

Bloomsburg University  
Curriculum Committee

Minutes of the  
2015 – 2016  
Academic Year

**BLOOMSBURG UNIVERSITY  
CURRICULUM COMMITTEE**

**Minutes of the 2015 – 2016 Academic Year**

**TABLE OF CONTENTS**

**Contents**

BUCC Membership Roster..... 2  
BUCC Minutes September 2, 2015..... 3  
BUCC Minutes September 16, 2015..... 8  
BUCC Minutes October 7, 2015..... 15  
BUCC Minutes October 14, 2015 - Open Forum..... 21  
BUCC Minutes November 4, 2015..... 24  
BUCC Minutes November 18, 2015..... 31  
BUCC Minutes January 27, 2016..... 38  
BUCC Minutes February 3, 2016..... 45  
BUCC Minutes February 17, 2016 ..... 50  
BUCC Minutes March 16, 2016 - Open Forum..... 65  
BUCC Minutes March 30, 2016 ..... 68  
BUCC Minutes April 13, 2016 ..... 76  
BUCC Minutes April 27, 2016 ..... 90

## **BUCC Membership Roster 2015 - 2016**

<b><u>Members</u></b>	<b><u>Department</u></b>
Bruce Candlish, Chair	Music, Theatre and Dance
Jessica Bentley-Sassaman	Exceptionality Programs
Betina Entzminger	English
Monica Favia	Marketing
Marion Mason	Psychology
Brett McLaurin	Environmental, Geographical and Geological Science
Michael Patte	Teaching and Learning
Janet Reynolds Bodenman	Communication Studies
John Riley	Mathematics, Computer Science, and Statistics
Toni Trumbo-Bell	Chemistry
 <b><u>College Curriculum Committee Representatives</u></b>	
Timothy Oleksiak	English (Liberal Arts)
Philip Tucker	Exceptionality Programs (Education)
Carolyn LaMacchia	Business Ed. and Information & Tech. Management (Business)
Kim Cardimona	Audiology and Speech Pathology (Science and Technology)

## BUCC Minutes September 2, 2015

Bruce Candlish, Chair of the BUCC, called the 391<sup>st</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, September 2, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: George Agbango, Jessica Bentley-Sassaman, Bruce Candlish, Betina Entzminger, Monica Favia, Carolyn LaMacchia, Marion Mason, Brett McLaurin, Michael Patte, Janet Reynolds Bodenman, John Riley, and Toni Trumbo-Bell.

1. Approval of the Agenda of September 2, 2015 (391<sup>st</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.  
The agenda item "IUP Streamlined Curriculum Approval Process" was removed.  
**Motion to approve the agenda with the revision passed by voice vote.**
  
2. Approval of Minutes of April 29, 2015 (390<sup>th</sup> session)  
John Riley moved to approve the minutes; seconded by Toni Trumbo-Bell.  
John Riley requested a minor revision that was previously emailed to the secretary.  
**Motion to approve the minutes with the revision passed by voice vote.**
  
3. Chair Remarks - Bruce Candlish
  - \* A committee consisting of Toni Trumbo-Bell, Carolyn LaMacchia, and Bruce Candlish, and convened by George Agbango, was appointed to review policies over the summer to ensure that Bloomsburg University is in line with PASSHE policies. They will be having a meeting to review their report with the administration, and this will lead to further review and action by the BUCC.
  - \* There is a conflict with the bylaws in regards to college representation on the BUCC, as there is a college that has only two departments. This will need to be addressed by considering the language of the bylaws. Since revisions have not yet been approved, it may be able to be incorporated into the revisions that have been submitted.
  - \* Mindi Miller, chairperson of the General Education Council, is unable to attend the BUCC meetings due to a time conflict with her teaching schedule, and will be represented by Carolyn LaMacchia.
  - \* The new omnibus form has been approved by the Provost's office, and will be distributed in the next week.
  - \* The colleges have been notified that all omnibus forms must be submitted by noon the Wednesday prior to a BUCC meeting in order to be considered for the agenda of that meeting.
  - \* The new undergraduate degree program for Supply Chain Management has received final approval, including from the PASSHE Board of Governors.
  - \* There is a new PASSHE requirement that minors have six credits of upper level coursework. It was later confirmed that Bloomsburg University's PRP 3224 defines courses numbered 300-499 as upper division courses. It was discussed with the members how this should be enforced. It was suggested that the chair

of the BUCC and the Provost's office send out a joint communiqué to departments notifying them of this new requirement. Members further discussed whether this was retroactive; it was confirmed that as of the effective date of the policy, it is to apply to all existing minors. It was determined that the Board of Governor's policy regarding upper level courses for minors must be investigated further.

- \* It was noted that any course offered for repeat credit must have that listed in the course's master syllabus.
- \* The General Education Council is currently working to resolve issues surrounding GEP points for transfer credits.
- \* It was discussed that faculty members who are interested in proposing a course under the Interdisciplinary major may offer the course through the entity that it is in conjunction with. An example would be the Research Center that is housed in the College of Liberal Arts. The corresponding college's curriculum committee would then review the proposed course omnibus.

## 5. Course Proposals

### A. Finance

#### i. Distance Ed: FINANCE 313 Intro to Corporate Finance

John Riley moved to approve the master course syllabus changes for FINANCE 313 including distance education; seconded by Toni Trumbo-Bell.

Prior to the motion, John Riley discussed with the members that previously distance education had been separated from other issues when proposals have been brought before the BUCC. He stated that it was appropriate when distance education was a new concept, but suggested that it now be included as part of the course modification motions going forward.

There was no representative present to present the proposal.

John Riley moved to table FINANCE 313 as no representative was present; seconded by Toni Trumbo-Bell.

**Motion to table FINANCE 313 passed by voice vote.**

### B. Audiology and Speech Pathology

#### i. New Course: AUDSLP 598 Academic Reading/Writing for ELLs

#### ii. New Course: AUDSLP 502 Intro to Clinic

#### iii. Program Requirements Rev: MS in Speech Pathology

Prior to discussion of the proposals, John Riley moved to have any proposal approved at the current meeting to be effective spring 2016, or later unless otherwise specified by BUCC action; Toni Trumbo-Bell seconded.

**Motion to have approved proposals for the current meeting to have an effective semester of spring 2016, or later unless otherwise specified by BUCC action, passed by voice vote.**

John Riley moved to approve AUDSLP 598 and AUDSLP 502 as new courses; seconded by Toni Trumbo-Bell.

Pamela Smith presented the proposal for AUDSLP 502.

Kimberly Cardimona presented the proposal for AUDSLP 598.

Members requested minor revisions to both proposals.

**Motion to approve AUDSLP 598 and AUDSLP 502 as new courses with the revisions passed by voice vote.**

John Riley moved to approve the program requirement revisions to the Masters of Science in Speech Pathology; Toni Trumbo-Bell seconded.

Pamela Smith presented the proposal.

Members requested minor revisions to the proposal.

**Motion to approve program requirement revisions to the Masters of Science in Speech Pathology with the revisions passed by voice vote.**

C. Exceptionality Programs

i. Distance Ed: SPECED 575 Seminar in Current Issues in Special Ed

ii. Distance Ed: ASLTERP 225 Linguistics of ASL

John Riley moved to approve SPECED 575 and ASLTERP 225 for revisions to the master course syllabus and distance education; seconded by Toni Trumbo-Bell.

Robin Drogan presented the proposal for SPECED 575.

Jessica Bentley-Sassaman presented the proposal for ASLTERP 225.

Members requested minor revisions for SPECED 575.

It was requested for ASLTERP 225 that the methods section clarify differences between traditional and distance education offerings of the course.

**Motion to approve SPECED 575 and ASLTERP 225 for revisions to the master course syllabus and distance education with the revisions passed by voice vote.**

D. Mass Communications

i. Rev Master Course Syllabus: MASSCOMM 271 Video Production I

ii. Rev Master Course Syllabus: MASSCOMM 367 Video Production 2

iii. Rev Master Course Syllabus: MASSCOMM 455 Public Relations Cases

iv. Rev Master Course Syllabus: MASSCOMM 497 Internship in Mass Comm

v. Rev Master Course Syllabus: MASSCOMM 498 Capstone

vi. Distance Ed: MASSCOMM 251 Public Relations Theory and Practice

vii. Distance Ed: MASSCOMM 398 Research Methods in Mass Comm

viii. Distance Ed: MASSCOMM 482 Mass Comm Seminar

John Riley moved to approve revisions to MASSCOMM 271, 367, 455, 497 and 498 as well as MASSCOMM 251, 398 and 482 for distance education; seconded by Toni Trumbo-Bell.

Jason Genovese presented the proposals.

Members requested minor revisions to MASSCOMM 367, 455, 497, 498, 251 and 398.

**Motion to approve revisions to MASSCOMM 271, 367, 455, 497 and 498 as well as MASSCOMM 251, 398 and 482 for distance education with the revisions passed by voice vote.**

E. Psychology

i. Rev Master Course Syllabus: PSYCH 311 Adulthood & Aging

ii. New Course: PSYCH 218 Principles of Gerontology

iii. Rev Major Requirements: Psychology Major  
John Riley moved to approve revisions to PSYCH 311, and PSYCH 218 as a new course; seconded by Toni Trumbo-Bell.

Marion Mason presented the proposals.

**Motion to approve revisions to PSYCH 311 and PSYCH 218 as new course passed by voice vote.**

John Riley moved to approve the changes to the Aging Studies and Gerontology minor; Toni Trumbo-Bell seconded.

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

John Riley moved to approve the revision to major requirements for the Psychology major; Toni Trumbo-Bell seconded.

Marion Mason presented the proposal.

It was recommended by the members to include language regarding accommodations for the added requirements of a senior survey and an exit exam.

**Motion to approve the changes to the Psychology major with the revisions passed by voice vote.**

F. Management and Marketing

i. New Minor: Professional Selling

John Riley moved to approve; seconded by Monica Favia.

Monica Favia presented the proposal. By creating the minor in Professional Selling, it will be available to students outside the Marketing major.

Members requested minor revisions to the proposal.

**Motion to approve the new minor of Professional Selling with the revisions passed by voice vote.**

G. Teaching and Learning

i. New Course, Distance Ed, Pass/Fail: PROFSTUD 500 Graduate Professional Seminar

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

iii. New Course, Distance Ed: EDFOUND 545 Intro K-12 Online Teaching

iv. New Course, Distance Ed: EDFOUND 546 Technologies for K-12 Online Teaching

v. New Course, Distance Ed: EDFOUND 547, Online Course Design

John Riley moved to approve PROFSTUD 500 as a new course graded as pass/fail and for distance education, as well as EDFOUND 447, 545, 546 and 547 as new courses and for distance education; seconded by Toni Trumbo-Bell.

Robin Drogan presented the proposal for PROFSTUD 500.

Raymond Pastore presented the proposals for EDFOUND 447, 545, 546, and 547. Members requested minor revisions to PROFSTUD 500.

**Motion to approve PROFSTUD 500 as a new course graded as pass/fail and for distance education, as well as EDFOUND 447, 545, 546 and 547 as new courses and for distance education with the revisions passed by voice vote.**

H. Exercise Science

i. Program Requirement Revisions: Clinical Athletic Training

John Riley moved to approve the requirement revisions to the Clinical Athletic Training program; seconded by Toni Trumbo-Bell.

Joseph Hazzard presented the proposal. The proposed change of eliminating one course from the program requirements will remove unnecessary burden on the students in their final semester of the program, as the competencies of that course are covered in several other courses.

**Motion to approve the requirement revisions for the Clinical Athletic Training program passed by voice vote.**

6. Open Forum

➤ George Agbango thanked the members for their hard work, and announced that there will be a reception for members of the BUCC and General Education Council on Thursday, October 1, 2015 as an expression of appreciation.

➤ George Agbango also spoke regarding the closed working session and dinner that has been organized for members of the BUCC by the Provost. Members discussed their concerns regarding the confidential nature of the meeting, as well as the time that it occurs in regards to schedule conflicts.

Toni Trumbo-Bell moved to suggest to the Provost to hold this special meeting during an open Wednesday from 3:00 PM to 5:00 PM when there is not a scheduled BUCC meeting, seconded by Michael Patte.

Upon clarification of the motion, Michael Patte withdrew his second.

The motion was then seconded by Betina Entzminger.

The members expressed concern that they were not involved in choosing a meeting time that worked best for the members. It was also noted that each individual BUCC member has the right to decline the invitation.

John Riley moved to call the question of the motion on the floor; seconded by Toni Trumbo-Bell.

**The motion to call the question of the motion on the floor failed by a hand vote of 3 in favor, 4 opposed and 5 abstentions.**

Carolyn LaMacchia noted that it is the individual decision of each BUCC member on whether to attend this meeting.

**The motion to suggest that the Provost hold the closed session meeting on a Wednesday from 3:00 PM to 5:00 PM when the BUCC is not already scheduled to meet failed by voice vote.**

➤ John Riley discussed the Board of Governor's policy in regards to advanced coursework. The policy states that at least 42 out of the 120 semester hours must be advanced coursework, but notes that definition of advanced coursework are institutional and may not be inherent in course number. It was noted that University PRP 3224 defines advanced coursework as any course numbered 300-499. Further investigation into this matter will be required.

The meeting adjourned at 4:53 PM.



## BUCC Minutes September 16, 2015

Bruce Candlish, Chair of the BUCC, called the 392<sup>nd</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, September 16, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, George Agbango, Jessica Bentley-Sassaman, Charisse Baldoria (for Kurt Smith), Betina Entzminger, Monica Favia, Carolyn LaMacchia, Angela LaValley (for Janet Reynolds Bodenman), Marion Mason, Brett McLaurin, Michael Patte, John Riley, Kurt Smith, Toni Trumbo-Bell and Philip Tucker.

2. Approval of the Agenda of September 16, 2015 (392<sup>nd</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.  
**Motion to approve the agenda passed by voice vote.**
3. Approval of Minutes of September 2, 2015 (391<sup>st</sup> session)  
John Riley moved to approve the minutes; seconded by Toni Trumbo-Bell.  
**Motion to approve the minutes passed by voice vote.**
3. Chair Remarks
  - Bruce Candlish informed the committee that he and John Riley met with the Provost to clarify what is requested from the BUCC, including the Provost's larger vision of using high impact practices across campus on September 3, 2015. It was suggested that a workshop be held between members of the BUCC, college curriculum committees, department curriculum committees, deans and librarians to discuss the use of broader vocabulary and richer language in omnibus proposals.
  - He also informed the committee that he and three other members of the BUCC attended a closed meeting was held by the Provost for BUCC members to discuss concerns within the Audiology program. As a result of that meeting, the BUCC will likely be receiving proposals from the Audiology department for approval.
  - Members of the BUCC introduced themselves, and attendees of the audience were noted to include Jeffrey Krug, Dean of the College of Business; Joan Beneck-Rivera, Assistant to the Dean of the College of Business and David Vázquez-González, Assistant to the Dean of the College of Education.
4. Course Proposals
  - A. Finance
    - i. Distance Ed: FINANCE 313 Intro to Corporate Finance (previously tabled)  
John Riley moved to remove FINANCE 313 from the table for approval of revisions to the master course syllabus including distance education; seconded by Toni Trumbo-Bell.  
**The motion to remove FINANCE 313 from the table passed without objection.**  
Rand Martin presented the proposal.

