**Undergraduate Curriculum Committee, January 18, 2012
2:00 p.m., Quillen Conference Room (4th Floor, Sherrod Library)**

**Members in Attendance:** Keith Green, Eileen Cress, Jill LeRoy-Frazier, Mike Stoots, Angela Lewis, Suzanne Smith, Todd Emma, Kathy Campbell, T.J. Jones, Shawna Lichtenwalner

**Visitors in Attendance:**  Veda Taylor, Billie Lancaster, Joseph Baker, Katherine Weiss, Elizabeth (Beth) Lowe

**Welcome and Call to Order**

Committee Chair, Keith Green welcomed everyone and called the meeting to order. A quorum was confirmed.

**Approval of Minutes for 12/14/2011 from Angela Lewis**

Jill LeRoy-Frazier offered a motion to approve the minutes from December 14, 2011; the motion was seconded by Shawn Lichtenwalner. Motion passed with unanimous vote.

**Report of Actions by Chair**

Chair Green, after recommended changes had been made, approved the following proposals on behalf of the Undergraduate Curriculum Committee:

* New Course - PSCI 3900 – Government and Politics of Russia and Eastern Europe
* Substantial Course Modification – SPAN 4127 – Applied Spanish: Introduction to the Spanish-speaking Communities
* New Course – THEA 3515 – Stage Combat

**New Course: SOCI/RELI 4440: Originator, Joseph Baker**

***Sociology of Religion***

**The following criteria were addressed and found to be appropriate:**

Current discipline-specific best practices

Clear rationale for proposal

Appropriate purpose and goals for the course

Intellectual/learning outcome reflect course level

Appropriate content and topics

Major assignments relevant to the content and topics

Appropriate class level

Course type applicable to purpose and goals

Course delivery method suitable for course

Articulation and transferability of credit to other institutions

Does not duplicate other courses at ETSU

Assignment of correct number of credits

**Committee vote:**

Jill Frazier-LeRoy offered a motion to accept the proposal. The motion was seconded by Mike Stoots. Motion carried.

**New Course: ENGL/THEA 4407: Originator, Katherine Weiss**

***London Theatre: Study Abroad***

**The following criteria were addressed and found to be appropriate:**

Current discipline-specific best practices

Clear rationale for proposal

Appropriate purpose and goals for the course

Intellectual/learning outcome reflect course level

Appropriate content and topics

Major assignments relevant to the content and topics

Appropriate class level

Course type applicable to purpose and goals

Course delivery method suitable for course

Articulation and transferability of credit to other institutions

Does not duplicate other courses at ETSU

**The following criterion was addressed and the following recommendations were made:**

Assignment of correct number of credits – On the Approval Snapshot – Credit Hours (fixed and minimum) should be 3 credit hours and Credit Hours (maximum) should be NA. The following statement should be added to the catalog description to clarify that this course can be repeated for up to 12 hours credit: “Repeatable for up to 12 credit hours”.

**Committee vote:**

Jill Frazier-LeRoy offered a motion to accept the proposal with editorial changes. The motion was seconded by T.J. Jones. Motion carried.

**New Course:NTFD 3250: Originator, Elizabeth Lowe**

*Nutrition through the Life-Cycle*

**The following criteria were addressed and found to be appropriate:**

Current discipline-specific best practices

Clear rationale for proposal

Appropriate purpose and goals for the course

Intellectual/learning outcome reflect course level

Appropriate content and topics

Major assignments relevant to the content and topics

Appropriate class level

Course type applicable to purpose and goals

Course delivery method suitable for course

Articulation and transferability of credit to other institutions

Does not duplicate other courses at ETSU

Assignment of correct number of credits

**Committee vote:**

T.J. Jones offered a motion to accept the proposal. The motion was seconded by Eileen Cress. Motion carried.

