**Clayton State University**

**Undergraduate Curriculum Committee (UCC)**

**Meeting Minutes**

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| **Date:** April 12, 2019**Presiding:** Carol White (chair)**Present:** Shakil Akhtar,Khamis Bilbeisi, Keith Driscoll, David Greenebaum, Deborah Gritzmacher, Joanna Harris-Worelds, Bryan LaBrecque, Emily Kilburg, Catherine Matos, Mark May, CR Narayanaswamy, David Plaxco, Junfeng Qu Joan Taylor, Rosario Vickery, Carol White, David Williams (Sen. Rep.), Jill Lane (Ex Officio), Jason Davis (non-member), Deborah Deckner-Davis (non-member), Victoria Foster (non-member), Michelle Furlong (non-member), Jonathan Harris (non-member), Joe Johnson (non-member), Josh Meddaugh (non-member), Paul Melvin (non-member), George Nakos (non-member), Cass Parker (non-member), W. Michael Scott (non-member), Chaogui Zhang (non-member)**Not Present:** Ron Fuqua (D. Gritzmacher proxy), Chris Ritter (D. Plaxco proxy), Rebecca Gmeiner, Latrina Walden **Recorder:** Joanna Harris-Worelds  |

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| **TOPIC** | **DISCUSSION** | **ACTION** |
| **CALL TO ORDER** | C. White called meeting to order at 12:02p.m.* Motion to accept 2.18.19 minutes
 | * 3.15.19 minutes (Meeting A & B) approved with correction of adding “C” to Chris Ritter
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| **OLD BUSINESS****A&S: VPA****Course Modifications** | * C. White stated one concern was that free electives added more film courses and if University courses.
* J. Johnson addressed concern about taking more classes: transfer students have film credits but unable to apply courses somewhere when transferred.
* J. Harris stated CSU film students take GFA (GA Film Academy) courses and receive credit. New student courses fit curriculum. GFA courses are 6 credit hours. If transfer students want industry certification, then need ability to apply credits. Recognize importance of a broad education, but transfer students have challenges with courses they’d want to pursue.
* Q: How are CMS to FILM equivalences given?
* R: Cannot use BAF but able to notate equivalent.
* Motion to approve removal free electives restriction, new prefix, and new/revised CIP codes.
 | * Approved second reading of course modification by majority vote with one opposed.
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| FILM 2100FILM 3340FILM 3341FILM 3342FILM 3410FILM 3420FILM 3820 FILM 4310FILM 4320 | FILM 4330FILM 4331FILM 4332FILM 4410FILM 4450FILM 4490FILM 4491FILM 4492 |
| **Business****New Course**MKTG 4112 | * G. Nakos explained the Social Media course for a new concentration. The course will be used to build social media presence and campaigns.
* Motion to approve new course MKTG 4112.
 | * Approved second reading of new course by majority vote with one opposed.
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| **NEW BUSINESS****Health****New Course**HLTH 4200**Course Modification**HSCI 2111**CIMS****Modify Curriculum for BS and BS Secondary Ed** - Math**Business**Program Modifications**A&S****Modify Curriculum for BS and BS Secondary Ed** - Biology**New Courses**BIOL 3700LBIOL 3200LBIOL 3320LBIOL 3900BIOL 3340LBIOL 4325LBIOL 3310BIOL 3760BIOL 3760LBIOL 3520BIOL 2900**Course Modifications**BIOL 3700BIOL 3200BIOL 3650BIOL 3650**Modify Curriculum for BS** - Chemistry**New Courses**CHEM 1500CHEM 2500CHEM 2811CHEM 2811LCHEM 3202LCHEM 3311CHEM 3311LCHEM 3400LCHEM 3412LCHEM 3500CHEM 4201CHEM 4203LCHEM 4207CHEM 4208CHEM 4209CHEM 4311CHEM 4413CHEM 4500CHEM 4811L**Course Modification**CHEM 1152**Modify Minor Curriculum** -African American **New Courses**AFAM 2050AFAM 4100**Modify Curriculum for BS** - Sociology**New Courses**SOCI 4100SOCI 4900SOCI 4902**Modify Curriculum for BS** - Criminal Justice**New Courses**SOCI 4100SOCI 4900SOCI 4902**Course Modification**CRJU 4601**Modify Curriculum for Major & Minor** - Psychology | * V. Foster and W.M. Scott stated the course is an interprofessional course to help meet student outcomes often sought by accrediting bodies. There are growing expectations for students to have interactions with other health care professions.
* Q: How does the course fit into the program curriculum? Will all students be required to take this course?
* R: Not required; currently, an elective course. As accrediting bodies are allowing time to develop and integrate interprofessional courses before mandated.
* Q: Are their prerequisites?
* R: No. Students have core courses already and it is an upper division course.
* Q: Should healthcare be one or two words, as it varies?
* R: One word. Two words is a typographical error.
* Motion to approve new course with typo amendment.