Members requested that a justification of requested class size be included in the Methods section, along with minor revisions.

**Motion to approve revisions to the master course syllabus of FINANCE 313 for distance education with the revisions passed by voice vote.**

B. Teaching and Learning

- i. New Course, Distance Ed: EDFOUND 548 Practicum for K-12 Online Teaching

John Riley moved to approve EDFOUND 548 as a new course and for distance education; seconded by Toni Trumbo-Bell.

Raymond Pastore presented the proposal.

Members requested minor revisions to EDFOUND 548.

**Motion to approve EDFOUND 548 as a new course and for distance education with the revisions passed by voice vote.**

C. Instructional Technology

- i. New Course, Distance Ed: INSTTECH 450/550 Instructional Design

John Riley moved to approve INSTTECH 450 as a new course with dual listing and distance education; seconded by Toni Trumbo-Bell.

Lynn Hummel presented the proposal.

Members requested minor revisions to the proposal.

**Motion to approve INSTTECH 450/550 as a new course with dual listing and distance education with the revisions passed by voice vote.**

John Riley moved to approve INSTTECH 450 for one general education point towards Goal 1: Written Communication; seconded by Toni Trumbo-Bell.

**Motion to approve INSTTECH 450 for one general education point towards Goal 1: Written Communication passed by voice vote.**

D. Biological and Allied Health Services

- i. Rev Master Course Syllabus: BIOLOGY 103, Biodiversity and Conservation Biology

John Riley moved to approve BIOLOGY 103 for revisions to the master course syllabus; seconded by Toni Trumbo-Bell.

Amber Pitt presented the proposal.

**Motion to approve revisions to the master course syllabus for BIOLOGY 103 passed by voice vote.**

John Riley moved to approve BIOLOGY 103 for two general education points towards Goal 5: Natural Sciences and one general education point towards Goal 10: Citizenship; seconded by Toni Trumbo-Bell.

**Motion to approve BIOLOGY 103 for two general education points towards Goal 5: Natural Sciences and one general education point towards Goal 10: Citizenship passed by voice vote.**

E. Management

- i. New Course: HONORS 172, Honors Leadership Skills

John Riley moved to approve HONORS 172 as a new course; seconded by Toni Trumbo-Bell.

Joan Beneck-Rivera presented the proposal.

The members requested minor revisions to the proposal.

**Motion to approve HONORS 172 as a new course with the revisions passed by voice vote.**

John Riley moved to approve HONORS 172 for two general education points in Goal 6: Social Sciences and one general education point in Goal 10: Citizenship; seconded by Toni Trumbo-Bell.

**Motion to approve HONORS 172 for two general education points in Goal 6: Social Sciences and one general education point in Goal 10: Citizenship passed by voice vote.**

5. Discussion

A. BOLT GEP Scorecard – Bruce Candlish

Bruce Candlish noted that the Registrar recently created a BOLT general education point score card, which was later clarified to be the GEP score card in ISIS that immediately opens when a student's information is pulled up in the system. There were suggestions from members of the General Education Council to make it part of a drop down menu instead of the current version. Further discussion of the matter determined that how this information is presented is a matter of personal preference, and there was not a strong enough consensus to pursue changing the current method of displaying the information.

B. College Representation – Bruce Candlish

Bruce Candlish addressed an issue that was mentioned at the previous BUCC meeting, which is that a college at BU that has only two departments is at a disadvantage with the current bylaws that state the composition of the BUCC can have no more than one faculty member from any single department. The proposed revision to this bylaw would be to clarify that there cannot be two at-large members of the BUCC from the same department, which would alleviate the conflict of who would then be eligible to represent the college curriculum committee. The revised bylaws are in the approval process for Meet and Discuss, who are currently awaiting a response from the Provost to the faculty recommendation from that committee. Members discussed having the bylaws brought back from Meet and Discuss to the BUCC for further revisions to address this bylaw, and other revisions as needed.

6. Open Forum

Monica Favia spoke in regards to the recent change in the PASSHE policy to remove career concentrations, and what this will mean for students who were previously enrolled in them. George Agbango suggested changing career concentrations into tracks within the major, or into certificate programs. He noted that the deans were recently informed of new directives from PASSHE in regards to certificate programs, and the current discussion that is taking place at the state system level in regards to the minimum/maximum number of credits for such certificates. Members discussed that a

minor would be an option for students outside of the major. There was also discussion of what to do for a minor in a department that students within that major might take. An example given was the English department that has a Creative Writing minor that can be taken by English majors. Members were advised to contact the PASSHE website for more information regarding certificate programs.

Philip Tucker inquired about a proposal that is currently in the approval process that would affect students who will be graduating in fall 2015. Bruce Candlish suggested using the Petition for Exceptions to Undergraduate Graduation Requirements form with approval from the dean of the college as proposals cannot be approved to effective at the beginning of the semester that the proposal is being reviewed unless requesting retroactive activation.

Tina Entzminger inquired about the new omnibus form, specifically for document X, which is now the letter of intent. It was noted that this document is not listed as a requirement for any of the items of action. It was determined by members of the BUCC that this should be listed as a required document for item of action 16, Degree Program.

Marion Mason inquired if there was any update on the new PASSHE requirement for minors to have six credits of advanced coursework, and how that would affect minors currently offered at Bloomsburg University. It was noted that the language used by PASSHE is advanced coursework, and current Bloomsburg University policy only defines upper level coursework.

Bill Hudon addressed the members of the BUCC in regards to his concerns of whether evidence was provided at the confidential meeting held by the Provost for the BUCC on a curriculum matter. He also spoke about the BUCC's relationship with the Provost, referencing an earlier discussion in the meeting on a proposal where members of the BUCC provided advice regarding justification of class size, but acknowledged that the Provost may request more information. He then stated that action should be taken regarding these concerns.

When opened to the BUCC members for discussion, Tina Entzminger asked of those present what the BUCC, or any other body could do about these concerns. Bill Hudon responded that he thought the members of the BUCC should demand that the Provost be present at the BUCC meetings. He stated that he did not think that they should say there would be a consequence if the Provost does not attend the meetings, but that the BUCC members should do what they think.

John Riley responded that many members of the BUCC agree with the concerns raised by Bill Hudon, and that they have tried individually and collectively to convey them to the Provost. He stated that as there are no consequences to these demands not being met, it demonstrates the power that the Provost has. He continued that the Provost choosing not to be present at the BUCC meetings has not sat well with the members of the BUCC, and that the number of proposals returned by the Provost unsigned has dismayed the members.

Toni Trumbo-Bell stated that in the past, the BUCC has made motions to send the BUCC chairperson to the Provost to convey their desire to have her present at meetings so that the members could understand her vision for the curriculum. It was acknowledged that while George Agbango is the Provost's representative, he does not have the authority to make decisions for the Provost. With these concerns having been

communicated to the Provost, she stated that she did not know what else could be done. Bill Hudon suggested going collectively to the president.

George Agbango noted that he is the Provost's representative, and that he has faithfully and truthfully reported what has taken place at the BUCC meetings to the Provost. He also noted that the BUCC is a recommending body to the Provost, and that the Provost is not contractually obligated to attend each BUCC meeting. He continued, stating that if the Provost's absence is causing deliberations to not move forward, a case can be made to have her present at the BUCC meetings. He noted that there have been instances, such as the Board of Trustees meetings, where the president of APSCUF has not been present. He also stated his disappointment in Bill Hudon's earlier remarks as the leader of Meet and Discuss, demanding the BUCC members to march to Carver Hall in protest.

Bruce Candlish stated that he was bothered by the fact that the curriculum process is held back by the Provost. He stated that when the Provost says "no", it is perceived as possibly being obstructive, or an inability to communicate with the primary deliberative body that is there to make recommendations regarding curriculum matters. He continued that a sense of a consistent lack of the Provost's presence at meetings to be involved in the discussions is leading faculty to lose a sense of being able to move forward because proposals can sit for two years without faculty knowing their status. He noted that it is an important message that George Agbango relays what goes on at the BUCC meetings to the Provost

George Agbango asked members of the BUCC to let him know of any PRP's that have been have been delayed in the approval process and he would give a response on their status within a week. Monica Favia inquired about the status of PRP 3602. It currently still reads that Bloomsburg University has career concentrations, but they no longer exist. The policy was rewritten by the BUCC, but the revised policy is not found online as approved with those changes.

Toni Trumbo-Bell stated that the PRP's the BUCC has recommended changes to have been held up for two years. She continued that Bill Hudon had previously done a review of the PRP's against the PASSHE policies, and that the year preceding that work, changes to proposals were put on hold to ensure alignment with PASSHE policies. After that, it was discovered that more work needed to be done, which is what a committee did this past summer to build off of the work Bill Hudon had done. Toni noted that these delays have also affected proposals.

Marion Mason noted that she thought the remarks about the representation from the union being present at other meetings were irrelevant to the current discussion. George Agbango stated that he found his remarks relevant, and that he would not retract them. He said that if Bill Hudon, a union leader, requires the Provost to be at the BUCC meetings which is not contractual, then he should have Steve Kokoska, President of APSCUF, attend meetings that he as union president is obligated to attend.

Marion continued that the Provost's office has been asked repeatedly about PRP's and proposals, specifically requesting feedback on what was not approved and why when proposals are sent back for further revision. She noted that the lack of feedback causes the members of the BUCC to not be able to better advise colleagues

regarding proposals, as demonstrated in the earlier referenced conversation regarding class size. Marion requested that the Provost's office provide the BUCC notification of changes in PASSHE policies so that they can react in a timely manner, as well as reporting when there are consistent issues in proposals, such as class size, so that the BUCC is better able to advise.

George Agbango agreed that these kind of updates need to be shared with the BUCC on an ongoing basis, because the BUCC is the chief academic advisory board to the Provost and should be brought up to speed on these matters. Bruce Candlish noted that the response to the BUCC regarding changes to proposals is a contractual issue.

George stated that all of the proposals that have recently passed through the BUCC have been approved without revision. The only disclaimer that is added is that class size is approved with understanding that the president or his representative can make amendments as he sees fit. Tina Entzminger noted that some recent proposals from the English department were changed after going through BUCC, stating that she agreed to changes under duress, otherwise they would not have been approved.

Tina Entzminger inquired as to what the BUCC could do regarding these concerns, and if a symbolic action of a formal vote of no confidence is something that the BUCC is able to do. Bruce Candlish stated that a member of the BUCC would need to make a motion on that matter.

Tina Entzminger moved to consider a formal vote of no confidence on the Provost; seconded by Michael Patte.

The motion was later amended to read as an item for consideration of a no confidence vote of the Provost to be placed on the next BUCC agenda. Tina Entzminger and Michael Patte accepted this amendment to the motion.

Kurt Smith asked if the BUCC should be the bearer of this no confidence vote, or if they should initiate it to be considered by the faculty as a whole so that the BUCC is not speaking for all faculty. John Riley responded that it should be done by the BUCC with the understanding that it is in regards to the Provost's relationship with the BUCC, specifically related to curricular issues.

John Riley spoke to the concern regarding providing advice for class size, stating that feedback from the Provost has stated an expectation of a "literature review" of class size, which would be problematic for unique programs and may discourage faculty members from submitting proposals.

George Agbango stated that the motion seemed to be preempted by a member of the audience, instead of being initiated from a member of the BUCC. Tina Entzminger responded that members of the BUCC have been frustrated and dissatisfied by the interactions with the Provost for a long time, and that Bill Hudon had voiced a frustration they all have felt. She stated that these frustrations have come from a feeling of powerlessness, and that the motion on the floor is a way to formalize and make publicly known the BUCC's frustrations.

Monica Favia said that, in regards to PRP 3602, she has repeatedly informed her colleagues that the PASSHE policy had changed in regards to career concentrations no longer being offered and that action would need to take place, but they would refer back to the BU PRP 3602 on the BU website. She stated that now that the change has officially occurred with PASSHE regarding career concentrations, faculty members have

to quickly change their curriculum and students are then affected by not being able to enroll in these programs.

George Agbango stated that at the end of the previous semester, he was unable to attend the BUCC meeting and Bob Gates attended as the Provost's representative. At that meeting, a question was raised from the floor by Bill Hudon regarding a program that was changed without going through the process with the BUCC. This resulted in a grievance being filed. Agbango stated that Bill Hudon had again initiated a process leading to a motion of no confidence on the Provost, and that this was unprecedented in the history of the BUCC. He stated that he expected the four BUCC members who attended the confidential meeting held regarding this issue to share the information from that meeting without mentioning the specific personnel issues with the BUCC, but they did not.

Bruce Candlish noted that Bill Hudon had raised the issue, but the motion to file a grievance came from a BUCC member. George Agbango continued that this does not bring about good working relations between the union members and administration, and that a collective bargaining unit need not assume an adversary relationship with management, but rather to have peaceful means to resolve issues with mutual understanding and respect.

It was confirmed with George Agbango that while he is the Provost's representative at the BUCC meetings, he does not have final approving authority for proposals as the Provost approves them before he signs them. Toni Trumbo-Bell noted that if he had such authority, his presence at the meetings would allow him to give feedback on what would be approved or not and why.

Earlier in the meeting, the BUCC members had a question regarding class size that he did not comment on. Agbango noted that he had agreed to meet with the proposer afterwards to work on the language of class size.

George Agbango stated he understood the BUCC's concerns, and suggested that the motion be tabled so that he may confer with the Provost to express their desire to have dialogue with her. A session with Provost to discuss these items of concern directly would be helpful to address these concerns. John Riley stated that members have tried to convey their frustrations to the Provost in the past and it has not produced results. Toni Trumbo-Bell noted that when the Provost did attend a recent meeting, she delivered a prepared speech but did not have any discussion with the members, which was unsatisfactory.

Michael Patte moved to call the question on the floor; seconded by Toni Trumbo-Bell.

**The motion to call the question on the floor passed by a voice vote.**

Bruce Candlish stated that if the motion on the floor passed, he would ask that John Riley and Tina Entzminger draft the exact language of the proposed motion.

**The motion to place an item for consideration of a no confidence vote of the Provost to be placed on the next BUCC meeting agenda passed by a voice vote.**

John Riley moved to adjourn the meeting; seconded by Toni Trumbo-Bell.

**The motion to adjourn passed without objection.**

The meeting adjourned at 5:00 PM.

