

Bloomsburg University  
Curriculum Committee

Minutes of the  
2014 – 2015  
Academic Year

**BLOOMSBURG UNIVERSITY  
CURRICULUM COMMITTEE**

**Minutes of the 2014 – 2015 Academic Year**

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## **BUCC Membership Roster 2014 - 2015**

<b><u>Members</u></b>	<b><u>Department</u></b>
Bruce Candlish, Chair	Music, Dance, and Theatre Arts
Frank D'Angelo	Teaching and Learning
Betina Entzminger	English
Monica Favia	Business Marketing
Karen Hamman	Developmental Instruction
Marion Mason	Psychology
Janet Reynolds Bodenman	Communication Studies
John Riley	Math, Computer Science, Statistics
Michael Shepard	Environmental, Geographical & Geological Sciences
Toni Trumbo-Bell	Chemistry
 <b><u>College Curriculum Committee Representatives</u></b>	
David Heineman, Liberal Arts	Communication Studies
Jessica Bentley-Sassaman, Education	Exceptionality Programs
Mark Usry, Business	Business Education and Information & Technology Management
John Huckans, Science and Technology	Physics

## **BUCC Minutes September 3, 2014**

Bruce Candlish, Chair of the BUCC, called the 378<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, September 3, 2014, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Toni Trumbo-Bell, Carolyn LaMacchia for Mark Usry, Frank D'Angelo, Marion Mason, Jessica Bentley-Sassaman, David Heineman, Michael Shepard, George Agbango, Monica Favia, Janet Reynolds Bodenman, John Huckans, Tina Entzminger, and Karen Hamman.

1. Approval of the Agenda of September 3, 2014 (378<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.  
**The motion to approve the agenda passed by voice vote.**
  
2. Approval of Minutes of April 30, 2014 (376<sup>th</sup> session) and May 7, 2014 (377<sup>th</sup> session)  
John Riley moved to approve the minutes of April 30<sup>th</sup> and May 7<sup>th</sup>; seconded by Toni Trumbo-Bell.  
**The motion to approve the minutes of April 30<sup>th</sup> and May 7<sup>th</sup> passed by voice vote.**
  
3. Chair Remarks
  - \* A vacancy on the BUCC has been created by Marika Handakas leaving the University. Those who ran in the last election and not elected were either not eligible or declined. Marika was an unaligned faculty member. Keeping with that same arrangement, Bruce Candlish recommended Karen Hamman from the Department of Developmental Instruction.  
John Riley moved to approve Karen Hamman to replace Marika Handakas; seconded by Toni Trumbo-Bell.  
**The motion to approve Karen Hamman as a BUCC member replacing Marika Handakas passed by voice vote.**
  
  - \* The BUCC Bylaws have been given to Bill Hudon who will take them to Meet and Discuss for approval;
  
  - \* Linda Hock, Associate Registrar, contacted Bruce Candlish regarding PRP 3450 Credit by Examination inquiring if this should be revised to exclude non-degree students.
  
  - \* Per Steve Kokoska, all policies passed by the BUCC will be sent to Bill Hudon for State Meet and Discuss through our local Meet and Discuss simultaneously as they are sent to the Provost for approval as per the CBA.
  
  - \* A comprehensive review of the PRPs was performed by Bill Hudon over the summer to assure all policies are in alignment with BOG policies.
  
4. Course Proposals

- A. Math, Computer Science and Statistics
- i. New Course, MATH 115 Cryptology  
John Riley moved to approve MATH 115 as a new course; seconded by Toni Trumbo-Bell.  
Bill Calhoun presented the proposal. This course is a lower level Cryptology offered to the STEM Magnet School Program students as well as matriculated University students.  
Members requested revising the effective semester date.  
**Motion to approve MATH 115 as a new course with the revision passed by voice vote.**
  - ii. Revisions to MATH 310 > MATH 405 Abstract Algebra
  - iii. Revisions to MATH 360 Number Theory
  - iv. Revisions to MATH 322 Differential Equations
  - v. Revisions to MATH 410 Mathematical Modeling
  - vi. Revisions to MATH 185 Discrete Mathematics
  - vii. Revisions to MATH 421 Real Analysis
- John Riley moved to approve the revisions to the above proposals; seconded by Toni Trumbo-Bell.  
Bill Calhoun presented the revisions to each proposal.  
**Motion to approve the revisions to the above proposals passed by voice vote.**
- B. Environmental, Geographical, and Geological Sciences
- i. New Course, EGGS 351 Sustainable Food Systems  
John Riley moved to approve EGGS 351 as a new course; seconded by Toni Trumbo-Bell.  
Sandy Kehoe-Forutan presented the proposal.  
Members requested striking the word ~~both~~ from the last sentence in Q2, and change one of the IV in #9 to V.  
**Motion to approve the new course EGGS 351 with the revisions passed by voice vote.**
- C. Physics & Engineering Technology
- i. Revisions to the BA Physics Major
  - ii. Revisions to the BS Physics Major
- John Riley moved to approve the revisions to the BA and the BS Physics Major.  
Peter Stine presented the BA Physics Major revisions.  
John Huckans presented the BS Physics Major revisions.  
Members requested revising the effective semester date on each proposal.  
**Motion to approve the revisions to both the BA and BS in Physics with the revision passed by voice vote.**
- D. Art and Art History
- i. Revisions and General Education, ARTHSTRY 451The Museum Exhibition  
John Riley moved to approve the revisions to ARTHSTRY 451; seconded by Toni Trumbo-Bell.  
Jason Godeke presented the proposal.

Members requested revising the effective semester date, and, to specify the class size.  
**Motion to approve the revisions to ARTHSTRY 451 with the revisions passed by voice vote.**

John Riley moved to approve ARTHSTRY 451 for 1 GEP toward Goal 10 Citizenship; seconded by Toni Trumbo-Bell.

**Motion to approve ARTHSTRY 451 for 1 GEP toward Goal 10 Citizenship with the above revisions passed by voice vote.**

E. English

i. New Course, ENGLISH 376 Romance

John Riley moved to approve ENGLISH 376 as a new course; seconded by Toni Trumbo-Bell.

Tina Entzminger presented the proposal.

**Motion to approve ENGLISH 376 as a new course passed by voice vote.**

5. General Education Guidelines – Endorsement

A. Guidelines for General Education Proposals

John Riley moved to endorse the Guidelines for General Education Proposals; seconded by Toni Trumbo-Bell.

Molly Marnella, Chair of the General Education Council presented the Guidelines.

Members requested removing the members' names in the Guidelines and provide a link to the members on the General Education Council website.

**Motion to endorse the Guidelines for General Education Proposals with the revision passed by voice vote.**

B. General Education Co-Curricular Learning Experiences General Guidelines

John Riley moved to endorse the CLE Guidelines; seconded by Toni Trumbo-Bell.

Molly Marnella, Chair of the General Education Council presented the Guidelines.

Members discussed the number of hours listed in #11 as 12.5 hours for a one-credit course and requested the GEC to review and revise that to align with the course credit policy.

John Riley moved to Table the amendment to the CLE Guidelines; seconded by Toni Trumbo-Bell.

**Motion to Table the amendment to the CLE Guidelines passed by voice vote.**

John Riley moved to Table the main motion to endorse the CLE Guidelines; seconded by Toni Trumbo-Bell.

**Motion to Table the endorsement of the CLE Guidelines passed by voice vote.**

6. 2015-2016 Academic Calendar

John Riley moved to approve the 2015-2016 Academic Calendar as presented; seconded by Monica Favia.

**The motion to approve the 2015-2016 Academic Calendar passed by voice vote.**

7. PRP 3230 – Assessment piece

Bruce Candlish apprised the committee of the discussion to the revisions to PRP 3230 regarding the request for Assessment to new programs. When developing the Assessment Program, it was inadvertently referred to as a "pilot program". The Provost replied to pursue implementation of the pilot. The use of the word Pilot was incorrectly used by the writer of the policy. Until this language is corrected and reviewed by the Provost, the Omnibus form from last year will be extended for this upcoming 2014/2015 academic year.

8. Policies, Rules and Procedures
  - A. PRP 3640 Academic Distinction – First Reading  
To be discussed on this PRP is an honor student graduating in winter term to receive that distinction in the Spring graduation or winter graduation.
  - B. PRP 3881 Student Disruptive Behavior Policy – Second Reading  
To be discussed on this PRP is revising the title of the Director of Student Standards with Dean of Students.
  - C. PRP 3343 Evaluation of Transfer Credits – First Reading  
To be discussed on this PRP is the awarding of 2 credits for military experience. Consider awarding 1 GEP in Citizenship for veterans. Bruce Candlish asked Trish Beyer to address this with the GEC.  
Bruce Candlish explained that due to the review over the summer of PRPs, the BUCC will postpone revising any PRPs until the Provost has reviewed the current recommendations.
9. Open Forum
  - \* Committee members discussed and recommended exploring experiential learning.
  - \* Frank D'Angelo questioned if the BUCC should meet over the summer.
  - \* ISIS is not providing academic support in the manner faculty were expecting.
  - \* Trish Beyer is working with an Integrated Learning group to assist CLEs and offered to expand their work to consider experiential learning.

The meeting adjourned at 4:55 PM.

## **BUCC Minutes September 17, 2014**

Bruce Candlish, Chair of the BUCC, called the 379<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, September 17, 2014, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Toni Trumbo-Bell, Carolyn LaMacchia for Mark Usry, Frank D'Angelo, Marion Mason, Deb Stryker for Jessica Bentley-Sassaman, David Heineman, Michael Shepard, George Agbango, Monica Favia, John Huckans, Tina Entzminger, and Karen Hamman.

1. Approval of the Agenda of September 17, 2014 (379<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.  
**The motion to approve the agenda passed by voice vote.**
2. Approval of Minutes of September 3, 2014 (378<sup>th</sup> session)  
John Riley moved to approve the minutes; seconded by Toni Trumbo-Bell.  
**The motion to approve the minutes passed by voice vote.**
3. Chair Remarks  
Bruce reported on his meeting with Drs. Blake and Agbango:
  - \* Assessment on the Assessment Plan included in PRP 3230 and the Omnibus Form.  
Dr. Agbango explained the Provost's view is that Assessment is not only the key responsibility of BUCC and Academic Affairs but also affects and includes all University

divisions such as Student Life, etc. Policy will be developed by the Office of Planning and Assessment with input from BUCC and all Divisions. The General Administration Committee will be involved as assessment is across campus.

- Members discussed the need for Academic Affairs to be the leader in assessment. Questions arose on how departments should proceed with five-year reviews. Dr. Agbango indicated to continue the process as in the past until a new plan is in place. Bill Hudon informed the committee this matter will be on the agenda for Meet and Discuss September 25<sup>th</sup>. "This affects faculty and faculty workload. This policy and any policy on assessment must be an open discussion with faculty first, then a development of a policy. Departments have been orally told to conform to the new policy but no written policy is in place".

- \* ISIS not delivering what faculty anticipated in terms of advisement  
The Provost was unaware of this and requested a meeting with the Registrar, technology, BUCC representatives, etc. to review options.
- \* PRP review  
A report will be presented to the Deans for input then to the Provost. A timeline has not been established.
- \* PRP 3881  
The Provost requested a review of PRP 3881 in comparison with the policy on Student Code of Conduct.  
Toni Trumbo-Bell requested a thorough review of any changes to PRP 3881. She uses this policy often.
- \* PRP 3640  
The Provost requested a small meeting with the Registrar.
- \* Class Size  
Any time a class size is mentioned in a master course syllabus, the box must be checked on the front of the Omnibus form even if it is not a revision in class size. Toni Trumbo-Bell announced the frustration of an obligation without a written policy. T. Bell requested this be added to the Policy.
- \* PRP 3602  
Specifies only 6 credits taken for a minor may also count for the major. The COB asked if this applies to double majors. Bruce Candlish indicated it does not.

#### 4. Course Proposals

- A. Honors / Environmental, Geographical, and Geological Sciences
  - i. New Course, Gen Ed: HONORS 105 Honors Environmental Issues and Choices  
John Riley moved to approve HONORS 105 as a new course; seconded by Toni Trumbo-Bell.  
John Bodenman presented the proposal.  
Members requested adding the word "one's" own to SLO #2 for clarity and check box 2g for recommending a class size.  
**Motion to approve HONORS 105 Honors Environmental Issues and Choices as a new course with the revision passed by voice vote.**



John Riley moved to approve HONORS 105 Honors Environmental Issues and Choices for 1 GEP toward Goal 2 Information Literacy, 1 GEP toward Goal 5 Natural Sciences and 1 GEP toward Goal 6 Social Sciences; seconded by Toni Trumbo-Bell.

**Motion to approve HONORS 105 Honors Environmental Issues and Choices for 1 GEP toward Goal 2 Information Literacy, 1 GEP toward Goal 5 Natural Sciences and 1 GEP toward Goal 6 Social Sciences passed by voice vote.**

- B. Business Education and information & Technology management  
i. MCS rev, Gen Ed, LAW 340 Law & Literature  
Monica Favia moved to approve LAW 340 for content revision and general education for 1 GEP toward Goal 7 Arts and Humanities and 2 GEPs toward Goal 10 Citizenship; seconded by Toni Trumbo-Bell.

