

Undergraduate Curriculum Committee Minutes

September 24, 2010

Called to Order: 10:09 AM
Adjourned: 11:25 AM

Members present: George Boger, Chair; Victor Govindaswamy, Tommie Hughes, Luz Mary Rincon and Tom Wagy

Members absent: David Allard

Ex-Officio

Members present: Kristi Johnson-Cobb and Pat Black

Ex-Officio

Members absent: John Humphrey, Rosanne Stripling and Carla Snyder

Guests: Glenda Ballard

1. Agenda
2. Meeting called to order at 10:09 AM by Dr. Boger.
3. Dr. Hughes moved, seconded by Dr. Govindaswamy to approve minutes from June 28 and September 7, 2010. **Motion passed.**
4. Dr. Hughes moved, seconded by Dr. Rincon to approve **Changes to Existing Undergraduate Program: Bachelor of Science in Electrical Engineering** (Linkins). Motion was to add CS 363 to the list of electives. **Motion passed.**
5. Dr. Hughes moved, seconded by Dr. Rincon to table **Course Inventory Add/Reinstate: BIOL 497 Global Change** (Allard). Motion was to add BIOL 497 to the course inventory as a special topics course. The following recommendations were made: 1) Clarify the Methods of Evaluation and Grading Scale. The points on the grading scale do not add up correctly as stated in the Methods of Evaluation. **Motion tabled.** Revised syllabus submitted to committee members for electronic vote 9/30/10. **Motion passed.**
6. Dr. Rincon moved, seconded by Dr. Hughes to table **Course Inventory Add/Reinstate: EE 336 Electronics Laboratory** (Linkins). Motion was to add EE 336 to the course inventory. The following recommendations were made: 1) Course Objectives should be changed to Student Learner Outcomes. 2) Under the textbook information, Microelectronics is misspelled. 3) Clarify the statement, "Attendance at the laboratory periods is mandatory". The syllabus will be revised and resubmitted to Dr. Boger and then emailed to the committee members for an electronic vote. **Motion tabled.** Revised syllabus submitted to committee members for electronic vote 9/30/10. **Motion passed.**
7. Dr. Govindaswamy moved, seconded by Dr. Hughes to approve **Course Inventory Add/Reinstate: PHYS 2125 University Physics I Lab** (Linkins). Motion was to add PHYS 2125 to the course inventory. The following recommendations were made: 1) Renumber the syllabus template. 2) Under Student Participation, change the word "end" to "attend". **Motion passed with corrections.**
8. Dr. Hughes moved, seconded by Dr. Wagy to approve **Course Inventory Add/Reinstate: PHYS 2126 Physics II Lab** (Linkins). Motion was made to add PHYS 2126 to the course inventory. The following recommendations were made: 1) Under Student Participation, change the word "end" to "attend". 2) Revise syllabus to include "XI. Faculty Office Location and Contact Policy" from the Course Syllabus Template. **Motion passed with corrections.**

9. Dr. Hughes moved, seconded by Dr. Wagy to table **Course Inventory Add/Reinstate: PHYS 2325 University Physics I** (Linkins). Motion was made to add PHYS 2325 to the course inventory. The following recommendations were made: 1) Revise Student Learner Outcomes and include the statement “Upon completion of this course, students will be able to...” 2) The syllabus must be resubmitted using the Course Syllabus Template. The committee is requiring that all syllabi must use the Course Syllabus Template when submitting agenda items for review. All syllabi will be rejected unless the Course Syllabus Template is used. It was also stated that the College representative review all items before they are submitted to the committee for approval. **Motion tabled.**
10. Dr. Hughes moved, seconded by Dr. Wagy to table **Course Inventory Add/Reinstate: PHYS 2326 University Physics I** (Linkins). Motion was made to add PHYS 2326 to the course inventory. The following recommendations were made: 1) Revise Student Learner Outcomes and include the statement “Upon completion of this course, students will be able to...” 2) The syllabus must be resubmitted using the Course Syllabus Template. The committee is requiring that all syllabi must use the Course Syllabus Template when submitting agenda items for review. All syllabi will be rejected unless the Course Syllabus Template is used. It was also stated that the College representative review all items before they are submitted to the committee for approval. **Motion tabled.**
11. Dr. Wagy moved, seconded by Dr. Govindaswamy to approve **Course Changes: HSCI 401 Computers for the Healthcare Professional** (Post). Motion was made to add Web based to the course delivery method. The following recommendation was made: 1) Course Objectives should be changed to Student Learner Outcomes. **Motion passed with corrections.**
12. Dr. Hughes moved, seconded by Dr. Govindaswamy to approve **Course Inventory Add/Reinstate: PSCI 456 Politics and Religion** (Ballard). Motion was made to add PSCI 456 to the course inventory. **Motion passed.**
13. Old Business: **Tabled Items from June 28, 2010:**
14. Dr. Wagy moved, seconded by Dr. Hughes to approve **Course Inventory Deletion: ED 401 Early Childhood Education: History and Philosophy** (Ballard). Motion was made to delete ED 401 from the course inventory. **Motion passed.**
15. Dr. Wagy moved, seconded by Dr. Hughes to approve **Course Inventory Add/Reinstate: ECE 401 History and Foundations of Early Childhood** (Ballard). Motion was made to add ECE 401 to the course inventory. The following recommendation was made: 1) Under the grading scale, add a line stating “Less than 59% equals an F”. **Motion passed with corrections.**
16. New Business:
 - 1) All syllabi submitted to the committee must be on the Course Syllabus Template or they will be rejected and sent back to the college.
 - 2) The page limit of all syllabi submitted to the committee must be 6 pages in length or shorter.
 - 3) It was recommended that the Program Coordinator work with their respective faculty members to ensure that all items submitted for their discipline be correct before approval of their college and the committee.
 - 4) The Course Syllabus Template will be revised in order to move XI. Faculty Office Location and Contact Policy up to IV.
 - 5) The deadline for submitting agenda items will now be requested 10 days prior to the meeting in order for members to have ample time to review items.
 - 6) Dr. Boger will send out an email letting faculty know of the changes mentioned above.
17. Other Business: None
18. Meeting adjournment at 11:25 am.
19. Next meeting: October 29, 2010 at 10:00 am in SCIT 102.

Respectfully Submitted,

*Kelly Bennett
Recording Secretary*