## **BUCC Minutes October 7, 2015**

Bruce Candlish, Chair of the BUCC, called the 393<sup>rd</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, October 7, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, George Agbango, Ira Blake, Jessica Bentley-Sassaman, Kim Cardimona, Betina Entzminger, Monica Favia, Carolyn LaMacchia, Marion Mason, Brett McLaurin, Michael Patte, Janet Reynolds Bodenman, John Riley, Kurt Smith, Toni Trumbo-Bell and Philip Tucker.

4. Approval of the Agenda of October 7, 2015 (393<sup>rd</sup> session)

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

**Motion to approve the agenda passed by voice vote.**

5. Approval of Minutes of September 16, 2015 (392<sup>nd</sup> session)

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

**Motion to approve the minutes passed by voice vote.**

6. Chair Remarks

Bruce Candlish updated the BUCC members as to the status of proposals that have been approved by the BUCC, noting that six proposals that the BUCC had passed with revisions have submitted their revisions in the past week, and they have been sent to the Provost for review. He stated that outside of those six proposals, everything is up to date.

4. Course Proposals

A. Exercise Science

i. Create Advisement Sub-Plans for Exercise Science Major

John Riley moved to approve the advisement sub-plans for the Exercise Science major; seconded by Toni Trumbo-Bell.

Eric Rawson presented the proposal. The advisement sub-plans of Physical Therapy and Occupational Therapy are proposed as a way to track and advise students in the Exercise Science major.

In discussion by the BUCC members, it was clarified that the term concentration, track, and sub-plan are synonymous at Bloomsburg University.

It was clarified by the presenter that these courses would be taken outside of those courses required by the Exercise Science major.

John Riley made note that the term "Cultural and Ethnic Diversity courses" is no longer used under the new General Education point system.

Marion Mason noted that certain courses listed from the Psychology department are no longer offered or have different names than how they are listed on the proposed sub-plan documents.

Toni Trumbo-Bell moved to require impact statements from the affected departments; seconded by Tina Entzminger.



**Motion to require impact statements from the affected departments listed passed by voice vote.**

Tina Entzminger moved that it be amended to have a statement in Q-2 explaining that these courses go beyond those that are required by the major and are designed to help students with their career plans; seconded by Toni Trumbo-Bell.

**Motion to have the proposal amended to have a statement in Q-2 explaining that these courses go beyond those required by the major passed by voice vote.**

John Riley moved to table the proposal for advisement sub-plans for the Exercise Science major; seconded by Toni Trumbo-Bell.

**Motion to table the advisement sub-plans for the Exercise Science major passed by voice vote.**

B. Economics

i. New Course: ECONOMIC 495, Economics Capstone

John Riley moved to approve ECONOMIC 495 as a new course; seconded by Toni Trumbo-Bell.

Medhi Haririan presented the proposal. The course proposal is a result of an external review recommendation to have a capstone course within the Economics major.

John Riley confirmed with the presenter that the course would be used in the major as an elective course. It was noted that adding it to the major will require a separate proposal.

Members requested that the prerequisite of the course be changed from “graduating seniors” to “over 90 credits” to provide clarification.

Members also requested that, if the course is to be an elective for majors, that the course title reflect that as an “Economics Seminar”. The members discussed that a “Capstone” course title may be confusing if it is an elective and not a requirement for all Economics majors.

**Motion to approve ECONOMIC 495 as a new course with the revisions passed by voice vote.**

ii. Change in Minor Requirements: Economics Minor

John Riley moved to approve the change in requirements for the Economics minor; seconded by Toni Trumbo-Bell.

Carl Smith presented the proposal. The change to the minor includes the addition of the course ECONOMIC 480, Special Topics. This will allow for more enrollment from students in other majors to take the course if enrolled in the Economics minor.

Members requested that the new course listing for the Economics minor use the department prefix (“ECONOMIC”) instead of the former numerical department code (“40”).

Members requested other minor revisions.

**Motion to approve the changes to the requirements for the Economics minor with the revisions passed by voice vote.**

C. Communication Studies

i. Distance Ed: COMMSTUD 313, Conflict Management & Resolution  
Tina Entzminger moved to approve COMMSTUD 313 for distance education; seconded by Toni Trumbo-Bell.

Tim Rumbough presented the proposal.

**Motion to approve COMMSTUD 313 for distance education passed by voice vote.**

D. Accounting

i. New Minor: Fraud Examination

Toni Trumbo-Bell moved to approve the new minor in Fraud Examination; seconded by John Riley.

Michael Shapeero presented the proposal.

Members requested minor revisions to the proposal.

**Motion to approve the new minor in Fraud Examination with the revisions passed by voice vote.**

E. Management & Marketing

i. Change from Career to Major Concentration: Human Resource Management

Toni Trumbo-Bell moved to approve changing the career concentration of Human Resource Management to a major concentration; seconded by John Riley.

Darrin Kass presented the proposal.

Members discussed that the way that the proposed major concentration course list and current Management program course list are presented, it appears that the major requires 68 credits, which exceeds the 60 credit limit of major content.

It was clarified by the presenter that there is an overlap in the major concentration courses with the major as to not exceed the credit limit. Monica Favia also spoke to this issue, noting that the department does have a revised program course list for the Management major, but that it was not attached to the proposal. It was requested that an updated program course list be provided to the BUCC, as well as an elaboration in section Q-2 of what is being requested. Tina Entzminger moved to table the proposal to change the career concentration of Human Resource Management to a major concentration; seconded by Toni Trumbo-Bell.

**Motion to table the proposal to change the career concentration of Human Resource Management to a major concentration passed by voice vote.**

ii. New Minor: Human Resource Management

John Riley moved to approve the new minor of Human Resource Management; seconded by Toni Trumbo-Bell.

Darrin Kass presented the proposal.

**Motion to approve the new minor of Human Resource Management passed by voice vote.**

F. College of Business

- i. Change INTERBUS Course Designation to ZIPD (Zeigler Institute for Professional Development)

John Riley moved to approve changing the INTERBUS course designation to ZIPD; seconded by Toni Trumbo-Bell.

Joan Beneck-Rivera presented the proposal.

Members requested that “ZIPD” be defined in document Q for clarification.

**Motion to approve changing the INTERBUS course designation to ZIPD with the revisions passed by voice vote.**

5. Discussion

A. Revisions to BUCC Bylaws

Members of the BUCC held a first reading of the changes to the BUCC bylaws that were brought back from the approval process at Meet and Discuss for further revisions. Bruce Candlish suggested using the petition process for faculty approval should the proposed changes be approved. Changes were noted to be bringing the wording in Article 2 back to the original language of the BUCC serving “as the final faculty **recommending** body to the **Provost and Senior Vice President for Academic Affairs**”. The second change, in Article 4, in regards to the composition of the BUCC, would clarify that there may be no more than one **at-large** faculty member from any single department or work group.

B. Revision to 2016 Omnibus Form – First Reading

Members of the BUCC held a first reading of the changes to the 2016 Omnibus form, which added document X, Letter of Intent, as a required document for those creating a new degree program. In discussion, it was noted that the policy that addresses the omnibus (PRP 3230) will also need to be changed to reflect these changes. Upon further review, it was suggested to have a two-step process listed under this line item with a foot note clarifying that the Letter of Intent must first be submitted to PASSHE before submitting it through the Bloomsburg University curriculum process. A correction for item of action 8 was to have it read as “Dual listing (select **8a** or **8b**)”, as it currently reads as 7a or 7b from the former omnibus form.

C. Consideration of No Confidence Vote of the Provost

Bruce Candlish addressed the members of the BUCC to give context and provide an outline of the order of discussion. Members were asked to focus on what the specific offenses are, if any, relative to curriculum, as well as the context of those actions (or lack of actions), considering extenuating circumstances. An example was given as to whether it is a factor of how the Provost is performing her duties, or if the BUCC is stuck in changing times for

higher education in general. The members were asked to consider what course on the behalf of the BUCC is best for the institution and more importantly, for the students. He encouraged members to not pass or reject any motion during this consideration as it is an important matter that requires reflection.

George Agbango next addressed the members of the BUCC, noting that these types of actions can bring down institutions. He stated that on two consecutive times, a contribution from the floor had led to a grievance procedure. He noted that these are serious matters that should allow for a response before proceeding with motions. He also stated that rumors should not be magnified to lead to action. He stated that all programs and policies that have been passed by the BUCC have been duly signed by the Provost, and that the business of academic affairs has not been subverted by the Provost.

Ira Blake addressed the members of the BUCC, noting that she is committed to the institution, and to the mission of serving the students through the faculty. She noted that everything she has done has been to support the development and enrichment of faculty to better serve students and helping them to be successful. She acknowledged that there may be differences of opinion in how she has done things, and that there may also be concern about timeliness, but noted that the Office of Academic Affairs is intentionally thinly staffed with minimal executive or administrative positions to put most of the resources where the faculty are, as they are the ones who perform the business of the university. She noted that in regards to documents, she prioritizes business first due to the lean staffing, and that the university can continue working under current policies and procedures, making adjustments as needed. It was noted that this is similar to what is done when the university continues to operate under an expired CBA.

Tina Entzminger spoke to the motion of consideration of a no confidence vote of the Provost that was made at the BUCC meeting held on September 16, 2015 regarding the BUCC's frustrations with the interactions of the Provost with the committee regarding curricular matters. The two major concerns were noted to be the micromanaging of all decisions instead of trusting those who were elected, hired or appointed, and a lack of bilateral discussion. Six specific items were noted as examples : time delay in returning documents passed by the BUCC, line item vetoes or changes made by the Provost after BUCC approval where substantive changes were made and faculty felt compelled to agree in order to have the proposal pass (which goes around the approval process of BUCC), proposals being approved by the Provost without going through the BUCC (examples included Audiology and Speech Pathology as well as the First Year Seminar courses), conflicting and changing communication that the BUCC has received about certain issues (i.e. class size justification), holding closed meetings that were felt to have created an air of secrecy countering the collaborative nature of the committee, and that the Provost does not attend the BUCC meetings while her representative does not have the power to approve what is discussed, leading to the BUCC's decisions not being informed by the discussion that would take place if the approving authority was present.

Kim Cardimona asked, as a new member of the committee, what course was passed from Audiology and Speech Pathology that was not put through the BUCC. George Agbango responded that there were student, parent and alumni concerns regarding program completion, and immediate action was necessary to address these concerns. He also stated that he would have expected the co-chair of Meet and Discuss to bring the issue to the Provost upon discovering it. Ira Blake stated that the program was brought back to its original approved state based on the documents available as published on the ASHA website and the Office of the Chancellor to resolve the concerns. She stated the meeting was confidential, not closed or secret, and was held to inform the BUCC committee members of the serious concerns regarding the program while protecting the faculty members of the department. The members noted that the situation would have been improved if the Provost had informed the BUCC of these necessary changes instead of finding out after the fact. Ira Blake agreed that alerting the BUCC to these issues prior to action would have been beneficial and inclusive.

Ira Blake spoke to class size justification, noting that conversations have been held with members of the BUCC on issues regarding pedagogy and class size, and stated that she is willing to provide whatever is needed to support the committee in understanding the parameters for different disciplines. She noted that for class size justification, it should be specific to the discipline, instructional style, content, level of students being taught, level of the course, and assignments.

The members discussed how to move forward to resolve these concerns. In order to provide more direct communication, the members requested that the Provost be present at the BUCC meetings so that they can better understand the strategic plan for the university and its mission, as well as have feedback on what does not receive approval from the Provost and updates regarding PASSHE policies. Ira Blake responded that the BUCC members' feedback was appreciated, and that she will make adjustments accordingly. She stated that based on the feedback received, George Agbango will continue to attend in the role of professional development, and that she will be attending future BUCC meetings. When she is unable to attend, he will serve as her designee.

Bruce Candlish asked the members if there was a need for continued discussion of this topic at the next meeting, or if there was a motion on the floor. The members did not call for further discussion or a motion.

John Riley moved to adjourn the meeting; seconded by Toni Trumbo-Bell.

**The motion to adjourn passed without objection.**

The meeting adjourned at 5:02 PM.

## **BUCC Minutes October 14, 2015 - Open Forum**

Bruce Candlish, Chair of the BUCC, called the 394<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, October 14, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, George Agbango, Ira Blake, Jessica Bentley-Sassaman, Betina Entzminger, Ralph Feather, Carolyn LaMacchia, Marion Mason, Brett McLaurin, Timothy Oleksiak, Michael Patte, Janet Reynolds Bodenman, John Riley, and Toni Trumbo-Bell.

7. Approval of the Agenda of October 14, 2015 (394<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.  
**Motion to approve the agenda passed by voice vote.**
  
2. Chair Remarks  
Bruce Candlish informed members of the BUCC that he recently received an email from the Registrar's office providing notification of a change in PASSHE policy 1985-01A, Requirements for Initiation or Change of Credit-Based Academic Programs, which was previously brought to the BUCC's attention by George Agbango. The change in policy removes the credit recommendations for certificate programs. Ira Blake noted that this information has also been sent to the college deans and department chairpersons.
  
3. Repetitive Student Withdrawals  
Jerry Wemple, professor of English, addressed the BUCC regarding a student concern where students are able to completely withdrawal from a semester multiple times due to personal issues without receiving support from the resources that exist at the university to prevent future withdrawals. Members of the BUCC discussed that students are able to withdrawal from individual courses, or an entire semester, without interacting with faculty or staff that may be able to have a conversation with the student on how to receive the support they need. Several members of the BUCC recognized this as a problem they have seen before, with such issues including financial struggles, mental health issues, and other personal problems that affect a student's ability to successfully complete their program of study. Currently, these same students can then be readmitted to the university without a support system in place, which can lead to repeat occurrences of withdrawal. It was acknowledged that these are extremely complicated situations as each student's case is unique. One suggestion was to have the Admissions department contact the student's department prior to readmission to better understand the student's situation. Another recommendation was to involve the office of the Dean of Students, where a confidential report can be submitted detailing a plan for support for the student if they should reapply to the university. Ira Blake noted that the Student Success Collaborative (SSC) would be an excellent resource for these concerns as well. It was decided that further work would be needed with administrative bodies to establish a collaborative plan to support such students in need.

#### 4. Curriculum Development

##### a. Justification of Class Size

Bruce Candlish introduced the topic of class size justification, offering a suggestion that departments may consider presenting an enrollment management plan with their omnibus proposal as a supporting document. This would give context to the overall program, and would document that some courses that need to remain small due to accreditation requirements while other courses offered may be larger, bringing an overall balance to the enrollment needs of the program. This enrollment management plan, with endorsement from the dean of the respective college, would be completed once and then attached to subsequent proposals. Members of the BUCC later discussed that sometimes individual faculty members write the proposals and do not know the larger vision of the department or college in regards to an overall enrollment management plan. However, it was noted that the omnibus form is reviewed and signed by the department chairperson, college curriculum committee and college dean, which allows for their review and input at those levels regarding the larger vision.

Ira Blake spoke to the discussion, noting that the class size should enable faculty to best deliver the curriculum and assignments. She suggested looking to professional organizations and accrediting bodies, as well as strategies within the department for specific goals of the program. She noted it is important to identify the gateway courses to the major that has a high number of students that receive a grade of D, F, or withdrawal. These courses may benefit from being smaller in class size. She also noted that there is a financial element to class size that must be considered.