Carolyn LaMacchia presented the proposal.

Members requested adding the word "credit" hours in #2 of Q1.

**Motion to approve LAW 340 for the content revisions and for general education for 1 GEP toward Goal 7 Arts and Humanities and 2 GEPs toward Goal 10 Citizenship with the revision passed by voice vote.**

- C. Math, Computer Science and Statistics  
i. DE: MATH 101 Mathematical Thinking  
John Riley moved to approve MATH 101 Mathematical Thinking for distance education; seconded by Toni Trumbo-Bell.  
John Riley presented the proposal.  
Members discussed the prevention of cheating on online exams. Suggestions were offered to use technology such as a webcam, and, build tokens into documents to prevent cutting and pasting.

**Motion to approve MATH 101 for distance education passed with one opposition.**

5. Open Forum  
A. Follow-up procedure for BUCC recommendations  
Marion Mason expressed the concern of the BUCC not receiving status feedback on proposals the BUCC passed. Dr. Blake is investigating an electronic tracking system.  
B. Toni Trumbo-Bell requested rules and policies be written policies.

The meeting adjourned at 4:26 PM.

## **BUCC Minutes October 1, 2014**

Bruce Candlish, Chair of the BUCC, called the 380<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, October 1, 2014, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Toni Trumbo-Bell, Margaret O'Connor for Mark Usry, Frank D'Angelo, Marion Mason, Jessica Bentley-Sassaman, David Heineman, Michael Shepard, George

Agbango, Monica Favia, John Huckans, Tina Entzminger, Janet Reynolds Bodenman, Karen Hamman and Niko Surace.

1. Approval of the Agenda of October 1, 2014 (380<sup>th</sup> session)

John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.

**The motion to approve the agenda passed by voice vote.**

2. Approval of Minutes of September 17, 2014 (379<sup>th</sup> session)

John Riley moved to approve the minutes; seconded by Toni Trumbo-Bell. John Riley moved to add a statement under Chair remarks that the General Administration Council will have oversight of the Assessment policy coming out of campus-wide discussion; seconded by Toni Trumbo-Bell.

**The motion to approve the minutes as amended passed by voice vote.**

3. Chair Remarks

\* Bruce introduced Niko Surace, student representative to the BUCC.

\* Bruce announced he was made aware of two members of Communication Studies on the BUCC; Janet Reynolds Bodenman, elected member, and David Heineman, Liberal Arts Curriculum Committee Chair. Per the Bylaws, two members of the same department cannot serve on the BUCC. There is no one else on the LACC committee who can represent the Curriculum Committee at BUCC. David Heineman suggested options, adjusting the rules, allowing Tina Entzminger to represent LACC and appoint someone else to her elected seat on BUCC, or a proxy vote. Bruce Candlish explained he was unaware of any proxy vote permissions.

Toni Trumbo-Bell moved to suspend the ruling of the Bylaws to allow David Heineman, LACC Chair, to continue to serve on the BUCC; seconded by Frank D'Angelo. Michael Shepard moved to amend the motion to limit the suspension to the 2014-2015 academic year approved by Toni Trumbo-Bell and Frank D'Angelo.

**The motion to suspend the ruling of the Bylaws to allow two members from the same department serve on the BUCC for the 2014-2015 academic year passed by voice vote.**

\* Bruce announced the Bylaws were Tabled at the Meet and Discuss meeting last week. The Provost will review the language to replace "approving body".

\* George Agbango reported he and Bruce met with the College Curriculum Chairpersons requesting they assure the box on the Omnibus Form relating to class size is checked if there is any mention of a class size in the proposal.

4. Course Proposals

A. Exceptionality Program

i. SPECED 101 Introduction to Individuals with Exceptionalities

John Riley moved to recommend SPECED 101 Introduction to Individuals with Exceptionalities for the revised master course syllabus and distance education; seconded by Toni Trumbo-Bell

Maureen Walsh presented the proposal.

Members questioned how to prevent cheating with distance education courses. Options were recommended such as timing the test.

**Motion to recommend SPECED 101 for the revised master course syllabus and distance education passed by voice vote with one abstention.**

ii. SPECED 547 Technology Applications

John Riley moved to recommend SPECED for distance education; seconded by Toni Trumbo-Bell.

Phillip Tucker presented the proposal.

Members requested revising the effective date.

**Motion to recommend SPECED 547 for distance education passed by voice vote with one abstention.**

B. Nursing

i. Nursing 451/551 Transcultural Health Issues

John Riley moved to recommend Nursing 451/551 for 1 GEP toward Goal 2 Information Literacy and 2 GEPs toward Goal 4 Cultures and Diversity; seconded by Toni Trumbo-Bell.

Mindi Miller presented the proposal.

Members requested adding “a dual listed course” to Q2.

**Motion to approve NURSING 451/551 with the revision passed by voice vote.**

C. Teaching and Learning

i. EDFOUND 414-514 Home, School, and Community Relations

Tina Entzminger moved to approve EDFOUND 414-514 for distance education and master course syllabus revisions; seconded by John Riley.

Tom Starmack presented the proposal.

Members suggested adding Superintendent to the list in #9 xi, suggested revising #10, second paragraph to read the online version of the course “may include but not limited to” utilizing both..., requested correcting a typo in Q2 and 10, and justify the class size in #10.

**Motion to approve EDFOUND 414-514 for the master course syllabus revisions and for distance education with the revisions passed by voice vote.**

ii. EDFOUND 540 Data Driven Decisions for 21<sup>st</sup> Century Schools

iii. EDFOUND 576 School Law and Finance

iv. EDFOUND 585 Curriculum and Instruction Evaluation

Frank D’Angelo moved to approve EDFOUND 540, 576, and 585 for the master course syllabus revisions and for distance education; seconded by Toni Trumbo-Bell.

Tom Starmack presented the proposals.

Members requested correcting a typo in #8 of EDFOUND 585, rewriting the catalog description in EDFOUND 540 for clearness, revising the department number prefixes with the department name prefix in #7 Prerequisites of EDFOUND 540, replace the word “Collaborate” with synchronous in #10 of EDFOUND 540, check box 2f and 2i of the Omnibus form on EDFOUND 540 and EDFOUND 585.

**Motion to approve EDFOUND 540 and EDFOUND 585 with the revisions, and EDFOUND 576 as is, for the revisions to the master course syllabus and for distance education passed by voice vote.**

v. READING 540 Intro to the Teaching of Reading

vi. READING 541 Reading Assessment and Intervention

vii. READING 545 Organization and Administration of Reading Programs

- viii. READING 546 Reading in the Content Area
- ix. READING 550 Literature, Literacy and Culture
- x. READING 551 Early Language Learning

Toni Trumbo-Bell moved to approve READING 540, 541, 545, 546, 550 and 551 for distance education and revisions to the master course syllabus; seconded by Jessica Bentley-Sassaman.

Frank D'Angelo presented the proposals.

Members requested revisions to each proposal.

**Motion to approve READING 540, 541, 545, 546, 550 and 551 with the revisions for distance education and revisions to the master course syllabus passed by voice vote.**

5. General Education Tutorials

Mindi Miller presented eight 1-3 minute General Education Tutorials she developed to assist faculty advisement and FAQ on the MyCore Program. Tutorials are posted on ISIS, faculty page, and the MyCore site for example.

6. Omnibus Form – First Reading

A proposed draft of the Omnibus Form was presented moving the 2g recommended class size box to item #3. This moves the item out of the subtitle Change in Master Course Syllabus. Members expressed the confusion that remains in moving the item to a different number. Janet Reynolds Bodenman suggested a discussion with the Provost on the issue of checking the box and then report back to BUCC.

7. Open Forum

Toni Trumbo-Bell requested an update on the issue of the additional 10 GEPs Bloomsburg can require of students transferring to Bloomsburg under the Program to Program Articulation Agreement.

The meeting adjourned at 4:45 PM.

## **BUCC Minutes October 15, 2014 – Open Forum**

Bruce Candlish, Chair of the BUCC, called the 381<sup>st</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, October 15, 2014, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Toni Trumbo-Bell, Carolyn LaMacchia, Frank D'Angelo, Marion Mason, Jessica Bentley-Sassaman, David Heineman, Michael Shepard, George Agbango, Monica Favia, John Huckans, Tina Entzminger, Janet Reynolds Bodenman, and Niko Surace.

1. Approval of the Agenda of October 15, 2014 (381<sup>st</sup> session)

John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.

**The motion to approve the agenda passed by voice vote.**

2. Chair Remarks

Bruce Candlish welcomed Provost Blake.

3. Update – Provost Blake

- \* Dr. Blake updated the BUCC members and guests on the initiatives of the University Community.
- \* Dr. Hudon was provided a summer contract to work with Dr. Mauch to review all Policies, Rules and Procedures aligning them with BU PRPS, the Office of the Chancellor, and the Board of Governor policies. The suggested revisions were shared with the college Deans. Dr. Blake has requested additional information on the revisions suggested.
- \* Omnibus Form
  - Bloomsburg University has always had class size recommendation with rationale. Please check the recommended class size box if there is a reference to class size regardless if there is a change in the class size from the previously approved master course syllabus.
  - Workshop opportunities will be provided to correctly assign class size.
  - New courses – when proposing a new course, indicate why developing a new course and review the inventory to determine if there are any courses to deactivate with the new course in the inventory.
  - Additional faculty workload needed for assessment. This statement is appearing on the Omnibus without a description of the existing department expectations for assessment and no indication of the extra time.
  - Attach current and proposed master course syllabus when a revision is requested for a course.
  - Provide evidence when requesting a minimum grade point average in a course or program.
- \* As a public institution, we need to provide educational services when needed to support student success.

John Huckans questioned Dr. Blake if a professor can see a schedule of courses two or three years down the road for assistance in advising students and planning. Dr. Blake replied that availability is in the developing process.

Marion Mason questioned Dr. Blake on the revising of master course syllabus during their 5-year review to align with assessment. Dr. Blake replied departments should continue doing what they have always done around their 5-year review.

4. Distance Education Class Component

Mary Nicholson presented sample wording proposers may wish to use when developing distance education proposals. On-site refers to any face-to-face delivery which doesn't necessarily denote the site as Bloomsburg University but any meeting location for the course. Dr. Nicholson stressed to indicate asynchronous or synchronous delivery if you are remotely thinking about doing this. John Riley suggested the BUCC include the presented information in the PRP. Frank D'Angelo suggested the BUCC have a future discussion on the topic of assigning work in a distance education course to be done during Spring Break.

5. State Authorization Requirements for Out of State Internships, Practicums, Clinical, and Learning Experiences

Mary Nicholson briefed the committee on various state authorization requirements for internships, practicums, clinical and learning experiences. Dr. Nicholson is collecting a state-by-state authorization policy. Policies will be posted on a website currently in development. As you become aware of enrolled students from out of state, please contact Mary Nicholson for ruling on authorization.

6. Incorporating Student Alcohol and Drug Awareness in Class – Margarete Hahn  
This item was not discussed. Ms. Hahn was not in attendance to present the topic.
7. PRP 3602 – Majors, Minors, Career Concentration and Teacher Certification  
PRP 3604 – Undergraduate Graduation Requirements  
BU policy states you cannot use more than 6 credits from a major for a minor. Joseph Kissell is looking for direction on the interpretation of whether or not cognate courses can count toward a minor. John Riley suggested the BUCC discuss and pass a motion to the effect that cognate courses or common core courses in a major shall be applicable to a minor at a future meeting.
8. Open Forum  
Marion Mason questioned the BOG policy interpretation of creating a minor without a major. John Riley and members discussed the direction given on assessment and the effect from Middle States. Upon the return of the Director of the Office of Planning and Assessment, a more comprehensive assessment plan will be developed. Dr. Hudon stated there is a clear indication that program review is required of all departments and all programs in the standard instructions of the 5-year review. Dr. Hudon explained this arose from a verbal conversation with the Director of Planning and Assessment that goes above and beyond the standard instruction. Dr. Hudon stated there is no requirement to do anything above and beyond what is in writing.

The meeting adjourned at 4:58 PM.

## **BUCC Minutes November 5, 2014**

Bruce Candlish, Chair of the BUCC, called the 382<sup>nd</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, November 5, 2014, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Toni Trumbo-Bell, Carolyn LaMacchia, Frank D'Angelo, Marion Mason, Jessica Bentley-Sassaman, David Heineman, Michael Shepard, George Agbango, Monica Favia, John Huckans, Janet Reynolds Bodenman, Karen Hamman, and Niko Surace.

1. Approval of the Agenda of November 5, 2014 (382<sup>nd</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.  
**The motion to approve the agenda passed by voice vote.**
2. Approval of the Minutes October 1, 2014 (380<sup>th</sup> session)  
Approval of the Minutes October 15, 2015 (381<sup>st</sup> session)  
John Riley moved to approve the minutes of October 1<sup>st</sup> and October 15<sup>th</sup>; seconded by Toni Trumbo-Bell. Revisions were requested to both sets of minutes.

