergraduate Curriculum Committee
Meeting Minutes
Friday, September 16, 2016
LIB 475

The meeting was called to order at 2:00 p.m. by Chair, Dr. Theresa McBreen and charge given by Dr. Peter Cunningham from the Office of the University Provost.

Members present: Kathryn Boudreau-Henry, Mike Boyle, Virginia Hemby-Grubb, Terrence Lee, Lei Miao, Alan Musicant, Sheila Otto, Karen Reed, Sean Salter, and Donna Bettis.

Ex-Officio members present: Mitzi Brandon, Sheila Otto, and Teresa Thomas

Guests present: Dawn McCormack, Joseph Morgan, and Zaf Khan

Members introduced as well as new staff support, Darlene Fults (Coordinator, Academic Affairs).

Election of Vice-Chair and Secretary: Vice-Chair this year will serve as Chair next year. Kathryn Boudreau-Henry volunteered to be Vice-Chair and Karen Reed volunteered to be Secretary for AY 2016-17. Motions closed and approval for Vice-Chair and Secretary declared by Chair, Theresa McBreen.

Old Business:

- I. Minutes approved from last meeting on Friday, April 22, 2016
Sean Salter made the motion to approve and seconded by Karen Reed

- II. ***School of Music***
 - a. New Course: MUEN 3760/5760: Chinese Music Ensemble-(previously tabled in April 2016) and Non-Substantive Revisions in Curriculum
 - b.
 1. **Discussion**
 - 5000-level courses must be considered by Graduate Council
 - Credit hours offered 0 or 1 depending on music scholarships-by Joseph Morgan
 - Conventional Method noted on MC Change Form
 - May repeat up to 8 times
 - Cover Memo to be marked new course
 - Cover Memo to be marked with non-substantive revision
 2. **Approval**
 - Sean Salter made motion to approve and Karen Reed seconded that motion.
 - Committee unanimously voted to pass

New Business:

I. ***Electronic Media Communication***

Non-Substantive Revisions-No writing class for candidacy required for video and film production majors

Remove courses from pre-candidacy requirement: JOUR 2710, 3020, or 3060

a. Discussion

- Will need to go to admissions and standards (Approved at Admissions and Standards on April 2016).
- Cover Memo changed to Fall 2017 instead of Fall 2016

b. Approval

- Sean Salter made motion to approve; Terrence Lee seconded the motion.
- Committee unanimously voted to pass.

II. ***Health and Human Performance (BHS)***

A. Course Number/Title Change-From HLTH 3340: Foundations of Health Education to HLTH 3240: Foundations of Health Education

HLTH 3240: Foundations of Health Education required in new Community & Public Health Major Core AND in minor for Health

1. **Discussion**

- Question was asked about whether CIP code needs to be changed from 34.0199 to 32.13
- Question was raised of whether the title was to be Foundations in HLTH Ed or Foundation of HLTH Ed
- The committee needs to see before and after curriculum of minor
- Question about UD form on HLTH 3240
- No representative from the department was present to answer questions

2. **Approval**

- Both requests tabled until next meeting in October 2016
- Motion to table proposal by Sean Salter and seconded by Kathryn Boudreau-Henry

B. Title Change-From HLTH 3320: Community and Public Health to HLTH 3320: Assessment in Community and Public Health

1. Remove from Community and Public Health Major Core.
2. Move to the Focus area for Public Health Concentration
3. Will not appear in the Lifetime Wellness concentration
4. Drop from Health education minor

a. **Approval**

Tabled until next meeting in October 2016 when a representative of the college is available

III. ***Elementary and Special Education (COE)***

A. New Academic Program: 6-12 Interventionist Licensure Program

Three new courses

1. SPED 3030: Applied Adolescent Developmental Variation & Assessment of Individuals with High Incidence Disabilities
 - a. **Discussion**
 - MC form needs to change from 3 credit hours to 4
 - Change pre-req on MC Change Form from SPED 3030 to SPED 3010
 - Course description-include pre-req here of SPED 3010
 - b. **Approval**
 - Sean Salter made the motion to approve; Terrence Lee seconded that motion.
 - Committee voted unanimously to approve

2. SPED 3040: Digital Tools and Methods in Flexible Learning Environments
 - a. **Discussion**
 - Pre-req needs to be changed to SPED 3010 on MC Change Form
 - Pre-req SPED 3010 needs to be added to course description
 - b.
 - c. **Approval**
 - Sean Salter made the motion to approve and Karen Reed seconded that motion
 - Committee voted unanimously to approve

3. SPED 4360: Transition Services & Education of Adolescents with Disabilities
 - a. **Discussion**
 - Course number is already in use; SPED 4370 is available to be used. May not re-use a number
 - Change to SPED 4370 on MC Change Form
 - Pre-req is SPED 4180 and Admission to Teacher Ed
 - b. **Approval**
 - Sean Salter voted to approve and Kathryn Boudreau-Henry seconded that motion.
 - Committee voted unanimously to approve

- B. Substantive Change Affecting 18+ Credit Hours since last TBR approval
 1. **Discussion**
 - Exceeds 120-hour requirement for graduation at 122 credit hours
 - TBR or THEC would have to approve
 - Representative will get the plan reduced to 120- hour program
 - Can recommend this course (MATH 1530), but cannot be listed on UD Form as requirement
 - New program to begin Sept 1, 2017
 - K-8 Interventionist and 6-12 Interventionist
 2. **Approval**
 - Tabled until 120-hour program introduced to committee at a later date
 - Sean Salter motioned to table and seconded by Virginia Hemby-Grubb

Other Business:

I. Curriculog Purchased

- THEC will be our governing agency and has adopted Curriculog for curriculum approval process.
- This is an electronic curriculum management system
- We have purchased our own instance of Curriculog to use with THEC and on campus.
- Log in through Pipeline for access to your curriculum committee in the departments; access at any time
- Goes through approvals at every level; can be sent back if tabled
- Simplifies the entire process
- Process implemented Fall 2017; hopefully tested in Spring 2016
- This system will include both undergraduate and graduate curriculum processes.

Adjournment:

- Kathryn Boudreau-Henry motioned to adjourn and Sean Salter seconded that motion. Meeting adjourned by Chair, Theresa McBreen at 2:55 p.m.