

# *Undergraduate Curriculum Committee Minutes*

## *May 12, 2010*

Called to Order: 2:33 PM  
Adjourned: 3:49 PM

**Members present:** Peter Racheotes Chair; David Allard, Elaine Beason, Joan Brumm, Victor Govindaswamy, Tommie Hughes and Tom Wagy

**Ex-Officio Members present:** Rosanne Stripling

**Ex-Officio Members absent:** Carla Snyder, John Humphrey, Kristi Johnson-Cobb and Pat Black

**Guests:** Glenda Ballard, George Boger, Renee Borns and Farrokh Saba

1. Agenda
2. Meeting called to order at 2:33 PM by Dr. Racheotes.
3. Dr. Brumm moved, seconded by Dr. Govindaswamy to approve minutes from April 14, 2010. **Motion passed.**
- 4 - 5. Dr. Allard moved, seconded by Dr. Hughes to approve the following **Course Inventory Add/Reinstate** together (Agenda items 4 and 5). Motion was to add both to the course inventory. The following recommendations were made:  
  
# 4 **LEAD 1101 Student Success** – 1) Add the publisher’s name to the required texts/resources 2) Under the Means of Evaluation, the Assessment should read “4 total; 10 pts. each for 40 pts. total 3) The Grading Scale needs to be reversed (A = 679 – 755 (90 – 100%) 4) Description of Assignments: Assessments needs to be changed from 30 pts. total to 40 5) Description of Assignments: Class Attendance & Participation needs to have a rubric to reflect how points for participation will be evaluated 6) Description of Assignments: Student Services Presentation should read “Campus Services/Resources Presentation.  
  
# 5 **LEAD 1201 Student Leadership Challenge** – 1) On the Grading Scale, add an additional line to show the points earned, percentage range and add points within the grade of F category. **Motion passed with corrections.**
6. Dr. Beason moved, seconded by Dr. Govindaswamy to approve **Course Inventory Add/Reinstate: SOC 315 Law and Society** (Peck). Motion was made to add SOC 315 to the course inventory. The following recommendations were made: 1) Add the ISBN number, publisher and retail price for the required Textbooks/Resources. 2) The Student Learner Outcomes need to be revised. 3) On the Methods of Evaluation, add a rubric to reflect how the students will be awarded the 5% for Participation. **Motion passed with corrections.**
7. Dr. Brumm moved, seconded by Dr. Govindaswamy to approve **Changes to Existing Undergraduate Program: Bachelor of Business Administration** (Boger). Motion was made to adopt the new university core and add BCIS 1305 Business Computer Applications to all BBA degrees. **Motion passed.**
8. Dr. Brumm moved, seconded by Dr. Govindaswamy to approve **Course Inventory Add/Reinstate: BUSI 2301 Business Law** (Boger). Motion was made to add BUSI 2301 to the course inventory. The following recommendations were made: 1) Add the ISBN number and retail price for the required Textbooks/Resources. 2) On the Grading Scale, show a breakdown of the grading (90% - 100% = A). **Motion passed with corrections.**

9. Dr. Govindaswamy moved, seconded by Dr. Beason to table **Course Inventory Add/Reinstate: ENGL 2332 World Literature I** (Billings). Motion was made to add ENGL 2332 to the course inventory. The following recommendations were made: 1) Add the justification to the cover page 2) Add the retail price for the required Textbooks/Resources. 3) Revise the Student Learner Outcomes for #'s 1, 2, 6 and 7. 4) On the Means of Evaluation, add a rubric to reflect how the students will be awarded the 350 points for Participation. 5) Reformat the syllabus in order to meet the 6 page length requirement. **Motion tabled.**
10. Dr. Beason moved, seconded by Dr. Govindaswamy to approve **Course Inventory Add/Reinstate: EDUC 1301 Introduction to the Teaching Profession** (Harris). Motion was made to add EDUC 1301 to the course inventory. **Motion passed.**
11. Dr. Brumm moved, seconded by Dr. Govindaswamy to approve **Course Inventory Add/Reinstate: EDUC 2301 Introduction to Special Populations** (Harris). Motion was made to add EDUC 2301 to the course inventory. **Motion passed.**
- 12 -14. Dr. Allard moved, seconded by Dr. Beason to approve the following **Course Inventory Add/Reinstate** together (Agenda items 12, 13 and 14). Motion was to add RDG 350 to the course inventory as web enhanced and add RDG 352 and 354 to the course inventory. The following recommendations were made:
- # 12 **RDG 350 Emergent Literacy Development** – 1) Add the ISBN number and retail price for all required Texts 2) Under Grading Scale, the 470-point scale needs to be changed to 530 to reflect the total amount of points awarded. 3) A generic statement of what constitutes a web enhanced class needs to be added.
- # 13 **RDG 352 Literacy Development in the Upper Grades** – 1) Add the ISBN number and retail price to all Required Texts.
- # 14 **RDG 354 Assessment Driven Literacy Instruction** – No changes needed.
- Motion passed with corrections.**
15. Dr. Hughes moved, seconded by Dr. Govindaswamy to approve **Course Changes: BE 356 Second Language Acquisition** (Rincon). Motion was made to add web based to the course delivery method. **Motion passed.**
- 16 -18. Dr. Allard moved, seconded by Dr. Beason to approve the following **Course Inventory Add/Reinstate** together (Agenda items 16, 17 and 18). Motion was to add these three courses to the course inventory. The following recommendations were made:
- # 16 **ENGL 0301 Developmental Writing: Fundamentals of Grammar** – The Student Learner Outcomes are the same as ENGL 0302.
- # 17 **ENGL 0302 Developmental Writing: Foundations of Composition** – 1) The Student Learner Outcomes are the same as ENGL 0301. 2) On the breakdown of the grading scale, the amount of points needed for each grade needs to be added.
- # 18 **READ 0301 Developmental Reading: Effective Reading Strategies** – No changes needed.
- Motion passed with corrections.**
19. Dr. Allard moved, seconded by Dr. Govindaswamy to approve **Changes to Existing Undergraduate Program: Bachelor of Science in Mass Communication** (Ballard). Motion was made to adopt the new university core. **Motion passed.**
20. Dr. Brumm moved, seconded by Dr. Allard to approve **Course Changes: LEAD 410 Foundations of Leadership** (Green). Motion was made to change LEAD 410 to LEAD 310 and add interactive video and shortened format to the course delivery method. **Motion passed.**