**The motion to approve the Minutes of October 1<sup>st</sup> and October 15<sup>th</sup> with the requested revisions passed by voice vote.**

3. Chair Remarks

The deadline for proposal submission for the November 19<sup>th</sup> BUCC meeting was moved up to Thursday, November 6<sup>th</sup> at noon to enable Jill time to create the agenda prior to going on medical leave.

George Agbango thanked everyone for coming to the reception.

4. Policies, Rules and Procedures

A. PRP 3223 Graduate Degree Programs – First Reading

Bob Gates explained the revisions to the PRP. Members requested some grammatical revisions.

B. PRP 3449 Graduate Courses in Senior Year – First Reading

Bob Gates explained the revisions. There were no revisions requested by the BUCC.

C. PRP 3640 Academic Distinction – Second Reading

Joseph Kissell explained the current policy does not address the winter term.

John Riley moved to revise the second sentence in #8 to read: “For spring commencement, only students graduating in the spring *or winter* are eligible for this designation;...” seconded by Toni Trumbo-Bell.

**Motion to amend the specified sentence in #8 passed by voice vote.**

Joseph Kissell requested interpretation of the number of credits required for honors at commencement or on the academic transcript. Members discussed the number of credits earned for a Bloomsburg University honors distinction.

Frank D’Angelo moved to specify forty-five credits must be earned at Bloomsburg University prior to the last semester in order to be considered for academic honors at graduation, and to add a 6.B. to the policy indicating Forty-five credits must be earned at Bloomsburg University at graduation in order to be considered for academic honors upon degree conferral; seconded by John Riley.

**Motion to determine number of credits for honors distinction passed by voice vote.**

John Riley moved the BUCC approve PRP 3640 as revised and recommend to the Provost; seconded by Toni Trumbo-Bell.

**Motion to recommend the revised PRP 3640 to the Provost passed by voice vote.**

5. Course Proposals

A. Name Change: Department of Developmental Instruction (Informational Item)

Sharon Solloway explained the name change from Department of Developmental Instruction to the Department of Academic Achievement. The decision was made to align the department name to the structure and course offerings of the department. The committee had no questions.

B. Exceptionality Programs

i. New Course: DEAFHH 493/593 Student Teaching Seminar in Deaf Ed

John Riley moved to approve DEAFHH 493/593 as a new course; seconded by Toni Trumbo-Bell.

Deb Stryker presented the proposal.

Members requested deleting the duplicate paragraph in #14.

**Motion to approve DEAFHH 493/593 as a new course with the revision passed by voice vote.**

C. Mass Communication

- i. New Course: Distance Ed: MASSCOMM 380 Media Programming & Management

John Riley moved to approve MASSCOMM 380 as a new course; seconded by Toni Trumbo-Bell.

Jason Genovese presented the proposal.

Members requested a grammatical revision to #9, and replacing “Track” with “area” in the Program Checklists.

**Motion to approve MASSCOMM 380 as a new course with the revisions passed by voice vote.**

John Riley moved to approve MASSCOMM 380 as distance education; seconded by Toni Trumbo-Bell.

**Motion to approve MASSCOMM 380 as distance education passed by voice vote.**

D. Chemistry

- i. Distance Education: CHEM 100 Chemistry and the Citizen

John Riley moved to approve CHEM 100 for distance education; seconded by Jessica Bentley-Sassaman.

Bruce Wilcox presented the proposal.

Toni Trumbo-Bell stated she would include something in #10 to indicate the possibility of proctored exams and will also provide a justifiable class size rationale.

**Motion to approve CHEM 100 as distance education with the revisions passed by voice vote.**

E. Accounting

- i. Rev to Requirements: BS/BA in Accounting

John Riley moved to approve the revisions to the requirements in the BS/BA in Accounting.

Gary Robson presented the proposal.

**The motion to approve the revisions to the requirements of the BS/BA in Accounting passed by voice vote.**

- ii. New Course, Distance Ed: ACCT 510 Adv Accounting Information Systems

John Riley moved to approve ACCT 510 as a new course; seconded by Toni Trumbo-Bell. Mark Law presented the proposal.

Members requested removing “request a class size reduction” from Q1, and revising the check mark in Q3 under add’l resources required and check the no resources required box and provide an explanation.

**Motion to approve ACCT 510 with the revisions as a new course passed by voice vote.**

John Riley moved to approve ACCT 510 for distance education; seconded by Toni Trumbo-Bell.

**Motion to approve ACCT 510 for distance education passed by voice vote.**

F. Management and Marketing

- i. Distance Ed: MGMT 244 Principles of Management



John Riley moved to approve MGMT 244 for distance education; seconded by Toni Trumbo-Bell.

Ruhul Amin presented the proposal.

Members requested including an explanation in Q3, some grammatical changes in Q2, and adding the name of the course to the Short Title.

**Motion to approve MGMT for distance education with the revisions passed by voice vote.**

ii. Create a Marketing Concentration: Professional Selling

John Riley moved to approve the Professional Selling Concentration; seconded by Monica Favia.

Monica Favia presented the proposal.

**Motion to approve the Professional Selling Concentration passed by voice vote.**

G. Business Education and Information & Technology Management

i. Gen Ed: BUSED 350 Valuing Diversity in Business

John Riley moved to approve BUSED 350 for 3 GEPs toward Goal 4 Cultures and Diversity; seconded by Toni Trumbo-Bell.

Maggie O'Connor presented the proposal.

**Motion to approve BUSED 350 for 3 GEPs toward Goal 4 Cultures and Diversity passed by voice vote.**

6. CLE Guidelines

Trish Beyer explained the revisions made to the CLE Guidelines as recommended by the BUCC at their last review. The number of hours devoted to the CLE by the student must be greater than or equal to 30 hours for each GEP assigned.

John Riley moved to endorse the CLE Guidelines as presented; seconded by Jessica Bentley-Sassaman.

**Motion to endorse the CLE Guidelines passed by voice vote.**

7. Open Forum

John Riley proposed the GEC think about giving 1 GEP for Citizenship and 1 GEP for Healthy Living for military who have completed basic training. Molly Marnella responded the GEC is working with the ROTC on this. Trish Beyer suggested to continue this policy it should be included in the Transfer Policy.

Trish Beyer indicated they are working with Jeff Garland to have Army classes to include Healthy Living points in the first year and Citizenship in the second year and leadership points in the third and fourth years.

John Riley volunteered to draft a policy to recognize GEPs for military courses.

Marion Mason thanked Trish Beyer for investigating the policy surrounding a minor with/without a major.

The meeting adjourned at 4:49 PM

## BUCC Minutes November 19, 2014

Bruce Candlish, Chair of the BUCC, called the 383<sup>rd</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, November 19, 2014, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Carolyn LaMacchia, Frank D'Angelo, Jessica Bentley-Sassaman, David Heineman, Michael Shepard, George Agbango, John Huckans, Betina Entzminger, and Niko Surace.

1. Approval of the Agenda of November 19, 2014 (383<sup>rd</sup> session)  
John Riley moved to approve the agenda; seconded by Frank D'Angelo. Item 5.A.xiv is moved to a new item 5.B.  
**The motion to approve the agenda with the revision passed by voice vote.**
2. Approval of the Minutes November 5, 2014 (382<sup>nd</sup> session)  
John Riley moved to approve the minutes; seconded by Jessica Bentley-Sassaman.  
**The motion to approve the Minutes with the requested word change to Item 6 passed by voice vote.**
3. Chair Remarks
  - Bruce Candlish welcomed Lisa Clippinger and reminded everyone to complete the sign in sheet and to identify themselves when speaking.
  - Bruce Candlish met with the Vice President of Student Affairs, Dean of Students, Assistant Dean of Students and Dr. Agbango regarding PRP 4802 Student Code of Conduct and PRP 3881 Student Disruptive Behavior. The concern raised by PASSHE legal is that procedures don't match across PRP 3881 Student Disruptive Behavior and PRP 4802 Student Code of Conduct. The recommendation from Legal is to incorporate both PRPs into one PRP. A subcommittee will be formed to draft one policy incorporating both issues. The BUCC Chair will serve on the committee with members nominated by the Deans, and members appointed by Student Affairs. John Riley explained PRP 3881 was created by faculty to assist faculty in the classroom.
  - BUCC Bylaws are still on hold. Language in question is *final approving body* or *final recommending body*.
4. Policies, Rules and Procedures
  - A. PRP 3223 Graduate Degree Programs – Second Reading  
John Riley moved to recommend PRP 3223 to the Provost; seconded by Jessica Bentley-Sassaman.  
Bob Gates explained the recommended changes were made.  
**Motion to recommend PRP 3223 to the Provost passed by voice vote.**
  - B. PRP 3449 Graduate Courses in Senior Year – Second Reading  
Bob Gates requested withdrawal of this policy at this time until appropriate revisions can be made after a future meeting with BU Financial Office and the Registrar.
5. Course Proposals
  - A. Teaching and Learning

- i. EDL 500 Intro to Educational Leadership
- ii. EDL 501 Organizational Behavior & Program Development
- iii. EDL 504 Supervision of Curriculum and Instruction
- iv. EDL 505 Curriculum and Instruction Theory, Design & Development
- v. EDL 530 Campus Crisis management
- vi. EDL 531 Legal Issues in College Student Affairs

John Riley moved to approve the revisions to EDL 500, 501, 504, 505; and, to approve EDL 530 and 531 as a new course; seconded by Frank D'Angelo.

Tom Starmack presented the proposals.

**Motion to approve revisions to EDL 500, 501 as amended, 504 and 505; and approve EDL 530 and 531 with revisions to both as new courses passed by voice vote.**

John Riley moved to approve EDL 500, 501, 504, 505, 530 and 531 for distance education; seconded by Jessica Bentley-Sassaman.

There was no additional discussion.

**Motion to approve EDL 500, 501, 504, 505, 530 and 531 for distance education passed by voice vote.**

- vii. COUNSEL 516 Pre-Practicum in School Counseling
- viii. COUNSEL 517 Practicum in School Counseling
- ix. COUNSEL 518 Adv Practicum in School Counseling
- x. COUNSEL 520 Human Development
- xi. COUNSEL 550 Intro to School Counseling
- xii. COUNSEL 555 Contemporary Issues in School Counseling

John Riley moved to approve COUNSEL 516, 517, and 518 as a new course, and approve the revisions to COUNSEL 520, 550 and 555; seconded by Frank D'Angelo.

Tom Starmack presented the proposals.

Members requested revising the word required to recommended class size in 520, 550 and 555, and indicate in Q3 of 516, 517 and 518 that they are replacing experimental courses.

**Motion to approve COUNSEL 516, 517, and 518 as a new course, and approve the revisions to the master course syllabus of COUNSEL 520, 550 and 555 with the above requested revisions passed by voice vote.**

John Riley moved to approve COUNSEL 516, 517, 518, 520, 550 and 555 for distance education; seconded by Jessica Bentley-Sassaman.

There was no additional discussion.

**Motion to approve COUNSEL 516, 517, 518, 520, 550 and 555 for distance education passed by voice vote.**

- xiii. Master of Education in Education Leadership

John Riley moved to approve the changes in the Master of Education in Education Leadership; seconded by Frank D'Angelo.

Tom Starmack presented the proposal.

There was discussion on revising the effective semester date to Summer of 2015 as students are already scheduled into courses in this revised program. Joseph Kissell indicated the semester date can remain Spring 2015.

Members requested checking Box 5 and either unchecking T. Fiscal Impact under Box 4 or including the Fiscal Impact. The proposer explained a Fiscal Impact is not needed so they will be unchecking the Box.

**Motion to approve the changes in the Master of Education in Education Leadership with the requested revisions passed by voice vote.**

- B. Exceptionality Programs
  - i. ASLTERP 450 Transliteration  
John Riley moved to approve the revisions to ASLTERP 450; seconded by Frank D'Angelo.  
Jessica Bentley-Sassaman presented the proposal.  
Members requested grammatical changes to the catalog description.  
**Motion to approve ASLTERP 450 with the revision passed by voice vote.**

6. GEC Guidelines

Molly Marnella, GEC Chair, explained the revisions to the Guidelines.

A. Change 1 (recommendation): If a department would like to make a change in the Rubrics of a previously approved course but makes no changes to the student learning objectives, the process recommended is to email the Chair of the GEC with the current and modified versions of the master course syllabus, Omnibus, and Rubrics. The GEC Chair will either send them to the Office of Planning and Assessment or determine that it needs to go through the regular curricular process.

John Riley moved to endorse this change; seconded by Tina Entzminger.

**Motion to endorse the above revision to the GEC Guidelines passed by voice vote.**

B. Change 2 (suggestion): If no assessment data is received by a course(s) taught several times, reminder emails are sent to the chair of the department and the professor of the course. If no action is taken to submit data, a recommendation is presented to the BUCC to remove the GEPs from the course.