Another example given by Ira Blake was that for a public speaking course, a specific class size would be needed to give students multiple opportunities to speak. The class size justification should also look at what challenges the course presents to students, and when additional resources for the students are needed. It was further clarified that the reason that the class size is a recommendation is to allow for changes as needed.

Ira Blake emphasized that there should not be use of the same language for class size justification for all courses across a department, as well as that there is not an expectation that all courses be offered in a larger class size format. Class size should be determined based on information of how to best support the students, collaborating with the department and college dean to consider the information on how to best configure the instructional delivery model to the content as well as the discipline content, level of the course, facilities, timing, sequence within overall curriculum.

##### b. Letter of Intent

##### c. Use of TALE Center

Agenda items b. and c. were combined into one discussion of how to support faculty that are writing proposals. It was discussed that offering a series of TALE sessions focused on omnibus proposals held each semester would be beneficial. These sessions would be open to those involved with the process at all levels, from faculty members to deans. When discussing who would be best to be the leader of these seminars, it was noted that it should not just be one person as the BUCC works as a committee to give feedback from different perspectives. These proposed TALE sessions

could be a resource to faculty members regarding the PRP's that exist in regards to course and program proposals, as well as how to interpret them. It was suggested that providing examples of proposals that exemplify what is required on the TALE website would be a good resource as well. It was also suggested that adding comments to these proposals to highlight different areas may be useful as well.

3. Open Forum

Margarete Hahn, interim director of the Office of Drug, Alcohol and Wellness Network (DAWN) addressed members of the BUCC, providing information and brochures on how faculty members may assist in decreasing college drinking.

Ralph Feather stated that, from the earlier conversation regarding repetitive withdrawals, it should be communicated to students that it can have a negative effect on their job prospects to have numerous withdrawals on their transcript. Members discussed that at times, students cannot avoid withdrawing from a course, and that it should be noted that they completed a program regardless of the number of withdrawals. Regardless of the student's reason, it was agreed that it could have a negative impact when candidates are compared in the job market, and that students should be conscious of these consequences when considering withdrawing from a course.

John Riley moved to adjourn the meeting; seconded by Toni Trumbo-Bell.  
**The motion to adjourn passed without objection.**

The meeting adjourned at 4:58 PM.



## **BUCC Minutes November 4, 2015**

Bruce Candlish, Chair of the BUCC, called the 395<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, November 4, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, George Agbango, Ira Blake, Jessica Bentley-Sassaman, Kim Cardimona, Betina Entzminger, Kenneth Hall (for Monica Favia), John Hintz (for Brett McLaurin), Carolyn LaMacchia, Marion Mason, Timothy Oleksiak, Michael Patte, Janet Reynolds Bodenman, John Riley, Toni Trumbo-Bell and Philip Tucker.

1. Approval of the Agenda of November 4, 2015 (395<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.  
**Motion to approve the agenda passed by voice vote.**
2. Approval of Minutes of October 7, 2015 (393<sup>rd</sup> session)
3. Approval of Minutes of October 14, 2015 (394<sup>th</sup> session)  
John Riley moved to approve the minutes from both October 7, 2015 and October 14, 2015 meetings; seconded by Toni Trumbo-Bell.  
**Motion to approve the minutes of October 7, 2015 and October 14, 2015 passed by voice vote.**
4. Chair Remarks  
Bruce Candlish welcomed two faculty members attending as substitutes for members who were unable to attend the meeting: Kenneth Hall of Marketing for Monica Favia, and John Hintz of Environmental, Geographical and Geological Sciences for Brett McLaurin.
5. Course Proposals
  - A. Exceptionality Programs
    - i. Revise Program Requirements: Special Education/Early Childhood Major  
John Riley moved to approve the revisions to the program requirements of the Special Education/Early Childhood major; seconded by Toni Trumbo-Bell.  
Philip Tucker presented the proposal, noting that the proposal is to change the minimum number of credits for the program from 126 to 120. The rationale for this request is because some students are able to fulfill the degree requirements with less than 126 credits due to taking courses that count for two different requirements, or testing out of the language requirement.  
Ira Blake noted that this is a substantive change as the current program is approved by PASSHE at 126 credits, which was a program exception to the 120 credit limit. An adjustment in the number of credits of this program would need to be approved by PASSHE. She recommended that the dean of the College of Education meet with her and the Deputy Vice Chancellor on how to best manage the transition of changing the minimum number of credits.

Philip Tucker noted that a set minimum number of credits might be difficult with the different scenarios of students fulfilling the program requirements with 120 or 123 credits. Ira Blake stated that the program would then have to provide a rationale for requested credit flexibility, citing the university's point system for general education, student exemptions from courses such as language, and their selected content focus area as justification. It was discussed that the BUCC would defer to what is recommended by PASSHE as to how to proceed in this situation.

John Riley moved to table the proposal for revisions to the program requirements of the Special Education/Early Childhood major; seconded by Toni Trumbo-Bell.

**Motion to table the proposal for the revisions to the program requirements of the Special Education/Early Childhood major passed by voice vote.**

B. Sociology, Social Work and Criminal Justice

i. Course Revisions, General Education Change: SOC 213 Contemporary Social Problems

John Riley moved to approve the course revisions and 3 general education points for Goal 6: Social Science for SOC 213; seconded by Toni Trumbo-Bell.

Megumi Omori presented the proposal.

Members requested that the proposal include an explanation in Q-3 for the proposed course revisions not requiring additional resources.

**Motion to approve the course revisions and 3 general education points for Goal 6: Social Science for SOC 213 with the revision passed by voice vote.**

C. Finance

i. Change in Master Course Syllabus: FINANCE 403 Estate Planning

John Riley moved to approve the changes in the master course syllabus for FINANCE 403; seconded by Toni Trumbo-Bell.

Jonathan Ohn presented the proposal, stating that the proposal is to split the current course of FINANCE 403, Retirement and Estate Planning, into two separate courses: FINANCE 402 Retirement Planning (approved experimentally) and the proposal of FINANCE 403 Estate Planning.

Members requested clarification in the Assessment section as to how students would be assessed. It was requested that the proposal clarify in Q-2 that one course was being separated into two different courses. Members discussed that if a student had taken FINANCE 403 in its current version as Retirement and Estate Planning and wished to take the proposed course as Estate Planning under the same number, the Registrar would process it as a repeated class. It was agreed that a new course number would address this concern.

John Riley made a friendly amendment to the original motion to approve the course subject to the designation of a new course number; Toni Trumbo-Bell accepted the amendment to the motion.

**Motion to approve the changes in the master course syllabus for FINANCE 403 with the requested revisions and designation of a new course number passed by voice vote.**

ii. Revise Program Requirements: Finance Major

John Riley moved to approve the program requirement revisions to the Finance major; seconded by Toni Trumbo-Bell.

Johnathan Ohn presented the proposal, noting the removal of courses MATH 118 and ACCT 321 as they are not prerequisites to other courses in the major. Members requested minor revisions to the proposal.

**Motion to approve the program requirement revisions to the Finance major with the revisions passed by voice vote.**

D. Management and Marketing

i. New Course: MGMT 356 Global Business

John Riley moved to approve MGMT 356 as a new course; seconded by Toni Trumbo-Bell.

John Okpara presented the proposal, noting that this would be a new elective course.

Members requested clarification in the Assessment section of the Master Course Syllabus, in addition to minor revisions to the proposal.

**Motion to approve MGMT 356 as a new course with the revisions passed by voice vote.**

ii. Distance Education: MGMT 456, International Management

John Riley moved to approve MGMT 456 for distance education; seconded by Toni Trumbo-Bell.

John Okpara presented the proposal.

Members requested that the Assessment section of the Master Course Syllabus be expanded to provide further detail, as well as to include in the Methods section that proctored exams may be given at the discretion of the advisor.

Members also requested clarification within the student learning objectives, justification for the recommended class size, and other minor revisions. Due to the number of requested substantial changes, Bruce Candlish entertained a motion to table the proposal.

John Riley moved to table the proposal of MGMT 456 for distance education; seconded by Toni Trumbo-Bell.

**Motion to table the proposal of MGMT 456 for distance education passed by voice vote.**

iii. Human Resource Management Concentration (previously tabled)

John Riley moved to remove the proposal of Human Resource Management Concentration from the table; seconded by Toni Trumbo-Bell.

John Okpara presented the proposal.

It was requested that the short title of the proposal be present on each page of the omnibus form where prompted.

**Motion to approve the proposal of Human Resource Management Concentration with the revision passed by voice vote.**

E. Mathematics, Computer Science and Statistics

i. New Course: DIGFOR 257, Secure System Design and Administration

Toni Trumbo-Bell moved to approve DIGFOR 257 as a new course; seconded by John Riley.

John Riley presented the proposal.

**Motion to approve the proposal of DIGFOR 257 as a new course passed by voice vote.**

ii. New Course: DIGFOR 371, Penetration Testing

Tina Entzminger moved to approve DIGFOR 371 as a new course; seconded by Toni Trumbo-Bell.

John Riley presented the proposal, noting that the subject matter was previously offered as a special topics course.

**Motion to approve the proposal of DIGFOR 371 as a new course passed by voice vote.**

iii. New Course: DIGFOR 451, Digital Forensics

Jessica Bentley-Sassaman moved to approve DIGFOR 451 as a new course; seconded by Toni Trumbo-Bell.

John Riley presented the proposal.

**Motion to approve the proposal of DIGFOR 451 as a new course passed by voice vote.**

iv. Revise Program Requirements: Digital Forensics Major

Toni Trumbo-Bell moved to approve the proposed revisions to the Digital Forensics major; seconded by Tina Entzminger.

John Riley presented the proposal, noting that the revision includes the three new courses previously discussed as electives.

Members requested that the program completion plan for transfer students include that elective courses may be used for general education points, as well as one minor revision.

**Motion to approve the proposed revisions to the Digital Forensics major with the revisions passed by voice vote.**

v. Revise Program Requirements: Digital Forensics Minor

Toni Trumbo-Bell moved to approve the proposed revisions to the Digital Forensics minor; seconded by Tina Entzminger.

John Riley presented the proposal, noting that the changes to the minor include adding the three new courses previously discussed as elective courses.

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

vi. Change Department Name: Mathematical and Digital Sciences  
Toni Trumbo-Bell moved to approve the change in department name from Mathematics, Computer Science and Statistics to Mathematical and Digital Sciences; seconded by Tina Entzminger.

John Riley presented the proposal, noting that the change reflects the significance of the Digital Forensics program within the department. Bruce Candlish asked the members if this was a proposal that the BUCC should approve, or view as an informational item to endorse. Both Toni Trumbo-Bell and Tina Entzminger accepted the friendly amendment to the motion to “endorse the department name change from Mathematics, Computer Science and Statistics to Mathematical and Digital Sciences”.

**Motion to endorse the department name change from Mathematics, Computer Science and Statistics to Mathematical and Digital Sciences passed by voice vote.**

6. Discussion

A. Policies, Procedures and Related Items

i. Revisions to BUCC Bylaws – Second Reading

Members reviewed and discussed the suggested changes and comments to the BUCC Bylaws provided by the Provost. It was decided that the members would review these suggestions as a voting matter at the meeting on November 18, 2015 to allow time for further review.

In Article II, the Provost suggested adding that the BUCC would work in collaboration with the Office of Planning and Assessment. Members discussed if it would be appropriate to have the Director of Planning and Assessment as a member of the BUCC, and if so, whether it would be a voting or non-voting position.

In Article IV, the Provost asked members of the BUCC why the undergraduate and graduate student positions, as well as the General Education Council (GEC) chairperson, were non-voting members. Members discussed whether students would have the knowledge and perspective to be able to vote on curriculum matters.

In Article V, the Provost suggested that there be an on-boarding process for new members of the BUCC given the nature of the work that the committee does. Members discussed the possibility of having new members attend meetings as non-voting members once they are elected. Members also discussed the qualifications of those who are voted as at-large members, as well as that the staggered terms of these members provides a variety of experienced members and new members.

The Provost suggested including an additional article, Article VI: Tenure of Service. This article outlines the length of a term, a limit on consecutive number of terms served, and having the staggered terms be split between the ten at-

large members. Ira Blake stated that her rationale for the suggestion of a term limit of three consecutive terms would allow for fresh perspectives and allow other faculty the opportunity to participate in the work of the committee. Members discussed how the term limit would affect the voting process, as the university faculty vote for at-large members.

ii. Revision to 2016 Omnibus Form – Second Reading

John Riley moved to approve the revisions to the 2016 omnibus form; seconded by Jessica Bentley-Sassaman.

Bruce Candlish stated that the changes made to the omnibus form focused around the letter of intent for new programs, clarifying the necessary steps when proposing a new program through Bloomsburg University and PASSHE with the option for letter of intent or request for accelerated approval.

It was clarified that the form will still expire June 1, 2016 with these revisions.

**Motion to approve the revisions to the 2016 omnibus form passed by voice vote.**

iii. General Education Assessment Plan – First Reading

Members of the BUCC reviewed the General Education Assessment Plan as submitted by the GEC.

John Riley noted that the model is based on the 10-year cycle from Middle States, which may be changing to an 8-year cycle in the near future. Ira Blake stated that she will be attending the Middle States meeting in December, and will provide an update on any changes that result from that meeting afterwards.

Members discussed the term “specialist group”, and clarified with Carolyn LaMacchia, GEC representative, that this refers to specialists for a specific general education goal. Members also inquired as to whether the specialist group would receive aggregated data, or if they would be aggregating raw data. It was confirmed with Carolyn LaMacchia that these specialist groups would be reviewing both goals and courses.

It was requested that the language be changed to reflect that the specialist groups would be comprised of different members of the university committee as appropriate to each goal. Members also requested that clarification be provided for the department/program data collection section of the flow chart in regards to the role of department data collection and program assessment.

Bruce Candlish asked that Carolyn LaMacchia relay these requests and suggestions to the GEC.

7. Open Forum

Various members of the BUCC announced upcoming events being hosted by the respective departments and encouraged those present to attend.

John Riley moved to adjourn the meeting; seconded by Tina Entzminger.

**Motion to adjourn passed without objection.**

The meeting adjourned at 4:59 PM.

## **BUCC Minutes November 18, 2015**

Bruce Candlish, Chair of the BUCC, called the 396<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, November 18, 2015, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, George Agbango, Jessica Bentley-Sassaman, Betina Entzminger, Monica Favia, Delaney Hellman, Carolyn LaMacchia, Marion Mason, Brett McLaurin, Timothy Oleksiak, Janet Reynolds Bodenman, John Riley, Toni Trumbo-Bell, Philip Tucker and Noah Wasielewski (for Kim Cardimona).