21. Dr. Allard moved, seconded by Dr. Govindaswamy to approve **Changes to Existing Undergraduate Program: Bachelor of General Studies** (Green). Motion was to make the following changes: (1) As an integrated curriculum, the BGS is an appealing plan for returning adult learners or transfer students who may have accumulated a large array of upper and lower division credit. We are seeing an increase in the number of transfer and adult students with upper division coursework. Broadening the elective category makes the curriculum slightly more flexible, permitting greater use of the student's transfer credit, which enhances the marketability of the program. In addition, students who need prerequisites for a graduate degree can use the elective category to fulfill that need. (2) All programs must contain a leadership component. For students at sophomore level and higher, this course would serve that purpose. LEAD 310 (previously 410) is an established Leadership course that would complement the BGS Core very well and is pertinent to the needs of the contemporary workplace. **Motion passed.**
- 22 -23. Dr. Allard moved, seconded by Dr. Brumm to approve the following **Course Inventory Add/Reinstate** together (Agenda items 22 and 23). Motion was to add these courses to the course inventory. The following recommendations were made:
- # 22 **HON 345 Research Methods** – 1) Under the Methods of Evaluation, there needs to be a rubric indicating how points are earned for individual and group oral reports. 2) Under grading scale, the range of total points for grades needs to be changed to reflect the maximum of 500 points.
- # 23 **HON 350 Honors Seminar** – 1) On the cover page, uncheck the Web Enhanced box under Course Delivery Method. 2) Under methods of evaluation, a rubric must be provided for awarding points for participation.
- Motion passed with corrections.**
24. Dr. Hughes moved, seconded by Dr. Brumm to approve **Course Inventory Add/Reinstate: MATH 1350 Fundamentals of Mathematics I** (Saba). Motion was to add MATH 1350 to the course inventory and add web based and web enhanced to the course delivery methods. Dr. Govindaswamy had some changes that need to be made and will contact Dr. Saba. **Motion passed with corrections.**
- 25/29. Dr. Brumm moved, seconded by Dr. Hughes to approve the following **Course Inventory Add/Reinstate** together (Agenda items 25 and 29). Motion was to add MATH 2113 to the course inventory and add web based and web enhanced to the course delivery method. Add MATH 2313 to the course inventory and add web based to the course delivery method. The following recommendations were made:
- # 25 **MATH 2113 Calculus I Lab** – Dr. Govindaswamy had some changes that need to be made and will contact Dr. Saba.
- # 29 **MATH 2313 Calculus I** – Dr. Govindaswamy had some changes that need to be made and will contact Dr. Saba.
- Motion passed with corrections.**
26. Dr. Brumm moved, seconded by Dr. Govindaswamy to approve **Course Changes: EE 332 C++ Programming** (Govindaswamy). Motion was made to change the course description to match CS ++ Programming. The following recommendations were made: 1) Add the retail price to all required textbooks/resources 2) On the second bullet of the Student Learner Outcomes, delete the first two words “Understand and” and insert the word “illustrate” after “Implement so that it reads Implement and illustrate different functions for input and output, various data types, basic operators, files and functions. **Motion passed with corrections.**
27. Dr. Govindaswamy moved, seconded by Dr. Allard to approve **Course Changes: BIOL 402 Cell Biology** (Alam). Motion was made to change the title and course description of this course to BIOL 402 Cell and Molecular Biology. This title and course description is in line with that found at most universities. The following recommendations were made: 1) Add the retail price to the required textbook 2) On the Grading scale, for the grade of F it should say less than. **Motion passed with corrections.**

28. Dr. Brumm moved, seconded by Dr. Govindaswamy to approve **Course Changes: MATH 1314 College Algebra** (Saba). Motion was made to revise the course description and add the web based option to the course delivery method. The following recommendation was made: 1) Add the retail price to the required textbook/resource. **Motion passed with corrections.**
30. Dr. Hughes moved, seconded by Dr. Brumm to approve **Changes to Existing Undergraduate Program: Minor in Computer Science** (Aizenberg). Motion was to update the program in order to put in line with the BS in Computer Science program which was recently revised and approved. **Motion passed.**
31. New Business: Dr. Luz Mary Rincon will replace Dr. Elaine Beason as the Education college representative beginning August 2010. The College of Business representative will be announced at the June 2010 meeting.
32. Other Business: Dr. Racheotes expressed his sincere appreciation to Drs. Elaine Beason and Joan Brumm who will be vacating their positions as the college representatives in July 2010.
33. Meeting adjournment at 3:49 pm.
43. Next meeting: Monday, June 21, 2010 at 3:00 pm in ACAD 229N.

*Respectfully Submitted,*

*Kelly Bennett  
Recording Secretary*