Committee members discussed this suggestion penalizes the course and not the instructor. One course could have several sections taught by different professors with some of the professors submitting data and others not. Consensus of the committee is that this suggestion is not under the jurisdiction of the GEC or BUCC but at the Administration level.

7. Open Forum

Bruce Candlish requested the opinion of the committee on the matter of changing course prefixes within departments that changed their names. It was the consensus of the committee to record the prefix revisions on the Omnibus form for the Registrar's Office use.

The meeting adjourned at 4:12 PM

## **BUCC Minutes December 3, 2014**

Bruce Candlish, Chair of the BUCC, called the 384<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, December 3, 2014, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Carolyn LaMacchia, Frank D'Angelo, Deb Stryker for Jessica Bentley-Sassaman, David Heineman, Michael Shepard, George Agbango, Betina Entzminger, Marion Mason, Karen Hamman, Toni Trumbo-Bell, Janet and Niko Surace.

1. Approval of the Agenda of December 3, 2014 (384<sup>th</sup> session)

John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell. The agenda was amended to remove the minutes of November 19, 2014.

**The motion to approve the agenda as amended passed by voice vote.**

2. Approval of the Minutes December 3, 2014 (383<sup>rd</sup> session)

This item was removed from the agenda.

3. Chair Remarks

- Bruce Candlish reported the Provost provided extensive feedback on the Bylaws. Bill Hudon, Bruce Candlish, and George Agbango will meet to discuss the feedback provided by Dr. Blake.
- George Agbango explained upper administration changed the reading day from Tuesday, November 21<sup>st</sup> to October 6<sup>th</sup> to better assist students in their preparation of mid-terms. Toni Trumbo-Bell indicated the labs run Tuesday through Thursday and changing the date to a Tuesday in October would be detrimental to the sciences. For two years, the reading day was on a Friday and the Tuesday before Thanksgiving was an academic Friday. This arrangement worked but was very confusing.

4. Course Proposals

A. Academic Enrichment

i. Prefix revision

John Riley moved to accept the prefix revision for the Department of Academic Enrichment; seconded by Toni Trumbo-Bell.

Karen Hamman presented the proposal to revise the developmental studies course prefix.

**Motion to accept the prefix change passed by voice vote.**

B. Languages and Cultures

i. ARABIC 203 Arabic 3

ii. ARABIC 204 Arabic 4

iii. ARABIC 211 Cultures in the Arabic-speaking World

iv. ARABIC 212 Euro-Arab Cinema

v. ARABIC 305 Advanced Arabic I

vi. ARABIC 306 Advanced Arabic II

John Riley moved to approve ARABIC 203, 204, 211, 212, 305 and 306 as new courses; seconded by Toni Trumbo-Bell.

Yahya Laayouni presented the proposals.

**Motion to approve ARABIC 203, 204, 211, 212, 305 and 306 as new courses passed by voice vote.**

John Riley moved to approve ARABIC 203, 204, 211, and 212 for general education.

**Motion to approve ARABIC 203, 204, 211 and 212 for general education passed by voice vote.**

vii. French Track

viii. French Minor

John Riley moved to approve the modifications to the French Track and the French Minor; seconded by Toni Trumbo-Bell.

Yahya Laayouni presented the proposals.

**Motion to approve the modifications to the French Track and French Minor passed by voice vote.**

- ix. Spanish Track
- x. Spanish Minor

John Riley moved to approve the modifications to the Spanish Track and the Spanish Minor; seconded by Toni Trumbo-Bell.

**Motion to approve the modifications to the Spanish Track and the Spanish Minor passed by voice vote.**

C. Math, computer Science and Statistics

- i. COMPSCI 345 Mobile Device Application Development

John Riley moved to approve COMPSCI 345 as a new course; seconded by Toni Trumbo-Bell.

Drue Coles presented the proposal.

Members requested ABET language be added to #14. A suggestion was made to generalize #8.

**Motion to approve COMPSCI 345 as a new course with the revision passed by voice vote.**

D. Political Science

- i. Revisions to the Political Science Major

Tina Entzminger moved to approve the modification to the requirement of the Political Science major; seconded by Toni Trumbo-Bell.

Neil Strine presented the proposal.

**Motion to approve the revisions to the Political Science Major passed by voice vote.**

E. Anthropology

- i. ANTHRO 230 Foundations of Professional Anthropology

John Riley moved to approve ANTHRO 230 as a new course; seconded by Toni Trumbo-Bell.

DeeAnne Wymer presented the proposal.

Members requested a more specific short title.

**Motion to approve ANTHRO 230 as a new course passed by voice vote.**

- ii. Modifications to the Anthropology Major

Tina Entzminger moved to approve the revisions to the Anthropology Major; seconded by Toni Trumbo-Bell.

DeeAnne Wymer presented the proposal.

**Motion to approve the revisions to the Anthropology Major passed by voice vote.**

F. English

- i. Gender Studies Minor elective revisions

John Riley moved to approve the revisions to the electives of the Gender Studies Minor; seconded by Toni Trumbo-Bell.

Tina Entzminger presented the proposal.

**Motion to approve the revisions to the Gender Studies Minor passed by voice vote.**

- G. Communication Studies
  - i. COMMSTUD 104 Interpersonal Communication  
Toni Trumbo-Bell moved to approve COMMSTUD 104 for distance education; seconded by Frank D'Angelo.  
David Heineman presented the proposal.  
Members discussed offering an Interpersonal Communication course via distance education. Dr. Heineman indicated the ways in managing conflict, relationships, and other communication in any environment. The Methods section of the Master Course Syllabus clarifies the manner of offering the course distance education.  
**Motion to approve COMMSTUD 104 for distance education passed by voice vote with 3 abstentions.**
- H. College of Business
  - i. Letter of Intent to create a new major: Supply Chain Management  
John Riley moved to endorse the Letter of Intent to create a new major: Supply Chain Management.  
John Grandzol presented the motivation in creating this major. To remain marketable in this area, it is vital to offer this major. This is the highest growing job in the U.S.

- 5. Curriculum Process Discussion  
Discussion focused on the process to implement an Interdisciplinary proposal. Current process is that the Interdisciplinary course must reside in a department. John Grandzol proposed housing interdisciplinary courses in an Interdisciplinary Department at the College level with members of that Department from other departments within the college. Jonathan Lincoln described there may be interdisciplinary programs in the near future which will cross colleges. Bruce Candlish proposed a smaller working group to identify potential issues in creating an Interdisciplinary Department and to present a plan to the BUCC at the March 18, 2015 BUCC meeting. Members of the working group: Michael Shepard, convener, John Grandzol, Bill Hudon, and Jim Brown.
- 6. Open Forum  
No items

The meeting adjourned at 4:16 PM

## **BUCC Minutes January 28, 2015**

Bruce Candlish, Chair of the BUCC, called the 385<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, January 28, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Carolyn LaMacchia, Frank D'Angelo, Jessica Bentley-Sassaman, Michael Shepard, Sheila Jones representing Provost Office, Betina Entzminger, Marion Mason, Karen Hamman, Toni Trumbo-Bell, Janet Reynolds Bodenman and Niko Surace.

- 1. Approval of the Agenda of January 28, 2015 (385<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.

**The motion to approve the agenda passed by voice vote.**

2. Approval of the Minutes November 19, 2014 (383<sup>rd</sup> session and December 3, 2014 (384<sup>th</sup> session)

John Riley moved to approve the Minutes of November 19<sup>th</sup> and December 3<sup>rd</sup>, 2014; seconded by Toni Trumbo-Bell.

**The motion to approve both sets of minutes passed by voice vote.**

3. Chair Remarks

- Bruce Candlish welcomed Sheila Jones representing the Provost's Office for today's meeting.
- PRP 3881 – Student Disruptive Behavior Policy. Dr. Agbango to discuss with the VP of Student Affairs, Dr. Somerville, forming a committee to review the PRP separate from the Student Life standing committee. Dr. Agbango will report on the results of that meeting at the next BUCC meeting.
- BUCC Bylaws – A meeting was held between Drs. Agbango, Hudon, and Bruce Candlish to review the comments of the Provost. Dr. Agbango will meet with the Provost to discuss the dialog of that meeting and report back to the BUCC.
- PRP 3446 – Undergraduate Academic Retention Standards. Bruce Candlish will meet with the Registrar's office to draft language to align practice with the policy.

4. Course Proposals

A. Math, Computer Science and Statistics

- Master Course Syllabus revisions: MATH 125 Calculus 1
- Master Course Syllabus revisions: MATH 126 Calculus 2
- Master Course Syllabus revisions: MATH 225 Calculus 3

John Riley moved to approve the master course syllabus revisions to MATH 125, 126 and 225; seconded by Toni Trumbo-Bell.

Bill Calhoun presented the proposals. The department is requesting increasing the credit hours to four from three.

Members requested a few minor revisions

**Motion to approve the master course syllabus revisions to MATH 125, 126 and 225 with the revisions passed by voice vote.**

- Requirement modifications to Math BA, Math BA – Statistics and Math BS Programs

- Requirement modifications to Math Minor

John Riley moved to approve the modifications to the Math BA, Math BA-Statistics, and Math BS Programs, and to the Math Minor; seconded by Toni Trumbo-Bell.

Bill Calhoun presented the proposals.

**Motion to approve the modifications to the Math Majors and Math Minor passed by voice vote.**

- Master Course Syllabus revisions: DIGFOR 275 Networks for Digital Forensics

John Riley moved to approve the revisions to DIGFOR 275; seconded by Toni Trumbo-Bell.

John Riley presented the proposal.

Members requested a minor change to Q2.

**Motion to approve the revisions to DIGFOR 275 with the revision passed by voice vote.**



- vii. Master Course Syllabus revisions: Pass/Fail DIGFOR 498 Internship in Digital Forensics

John Riley moved to approve the revisions to DIGFOR 498; seconded by Toni Trumbo-Bell.

John Riley presented the proposal.

Members requested a minor change to Q2.

**Motion to approve the revisions to DIGFOR 498 with the revision passed by voice vote.**

- viii. Requirement modifications to Digital Forensics Major

John Riley moved to approve the revisions to the Digital Forensics Major; seconded by Toni Trumbo-Bell.

John Riley presented the proposal.

**Motion to approve the revisions to the Digital Forensics Major passed by voice vote.**

- ix. New Course: COMPSCI 115 Python Programming

John Riley moved to approve COMPSCI 115 Python Programming as a new course; seconded by Toni Trumbo-Bell.

Curt Jones presented the proposal.

**Motion to approve the new course COMPSCI 115 Python Programming passed by voice vote.**

- x. Requirement modifications to Computer Science Major

John Riley moved to approve the revisions to the Computer Science Major; seconded by Toni Trumbo-Bell.

Curt Jones presented the proposal.

Members requested a minor revision to Q1.

**Motion to approve the revisions to the Computer Science Major with the revision passed by voice vote.**

B. Honors/Exceptionality Programs

- i. New Course, Distance Ed, Gen Ed: HONORS 131 Honors Intro to Individuals w/Exceptionalities

John Riley moved to approve HONORS 131 as a new course and for distance education; seconded by Toni Trumbo-Bell.

Walter Zilz presented the proposal.

**Motion to approve HONORS 131 Honors Intro to Individuals with Exceptionalities as a new course and for distance education passed by voice vote.**

John Riley moved to approve HONORS 131 Honors Intro to Individuals with Exceptionalities for 2 GEPs toward Goal 4 and 1 GEP toward Goal 10; seconded by Toni Trumbo-Bell.

Walter Zilz presented the justification for GEPs.

**Motion to approve HONORS 131 Honors Intro to Individuals with Exceptionalities for 2 GEPs toward Goal 4 and 1 GEP toward Goal 10 passed by voice vote.**

C. Honors

- i. New Course, Distance Ed., Gen Ed: HONORS 300 Intro to Research

John Riley moved to approve HONORS 300 Intro to Research as a new course and for distance education; seconded by Toni Trumbo-Bell.

David Magolis presented the proposal.

Members requested revisions to SLO #3 and #4, revise the Rubrics to align with the SLO revisions, and revise the wording in Q1.

**Motion to approve HONORS 300 Intro to Research as a new course and for distance education with the revisions passed by voice vote.**

John Riley moved to approve HONORS 300 Intro to Research for 1 GEP toward Goal 2; seconded by Toni Trumbo-Bell.

**Motion to approve HONORS 300 Intro to Research for 1 GEP toward Goal 2 with the revisions requested passed by voice vote.**

D. Mass Communications

i. Master Course Syllabus rev., Gen Ed: MASSCOMM 220 Multimedia in Mass Comm1

ii. Master Course Syllabus rev., Gen Ed: MASSCOMM 260 Intro to Mediated Comm

iii. Master Course Syllabus rev., Gen Ed: MASSCOMM 280 Intro to Visual Comm

Toni Trumbo-Bell moved to approve the master course revisions to MASSCOMM 220, MASSCOMM 260 and MASSCOMM 280; seconded by John Riley.

David Magolis presented each proposal.

Members requested minor revisions to Q1 in each proposal.