1. Approval of the Agenda of November 18, 2015 (396<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.  
**Motion to approve the agenda passed by voice vote**
2. Approval of Minutes of November 4, 2015 (395<sup>th</sup> session)  
John Riley moved to approve the minutes of November 4, 2015; seconded by Toni Trumbo-Bell.  
**Motion to approve the minutes of November 4, 2015 passed by voice vote.**
3. Chair Remarks  
George Agbango informed the members of the BUCC that at the recent President's Advisory Committee meeting, he informed the attendees that the BUCC has been doing an excellent job.  
Bruce Candlish informed the members that Provost Blake was unable to attend the meeting due to a schedule conflict, and that George Agbango is attending in her place. He also recognized and welcomed Delaney Hellman as the student representative to the BUCC.
4. Course Proposals
  - A. Mass Communications
    - i. Revision to Program Requirements: Mass Communications Major/Minor  
John Riley moved to approve the revision to program requirements for the Mass Communications major and minor; seconded by Toni Trumbo-Bell.  
Jason Genovese presented the proposal, stating that the proposed changes allow students to take more elective courses within the Mass Communications department.  
Members requested several changes to the program check sheet to provide clarification regarding concentration electives and general electives.  
**Motion to approve the revision to program requirements for the Mass Communications major and minor with the revisions passed by voice vote.**
  - B. Anthropology
    - i. Distance Education: ANTHRO 101, Introduction to Anthropology



John Riley moved to approve ANTHRO 101 for distance education; seconded by Toni Trumbo-Bell.

DeeAnne Wymer presented the proposal.

Members requested that a justification for the face-to-face class size be provided, acknowledging that there is already a detailed justification provided for the distance education class size.

**Motion to approve ANTHRO 101 for distance education with the revisions passed by voice vote.**

C. Nursing

i. Distance Education, General Education: NURSING 240 Contemporary Women's Health

John Riley moved to approve NURSING 240 for distance education; seconded by Toni Trumbo-Bell.

Devon Manney presented the proposal, noting that the course currently has a demand of about 25-30 students without the general education points, and is listed as an elective for the Gender Studies minor.

Members requested that in the Methods section, the language be modified to read as "lectures **may be** recorded" to allow for flexibility for the asynchronous format.

**Motion to approve NURSING 240 for distance education with the revisions passed by voice vote.**

John Riley moved to approve NURSING 240 for two general education points in Goal 4: Cultures and Diversity and one general education point in Goal 10: Citizenship; seconded by Toni Trumbo-Bell.

**Motion to approve NURSING 240 for two general education points in Goal 4: Cultures and Diversity and one general education point in Goal 10: Citizenship passed by voice vote.**

D. Exceptionality Programs

i. New Minor: Special Education

John Riley moved to approve the new minor in Special Education; seconded by Toni Trumbo-Bell.

Philip Tucker presented the proposal.

Members requested that a rationale be provided in Q-2 to justify the requirement of a grade of "C" or better in the required courses for the minor.

Members inquired as to whether students outside of education majors would take this minor – it was confirmed that students who may work in a school setting (Psychology, Social Work) would potentially take this minor. Philip Tucker stated that the requirement of "C" or better would not apply to them.

Members inquired about students outside the major needing department approval to enroll in the upper level courses that are for majors only. It was noted that students in the minor will have an advisor to assist with these courses.

**Motion to approve the new minor in Special Education with the revisions passed by voice vote.**

ii. Change in Program Requirements: American Sign Language (ASL) Minor  
Jessica Bentley-Sassaman moved to approve the change in program requirements for the ASL minor; seconded by John Riley.

Jessica Bentley-Sassaman presented the proposal, stating that the program has received feedback from students that those who receive a grade of "C-" or lower, or do not take the courses consecutively, tend to hinder the progress of others in the course.

It was clarified that ASLTERP 330, which is offered on even numbered years only, can be taken at any time and does not need to be taken in sequence with the other courses.

Members suggested that these proposed changes in requirements be implemented at the course level, rather than at the program level so that the prerequisites apply to all students enrolled in these courses, and not just those enrolled in the minor. It was noted that a prerequisite change does not have to go through the BUCC, but does need to be reviewed at the college curriculum committee level.

Jessica Bentley-Sassaman withdrew the motion; John Riley agreed to the withdrawal.

iii. Revise Program Requirements: Special Education/Early Childhood Major (previously tabled)

John Riley moved to remove the proposal for revisions to the program requirements of the Special Education/Early Childhood major from the table; seconded by Toni Trumbo-Bell.

**Motion to remove the proposal for revisions to the program requirements of the Special Education/Early Childhood major from the table passed by voice vote.**

Philip Tucker presented the proposal, stating that the proposal was changed to have a credit range of 120-126 after discussing the proposal with the Provost. Members requested minor revisions to the program sheet to clarify the credits earned in the academic content area focus for courses that are listed on the program sheet more than once.

**Motion to approve revisions to the program requirements of the Special Education/Early Childhood major with the revisions passed by voice vote.**

E. Mathematics, Computer Science and Statistics

i. New Course: MATH 320, Programming in Mathematics

John Riley moved to approve MATH 320 as a new course; seconded by Toni Trumbo-Bell.

Curt Jones presented the proposal.

Members requested that projects and oral presentations be listed in the Assessment and Evaluation of Individual Student Performance sections as they are referenced earlier in the syllabus.

**Motion to approve MATH 320 as a new course with the revisions passed by voice vote.**

ii. New Course: COMPSCI 215, Advanced Python Programming

John Riley moved to approve COMPSCI 215 as a new course; seconded by Toni Trumbo-Bell.

Curt Jones presented the proposal.

**Motion to approve COMPSCI 215 as a new course passed by voice vote.**

F. Athletics

i. New Course, General Education: ATHLETICS 111 Varsity Athletic Participation

John Riley moved to approve ATHLETICS 111 as a new course; seconded by Toni Trumbo-Bell.

Kathleen Heitzman presented the proposal.

Members inquired as to how the proposed course differed from EXERSCI 112/113, Varsity Athletic Athletics 1/2, as it is mentioned in the impact statement from Exercise Science that the proposed course is similar to what is offered by that department. Kathleen Heitzman responded that the proposed course has an assessment and evaluation tool, and has been recommended by the General Education Council (GEC) for general education points. She noted that EXERSCI 112/113 were presented to the GEC in 2013, but the proposal was tabled and was not brought back.

Members discussed if the proposed course would function better as a co-curricular learning experience (CLE), or, if as a course, as a zero credit course. Members were not able to establish how this course would be implemented in regards to teaching load, as athletic coaches are not faculty members.

George Agbango suggested the motion be tabled so that the discussion could continue at an administrative level with the Athletics and Exercise Science departments and their respective deans.

Noah Wasielewski moved to table the proposal for ATHLETICS 111 as a new course; seconded by Toni Trumbo-Bell.

**Motion to table the proposal for ATHLETICS 111 as a new course passed by voice vote.**

G. Art and Art History

i. New Course: ARTSTDIO 153 Foundation Design

John Riley moved to approve ARTSTDIO 153 as a new course; seconded by Toni Trumbo-Bell.

Vincent Hron presented the proposal.

It was clarified that the current motion is to approve a new course, acknowledging that the proposal also includes changes in the program requirements that should be discussed separately.

Members requested that the acronym DAAH be spelled out once in the omnibus form, and that the short title of the proposal includes that they are requesting approval for a new course. It was also noted that item of action 2g will need to be checked on document P as the proposal includes class size recommendation.

**Motion to approve ARTSTDIO 153 as a new course with the revisions passed by voice vote.**

ii. New Course: ARTSTDIO 400 Art Studio Capstone

John Riley moved to approve ARTSTDIO 400 as a new course; seconded by Toni Trumbo-Bell.

Vincent Hron presented the proposal.

Members requested that item of action 2g be checked on Document P as the proposal includes a recommended class size.

**Motion to approve ARTSTDIO 400 as a new course with the revisions passed by voice vote.**

Tina Entzminger moved to approve the curriculum changes to the Art Studio major as proposed in ARTSTDIO 153 and ARTSTDIO 400; seconded by Brett McLaurin.

Members discussed whether or not a curriculum change can be included in the same proposal as a new course. It was noted that this has been approved in the past, and was approved at the college curriculum committee level. It was discussed that, moving forward, it is requested that program curriculum changes are made in a separate proposal from a new course proposal.

**Motion to approve the curriculum changes to the Art Studio major as proposed in ARTSTDIO 153 and ARTSTDIO 400 passed by voice vote with one abstention.**

George Agbango requested that Bruce Candlish, as chairperson of the BUCC, organize a workshop for the college curriculum committees so that consistent information is shared from these committees to the departments.

iii. Change in Master Course Syllabus: ARTSTDIO 363 Advanced Printmaking

John Riley moved to approve changes to the master course syllabus of ARTSTDIO 363; seconded by Toni Trumbo-Bell.

Vincent Hron presented the proposal.

Members requested that item of action 3 be checked on document P as the proposal includes a recommended class size.

**Motion to approve changes to the master course syllabus of ARTSTDIO 363 with the revision passed by voice vote.**

iv. Change in Program Requirements: Art History Minor

Toni Trumbo-Bell moved to approve changes to the program requirements of the Art History minor; seconded by John Riley.

Vincent Hron presented the proposal, stating that the revision includes removing the requirement of ARTHISTORY 101 as it is not a prerequisite for other courses within the minor.

**Motion to approve changes to the program requirements of the Art History minor passed by voice vote.**

v. Program Policy Change: Art Studio Concentration

John Riley moved to approve the program policy change for the Art Studio Concentration; seconded by Toni Trumbo-Bell.

Vincent Hron presented the proposal, stating that the requested change is to require students to take the advanced level course in their concentration at Bloomsburg University.

Members noted that this policy change will need to be checked against PASSHE policies to ensure there is no conflict. Both John Riley and Toni Trumbo-Bell accepted this revision to the original motion.

**Motion to approve the program policy change for the Art Studio Concentration pending review of PASSHE policy passed by voice vote.**

H. Management and Marketing

i. New Major, Concept Approval: International Business

John Riley moved to approve the new major concept approval for the BSBA in International Business; seconded by Toni Trumbo-Bell.

John Okpara presented the proposal. Dean Jeffrey Krug also spoke to the proposal, noting the potential benefits that having an International Business major can bring to Bloomsburg University.

**Motion to approve the new major concept approval for the BSBA in International Business with the revisions passed by voice vote.**

5. Discussion

A. Policies, Procedures and Related Items

i. Revisions to BUCC Bylaws – Second Reading

The co-chairpersons of the BUCC agreed to modify the agenda and discuss the General Education Assessment Plan first. At the conclusion of the discussion of the General Education Assessment Plan, a consensus was reached with the members that due to time constraints, the discussion regarding the revisions to the BUCC Bylaws should be delayed to the next meeting.

ii. General Education Assessment Plan – Second Reading

John Riley moved to approve the General Education Assessment Plan; seconded by Toni Trumbo-Bell.

Bruce Candlish stated at the beginning of the discussion that received communication from the co-chair of Meet and Discuss that as this would be an academic policy, it would have to be submitted to Meet and Discuss for review. It was clarified that this is found in the CBA under Miscellaneous Conditions, Curriculum Committee. George Agbango stated that he did not receive this

communication, and would need to confer with the Provost to confirm the proper protocol for this document.

George Agbango stated that he was recently informed that the name of the program ISIS would soon be changed to “MyHusky” as a university-wide change, and that the assessment plan would need to be updated to reflect this change.

Members requested that the term “Specialist Group” be clarified to include that it is in relation to general education goals.

**Motion to approve the General Education Assessment Plan passed by voice vote with two abstentions.**

6. Open Forum

Members commended student member Delaney Hellman for her contributions at her first BUCC meeting.

Timothy Oleksiak brought to the members a concern from the College of Liberal Arts Curriculum Committee that when a department requests general education points in upper level courses, it limits the span of departments that students take general education courses from in that major. John Riley noted that there is a requirement that most general education goals must have points from two different disciplines.

Marion Mason asked members of the BUCC to comment on a situation where a student has asked to take a course as Pass/Fail, although it is a prerequisite for a course required by the major. It was noted that PRP 3454 states “Courses taken using the Pass/Fail Option must be free electives. No required courses may be taken using the Pass/Fail Option. Required courses are those used to satisfy requirements for majors (including required cognate courses), minors, or general education”. Members discussed how it can be determined what the student’s intent is when asking to take a course as Pass/Fail, and how to communicate that information to the Registrar’s office.

John Riley moved to adjourn the meeting; seconded by Monica Favia.

**Motion to adjourn passed without objection.**

The meeting adjourned at 5:01 PM.

## **BUCC Minutes January 27, 2016**

Bruce Candlish, Chair of the BUCC, called the 398<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:01 PM on Wednesday, January 27, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Ira Blake, Kim Cardimona, Betina Entzminger, Monica Favia, Ralph Feather, Carolyn LaMacchia, Marion Mason, Timothy Oleksiak, Janet Reynolds Bodenman, John Riley, Michael Shepard, and Toni Trumbo-Bell.

3. Approval of the Agenda of January 27, 2016 (398<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Ralph Feather.  
**Motion to approve the agenda passed by voice vote.**
4. Approval of Minutes of December 2, 2015 (397<sup>th</sup> session)  
John Riley moved to approve the minutes of January 27, 2016; seconded by Toni Trumbo-Bell.  
**Motion to approve the minutes of January 27, 2016 passed by voice vote.**
4. Chair Remarks  
Bruce Candlish welcomed Kelly Stiner as the new BUCC secretary. She will be taking Kate Falon's place. He thanked Kate for her great work while assisting BUCC.  
Dr. Blake welcomed everyone back and told them to keep up the good work with students.
5. Course Proposals
  - A. English
    - i. New Course, General Education: [ENGLISH 380](#) Queer Theory and Cultures  
John Riley moved to approve ENGLISH 380 as a new course; seconded by Toni Trumbo-Bell.  
Timothy Oleksiak presented the proposal.  
Dr. Oleksiak explained that currently there are no courses dedicated to exploring Queer Studies. He explained that there is a National Campus Pride Index and Bloomsburg University currently has 2.5 out of 5 stars for campus pride. He claims this is in part because the university does not currently have any courses dedicated to Queer Studies in the curriculum. Long term this may be the first step in creating a Queer Culture minor.  
Members requested that because a reference was made in the proposal to class size that box 3 item 3 be checked. Done so by Kelly Stiner at meeting. A discussion as to why the course will only be one GEP was addressed.  
Timothy Olesiak explained there would be concern that students could then get all their cultural/diversity general education points in one department rather than exploring others. Dr. Olesiak also explained that because the course title and course content involves exploration into LGQBT cultures, it seems appropriate to grant 1 GEP. Dr. Entzminger

added, there are currently only three diversity courses offered by the English department, each worth 1 GEP. That is partly why keeping this course at 1 GEP seems appropriate.