* D. Gritzmacher explained the course is a beginning course of health sciences and other majors. Desire to expand course to allow instructors to not be overburdened with CSU 1000, and help freshman take a healthcare course during their first or second years. Changing pre-requisites from junior/senior status to allow course to be taken sooner.
* Q: Will the course be offered in the summer?
* R: Course is offered every semester.
* R: Changes start Fall 2019. If a freshman wanted to take this summer, it could be overridden to allow.
* Motion to approve course modification.
* C. Zhang advised the internship course is already approved and desire to update the catalog. Giving students an option to complete an internship or research course. The change of course numbers from MATH 4988 (2 credits) to MATH 4987 and 4988 (1 credit each) allows for easier bookkeeping. The capstone course, MATH 4989, is still required.
* Motion to approve curriculum modification.
* G. Nakos explained the first proposal concerns making an internship mandatory for all business majors to help students become more career-ready.
* Q: Are internships pre-arranged?
* R: No. Students must apply like a job.
* Q: What percent of students did not participate before?
* R: About 20%.
* Q: Do you expect any trouble since students must apply?
* R: There are enough places and available locations for students as assured by the Career Office. Students can also use current job, but will need a new project.
* Q: Does this align with AACSB accreditation?
* R: Yes. Other universities have but not mandatory, however 100% students complete internship.
* C: Need to delete “prefixes” from course requirements from catalog. Catalog should read: “The internship needs to have one of the following courses:”.
* C: For professionals who have job, having course as mandatory will make course substitution easier.
* Motion to approve program modification.
* G. Nakos explained the second proposal allows business students to take 2 additional non-business upper division electives at the 3000 or 4000 level. The change allows students to pursue interests and achieves course flexibility. Students already have 2 free electives.
* Q: What does it mean that allowing 2 upper electives will help give students a minor?
* R: If a student pursues a non-business minor, they only have 2 free electives now and adding 2 more could help the student achieve the minor courses.
* Motion to approve program modification.
* M. Furlong and P. Melvin stated the existing biology curriculum is restrictive. The curriculum changes evolved from a major publication addressing how biology should be taught to better align with program outcomes. During departmental retreats, the curriculum was analyzed to determine and correct missing components, which better serves student needs. The changes loosen requirements and align with current vision for subject.
* Q: Could you explain the difference between using “principles of” and “introduction” except for physics?
* R: Area D has “principles” from the BOR and have had it that way for years. Allows students to have options.
* Q: Do you have faculty to teach courses?
* R: Yes. Have a plan. Students can graduate as it but will phase out, and Area F will be tricky.
* C: There are a variety of library sources to support, however no longer possess some textbooks in collection; encourage to speak to library liaison to determine what is beyond Galileo.
* On BAF for BIO 4325L and 3760L, there are no pre-or co-requisites. Clerical error: need to add ‘and’ with a grade of ‘C’ and yes to concurrent.
* Motion to approve new courses and modifications with amendments for BIO 4325L and 3760L.
* Motion to approve curriculum modification.
* C. Parker explained the current chemistry curriculum, which follow ACS requirements, is designed for students pursuing graduate school and does not address certain areas faculty desire. The current curriculum would remain, but program changes (3 tracks) allows more student flexibility.
* Q: There is a chemistry dual degree with GA Tech. How would these changes affect it?
* R: Does not change dual degree; would transfer.
* C: Reiterate library ability to support; funding necessary as many of the course descriptions depend on library loans. Students settle for inferior documents versus obtain loans. Access to ACS journals needed; loans depend on journal and how long it takes to receive. (Discussion of resources, accessibility, and funding)
* Q: Will there be enough students/faculty for 3 tracks?
* R: All students have same track first 2 years then split at the third year. Curriculum designed to take pre-requisites before entering track and not disrupt tracks/rotation.