**Motion to approve the master course revisions to MASSCOMM 220, MASSCOMM 260 and MASSCOMM 280 with the revisions passed by voice vote.**

Toni Trumbo-Bell moved to approve MASSCOMM 220 for 1 GEP toward Goal 1, 1 GEP toward Goal 7, and 1 GEP toward Goal 10; MASSCOMM 260 for 1 GEP toward goal 1, 1 GEP toward Goal 2, and 1 GEP toward Goal 6; and, MASSCOMM 280 for 1 GEP toward Goal 1, 1 GEP toward Goal 6, and 1 GEP toward Goal 10; seconded by John Riley.

**Motion to approve MASSCOMM 220, MASSCOMM 260 and MASSCOMM 280 for their respective GEP requests passed by voice vote.**

5. Guidelines for General Education Proposals – Molly Marnella and Patricia Beyer

Molly Marnella presented the revisions made to the Guidelines for General Education Proposals as requested by the BUCC at the November 19, 2014 meeting.

Members discussed the current revision implying only those faculty who will submit data be assigned to teach those courses. The committee requested input from the Deans present at this meeting. Dean Brown indicated his satisfaction in the faculty compliance to Assessment.

Members suggested language "...the responsibility of the chairperson, deans and provost to make sure the faculty assigned do the assessment".

John Riley moved to amend the sentence to read: Therefore, we ask department chairpersons, the Dean of the respective Colleges and the Provost of the University to support ~~faculty assignments of~~ instructional staff who.... The motion was not seconded.

The Guidelines as presented were tabled to allow language to be revised.

Betina Entzminger and Janet Reynolds Bodenman volunteered to draft language and present at the next BUCC meeting.

6. Open Forum

- \* John Riley provided an update to the Committee on his volunteerism to draft language in a PRP to allow veterans to receive GEPs. He will have that draft available for the committee to discuss at the next BUCC meeting.

- \* Toni Trumbo-Bell requested the final, signed proposals for MATH 125 – Calc 1, MATH 126 – Calc 2, and MATH 225 – Calc 3 be distributed additionally to the department of Teaching and Learning and so that their program checklists can be updated. Dr. Bell requested the Provost act on these proposal approvals expediently since the change begins Fall 2015.
- \* Frank D’Angelo inquired if there was an update to a request made of Joseph Kissell at an October BUCC meeting regarding a designated time for distance education finals. Linda Hock who was representing the Registrar’s Office was unaware of any progress on this topic. Toni Bell indicated Ellen Kehres took advantage of a proctoring service for the CHEM 100 winter course which worked very well. Students paid \$20 to the proctoring service or came to campus at a designated time to the final exam. This arrangement worked very well.

The meeting adjourned at 4:05 PM

## **BUCC Minutes March 4, 2015**

Bruce Candlish, Chair of the BUCC, called the 386<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, March 4, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Carolyn LaMacchia, Molly Marnella for Frank D’Angelo, Tony Zilz for Jessica Bentley-Sassaman, Michael Shepard, Bob Gates representing Provost Office, Betina Entzminger, Marion Mason, Toni Trumbo-Bell, Janet Reynolds Bodenman, Monica Favia, David Heineman, Niko Surace, and John Huckans at 4:00PM.

1. Approval of the Agenda of March 4, 2015 (386<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell. Toni Trumbo-Bell moved to remove the Guidelines for General Education Proposals from the agenda to allow administration’s input at a future meeting; seconded by John Riley.  
**The motion to approve the agenda as amended passed by voice vote.**
2. Approval of the Minutes January 28, 2015 (385<sup>th</sup> session)  
John Riley moved to approve the Minutes; seconded by Toni Trumbo-Bell. Bruce Candlish requested an addition to 4A explaining the adjustment of calculus course sequence.  
**The motion to approve the minutes as revised passed by voice vote.**
3. Chair Remarks
  - A comprehensive review of the academic Policy, Rules and Procedures aligning them with BOG policies and local policies where applicable will occur over the summer of 2015. The review working group will consist of two or three members of the BUCC, the BUCC chair, and Dr. Agbango. Faculty members of this working group will be compensated. The revised PRPs will be presented to the BUCC for recommendation and

reviewed by the Provost within thirty days. Bill Hudon requested the BUCC members be aware of Article 31E of the CBA that all University curriculum policy must be reviewed and local and state Meet and Discuss.

- Student Disruptive Behavior Policy – Dr. Agbango provided an email to B. Candlish from the VP of Student Affairs recommending PRP 3881 be removed. The President will bring together the University lawyer in consultation with members of the BUCC that were involved in the creation of PRP 3881. Bill Hudon reminded the committee local meet and discuss will also need to be involved per Article 31E of the CBA.
- The Calculus proposals have been approved. The Provost did pose a question to the College of Education to which the Dean responded they will build their program around this change.
- Joseph Kissell forwarded a message to Bruce Candlish from another university asking if there is a definition as to when a revised course needs to be brought forward as a new course. BU does not have a policy on this.

#### 4. Course Proposals

##### A. Anthropology

###### i. ANTHRO 102 Anthropology and World Problems

John Riley moved to approve ANTHRO 102 Anthropology and World Problems for distance education; seconded by Toni Trumbo-Bell.

David Fazzino presented the proposal.

Toni Trumbo-Bell moved to insert the option of proctored exams at the discretion of the instructor to the Master Course Syllabus; seconded by Michael Shepard.

**Motion to approve ANTHRO 102 Anthropology and World Problems for distance education with the amendment passed by voice vote.**

##### B. History

###### i. HISTORY 125 Western Civilization to 1650

John Riley moved to approve HISTORY 125 Western Civilization to 1650 for distance education; seconded by Toni Trumbo-Bell.

Bill Hudon presented the proposal.

Toni Trumbo-Bell moved to insert the option of proctored exams at the discretion of the instructor to the Master Course Syllabus; seconded by Michael Shepard.

**Motion to approve HISTORY 125 Western Civilization to 1650 for distance education with the amendment passed by voice vote.**

##### C. English

###### i. ENGLISH 485 Major Authors

John Riley moved to approve ENGLISH 485 as a new course; seconded by Toni Trumbo-Bell.

Terry Riley presented the proposal. This is an attempt to increase the American Author offering.

**Motion to approve ENGLISH 485 Major Authors as a new course passed by voice vote.**

##### D. Math, Computer Science, & Statistics

###### i. DIGFOR 121 Digital Forensics File Systems 1

- ii. DIGFOR 122 Digital Forensics File Systems 2
- iii. DIGFOR 219 Intro to Linux for Digital Forensics
- iv. DIGFOR 311 Security Fundamentals
- v. DIGFOR 351 Enterprise Network Investigations

John Riley moved to approve DIGFOR 121, 122, 219, 311 and 351 each as a new course; seconded by Toni Trumbo-Bell.

John Riley presented the proposals.

**Motion to approve DIGFOR 121, 122, 219, 311 and 351 each as a new course passed by voice vote.**

- vi. DIGFOR 419 Independent Study in Digital Forensics

John Riley moved to approve DIGFOR 419 for pass/fail; seconded by Toni Trumbo-Bell.

John Riley presented the proposal.

Toni Trumbo-Bell moved to provide specifics as to why pass/fail in Q2; seconded by Tina Entzminger.

**Motion to request more specificity in Q2 passed by hand vote of 9 in favor and 2 abstentions.**

**Motion to approve DIGFOR 419 as a pass/fail course with the revisions passed by voice vote.**

- vii. DIGFOR 317 Digital Forensics Software
- viii. DIGFOR 318 Forensic Analysis of Small Devices
- ix. DIGFOR 319 UNIX/LINUX for Digital Forensics
- x. DIGFOR 417 Advanced Topics in Digital Forensics

John Riley moved to approve the master course syllabus revisions for DIGFOR 317, 318, 319 and 417; seconded by Toni Trumbo-Bell.

John Riley presented the proposals.

**Motion to approve the master course syllabus revisions with minor spelling revisions passed by voice vote.**

- xi. Digital Forensics Major revisions

John Riley moved to approve the revisions to the Digital Forensics Major; seconded by Toni Trumbo-Bell.

John Riley presented the proposal.

**Motion to approve the revisions to the Digital Forensics Major passed by voice vote.**

- xii. Digital Forensics Minor revisions

John Riley moved to approve the revisions to the Digital Forensics Minor; seconded by Toni Trumbo-Bell.

John Riley presented the proposal.

**Motion to approve the revisions to the Digital Forensics Minor passed by voice vote.**

## 5. Policies, Rules and Procedures

### A. PRP 3602 – Majors, Minors, and Other Credit-Based Academic Programs

Toni Trumbo-Bell raised the issue of the interpretation of the “no more than 6 credits toward the minor may come from the student’s major and/or certification area.” At a previous BUCC meeting, the consensus was to interpret the word “area” as the student’s major and did not include cognate courses. Joseph Kissell explained that the BOG policy relating to this PRP previously required that new academic majors include cognate courses, but that the policy has since been revised, and the policy no longer excludes majors and minors with a 6-credit overlap. Joseph Kissell recommended

removing “no more than 6 credits from the major” and eliminating “excluding cognate courses” from the local policy. Clarification was requested from the floor. Toni Trumbo-Bell asked if BOG policies superseded local policies, and John Riley responded that BOG policies are minimal. Local policy may impose more stringent standards. Monica Favia asked how professional degrees fit in to the policy. The reply was that professional Bachelor degrees are still baccalaureate degrees and so fit into the policy.

**Toni Trumbo-Bell moved to interpret PRP 3602 to go by PaSSHE policy (no credit on credit overlap). Seconded by Carolyn LaMcchia.**

Tina Entzminger asked for clarification as to whether a first and second reading were required. Bruce Candlish replied that this is a sense of the BUCC motion, not policy. Thus, it is advice to the registrar. Joseph Kissell asked that the policy be changed as soon as possible.

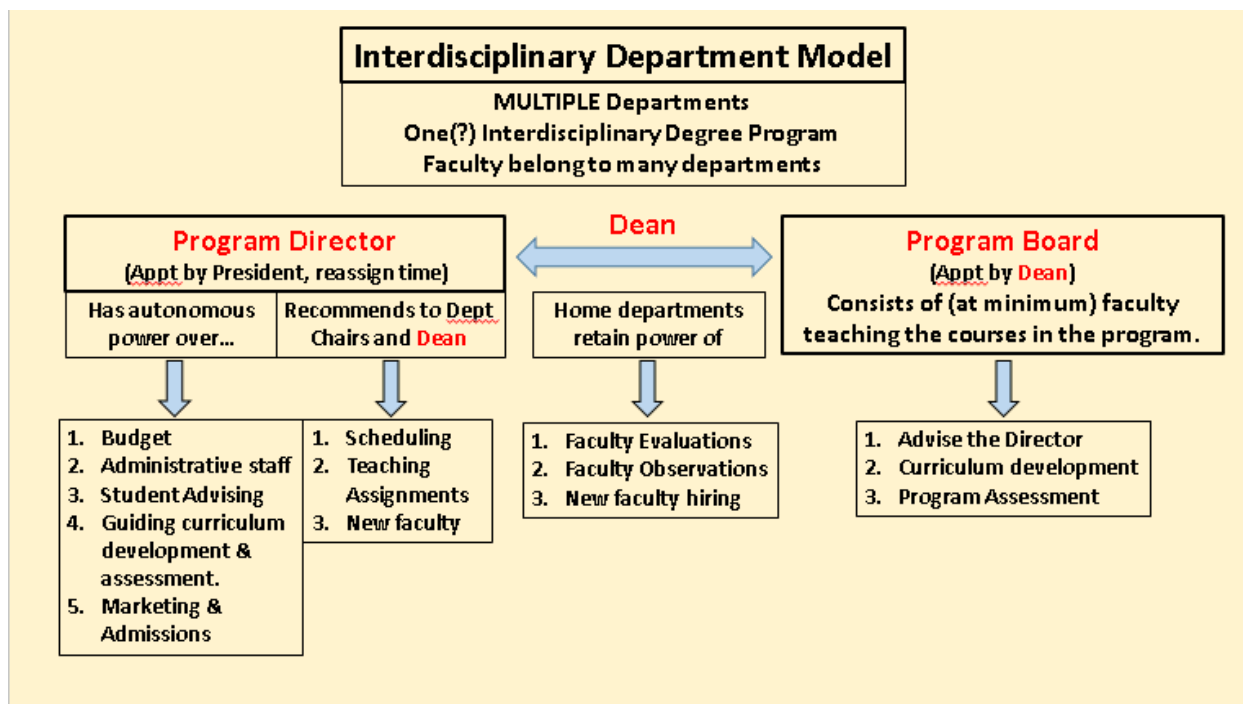
**Motion to interpret PRP 3602 to go by PaSSHE policy (no credit on credit overlap) passed by voice vote.**

B. PRP 3343 – Evaluation of Undergraduate Transfer Credits – First Reading

John Riley presented language drafted to award Military students GEPs toward Goal 9 Healthy Living for completing basic training and 2 GEPs toward Goal 10 Citizenship to those who have reserve status or who have been honorably discharged. This will be on the next BUCC agenda as a 2<sup>nd</sup> reading.