**Motion to approve ENGLISH 380 as a new course passed by voice vote.**

John Riley moved to approve ENGLISH 380 for 1 general education point Goal 4 in Culture/Diversity, seconded by Toni Trumbo-Bell.

**Motion to approve ENGLISH 380 for 1 general education point, Goal 4 in Culture/Diversity passed by voice vote.**

- ii. Revisions to Concentration Requirements: [English Literature and Secondary Education](#)

John Riley moved to approve the proposal for revisions to the English Literature and Secondary Education concentration requirements; seconded by Toni Trumbo-Bell.

Timothy Olesiak presented the proposal. English department would like to offer Queer Theory and Culture as an elective to English and Secondary Education majors and these are the appropriate updates.

Members discussed the proposal and Ralph Feather asked if the impact statement was already checked, it was confirmed that it had been. He further asked if they had gotten an impact statement for Teaching and Learning because this course will affect their course schedule. Dr. Entzminger explained that they had not gotten one from Teaching and Learning because it was only the addition of one course. Members agreed there needs to be an impact statement signed by Teaching and Learning added to the proposal.

**Motion to approve the proposal for revisions to the English Literature and Secondary Education concentration requirements with the revisions passed by voice vote.**

B. Nursing

- i. New Course, Distance Ed: [NURSING 314](#) Nursing Care of Older Adults

John Riley moved to approve NURSING 314 as a new course and for distance education; seconded by Ralph Feather.

Debra Sanders presented the proposal.

NURSING 314 will be a required course for Nursing majors and will replace NURSING 310 Family Nursing. NURSING 310 will now be offered as an elective.

NURSING 314 will be a required course for all nursing majors offered in the Junior year. Family Nursing will still be offered as an elective to nursing students. This is a necessary course because students need to be prepared to take care of older adults.

Discussion of the proposal, Dr. Olesiak asked why the course when offered on line is only offered to Nursing majors who are RN to BSN and not other BSN students. Deb Sanders explained, traditional students in the nursing major would



be getting the course already because they are in the nursing program. None of the nursing courses for traditional nursing students who are here on campus are offered on line. Dr. Blake asked her to clarify what RN to BSN in takes. Deb Sanders explained that there are many RN's that want to come back to school to get their BSN. Some of these RN's who are already working will have the flexibility to take courses online.

**Motion to approve NURSING 314 as a new course and for distance education passed by voice vote.**

ii. Revisions to Program Requirements: Bachelor of Science in Nursing  
John Riley moved to approve the proposal for revisions to the Bachelor of Science in Nursing program requirements; seconded by Toni Trumbo-Bell. Deb Sanders presented the proposal.

Members discussed the proposal and John Riley mentioned, he did not see a program check list added to the proposal. After further discussion it was agreed that there should be an old program check list as well as new program check list added to the proposal.

**Motion to approve the proposal for revisions to the Bachelor of Science in Nursing program requirements with the revisions passed by voice vote.**

C. Finance

i. Revision to Program Requirements: Personal Financial Planning Specialization

John Riley moved to approve the proposal to modify the major Personal Financial Planning Specialization program requirements; seconded by Toni Trumbo-Bell.

John Ohn presented the proposal.

He explained there used to be two degrees, one in general Finance and one in Finance with a career concentration in Personal Finance. Since PASSHE decided to do away with the wording career concentration, the Finance department voted to rename it to Specialization. BUCC approved the split of 403 into courses 402 & 405 last semester. After taking 401 Personal Financial Planning, students are supposed to then take 402 Retirement Planning, 404 Risk Management and Instruction and 405 Estate Planning. That will then complete the program. This program is growing significantly, there are currently around 30 students. Once the change is approved and the students that plan to declare Specialization are included, that number is estimated to grow to about 50 students.

Bruce Candlish questioned whether or not they are doing away with Finance Specialization and replacing it with Personal Finance Specialization, or is this a new title and someone can still specialize in Finance.

John Ohn stated that Finance has a Finance major and this would also be a Finance major but with a concentration in Specialization in Financial Planning.

It was then clarified further to state, this is a new specialization or sub-plan but it includes the old Finance plan as well. They are not doing away with the finance sub-plan, this is a different sub-plan.

Bruce Candlish suggested they make it very clear they are not doing away with the old finance specialization.

John Ohn showed the committee a mistake that was made when preparing the proposal. The wrong "old" program sheet was added to the proposal and that is what was causing some confusion.

Members requested a new checklist that is clear about the finance specialization sub-plan. To clarify it was requested that the changes are put on the top of the program check sheet.

**Motion to approve the proposal for revisions to the Personal Financial Planning Specialization program requirements with the revisions passed by voice vote.**

6. Discussion

A. Policies, Procedures and Related Items

i. [PRP 3449](#) Graduate Courses in Senior Year-**First Read**.

Dr. Gates presented PRP 3449.

This update is in accordance with current Bloomsburg University and PASSHE policies. It also clarifies cost to the students. If a student with 90 credits or more is taking a graduate course that will be applied toward their undergraduate degree, then the student is charged undergraduate fees. However, if they are going to use the course towards their graduate degree, they will be charged graduate level fees. This proposal could possibly introduce the university to an accelerated bachelor to masters degree. Robert Gates explained it as a 3 plus 2, come is as an undergrad and in 5 years a student would get their undergrad and graduate degree.

Ira Blake mentioned that this goes along with the policy recently presented at the Board of Governors meeting.

Bruce Candlish opens the discussion up to Linda from the registrar's office first. Linda asked are they stating, any graduate work that is applied toward a student's undergraduate transcript will not be able to be used toward their graduate degree.

John Riley suggested they add a sentence clarifying that such credits used toward an undergraduate degree may not be applied toward a graduate degree as well.

Mike Shepard thought 12 credits could go toward both undergraduate and graduate degree.

Robert Gates clarified that is coming but they are waiting for the Board of Governors policy to go through.

Ira Blake explained, there will be exceptions as they come up for students who begin taking these classes before the BOG has passed the policy.

John Riley questioned whether or not a student must have minimum grade point average to take graduate courses.

Robert Gates clarified, they must be recommended by the department chair and have graduate qualifications.

Member requested a minimum GPA be added to the policy.

Tim Olesiak will add gender neutral language to the policy.

This will be on the next BUCC agenda as a 2<sup>nd</sup> reading.

ii. Discussion of Approval Signatures for Honors Courses

Bruce Candlish would like to see consistency among these proposals. So he asks who the members think should sign the proposal, the department chair or the honors program coordinator.

Members discussed having both the department chair and the honors director sign the proposal.

John Riley moved that proposals have both the department chair and the honors coordinator sign the proposal on the chair line.

**Motion to have both Department Chair and the Honors Director sign for Honors courses passed by voice vote.**

B. Presentation

i. Dr. Riley will be discussing some new English Department program assessments procedures that feature ePortfolios of student work.

Dr. Riley opened with a power point presentation.

Dr. Riley explained the Student Centered Program Assessment is designed to

help students see where they excel. It is a requirement of all English majors. Students collect their work and reflect on it. The ePortfolio gives them the ability to articulate what they can do. The English department has integrated this into the Literature major to help students keep a record of their work for future endeavors and better sense of self-worth, keeping a reminder of work they are proud of.

Dr. Riley went on to say that students are being asked at job interviews to provide samples of their work. The ePortfolio helps them keep track of

work they have chosen so they are not giving out random samples without some context behind it.

Senior students are asked to write reflections on their development and how earning their degree has helped them strive for their professional goals.

The reflections are then used by the English department to get an idea of the success of certain courses and what students feel they are learning.

Toni Trumbo-Bell asked if other majors are using it as well.

Dr. Riley, said yes but it is not required as it is with an English degree.

One of the draw backs is that after six months students no longer have access to their p: drive so they will have to save the portfolio somewhere else if they still want access to it.

Ira Blake mentioned looking into extending it with the alumni association.

Dr. Riley explained that faculty and students can get instructions on how to set up an ePortfolio from the writing center.

Dr. Riley will email Kelly Stiner and she will distribute Dr. Riley's power point to BUCC members and place it on Bolt under the BUCC section as well.

Dr. Riley will be giving two sessions of this presentation in upcoming TALE meetings.

## 7. Open Forum

Michael Sheppard asked if the department would be allowed to offer an existing course as distance Ed, if it was put it through as experimental.

Members answered, yes as long as the appropriate paperwork is filled out and it has gone through the dean of the department.

Michael Shepard stated last semester he raised some questions about transfer students and since he has not been to BUCC since, he was wondering if any of the concerns have been addressed. Students bringing in 199 and 299 are frustrated because they find out it does not count for anything toward general education and they do not want to pay more money to take more courses. He was hoping for a more simple transition for the students.

Ira Blake asked him to make an appointment with her concerning the matter. She stated some students may have particular situations similar to a 2+2 program. There are many different general education credits that need to be separated and it has to be looked at on an individual basis.

Michael Shepard says that students are very frustrated because they spend a lot of money. He thinks it would be in the university's best interest to try and resolve this before it begins to drive students away.

Mindy Miller said the GEC is actively working toward a solution but there are so many general education courses that is it very difficult to filter through all of them. However, she says the GEC is working on coming up with a solution.

Ira Blake, they need to come up with a model that connects with the 2+2 model. There is always going to be a newly named course. A framework needs to be created so it can be built on as we move forward.

Sheila Jones, the National Survey of Student Engagement (NSSE) will be distributed to Freshmen and Seniors in the next two weeks. This information is used by departments to look at high impact practices and it is used to gauge to see if the university is improving over time. One of the universities performance fund indicators happens to be our learning outcomes. Last year students reported an increase in the amount of experiences they were having. The university did not meet ETS proficiency profile that is being used as our value added component. One of the issues in getting a cross representation of Seniors to take the ETS proficiency profile across all disciplines. There is a formula that is used to determine whether there is a significant gain from Freshman to Senior year. There is no representation from students in the Sciences, Liberal Arts or Business. An email has gone out to all Seniors graduating this Spring requesting their participation. Mrs. Jones is asking that everyone please encourage all their Seniors to take the ETS.

Michael Shepard can we require our students to take the ETS? Yes, cannot require the NSSE but professors can require them to take the ETS.

Ira Blake, faculty have to value the information that the ETS tells them about the students overall learning experience. There is no doubt with the way that faculty deliver information here because it is so extraordinary, seniors ought to be able to take these tests and demonstrate that the overall experience and education they have received at this university is out of the park.

Michael Shepard can you provide us with information about how students in our particular department perform? Yes, not specific names but can send a report of overall performance results.

Tim Oleski is holding three TALE sessions of Writing in the Disciplines camps. It will cover what it means to write disciplinary writing in your fields. The more diversity of departments, the more interesting the conversation and learning will be.

Toni, asked when there would be a meeting to discuss PRP's. Dr. Blake told her to make an appointment with Amanda Biddings. Tim Oleskis requested gender neutral language be mentioned when discussing the PRPs.

## Adjournment

John Riley moved to adjourn the meeting; seconded by Tina Entzminger.

**Motion to adjourn passed without objection.**

The meeting adjourned at 4:47 PM.

## **BUCC Minutes February 3, 2016**

Bruce Candlish, Chair of the BUCC, called the 399<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, February 3, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Ira Blake, George Agbango, Jessica Bentley-Sassaman, Kim Cardimona, Betina Entzminger, Kenneth Hall, Ralph Feather, Carolyn LaMacchia, Marion Mason, Timothy Oleksiak, Michael Patte, Janet Reynolds Bodenman, John Riley, Michael Shepard, and Toni Trumbo-Bell.

5. Approval of the Agenda of February 3, 2016 (399<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Toni Trumbo-Bell.

### **Motion to approve the agenda passed by voice vote.**

3. Chair Remarks

Bruce Candlish reminded members there is a new secretary, so please state their names before they speak.

George Agbango welcomed everyone back and wished them Happy New Year.

4. Course Proposals

- A. English

- i. New Course, General Education: ENGLISH 440 Independent Study  
John Riley moved to approve Change in Master Course Syllabus; seconded by Toni Trumbo-Bell.

Dr. Riley presented the proposal. The English department is working on converting all lower level division courses to the new syllabus format. They are beginning to work on upper division courses too and the BUCC should see about a dozen more omnibus come through over the near future. He said they are only changing the wording of the course syllabus, there is no change in the mission of the course.

John Riley under #9 Content Description on the Master Course Syllabus, this comment covers Special Topics and Independent study groups. There is a desire to have an example of what might be done in such a course.

Carolynn LaMacchia stated that in the past they have not asked for an example because of lack of consistency and never knowing what will be covered in the course. She also commented that Special Topics courses can differ each semester.

John Riley suggested at open forum, a motion is made to not require a sample in #9 Content Description.

**Motion to approve ENGLISH 440 Change in Master Course Syllabus with no revisions passed by voice vote.**

B. Biology

i. New Course: BIOLOGY 301 Introduction to Health Care Practice

John Riley moved to approve BIOLOGY 301 as a new course; seconded by Ralph Feather.

Jennifer Venditti-Rodarmel presented the proposal. Students who apply to physician assistant graduate school programs are required to have several hundred clinical hours that includes direct patient contact. These experiences are hard to come by because of things liability, confidentiality and training. Simple shadowing and observational hours are no longer acceptable with respect to meeting the application requirements for these physician assistant graduate programs. The Biology department was fortunate enough to collaborate with Geisinger Hospital to develop what is now Biology 301. This provides the opportunity for students to acquire these necessary clinical hours. Biology 301 is a 3 credit elective for Health Science majors who are interested in pursuing a career as a physician's assistant and applying to PA graduate programs. The course integrates a lecture during the Spring semester followed by a 400 hour clinical experience during the Summer semester.

In discussion by BUCC members, it was asked whether or not the students would be paid as compensation for their time. It was clarified by the presenter that they would not be paid. These students are highly motivated and they understand they need these hours in order to be competitive when applying to PA grad schools. Members wanted to know if there is a faculty member who is involved in supervising these students as they complete the required 400 hours and is the faculty member compensated. The presenter established that she is the one running the course and no, she is not compensated per say, it is part of her Spring teaching load. All students receive an incomplete for the Spring and they do not get a grade until they complete the course requirements.

George Agbango addressed the issue of instruction in the Spring and asked if it would be at 50% since students will be receiving an incomplete. Also, will there be supervision of these students during their clinical work at Geisinger. Could this class be offered as two course, 3 credits in the Spring and 3 credits in the Summer.

George Chamuris responded that the department is working under the constraints of, this is what the students need in order get into PA school. The department is trying to make it affordable for the students and economical for the system. They have the faculties unanimous agreement that this is the best way to proceed with this course. The class does not always meet for 3 hours during the Spring semester. The spring semesters work is preparation for the summer session. This course is modeled after a very successful course at King's college. The first semester they offered this course, they had 8 students, and

current semester has 6 students. These students are supervised by a hospital supervisor. Students compose journals that Dr. Venditti evaluates during the process of her supervision. She contributes about 20 hours a week, give or take some time depending on the week.