* Q: Regarding seminars (CHEM 1500, 2500, 3500, 4500). Would these be overburdening students? Are these standard courses?
* R: Certain programs have seminar courses in junior/senior years, but why not have in freshman/sophomore too. Helps students know what’s happening in the field. In a seminar course, students learn skills necessary for job. Seminar purpose and faculty teaching will help provide direction to student interests.
* C: Seems risky to place students in a course for field direction when students should choose mentor.
* Q: CHEM 2811, math listed as critical, but no pre-req?
* R: Math pre-req for general chemistry; pre-req met.
* Q: CHEM 3311L, lists 3301 as co-req?
* R: Typo. Should be 3311 on BAF.
* Q: CHEM 4203L - is 4203 as pre-req or co-req?
* R: No, CHEM 4202 or 4202L is pre-req. CHEM 4203 needs deactivation.
* Motion to approve new courses and course modification with amendment to 3311L.
* Motion to approve curriculum modification.
* J. Davis stated a minor change to the required courses and proposing a lower division course as a complement and a good foundation course to enable students to take courses without substitutions or delays.
* Q: Same number of upper division courses are required for the minor?
* R: Yes. 6 required and 12 elective courses.
* Q: One class, AFAM 4100, is cross listed. What faculty would teach the sociology course?
* R: J. Davis currently teaching. Either could.
* Q: On BAF, the pre-reqs are different. Is this an issue?
* R: No. open to anyone. Should add pre-req AFAM 2010 and SOCI 1101 to AFAM 4100.
* Motion to approve new courses with pre-requisite modification to 4100 to align with sociology course.
* Motion to approve minor curriculum modification.
* J. Meddaugh introduced changes to sociology and criminal justice program. Department movement to become more standardized. SOCI 4901 request to switch to SOCI 4902, which is an internship over a practicum. The new course serves the student population more and helps students obtain jobs versus graduate school.
* Q: Will student have practicum basics?
* R: Yes, will have in the internship.
* Q: Is the internship prearranged?
* R: No. Students use Career Services and other avenues.
* Q: What happens if there are none available? Recommend to preplan an optimal substitutions.
* R: Do have go-to places in the field. (Discussion about internship location availability and logistics)
* J. Meddaugh stated the changes move away from designated upper division prefixes to allow for more minors and students can explorer their interests. Students have 18 hours of 3000-4000 level courses.
* Q: Can you promote a 2000-level course for a minor?
* R: As long as the students meets 42 hours requirements.
* Motion to approve new courses.
* Motion to approve curriculum modifications.
* J. Meddaugh stated the modification is to change the course name to know what course is.
* Motion to approve course modification
* Motion to approve curriculum modification.
* D. Deckner-Davis explained the desire to formally acknowledge in the catalog what is already in practice, which is to accept 3000-4000 level psychology or human services electives from other accredited institutions rather than requiring course substitutions. This practice helps with transfer process and returning students. It there is a direct match, no course substitution would be needed.
* Motion to approve curriculum modification.
 | * Approved new course unanimously with typo amendment and required second readings waived.
* Approved course modification unanimously and required second readings waived.
* Approved curriculum modification unanimously.
* Approved program modification unanimously.
* Approved program modification unanimously.
* Approved new courses and course modification unanimously with two course amendments and required second readings waived.
* Approved curriculum modification unanimously.
* Approved new courses and course modification unanimously with one course amendment and required second readings waived.
* Approved curriculum modification unanimously.
* Approved new courses unanimously with amendments and required second readings waived.
* Approved minor curriculum modification unanimously.
* Approved new courses and required second readings waived.
* Approved curriculum modification unanimously.
* Approved course modification and required second readings waived.
* Approved curriculum modification unanimously.
* Approved curriculum modification unanimously.
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| **ADJOURN** | Meeting adjourned at 1:35p.m. |  |

**Next Meeting (B):** Friday, April 12, 2019 (immediately proceeds 12:00pm Meeting A) Location UC260