6. Subcommittee Report: Administering Interdisciplinary Majors

Michael Shepard presented a power point presentation created by a committee consisting of John Grandzol, Dean Brown, Bill Hudon representing the Union, and Michael Shepard.



John Riley moved to recommend to the Provost that this model be used for Interdisciplinary Programs; seconded by Toni Trumbo-Bell.

**Motion to recommend the above model to the Provost passed by voice vote.**

7. Guidelines for General Education Proposals  
Removed from the agenda.
8. Online Final Exam Schedule Discussion  
The discussion focused on the pros and cons of assigning a specific time for final exams of online courses. There was no action taken.
9. Open Forum  
John Riley inquired whether or not the BUCC will be requiring on line courses to add the language of the option of a proctored exam at the discretion of the instructor. Toni Trumbo-Bell disclosed she will move to include that language every time an online course is proposed. It was the consensus of BUCC to create policy to request the option of a proctored exam for online courses. Members requested the College Curriculum Committee suggest this language be included in online course proposals.

Members requested an update from the Provost on a tracking system for policy/proposal reviews and approvals.

The meeting adjourned at 5:01PM

## **BUCC Minutes March 18, 2015 - Open Forum**

Bruce Candlish, Chair of the BUCC, called the 387<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, March 18, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Carolyn LaMacchia, Frank D'Angelo, Jessica Bentley-Sassaman, Michael Shepard, George Agbango, Betina Entzinger, Marion Mason, Toni Trumbo-Bell, Monica Favia, David Heineman, Niko Surace, and Karen Hamman.

1. Approval of the Agenda of March 18, 2015 (387<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.  
**The motion to approve the agenda passed by voice vote.**
2. Chair Remarks  
None
3. Open Forum
  - John Riley presented a scenario he experienced while doing a degree audit: Student received an F and is retaking the course. Doing the degree audit, the student was below 2.0 in major but above 2.0 in ISIS. Joseph Kissell will investigate.

- Carolyn LaMacchia requested consideration to requiring id photos in ISIS for attendance/testing verification use. Joseph Kissell will follow through with investigating the possibility.
- Frank D'Angelo reported he has had success in scheduling the final exam for online courses on the Saturday at the end of the last week of classes. Toni Trumbo-Bell explained the concern to doing that was if a student was taking multiple online courses.
- Marion Mason requested a follow up on the BUCC Bylaws. Dr. Agbango indicated the President will not approve any language indicating the BUCC is the final approving body.

A comprehensive review of the PRPs will occur this summer. Please let Bruce Candlish know if you are interested in serving on the committee to perform the review as soon as possible. Faculty will be compensated.

The meeting adjourned at 3:30 PM

## **BUCC Minutes April 1, 2015**

Bruce Candlish, Chair of the BUCC, called the 388<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, April 1, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Chair, John Riley, Carolyn LaMacchia, Janet Reynolds Bodenman, Frank D'Angelo, Jessica Bentley-Sassaman, Michael Shepard, George Agbango, Betina Entzminger, Marion Mason, Toni Trumbo-Bell, Monica Favia, David Heineman, Niko Surace, and Karen Hamman.

1. Approval of the Agenda of April 1, 2015 (388<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell. The Chair requested removing the minutes of March 4, 2015 to allow additional time to complete.  
**Motion to approve the agenda as amended passed by voice vote.**
2. Approval of Minutes of March 18, 2015 (387<sup>th</sup> session)  
John Riley moved to approve the minutes of March 18<sup>th</sup>; seconded by Toni Trumbo-Bell.  
**Motion to approve the minutes passed by voice vote.**
3. Chair Remarks
  - \* The Student Code of Conduct was removed from the Forum agenda. No explanation was given. Known issue is the student disruptive section and the issue of PRP 3881 Student Disruptive Behavior, and the Student Code of Conduct.
  - \* Bruce Candlish announced he will not be at the April 15<sup>th</sup> BUCC meeting. Toni Trumbo-Bell will chair. John Riley will also not be at the April 15<sup>th</sup> meeting.
  - \* George Agbango asked if the College of Business proposals could be moved up in the agenda if the meeting is limited by time.
4. Course Proposals



- A. Nursing
- i. Syllabus revisions: NURSING 501 Theoretical Bases for Role Development
  - ii. Syllabus revisions: NURSING 502 Epidemiology:
  - iii. Syllabus revisions: NURSING 503 Bases for Research
  - iv. Syllabus revisions: NURSING 507 Pharmacology Across the Lifespan
  - v. Syllabus revisions: NURSING 520 Community Assessment

John Riley moved to approve the revisions to NURSING 501, 502, 503, 507 and 520; seconded by Toni Trumbo-Bell.

Noreen Chikotas presented the proposals. The proposals were revised to adhere to updated standards required by their certification and accrediting bodies.

**Motion to approve the revisions to NURSING 501, 502, 503, 507 and 520 passed by voice vote.**

- B. Math, Computer Science, & Statistics

- i. New Course: MATH 180 Discrete Math Structures

John Riley moved to approve MATH 180 as a new course; seconded by Toni Trumbo-Bell.

Bill Calhoun presented the proposal. This content of this course is geared toward Digital Forensics students.

Marion Mason requested an update to the department name on the Master Course Syllabus.

**Motion to approve MATH 180 as a new course with the revision passed by voice vote.**

- ii. Syllabus Revisions: MATH 109 College Algebra
- iii. Syllabus Revisions: MATH 112 Trigonometry
- iv. Syllabus Revisions: MATH 113 Pre-Calculus
- v. Syllabus Revisions: MATH 231 College Geometry
- vi. Syllabus Revisions: MATH 303 Problem Solving for Teachers
- vii. Syllabus Revisions: MATH 314 Linear Algebra
- viii. Syllabus Revisions: MATH 331 Modern Geometry
- ix. Syllabus Revisions: MATH 361 Coding Theory and Cryptography
- x. Syllabus Revisions: MATH 385 Intro to Combinatorics and Graph Theory
- xi. Syllabus Revisions: MATH 456 Theory of Computation
- xii. Syllabus Revisions: MATH 491 Special Topics in Math
- xiii. Syllabus Revisions: MATH 492 Independent Study in Math
- xiv. Syllabus Revisions: MATH 493 Honors Independent Study in Math
- xv. Syllabus Revisions: MATH 497 Internship in Mathematics

John Riley moved to approve the revisions to MATH 109, 112, 113, 231, 303, 31, 331, 361, 385, 456, 491, 492, 493 and 497; seconded by Toni Trumbo-Bell.

Bill Calhoun presented the proposals. The main revision is to update the format as they are preparing for their 5-year review.

Bruce Candlish asked the BUCC their viewpoint on the absence of student learning objectives in MATH 491, 492 and 493.

John Riley moved to amend his motion to exclude MATH 491, 492 and 493; approved by seconder Toni Trumbo-Bell.

Tina Entzminger requested the word chairman be revised to chair or chairperson in MATH 497.

**Motion to approve the revisions to MATH 109, 112, 113, 231, 303, 314, 331, 361, 385, 456, and 497 with the suggested revisions passed by voice vote.**

John Riley moved to Table MATH 491, 492, and 493 to allow the proposer to incorporate student learning objectives into the proposals; seconded by Toni Trumbo-Bell.

**Motion to Table MATH 491, 492, and 493 passed by voice vote.**

C. Art History

i. Major Requirement Rev: Art History

John Riley moved to approve the revisions to the Art History major; seconded by Toni Trumbo-Bell.

Deborah Walberg presented the proposal. The revision is in response to the recommendation of their 5-year review to add a non-western component to the major.

Bruce Candlish requested the course number be included in the proposed requirements and separate Document V to a separate page.

**Motion to approve the revision to the Art History major with the revisions passed by voice vote.**

D. ENGLISH

i. Major Requirement Rev: English

John Riley moved to approve the major requirements of English; seconded by Toni Trumbo-Bell.

Terry Riley presented the proposal.

There was no discussion on the proposal.

**Motion to approve the major requirements of English passed by voice vote.**

ii. New Course, Distance Education: ENGLISH 225 Rhetoric & Professional Wrtg

iii. New Course, Distance Education: ENGLISH 403 Freelancing for Prof Writers

John Riley moved to approve ENGLISH 225 and ENGLISH 403 each as a new course and for distance education; seconded by Toni Trumbo-Bell.

Michael Martin presented the proposals. These two courses will be included in a new minor being developed.

John Riley requested the sentence in the catalog description appearing as a prerequisite be moved to #7; Marion Mason requested a typo be fixed in #12. Both revision to ENGLISH 225.

**Motion to approve ENGLISH 225 as a new course and for distance education with the revision, and to approve ENGLISH 403 as written as a new course and for distance education passed by voice vote.**

iv. Modify Minor Requirements: Professional Writing >Digital Rhetoric & Professional Writing

John Riley moved to approve the minor requirement revisions to the newly titled Digital Rhetoric & Professional Writing Minor; seconded by Toni Trumbo-Bell. Michael Martin presented the proposal.

Toni Trumbo-Bell requested listing the departments contacted in Q4 be indicated as well as attach the impact statements.

**Motion to approve the minor requirements to the Digital Rhetoric & Professional Writing minor with the revision requested passed by voice vote.**

E. Psychology

i. New Minor: Aging Studies & Gerontology

John Riley moved to approve the new minor: Aging Studies & Gerontology; seconded by Toni Trumbo-Bell.

Marion Mason presented the proposal. This is replacing the career concentration in Gerontology.

**Motion to approve the new minor in Aging Studies and Gerontology passed by voice vote.**

F. Writing Center

i. New Course, Gen Ed., Pass/Fail: CLE 290 Writing in the Disciplines Practicum

ii. New Course, Gen Ed., Pass/Fail: CLE 390 Writing in the Disciplines Special Topics

iii. New Course, Gen Ed., Pass/Fail, Dual List: CLE 280 University Writing Center Practicum

iv. New Course, Gen Ed., Pass/Fail, Dual List: CLE 380 University Writing Center Special Topic

John Riley moved to approve CLE 290, 390, 280, and 380 each as a new course, pass/fail, and for general education; seconded by Toni Trumbo-Bell.

Tim Oleksiak and Ted Roggenbuck presented the proposals. These courses will be used for training of the writing fellows.

There was no discussion.

**Motion to approve CLE 290, 390, 280, and 380 each as a new course, pass/fail, and for general education passed by voice vote.**

G. Sociology / Honors

i. New Course, Gen Ed.: HONORS 211 Honors Sociology

John Riley moved to approve HONORS 211 as a new course; seconded by Toni Trumbo-Bell.

Neal Slone presented the proposal. This course is currently being taught in the Honors Program under the previous honors prefix.

There was no discussion.

**Motion to approve HONORS 211 as a new course passed by voice vote.**

John Riley moved to approve HONORS 211 for 3 GEPs toward Goal 6; seconded Toni Trumbo-Bell.

There was no discussion.

**Motion to approve HONORS 211 for 3 GEPs toward Goal 6 passed by voice vote.**

- H. Business Education and Information and Technology Management
- i. New Course, Distance Education: ITM 372 Inter-Org Enterprise Systems  
John Riley moved to approve ITM 372 as a new course and for distance education; seconded by Toni Trumbo-Bell.  
Hayden Wimmer presented the proposal.  
Members requested minor revisions to Q1, SLO #4 and #14.  
**Motion to approve ITM 372 as a new course and for distance education with the revisions passed by voice vote.**
- I. Accounting
- i. New Course: ACCT 376 Supply Chain Cash Flows and Profitability  
John Riley moved to approve ACCT 376 as a new course; seconded by Toni Trumbo-Bell.  
Todd Shawver presented the proposal.  
Members requested revisions to the proposal.  
**Motion to approve ACCT 376 as a new course with the revisions passed by voice vote.**
  - ii. Master Course Syllabus Rev., Distance Ed: ACCT 223 Managerial Accounting  
John Riley moved to approve the revisions to ACCT 223 and as a distance education; seconded by Toni Trumbo-Bell.  
Todd Shawver presented the proposal.  
Toni Trumbo-Bell moved to expand #9 to include language from #14; seconded by Marion Mason.  
**Motion to expand #9 with language from #14 passed by voice vote.**  
Members requested minor revisions.  
Toni Trumbo-Bell moved to include the language “proctored exams may be required at the instructor’s discretion” in #10.  
**Motion to include “proctored exams may be required at the instructor’s discretion” passed by voice vote.**  
John Riley moved to Table the proposal to allow the proposer to make the requested revisions; seconded by Toni Trumbo-Bell.  
**Motion to Table passed by voice vote.**
- J. Management & Marketing
- i. New Course: MGMT 477 Managing Innovation
  - ii. New Course: MKTG 375 Integrated Customer Relationship Management  
John Riley moved to approve MGMT 477 and MKTG 375 each as a new course; seconded by Toni Trumbo-Bell.  
Ken Hall and John Grandzol presented the proposals.  
Members requested revisions to both proposals.  
**Motion to approve MGMT 477 and MKTG 375 each as a new course with revisions to each passed by voice vote.**
  - iii. New Degree: Supply Chain Management  
John Riley moved to approve the new degree Supply Chain Management; seconded by Toni Trumbo-Bell.