Bruce Candlish recapped two main approaches to this course mentioned by members. The first is a stretch-model. The proposal would make it clear that students are not actually spending 3 hours of worth of classroom work each week. Proposal would also make it clear, this is really work that is spread out over two semesters. The second approach, make this a six credit course. Course one in the Spring worth 3 credits and course two in the Summer worth 3 credits.

Dr. Venditti responded, the department wants to keep the course together because if the course was offered as two different courses and a student only takes one, there is no value in it.

Dr. Hall wondered about students who could not complete the clinical hours after taking the Spring course. Dr. Venditti explained, they could try and work something out with Geisinger for the student to make up the hours at a later time. This would have to be addressed as it happened.

Dr. Agbango made the point that the main priority is the welfare of the students and it is difficult to justify making students receive 3 credits hours when they receive fifty percent instruction in the spring and get one hundred percent in the summer. He is also concerned that this is a labor violation for the faculty involved. His suggestion is to have Dr. Chamuris and the Dean of the College of Science and Technology meet with the Provost office to come up with a solution to the proposal and present it again at a later BUCC meeting.

Dr. Feather suggested a third option of a non-credit seminar. The student would take the three credit course in the spring and then take the required clinical hours in order to complete the course in the summer. During the summer compensation to the faculty member would be determined by the college based on the number of hours put in by the faculty member past the amount of a full load for the spring semester. Base this on what you expect to happen and after the first year make sure it works or make adjustments accordingly. This would keep it as a 3 credit course and faculty would be compensated based on the amount of time they put in.

**Motion to add a non-credit seminar as a directive by Ralph Feather, Toni Trumbo-Bell seconds.**

Bruce Candlish speaks to this amendment from a concept point of view and prefer that the proposers have the option not to be restricted to that solution. But to be able to look at any of the three models that have been presented here in discussion with both the dean and the provost.

Janet Bodenman request to have this proposal viewed again this spring semester.



**Motion to make non-credit seminar a directive failed by voice vote.**

Dr. Entzminger brought attention to #5 Student Learning Objectives, asked that it be revised to sound like a learning objective.

Kenneth Hall suggested adding, perform 400 hours of clinical hours to an accepting clinical standard.

Dr. Chamuris, agrees to the change.

Dr. Agbango brought attention to #7 Prerequisites, and asked that it be revised so as not to put all of the responsibility as to whom may gain access into the course on the instructor. He suggested adding, based on criteria set by the department.

Members requested title of course go under Q1 on the omnibus form as well as the short title be included on every page of the proposal.

Jessica Bentley-Sassaman moved to table BIOLOGY 301; Toni Trumbo-Bell seconded.

**Motion to table BIOLOGY 301 as a new course passed by voice vote.**

5. Discussion

A. Policies, Procedures and Related Items

i. [PRP 3449](#) Graduate Courses in Senior Year-Second Reading

John Riley moved to approve PRP 3449; seconded by Toni Trumbo-Bell.

Robert Gates presented the proposal. He explained that the revisions requested by the members has been made. The inclusion of a GPA 3.0 and gender neutral language. He brought the members attention to a grammatical error but said he will have that corrected.

There was no discussion about PRP 3449 from the members.

**Motion to approve PRP 3449 with revisions passed by voice vote.**

6. Open Forum

John Riley moved that the BUCC not require sample content for Special Topics, Independent Study or similar courses; Timothy Oleksiak seconded.

Discussion of this, Toni Trumbo-Bell mentioned that there is value in including an example of content to illustrate to new faculty members and temporary faculty members what is expected in the course.

John Riley worded motion so that examples can be added at a department's discretion.

**Bruce Candlish called the question, motion to not require sample content for Special Topics, Independent Study or similar courses passed by voice vote with one recorded abstention.**

Members had a question about priority scheduling and the number of students on the wait list.

Marion Mason asked about priority scheduling and how many students have access to priority scheduling. Also, how many of those students are on the wait list, of them, how many are priority scheduling students? Members asked that Joseph Kissell from the Registrar attend the February 17<sup>th</sup> BUCC meeting.

Questions raised by members:

- How large is the wait-lists?
- How many students on the wait list are “priority students?”
- How many students got the courses they were waiting on? Of that number, how many were on priority list students?
- What is the average number of students that did not get the courses they need?
- Why can lab courses not be wait-listed?
- Is the problem that Juniors are taking seats from Freshmen or vice versa? Are there Freshmen taking seats from Juniors and Seniors?

Sheila Jones asked that everyone come out and meet the candidates for the Vice Provost position.

## 7. Adjournment

John Riley moved to adjourn the meeting; seconded by Tina Entzminger.

**Motion to adjourn passed without objection.**

The meeting adjourned at 4:27 PM.

## **BUCC Minutes February 17, 2016**

Bruce Candlish, Chair of the BUCC, called the 400<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:01 PM on Wednesday, January 27, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Ira Blake, Jessica Bentley-Sassaman, Kim Cardimona, Betina Entzminger, Monica Favia, Ralph Feather, Kenneth Hall, Carolyn LaMacchia, Marion Mason, Timothy Oleksiak, Michael Patte (Mindy Andino), Janet Reynolds Bodenman, John Riley, Michael Shepard, and Toni Trumbo-Bell.

6. Approval of the Agenda of February 17, 2016 (400<sup>th</sup> session)  
John Riley moved to approve the agenda; seconded by Ralph Feather.  
**Motion to approve the agenda passed by voice vote.**
  
7. Approval of Minutes of January 27, 2016 & February 3, 2016 (398<sup>th</sup> & 399<sup>th</sup> sessions)  
John Riley moved to approve the minutes of January 27, 2016 & February 3, 2016; seconded by Toni Trumbo-Bell.  
**Motion to approve the minutes of January 27, 2016 & February 3, 2016 with revisions passed by voice vote.**
  
4. Chair Remarks  
Bruce Candlish thanked the Provost's office for providing refreshments to help honor BUCC's 400<sup>th</sup> session.  
Ira Blake expressed appreciation for all the hard work done by the committee over the years.
  
5. Course Proposals
  - A. Finance
    - i. Revision to Program Requirements: FINANCE MAJOR, Personal Financial Planning Specialization  
John Riley moved to approve FINANCE MAJOR, Personal Financial Planning Specialization revisions and change effective semester date; seconded by Toni Trumbo-Bell.  
Dr. Ohn presented the proposal.  
  
Dr. Ohn presented the proposal. He explained that there are currently 30 students or so in the Finance major. 4 or 5 students have already declared a specialization in Personal Financial Planning and the rest are waiting on the approval of this proposal so they can get this on their records.  
Ira Blake noticed a spacing issue on the old program course checklist that will need to be corrected.  
  
**Motion to approve FINANCE MAJOR, Personal Financial Planning Specialization with an effective date of Spring 2016 passed by voice vote.**

- ii. Rev Master Course Syllabus, Distance ED: FINANCE 535, Financial Management

John Riley moved to approve FINANCE 535 Rev Master Course Syllabus, Distance ED; seconded by Toni Trumbo-Bell.

Dr. Ohn presented the proposal. The finance department has decided to place most of its MBA courses online. This is not a complete switch as some courses will still be offered on campus. The department has decided to offer FINANCE 535 Financial Management online.

Toni Trumbo-Bell recommended item 11 on the master course syllabus, include that exams are intended to be part of the grading assessment.

Tina Entzminger noticed a repeat of numbering in the master course syllabus. The numbers 11 & 12 are repeated and will be need to be corrected.

Members also requested the effective semester date be changed.

Dr. Ohn said Spring 2017 should be the effective date.

**Motion to approve the proposal for FINANCE 535, Revise Master Course Syllabus, Distance ED: for distance education with the revisions passed by voice vote.**

B. English

- i. Rev Master Course Syllabus: [ENGLISH 465](#), Milton

John Riley moved to approve Revisions to Master Course Syllabus of ENGLISH 465; seconded by Toni Trumbo-Bell.

Dr. Entzminger presented the proposal. The department is in the process of updating all their master course syllabuses to conform to PRP requirements. This Master course syllabus reflects those changes.

John Riley mentioned that class size needs to be checked on document P because it is mentioned in the syllabus.

Bruce Candlish asked if the members are comfortable with the course content being so short.

Members answered, they would like to see a longer description but will not hold the proposal up because of it.

**Motion to approve the proposal for ENGLISH 465, Rev Master Course Syllabus, with the revisions passed by voice vote.**

- ii. Minor Requirements: [ENGLISH 380](#) Introduction to Queer Theory and Cultures

Tina Entzminger moved to approve Minor Requirements adding ENGLISH 380, Queer Theory and Cultures to the gender studies minor; seconded by Toni Trumbo-Bell.

Dr. Entzinger presented the proposal. At a previous BUCC meeting the course Queer Theories and Cultures was approved and this makes this course an addition to the gender studies minor.

**Motion to approve the proposal to revise Gender Studies Minor to include ENGLISH 380 Queer Theory and Cultures, passed by voice vote.**

C. Exercise

i. Rev Master Course Syllabus, Credit Change and GEP's: [EXERSCI 150](#), Aquatic Fitness, EXERCISE 278 Yoga Concepts and Practice  
John Riley moved to approve both EXERCISE 150 & 278, Revisions to Master Course Syllabus, increase in course credits and general education points; seconded by Toni Trumbo-Bell.

Swapan Mookerjee presented the proposal. The department is asking for an increase of these two course to a two credit format and two GEP's in Goal 9 Healthy Living.

**Motion to approve the proposal for EXERCISE 150 and 278, for Master Course Syllabus Revision, Credit Change and GEP's passed by voice vote.**

D. Mass Comm

i. Rev Master Course Syllabus: MASS COMM 334, 336, 371, 436, 446, & 480.

John Riley moved to approve revisions to the Master Course Syllabus for MASSCOMM 334, 336, 371, 436, 446 & 480; seconded by Toni Trumbo-Bell.

Dr. Jason Genovese presented the proposals. These proposals are a continuation of a program review. The department looked at the entire curriculum and created an assessment plan, focusing primarily on the learning objectives for each course and trying to bring them in line with our program learning objectives. At the beginning of the academic year about half of their courses went through and these are the remnants of that effort.

John Riley asked why the classes are only open to students in the mass communications major.

Jason Genovese responded, because of the prerequisites required for these courses, a student would have to be a Mass Comm major because students from other majors would not have taken the required prerequisite courses needed for these upper level courses.

Dr. Agbango had a separate concern about students from other major's being able to get into upper level Mass Comm classes even though they did not have the prerequisites to be in the course.

Dr. Genovese understands the need to eliminate this from happening in the future but it is a case by case situation.

Toni Trumbo-Bell requested a class size be added under section 10 Methods to Mass Comm 334.

Ralph Feather noted on Mass Comm 371, the final three student learning objectives on the master course syllabus all use the word to demonstrate but there are no examples as to how students will demonstrate these actions. There are no action verbs used to describe how students will fulfill the specific learning objective.

Tina Entzminger requested, changing the wording in Mass Comm 334 & 446 in number 14 Course Assessment on the course syllabus to say course assessment and not student performance in the opening sentence of the paragraph.

Dr. Entzminger also pointed out that in Mass Comm 371 it needs to be included in Q1 that the department is requesting a change in the total number of credits students will receive for the course. Currently this is a three credit course, it is being requested that it change to a four credit course. Also under Q3 additional resources, it was not mentioned whether or not a faculty member will be working with a 1 credit over load. If this is the case, then that is an additional resource and it must be noted in Q3.

Dr. Genovese explained currently the course meets every Tuesday and Thursday for 75 minutes. However, there is also a 3-hour lab that meets on Thursday evening. This time is used to for putting together the news magazine that students are currently working on in the course.

Dr. Agbango explained, they need to confer with the dean of the College of Liberal Arts about additional time being spent by faculty.

Dr. Blake mentioned another problem is the addition of one extra credit for students. If they add this extra credit and it goes above the required 120 credits needed to graduate, then it must be approved by the Board of Governors. Dr. Blake recommends a meeting between herself, Dr. Genovese, and Dr. Brown to discuss the way in which the lab was configured. If faculty are there supervising students, that is different than students having a space where they go and professors are there tutoring or something. The total effort and instructional practices that the faculty want, needs to be looked at.

Toni Trumbo-Bell moved to divide the question and remove Mass Comm 371 from discussion; seconded by Jessica Bentley-Sassaman.

**Motion to divide the question, passed by voice vote.**

**Motion to approve the proposal for MASSCOMM 334, 336, 436, 446, & 480 Rev Master Course Syllabus, with the revisions passed by voice vote.**

John Riley moved to table the motion for Mass Comm 371; seconded by Toni Trumbo-Bell.

**Motion to table Mass Comm 371 passed by voice vote.**

E. Management

- i. Rev Master Course Syllabus, Distance Ed: [MGMT 567](#), MGMT 576, & MGMT 581.

John Riley moved to approve MGMT 567, 576 & 581 Revisions to Master Course Syllabus, Distance Ed; seconded by Toni Trumbo-Bell.

John Okpara presented the proposal. Most of the Masters program has already been approved to be offered via distance education. They would like to offer these classes as well to enrich the program at their off campus sites.

John Riley noticed that on MGMT 576 the graduate box on document P is not checked.

Bruce Candlish mentioned on MGMT 567 under the content outline there are two adverbs listed, communicatively & supportably, should be corrected to say, communicating supportably.

Ralph Feather mention on MGMT 567, the student learning objectives are not clear about the indications of what is to be done that is assessable. Also MGMT 581 student learning objectives item 1, there is no description of what students will do to demonstrate their ability to perform this task. Dr. Feather said he would be happy to work with the department on the wording of the student learning objectives.

Jessica Bentley mentioned an extra heading on MGMT 581 under the Methods section that will need to be corrected.

It was agreed that the department would work with Dr. Feather or another member to adjust the wording of the student learning objectives.

Toni Trumbo-Bell moved to table MGMT 567, 576 & 581; seconded by Jessica Bentley-Sassaman.

**Motion to table MGMT 567, 576 & 581 passed by voice vote with 1 abstention.**

F. Nursing

- i. Rev Master Course Syllabus, General Education Change, Distance Ed: [NURSING 410](#), Public Health Nursing

Toni Trumbo-Bell moved to approve NURSING 410, Revisions to Master Course Syllabus, Distance Ed; seconded by John Riley.

Michelle Ficca presented the proposal. This is a five credit required course for Senior nursing majors. It was originally approved as a diversity course in the old general education program and now they are requesting 2 GEPs in Goal 4 ( ) and 2 GEPs in goal 10 Citizenship; in addition to moving this to a distance education option only for the NR to BSN student not for the typically bachelor student.

John Riley mentioned, class size on document P needs to be checked because it is mentioned in the methods for online.

**Motion to approve the proposal for NURSING 410, Rev Master Course Syllabus, Distance Ed, with the revisions passed by voice vote.**

G. Economics

- i. Rev Master Course Syllabus: [ECOMONICS 470](#), Senior Seminar  
Toni Trumbo-Bell moved to approve ECONOMICS 470, Revisions to Master Course Syllabus; seconded by Timothy Oklesiak.