**New Course: NTFD 4517/5517: Originator, Elizabeth Lowe**

*Nutrition Education and Counseling*

**The following criteria were addressed and found to be appropriate:**

Current discipline-specific best practices

Clear rationale for proposal

Appropriate purpose and goals for the course

Intellectual/learning outcome reflect course level

Appropriate content and topics

Major assignments relevant to the content and topics

Appropriate class level

Course type applicable to purpose and goals

Course delivery method suitable for course

Articulation and transferability of credit to other institutions

Does not duplicate other courses at ETSU

Assignment of correct number of credits

**The following criterion was addressed and the following recommendations were made:**

Other comments – Staffing should reflect faculty that are qualified to teach the course at graduate level (terminally-degreed faculty)

**Committee vote:**

Eileen Cress offered a motion to accept the proposal. The motion was seconded by Shawna Lichtenwalner. Motion carried.

**3:15pm: New Course:NTFD 4560: Originator, Elizabeth Lowe**

*Research Methods in Nutrition*

**The following criteria were addressed and found to be appropriate:**

Current discipline-specific best practices

Clear rationale for proposal

Appropriate purpose and goals for the course

Intellectual/learning outcome reflect course level

Appropriate content and topics

Major assignments relevant to the content and topics

Appropriate class level

Course type applicable to purpose and goals

Course delivery method suitable for course

Articulation and transferability of credit to other institutions

Does not duplicate other courses at ETSU

Assignment of correct number of credits

**Committee vote:**

Jill Frazier-LeRoy offered a motion to accept the proposal with editorial changes. The motion was seconded by T.J. Jones. Motion carried.

**The following two proposals were added to the agenda for review:**

**New Course: NTFD 1010: Originator, Elizabeth Lowe**

*Introduction to Nutrition*

**The following criteria were addressed and found to be appropriate:**

Current discipline-specific best practices

Clear rationale for proposal

Appropriate purpose and goals for the course

Intellectual/learning outcome reflect course level

Appropriate content and topics

Major assignments relevant to the content and topics

Appropriate class level

Course type applicable to purpose and goals

Course delivery method suitable for course

Articulation and transferability of credit to other institutions

Does not duplicate other courses at ETSU

Assignment of correct number of credits

**Committee vote:**

Eileen Cress offered a motion to accept the proposal with editorial changes. The motion was seconded by Kathy Campbell. Motion carried.

**Substantial Course Modification: NTFD 3485: Originator, Elizabeth Lowe**

*Basic Skills in Dietetics Practice*

**The following criteria were addressed and found to be appropriate:**

Current discipline-specific best practices

Clear rationale for proposal

Appropriate purpose and goals for the course

Intellectual/learning outcome reflect course level

Appropriate content and topics

Major assignments relevant to the content and topics

Appropriate class level

Course type applicable to purpose and goals

Course delivery method suitable for course

Articulation and transferability of credit to other institutions

Does not duplicate other courses at ETSU

Assignment of correct number of credits

**Committee vote:**

Eileen Cress offered a motion to accept the proposal. The motion was seconded by Mike Stoots. Motion carried with one abstention (Alison Deadman).

**3:30pm: TBR Proposal: Originator, Elizabeth Lowe**

**Changes to Major Program of Study in Nutrition, Food, and Dietetics (NTFD)**

**The following criteria were addressed in the TBR proposal and were found to be appropriate:**

**Proposal Summary**

 Purpose (Goals and Objectives)

 Expected student learning outcomes

 Curriculum

 Need

 Impact

 Plans for Accreditation

**Program Change Form**

**Rationale for Proposed Curriculum Revision**

**New Course Descriptions**

**The following criteria were addressed in the TBR proposal and the following recommendations were made:**

Proposal Summary - Impact – Add statements about job demand

Editorial change – add semi-colons to separate listing of courses on Snapshot page

**Committee vote:**

Suzanne Smith offered a motion to accept the TBR proposal with minor changes as noted above. The motion was seconded by Kathy Campbell. Motion carried.

**Items to be discussed at future UCC Meetings:**

* Constitution of the Undergraduate Curriculum Committee (UCC)
* Special Topics courses
* Prerequisites
* Attendance policies
* Dual-listed courses (4xx7 and 5xx7)
* Best practices (refer to Oct. 26, 2011 meeting notes)

**Call for motion to adjourn**

Shawna Lichtenwalner offered a motion to adjourn; motion was seconded by Kathy Campbell. Motion carried. The meeting was adjourned.