John Grandzol presented the proposal. Dr. Grandzol indicated the proposal presented to BUCC is a condensed version; showing the documents required per the Omnibus form.

**Motion to approve the new major in Supply Chain Management passed by voice vote.**

5. Policies, Rules and Procedures

A. PRP 3602 – Majors, Minors, and Other Credit-Based Academic Programs - 1<sup>st</sup> Reading

Bruce read two suggested motions. 1. Under Academic Minor: strike “no more than six credits toward the minor may come from the student’s major and/or certification area” and add “As a secondary field of study, the academic minor should reflect a minimum of six credits of advanced standing coursework from the academic major”. 2. Under Academic Major: strike ~~excluding~~ cognate courses and replace with *including* cognate courses.

Michael Shepard questioned if a person can major and minor in the same field. Joseph Kissell indicated we do not allow that at Bloomsburg. Discussion continued on possible scenarios. Toni Trumbo-Bell recommended this be outlined in department policies. The sense of the BUCC was to add language to the PRP stating you cannot major and minor in the same field. John Riley asked the chair to work with the Registrar to develop language. Mike Shepard stated he liked the language “if it’s wholly subsumed in the major, it cannot be a minor”. Members also requested including the maximum number of credits defined in the major specifying if the major is a BA or BS.

B. PRP 3343 – Evaluation of Undergraduate Transfer Credits – John Riley – 2<sup>nd</sup> Reading

John Riley moved to approve the revision to PRP 3343; seconded by Toni Trumbo-Bell. John Riley stated this should be reported to the Forum this semester. Bruce Candlish will do so.

**Motion to approve the revised language in PRP 3343 passed by voice vote.**

C. PRP 3230 - Course and Academic Program Development – 1<sup>st</sup> Reading  
(Consider proctored exam language for online course proposals)

This language should be included in PRP 3233. The discussion continued on PRP 3233.

John Riley asked if the online version be updated to include numbers rather than bullet points. Jill contacted the webmasters and they have updated to include the numbers. Toni Trumbo-Bell commented adding language to check box 2g. Members discussed removing Concept Approval from the Omnibus Form and replacing with Letter of Intent, and to indicate in the policy to include the entire proposal when creating a major or minor.

6. Guidelines for General Education Proposals

This item was removed due to time constraints.

7. Open Forum
  - \* Joseph Kissell reported a GEP scorecard to be used for advising has been developed and can be found in the faculty advising center on the student advisee page.
  - \* John Riley provided a follow up to an earlier issue regarding a gpa discrepancy within the major. The Registrar has sent the issue to PeopleSoft for debugging.
  - \* George Agbango asked for volunteers to be a part of the PRP comprehensive review working group. Let Bruce Candlish know if you are interested. Summer contracts need to be issued by May 1.

The meeting adjourned at 5:03 PM

## **BUCC Minutes April 15, 2015**

Toni Trumbo-Bell, Alternate Chair of the BUCC, called the 389<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, April 15, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Toni Trumbo-Bell alternate chair for Bruce Candlish, Curt Jones for John Riley, Carolyn LaMacchia, David Heineman, Janet Reynolds Bodenman, Frank D'Angelo, Michael Shepard, George Agbango, Betina Entzminger, Marion Mason, Karen Hamman and John Huckans arriving during discussion of item 4G.

1. Approval of the Agenda of April 15, 2015 (389<sup>th</sup> session)  
Marion Mason moved to approve the agenda; seconded by David Heineman.  
**Motion to approve the agenda passed by voice vote.**
2. Approval of Minutes of March 4, 2015 (386<sup>th</sup> session)  
Marion Mason moved to approve the minutes of March 4, 2015; seconded by David Heineman.  
**Motion to approve the minutes passed by voice vote.**  
Approval of Minutes of April 1, 2015 (388<sup>th</sup> session)  
Marion Mason moved to approve the minutes of April 1, 2015; seconded by David Heineman.  
**Motion to approve the minutes passed by voice vote.**
4. Chair Remarks – Toni Trumbo-Bell / George Agbango
  - \* Proposals in the pipeline when the new Omnibus form is approved do not need to move to the new Omnibus form.
  - \* Jill Whitenight has accepted a position in the Office of Academic Achievement. She will finish this semester with BUCC.
  - \* BUCC chair election for the 2015/2016 will occur at the next BUCC meeting on April 29<sup>th</sup>. Frank D'Angelo moved to invite the newly elected BUCC members to the April 29<sup>th</sup> BUCC meeting to participate in the election; seconded by Monica Favia. Outgoing members will not vote.  
**Motion to invite newly elected BUCC members to the April 29<sup>th</sup> BUCC meeting passed unanimously by show of hands.**
  - \* Dr. Agbango thanked everyone for their hard work this academic year.

4. Course Proposals
  - A. Accounting
    - i. Revisions to the Accounting Major  
Marion Mason moved to approve the revisions to the Accounting Major; seconded by Monica Favia.  
Gary Robson presented the proposal. The purpose is to remove MATH 118 from the Accounting Major.  
**Motion to approve the revisions passed by voice vote.**
  - B. Environmental, Geographical and Geological Sciences
    - i. New minor: Spatial Analysis and GIS  
Marion Mason moved to approve the new minor in Spatial Analysis and GIS; seconded by David Heineman.  
Jeff Brunskill presented the proposal.  
Marion Mason suggested the department discuss whether students can take all courses in the EGGs department to satisfy the minor with the Registrar.  
**Motion to approve the proposal passed by voice vote.**
  - C. Exercise Science
    - i. Content update: EXERSCI 378 Exercise Physiology  
Marion Mason moved to approve the content update of EXERSCI 378; seconded by David Heineman.  
Joe Andreacci presented the proposal. The course is currently 4 credits. The course will be divided into a 3-credit lecture with a 1-credit lab.  
**Motion to approve the content revisions passed by voice vote.**
  - D. Communications Studies
    - i. Distance Ed: COMMSTUD 207 Communication Research Methods  
Marion Mason moved to approve COMMSTUD 207 for distance education; seconded by David Heineman.  
Janet Reynolds Bodenman presented the proposal.  
**Motion to approve COMMSTUD 207 for distance education passed by voice vote.**
  - E. Teaching and Learning
    - i. Distance Ed: EDFOUND 516 Computers & Curriculum  
Marion Mason moved to approve EDFOUND 516 for distance education; seconded by David Heineman.  
Michael Ruffini presented the proposal.  
Members requested adding the course title and number in Q1. Dr. Agbango requested clarification of class size. Dr. Mauch indicated 25 is consensus in the department for best practices.

**Motion to approve EDFOUND 516 for distance education with revisions passed by voice vote.**

- F. English
- i. Digital Rhetoric and Professional Writing Certificate  
Marion Mason moved to approve the new certificate in Digital Rhetoric and Professional Writing; seconded by David Heineman.  
Michael Martin presented the proposal. This Certificate is for non-degree seeking professionals.  
**Motion to approve the Certificate in Digital Rhetoric and Professional Writing passed by voice vote.**
- ii. Gen Ed: ENGLISH 204 Intro to Creative Writing  
Marion Mason moved to approve ENGLISH 204 for 1 GEP toward Goal 1 and 2 GEPs toward Goal 7; seconded by David Heineman.  
Jerry Wemple presented the proposal.  
**Motion to approve ENGLISH 204 for 1 GEP toward Goal 1 and 2 GEPs toward Goal 7 passed by voice vote.**
- G. Physics
- i. Gen Ed: PHYSICS 107 Applied Physics for the Health Sciences  
Marion Mason moved to approve PHYSICS 107 for 1 GEP toward Goal 3 and 2 GEPs toward Goal 5; seconded by David Heineman.  
David Simpson presented the proposal.  
**Motion to approve PHYSICS 107 for 1 GEP toward Goal 3 and 2 GEPs toward Goal 5 passed by voice vote.**
- H. Academic Enrichment
- i. New Course, Gen Ed: ENRICH 105 Foundations for College Success  
Marion Mason moved to approve ENRICH 105 as a new course; seconded by David Heineman.  
Karen Hamman presented the proposal.  
Revisions were requested to Q2, clarify wording in Q3 resources,  
**Motion to approve ENRICH 105 as a new course with revisions passed by voice vote.**  
Marion Mason moved to approve ENRICH 105 for 1 GEP toward Goal 2; seconded by David Heineman.  
**Motion to approve ENRICH 105 for 1 GEP toward Goal 2 passed by voice vote.**
- I. Mass Communications
- i. Distance Ed: MASSCOMM 310 Media Law and Ethics  
Marion Mason moved to approve MASSCOMM 310 for distance education; seconded by David Heineman.  
Kristie Byrum presented the proposal.



Michael Shepherd moved to add the proctored exam statement to #10; seconded by Carolyn LaMacchia.

**Motion to add the proctored exam statement passed by voice vote.**

**Motion to approve MASSCOMM 310 for distance education with the revision passed by voice vote.**

5. Academic Calendar 2016-2017

Frank D'Angelo moved to endorse the 2016-2017 academic calendar; seconded by Marion Mason.

Discussion surrounded on the omission of Reading Days. Toni Bell provided history as to disruption to the labs when a Reading Day was designated on a Friday. Sheila Jones reported the Provosts were asked to develop/submit questions around the academic calendar. The system level will survey students to get their perceptions on what is helpful and not helpful. Members discussed faculty be included in the survey. Dr. Agbango will discuss this with the Provost requesting she include the feedback of department chairs at the very least. Bill Hudon indicated he will present this at the next Meet and Discuss.

**Motion to endorse the 2016-2017 academic calendar passed by show of hands 7 in favor; 0 opposed; 4 abstentions.**

6. Guidelines for General Education Proposals

David Heineman moved to endorse the Guidelines for General Education Proposals as revised; seconded by Marion Mason.

Members with input from Bill Hudon discussed replacing “Faculty are responsible for conducting assessment and reporting data to the Office of Planning and Assessment as requested by the General Education Council” with “Departments are responsible for conducting assessment and reporting data to the Office of Planning and Assessment as outlined in PRP 3612.” Sheila Jones indicated she is in agreement with Dr. Hudon’s language and that departments are submitting data with no resistance with 100% data submitted last semester.

Michael Shepherd moved to replace the language as noted above; seconded by David Heineman.

**Motion to strike the language in blue and add: Departments are responsible for conducting assessment and reporting data to the Office of Planning and Assessment as outlined in PRP 3612 passed by voice vote.**

**Motion to endorse the GEC Guidelines with the revised language passed by voice vote.**

7. Policies, Rules and Procedures

A. PRP 3602 – Majors, Minors, and Other Credit-Based Academic Programs - 2<sup>nd</sup> Reading

Marion Mason moved to strike “No more than 6 credits toward the minor may come from the student’s major and/or certification area”, and add “As a secondary field of study, the academic minor should reflect a minimum of six

credits of advanced standing coursework from the academic major.” under Academic Minor; seconded by David Heineman.

Michael Shepard moved to strike from the above motion, “from the academic major”; seconded by Frank D’Angelo.

Michael Shepard moved to Table this motion until the Registrar is available to discuss; seconded by Frank D’Angelo.

**Motion to Table this motion passed by voice vote.**

Marion Mason asked the Chair to report University’s compliance date to BOG Policy 1985-01-A at the next meeting.

Item 3 of BOG Policy 1985-01-A states: *All previously approved programs must be in compliance by August 1, 2015.*

Marion Mason moved to strike the phrase “excluding cognate courses” and replace with “including cognate courses” under Academic Major; seconded by David Heineman.

Jonathan Lincoln raised the scenario of a student transferring to Bloomsburg with an Associate degree in Chemistry (or most of the Sciences) will most likely have 39 credits of major and collateral courses. BU does not offer enough Chemistry courses to offer the student 39 additional credits which would prevent the student from graduating from Bloomsburg under this BOG Policy. This policy is in opposition to the Program to Program Articulation Agreements. Michael Shepard asked for a definition of cognate courses. As written in **PASSHE Procedures and Standards for University Operations**, cognate courses is defined as: *Cognate courses are those that are in a discipline or field of study different from the primary discipline of the major (i.e., as determined by the primary course code or prefix, or home department), but are considered essential to the major requirements for the program of study. (Such courses required for the major but also counting for general education do not contribute toward the maximum number of credits permitted for the B.A. or B.S. degrees.)*

David Heineman moved to Table PRP 3602; seconded by Michael Shepard.

**Motion to Table PRP 3602 passed by voice vote.**

- B. PRP 3233 - Required Format for Course Syllabi – 1<sup>st</sup> Reading  
2015 Omnibus Form; PRP 3230

Members suggested some changes to consider at the next BUCC meeting.

8. Open Forum

Marion Mason initiated discussion on who should inform the BUCC of BOG policies whether they are new or revised. There was no consensus.

The meeting adjourned at 4:58 PM.

## BUCC Minutes April 29, 2015

Bruce Candlish, Chair of the BUCC, called the 390<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, April 29, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish John Riley, Toni Trumbo-Bell, Carolyn LaMacchia, David Heineman, Janet Reynolds Bodenman, Frank D'Angelo, Michael Shepard, Bob Gates, Betina Entzminger, Marion Mason, Karen Hamman, Monica Favia, John Huckans, Jessica Bentley-Sassaman, and Niko Surace.

1. Approval of the Agenda of April 29, 2015 (390<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell. John Riley requested the History courses be listed as new courses as well as gen ed.  
**Motion to approve the agenda passed by voice vote.**
2. Approval of Minutes of April 15, 2015 (389<sup>th</sup> session)  
John Riley moved to approve the minutes; seconded by Toni Trumbo-Bell. Marion Mason requested a minor revision.  
**Motion to approve the minutes with the revision passed by voice vote with one abstention.**
3. 2015/2016 BUCC Chair Election  
Bruce Candlish opened the floor to nominations.  
Toni Trumbo-Bell nominated Bruce Candlish for Chair; seconded by Tina Entzminger.  
John Riley moved to close nominations; seconded by Toni Trumbo-Bell.  
**Bruce Candlish was voted chair for the 2015/2016 academic year by voice vote.**
4. Chair Remarks - Bruce Candlish
  - \* Jessica Bentley-Sassaman, Toni Trumbo-Bell and Bruce Candlish will work on the PRP comprehensive review over the summer
  - \* Bruce Candlish asked for volunteers to represent BUCC on an Assessment Working Group which will convene for 12 weeks over the summer. Tina Entzminger asked about an assessment booklet that currently exists. It was noted the booklet consists of recommendations whereas this working group will work toward a policy. Tina Entzminger volunteered if approved for 11 weeks of work. Bruce Candlish will pass this information on to the Director of Planning and Assessment.
5. Course Proposals
  - A. Art and Art History
    - i. Major requirements revision to Art Studio and Art History  
John Riley moved to approve the major requirements revision to Art Studio and Art History major; seconded by Toni Trumbo-Bell.

Nogin Chung presented the proposal. This revision is a result of an accreditation recommendation.

**Motion to approve the revision of the requirements to the Art Studio and Art History major passed by voice vote.**

B. English

i. Concentration requirements revision to English-Sec Ed Concentration  
John Riley moved to approve the revisions to the requirements of the English-Secondary Ed Concentration; seconded by Toni Trumbo-Bell.

Betina Entzminger presented the proposal.

**Motion to approve the revisions to the requirements of the English-Secondary Ed Concentration passed by voice vote with 1 abstention.**

C. Teaching and Learning

i. New Course, Distance Ed: EDFOUND 445 intro K-12 Online Teaching

ii. New Course, Distance Ed: EDFOUND 446 Technologies for K-12 Online Teaching

iii. New Course, Distance Ed: EDFOUND 447 Online Course Design

iv. New Course, Distance Ed: EDFOUND 448 Practicum K-12 Online Teaching

John Riley moved to approve EDFOUND 445, 446, 447 and 448 as new courses; seconded by Toni Trumbo-Bell.

Ray Pastore presented the proposals. Bloomsburg will be the only school to offer an online teaching program if these courses pass.

The Department is awaiting an impact statement from IIT for EDFOUND 447.

With the omission of this impact statement, Dr. Pastore withdrew the proposal.

John Riley moved to amend his motion to remove EDFOUND 447; accepted by seconder Toni Trumbo-Bell.

Members requested an impact statement from IIT department, and a minor revision to EDFOUND 447.

**Motion to approve EDFOUND 445, 446 and 448 as a new course with the revisions passed by voice vote.**

John Riley moved to approve EDFOUND 445, 446 and 448 for distance education; seconded by Toni Trumbo-Bell.

**Motion to approve EDFOUND 445, 446 and 448 for distance education with the revisions passed by voice vote.**

D. Exceptionality Programs

i. Distance Ed: SPECED 557 linking Assess/Instr for Students w/Disabilities

John Riley moved to approve SPECED 557 for distance education; seconded by Toni Trumbo-Bell.

Walter Zilz presented the proposal.

Tina Entzminger requested a revision to the Methods section adding “instructors may select from”, and “tools may include”.

**Motion to approve SPECED 557 for distance education with the revisions passed by voice vote.**

ii. New Course, Gen Ed: ASLTERP 375 American Sign Language Lit (3 GEPs Goal 7)

John Riley moved to approve ASLTERP 375 as a new course; seconded by Toni Trumbo-Bell.

Jessica Bentley-Sassaman presented the proposal.

**Motion to approve ASLTERP 375 as a new course passed by voice vote.**

John Riley moved to approve ASLTERP 375 for 3 GEPs toward Goal 7 Arts and Humanities; seconded by Toni Trumbo-Bell.

**Motion to approve ASLTERP 375 for 3 GEPs toward Goal 7 Arts and Humanities passed by voice vote.**

E. History

i. Gen Ed., Distance Ed: HONORS 125 Honors Western Civ to 1650 (3 GEPs Goal 4)

ii. Gen Ed., Distance Ed: HONORS 126 Honors Western Civ since 1650 (3 GEPs Goal 4)

John Riley moved to approve HONORS 125 and HONORS 126 as new courses; seconded by Toni Trumbo-Bell.

Bill Hudon and Michael Hickey presented the proposals.

**Motion to approve HONORS 125 and HONORS 126 as new courses passed by voice vote.**

John Riley moved to approve HONORS 125 and HONORS 126 each for 3 GEPs toward Goal 4 Cultures and Diversity; seconded by Toni Trumbo-Bell.

**Motion to approve HONORS 125 and HONORS 126 each for 3 GEPs toward Goal 4 Cultures and Diversity passed by voice vote.**

John Riley moved to approve HONORS 125 and HONORS 126 for distance education; seconded by Toni Trumbo-Bell.

Toni Trumbo-Bell requested removing the specificity referring to “desire to learn”.

**Motion to approve HONORS 125 and HONORS 126 for distance education with the revision passed by voice vote.**

6. Policies, Rules and Procedures

A. PRP 3602 – Majors, Minors, and Other Credit-Based Academic Programs - 2<sup>nd</sup> Reading

Toni Trumbo-Bell moved to approve the revisions presented; seconded by John Riley.

Members discussed the cognate course definition as written by the Chancellor.

Toni Trumbo-Bell moved to add language indicating that cognate courses that have general education points are not included as cognate courses; seconded by John Riley. John would like to see this language before approving.

**Motion to include language that cognate courses carrying general education points are not included as cognate courses in PRP 3602 passed by voice vote.**

John Riley requested the sentence under Academic Minor beginning with *As a secondary field of study...be struck*. Committee agreed.

Toni Trumbo-Bell moved to adopt the BOG Policy 1985-A "Minor Language" to the PRP; seconded by Jessica Bentley-Sassaman.

Joseph Kissell stated we have several minors without six credits of advanced standing coursework. Discussion surrounded the interpretation of "advanced standing". The understanding of the BUCC is that each department will determine advanced standing courses as there is no PASSHE policy defining "advanced standing".

**Motion to replace the Minor definition with the BOG Policy 1985-A language passed by voice vote.**

Toni Trumbo-Bell moved to include a sentence "a student may not minor in their major". Motion failed due to lack of seconder.

John Riley moved to Table approving PRP 3602 to send the BUCC revised recommendations to the PRP comprehensive review committee in the summer of 2015; seconded by Tina Entzminger.

**Motion to Table PRP 3602 passed by voice vote.**

John Riley suggested footnoting the BOG Policy on all PRPs.

Janet Reynolds Bodenman requested an update on all new PASSHE curricular policies during the chair's remarks at each meeting. The committee also requested a copy of the appropriate BOG Policy relating to any BU Policy being reviewed by the BUCC be included in the review materials for comparison.

Bill Hudon requested that someone from Meet and Discuss be appointed to the BOG Policy committee and the Assessment committee.

B. PRP 3233 - Required Format for Course Syllabi – 2<sup>nd</sup> Reading  
2015 Omnibus Form; PRP 3230

Toni Trumbo-Bell moved to approve the changes indicated by strikeouts and/or additions in PRP 3233 but not included in items labeled *discussion*; seconded by John Riley.

Toni Trumbo-Bell moved to add the language to #8 Catalog Description "*and limited times of offering*"; seconded by Jessica Bentley-Sassaman.

**Motion to include the above language failed by voice vote.**

Toni Trumbo-Bell moved to remove "*course offering frequency*" in #10 Methods; seconded by John Riley.

**Motion to remove the language passed by voice vote.**

Toni Trumbo-Bell moved to add a sentence at the end in #10 Methods, "*Any mandated methods should be indicated, all others are suggested*"; seconded by Monica Favia.

Toni Trumbo-Bell moved to amend her motion to not add the sentence and in place of that, add "*recommended course methods*" 10(1), strike specific and add recommended in 10(2) and 10(3); approved by seconder Monica Favia.

**Motion to add recommended passed by committee consensus.**

John Riley moved to include the sentence “*Proctored exams may be required at the instructor’s discretion*” to the end of #10 Methods; seconded by Toni Trumbo-Bell.

**Motion to add the proctored exam sentence to #10 passed by committee consensus.**

Toni Trumbo-Bell moved to add “*should be so designated*” to #9; seconded by Marion Mason. John Riley requested a friendly amendment to strike the word “Core” in #9; accepted by the mover and seconder.

**Motion to add to #9: “should be so designated” and to strike the word “core” passed by voice vote.**

Toni Trumbo-Bell moved to add in Distance Education Course under GLOSSARY OF TERMS “*at least 80%*”; seconded by John Riley.

**Motion to add the above wording passed by committee consensus.**

Toni Trumbo-Bell moved to strike “*and any distance methods should be included in the Master Syllabus*” in Distance Education Course under GLOSSARY OF TERMS; seconded by Monica Favia.

**Motion to add the above language passed by committee consensus.**

**Motion to approve PRP 3233 with the above revisions passed by voice vote.**

Toni Trumbo-Bell moved to approve PRP 3230 including the Omnibus Form; seconded by John Riley.

Toni Trumbo-Bell moved to give item *2g Departmental Recommended Class Size, if appropriate* its own number; seconded by Carolyn LaMacchia.

**Motion approved by committee consensus.**

Toni Trumbo-Bell moved to revise “X” to read: Letter of Intent; seconded by John Riley.

**Motion to revise “X” approved by committee consensus.**

John Riley moved to combine the two minors; seconded by Toni Trumbo-Bell.

**Motion to combine the two minors approved by committee consensus.**

Marion Mason moved to add “Discipline Prefix, Course number, Course Title” to the top of each page of the Omnibus form; seconded by Toni Trumbo-Bell.

**Motion to add the Title to each page approved by committee consensus.**

John Riley moved to add “Document X” to VIII in PRP 3230; seconded by Toni Trumbo-Bell.

**Motion to add Document X approved by committee consensus.**

John Riley moved to strike “or minor when a major exists” from VIII in PRP 3230; seconded by Toni Trumbo-Bell.

**Motion to strike above language approved by committee consensus.**

**Motion to approve the revisions to the Omnibus form and PRP 3230 passed by voice vote.**

## 7. Open Forum

- John Riley stated Student Conduct Policy passed at the Forum but did not include a reference to the Classroom Behavior Policy. A student will not be aware of the

Classroom Behavior Policy. There will be a reconsideration of the academic Classroom Behavior Policy.

- Bill Hudon distributed a document recently distributed to students in the Audiology Doctorate Program outlining the changes to the Audiology Doctorate Program. The change did not go through department, college and BUCC purview. The main differences include the option of completing a thesis or not completing a thesis, coursework changes, in particular, replacing PSYCHOLOGY 644 with an Audiology course, and adding a research in Communications Disorder course which does not yet exist. Toni Trumbo-Bell questioned who was responsible for this document. Bob Gates replied, the chair of the department, the dean of the college, and the dean of Graduate Studies prepared the document. This change is a remedy to current issues with completion in the program, retention, and other issues. These documents, and what needs to be done through BUCC, will be forthcoming. This was released now so that students can make proper scheduling for the summer and fall.

John Riley moved the committee direct the BUCC Chair to file a grievance against the Administration on the changes to the Audiology Doctorate Plan; seconded by Toni Trumbo-Bell.

Toni Trumbo-Bell questioned why an “Exceptions to Graduation Requirements” wasn’t the chosen route in an emergency situation. The consensus of the BUCC was the Provost’s representative could have apprised the committee during Chair’s Remarks in previous BUCC meetings. This is in violation of Article 31E. Carolyn LaMacchia and John Huckans voiced their desire to gather more information as to the purpose of this emergency process prior to voting for a grievance. The consensus of BUCC was this is a contract violation.

**Motion to file a grievance regarding the changes made to the Audiology Doctorate Plan passed by voice vote.**

- Bruce Candlish and the committee expressed their appreciation for the service Jill Whitenight has performed to the committee over the years as secretary.

The meeting adjourned at 5:18 PM.