Dr. Kumar presented the proposal. Last semester the department had a proposal that concerned a capstone course and when it went to BUCC it was recommended the course not be called a capstone course because it was not going to be mandatory that all economics majors take the course. So the solution was to call this course a senior seminar. The course had a very outdated syllabus and this is an update. The department will monitor the enrollment and how students respond to the course, as well as how faculty can manage resources before the department decides to offer it on a more regular basis and consider making this a required course.

Toni Trumbo-Bell mentioned under catalog description it states, enrollment of the course is limited to graduating seniors and that seems to be a prerequisite. How does the department define a graduating Senior?

John Riley mentioned that it would be better to say with at least 90 credit hours and place it under prerequisites rather than course description.

Dr. A said that the sentence pertaining to graduating seniors will be taken out of the catalog description.

Ralph Feather mentioned under student learning objectives number 2, it states a student should develop critical thinking and analytical skills but it does not say by what method this would be assessed. Something will need to be placed into the objective there. Student learning objective number 4, Develop competency in the formatting of APA, but it does not explain exactly how this will be assessed based on student work. Dr. Feather recommended, adding in that a paper will be assessed to determine if the student has a grasp on APA, or an annotated bibliography will be required.

Bruce Candlish asked if there are objections to the request that Dr. Feather has made concerning the student learning objectives.

Ralph Feather moves that the second and fourth student learning objectives be revised to include an aspect that is assessable; seconded by Toni Trumbo-Bell.

**Motion to amend student learning objectives 2 & 4 carries with 1 opposed and 2 abstentions.**

Bruce Candlish mentioned that if they would like to cap the class size at 25 then they most add that into the proposal.



Bruce Candlish asked if the members were comfortable with his review of the proposal. The members were.

**Motion to approve the proposal for Economics 470 as amended passed by voice vote.**

5. Discussion

i. Linda Hock from the Registrar to discuss Wait Lists

Linda Hock addressed the questions asked by the BUCC during the February 3<sup>rd</sup> meeting. She began by answering the question about the amount of students on the wait lists. She explained that they matched the wait list capacity to the course capacity and that each department was able to compare the wait lists to the course capacity to get an exact number of students on the wait lists.

Dr. Agbango asked for more specific numbers and that Linda Hock email those numbers to Dr. Agbango and Professor Candlish so they can distribute it to the members.

It was explained that if a class caps at 30 then the wait list caps at 30 per section as well.

Linda explained, they only allowed students to wait list 7 credits per term. This was to allow for a lab and give an accurate assessment of the courses they really hoped to get for the term rather than signing up for courses they really didn't want. Currently students cannot wait list for labs but the registrar is hoping to have enough information about lab courses so they can have wait lists for them in the future.

Ira Blake wanted to know what the office of the registrar and the working group behind the wait lists have learned from all their research and watching it in action this semester.

Linda Hock mention, some departments that have been monitoring the wait lists have opened up sections of another course because they saw the need to get students into the class based on the number of students on the wait list. The registrar has experienced positive feedback from the students. As long as the departments continue to monitor the queries with all of the data, it gives valuable information. The wait lists were purposefully not active until the seniors were able to schedule. This hopefully eliminated freshmen from taking slots and priority scheduling students from getting slots over a senior that needs the course. Students must meet the required GPA in order to be placed on the wait list for certain courses. Approximately 1,640 students were enrolled into courses from the wait lists. This does not take into account when a department takes a student from the wait list and places them in a course even if they were not at the top of the wait list. Students can wait list for one section of course and also another section of the same course. The registrar does not recommend students do this, they are better off signing up to swap courses.

6. Open Forum

Monica Favia asked for guidance on to compose a proposal that involves box 7 a. on document P of the omnibus. This would be in tale two different departments, two different disciplines, offering the same course.

Members agreed, 1 omnibus form jointly created by both colleges would be the best way to create the proposal. If it were one college but two different departments, it would need to go through both departments curriculum committee and on the chairs line in Q4, both chairs would need to sign.

7. Adjournment

John Riley moved to adjourn the meeting; seconded by Monica Favia.

**Motion to adjourn passed without objection.**

The meeting adjourned at 5:01 PM.

## **BUCC Minutes March 2, 2016**

Bruce Candlish, Chair of the BUCC, called the 401<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, March 2, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Ira Blake, George Agbango, Robin Drogan, Noah Wasielewski, Betina Entzminger, Monica Favia, Ralph Feather, Carolyn LaMacchia, Marion Mason, Timothy Oleksiak, Mindy Andino, Janet Reynolds Bodenman, John Riley, Michael Shepard, and Toni Trumbo-Bell.

8. Approval of the Agenda of March 2, 2016 (401<sup>th</sup> session)  
John Riley moved to approve the agenda with Professor Candlish's changes; seconded by Toni Trumbo-Bell.

Bruce Candlish stated that Audiology would be added back on the agenda and Information and Technology Management Major and Minor proposals would be moved to the last items discussed under the Information and Technology section.

### **Motion to approve the agenda with revisions passed by voice vote.**

9. Approval of Minutes of February 17, 2016 (400<sup>th</sup> session)  
John Riley moved to approve the minutes of February 17, 2016; seconded by Toni Trumbo-Bell.

### **Motion to approve the minutes of February 17, 2016 passed by voice vote.**

3. Chair Remarks

Bruce Candlish explained he received two calls from different faculty members the he believed were representing themselves as those who would present the Audiology proposals. After arriving at the meeting and speaking with Dr. Awan he learned that was not the case and so he had the items placed back on the agenda. Spoke with Dr. Chamuris from Biology and they have gone through a major review of all of their courses and the BUCC will receive about 70 courses coming through for approval. Explained the admission of the ITM proposals late to the agenda was due to miscommunication between departments about the arrival time of the proposals. Because it could not be verified when they arrived to Carver Hall, they were added to the agenda. There is a firm deadline of Wednesday by noon the week prior to the next BUCC meeting. This is because the agenda needs to be completed before the BUCC agenda meeting on the Thursday at noon prior to the BUCC meeting. The omnibus forms will either be time stamped from now on or the deadline may be pushed to the end of day the Wednesday before the agenda meeting. There was an amendment to the Economics proposal that the members received. It was a one-line change on the proposed program course checklist. The committee that worked last summer on major revisions to policies met with Dr. Blake concerning those policies and they have a three or four-hour meeting with Dr. Blake this Saturday to move those items along. The next BUCC meeting is the once a semester open meeting so if there are topics that members would like to include please send them to him. Part of the discussion will most likely include the work product from this Saturday.

Dr. Blake wanted to let members know at the COA meeting last week three or four sets of revised documents are now in her possession. Things such as residency, and a couple of other things involving PRP's will be reviewed this Saturday.

Also, all the appropriate signatures for two certificate programs, Management and Intraoperative Neuromonitoring Technology has been received and Karen Slusser will send those to the office of the Chancellor as notification. These are two more wonderful opportunities for students at Bloomsburg University.

#### 4. Course Proposals

##### A. Audiology

###### i. Change in course title: AUDSLP 599 Master's Thesis

John Riley moved to approve Change in course title AUDSLP 599; seconded by Toni Trumbo-Bell.

Dr. Awan presented the proposal. This is a simple request to change the name of AUDSLP 599 which was Master's Thesis to Thesis in Communication Sciences and Disorders.

John Riley suggested adding the word "provides" in Q1 where it asks to briefly describe what is being asked. Also to add the sentence, This course may be repeated for credit, to clear up any confusion that may arise.

Dr. Awan began discussing the proposal for the change in Audiology program. He explained what is currently being required is AUDSLP 699 Doctoral Thesis be changed to the optional AUDSLP 599. The Audiology program at Bloomsburg University has had significant problems with graduate retention in the last several years. Over the last three or four years the graduation rate in that program was less than twenty percent, while the rate of students being excused from the program was over twenty percent. The accreditation agency requires a minimum 80 percent graduation rate. As the program was reviewed to see where the problem areas were, consistently it came up that students were unable to finish their required audiological thesis. Part of the problem was a lack of faculty support and the fact that they were being asked to complete this work when they were away from Bloomsburg University doing clinical internships. A majority of these students had completed the required coursework and had the required 123 or 129 credits to graduate. They were left waiting to see if they could finish the work to graduate. This requested change will still meet the accreditation requirements of the American Speech and Hearing Association. Dr. Awan received a letter from the American Speech and Hearing Association counsel on academic accreditation with a statement that says the CAA has approved Bloomsburg University's annual report for the clinical doctoral program in audiology. The Audiology department will contact them back and let them know how Bloomsburg's University optional doctoral thesis is improving graduation rate.

Ralph Feather requested they add a verb to a sentence in Q1. He suggested the word, provides in front of the sentence beginning with opportunity.

#### **Motion to approve AUDSLP 599 change in course title with the revisions passed by voice vote.**

###### ii. Major: AUDSLP 699 replace with optional AUDSLP 599

John Riley moved to approve the replacement of AUDSLP699 with optional AUDSLP 599; seconded by Toni Trumbo-Bell.

Bruce Candlish stated that the department had already explained the proposal.

Toni Trumbo Bell wanted to know if the thesis research is no longer required, will students still be as equally qualified in the job market as other students who received their degree elsewhere.

Dr. Awan, responded that the ASSHA certification form has no mention of a required thesis to be certified and to his knowledge students without the thesis have will still been certified. He also made clear that the department has not gotten rid of the thesis component all together and those students who elect to complete the thesis research still have the option to do so. With this new option, students who elect not to do the thesis research will have to complete six additional credits of course work.

**Ralph Feather moved to table AUDSLP 699; seconded by Noah Wasielewski.**

**Motion to table failed by voice vote, discussion continues.**

After discussion, a motion was made to move forward.

**Motion to call the question made by Tina Enztminger; seconded by Dr. (Never said name)**

**Motion to call the question passed by voice vote.**

**Motion to approve replacement of AUDSLP 699 with optional AUDSLP 599 passed by voice vote.**

- B. Economics
  - i. Minor: [Economics Minor](#)

John Riley moved to approve Economics Minor; seconded by Toni Trumbo-Bell.

Dr. Moghadam presented the proposal. He explained the department is requesting the approval of the updated course checklist for the Economics minor. The reason is some of the courses that were under the old checklist are not being taught anymore and there is new faculty that are teaching new classes. So the department wanted to have a general form that showed all 300 and higher level courses that are offered.

No required changes were asked by the BUCC committee.

**Motion to approve ECONOMICS minor passed by voice vote.**

- C. Honors
  - i. New Course: [HONORS 156](#) Honors Popular Literature

John Riley moved to approve HONORS 156 as a new course and change in general education points; seconded by Toni Trumbo-Bell.

Dr. Teri Riley presented the proposal. Popular Literature is one of three 100 level courses offered by the English department that is not designed for the English major but rather students who are in other majors seeking general education points. It was asked about a year ago from the honors director that more courses be offered as honors courses. This course is structured similar to Literature and Society that is also offered as an honors course.

Bruce Candlish commented that class size needs to be checked on from P.

Ralph Feather noted that student learning objective number one in the course syllabus is worded out of sync with the other three. He suggested wording it to say, analyze literature and other media by employing a variety of critical strategies.

**Motion to approve HONORS 156 as a new course with GEP'S including requested revisions passed by voice vote.**

D. Information and Technology Management

i. New Course: [ITM 592](#) & 598

John Riley moved to approve ITM 592 & 598 as new courses; seconded by Toni Trumbo-Bell.

Dr. Loreen Powell and Dr. Margaret O'Conner presented the proposals. ITM 592 has been offered two times as an experimental course. It teaches graduate students the structure of data they work with every day and gives them fundamental knowledge of where to find information within their organization. ITM 598 special topics will address current topics that students in the technology field will face.

Concerning 598, it was suggested that if very first semester students should not be taking the course, they should add something about required credits.

Toni Trumbo-Bell motioned to add prerequisite wording to the catalog description; seconded by **(need name)**

Motion to add prerequisite wording to the catalog description passed by voice vote.

Bruce Candlish mentioned in Q1 on 592 the new title needs to be spelled out.

**Motion to approve ITM 592 & 598 as a new course with the revisions passed by voice vote.**

ii. New Course and Distance Ed: [ITM 221, 310, 320, 418, 430 & 498](#)

John Riley moved to approve ITM 221, 310, 320, 418, 430 & 498 as a new Course and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Powell presented the proposals. The department carefully looked at existing ITM courses, performed assessments and spoke to students whom have done internships, about the types of courses needed to succeed in having a successful career in ITM. These new courses are designed as a result of the information the department received.

Toni Trumbo-Bell mentioned in ITM 221 student learning objective number one on the course syllabus, there needs to be a measurable recognition mentioned.

Dr. Lamacchia will replace the word recognize, with enumerate.

Bruce Candlish mentioned in Q4 the departments contacted needs to be listed.

Dr. Marion Mason mentioned in ITM 310 document R course syllabus the catalog description needs to include both prerequisites.

**Motion to approve ITM 221, 310, 320, 418, 430 & 498 as a new course & distance ed. with the revisions passed by voice vote.**

iii. New Course: [ITM 432](#) Internship in Information & Technology Mgmt.

John Riley moved to approve ITM 432 as a new Course; seconded by Toni Trumbo-Bell.

Dr. Powell presented the proposal. She explained this course is an internship under business education but as the ITM program grows the department feels as though it is important to have their own internship available to students.

John Riley mentioned inconsistency with the credit hours listed under credit hours on the syllabus and the credit hours listed in Doc P, Q1.

Dr. Powell will change Q1 to be consistent.

Ralph Feather mentioned under student learning objective number one in the course syllabus, there needs to be a few descriptors to make it clear what is being asked of students.

Toni Trumbo Bell motioned to have descriptors added to student learning objective number one in the course syllabus; seconded by Ralph Feather.

**Ralph Feather motioned to amend student learning objective number one; seconded by John Riley.**

**Motion to amend student learning objective number one passed by voice vote.**

**Motion to approve ITM 432 as a new course with the revisions passed by voice vote.**

iv. Change in Master Course Syllabus and Distance Ed: [ITM 302](#) Business Applications Development

John Riley moved to approve ITM 302 Change in Master Course Syllabus and Distance Ed; seconded by; Toni Trumbo-Bell.

Dr. Eryimaz presented the proposal. He explained this is an existing course and the department wanted to revise it in order to better serve the students. They are requesting two changes. First the course currently has no prerequisites and the department would like to change it to require a completion of 30 credit hours in order to take the course. Students should have a good understanding of fundamental business concepts before they enter the course. The second change is to change the name of course. In the future they would like to make this course a prerequisite for another course.

Toni Trumbo-Bell mention in Q4 units contacted needs to be listed. In the course syllabus under the student learning objectives, it is generally stated what students will need to do to show they have understanding of what is being asked.

Toni Trumbo-Bell moved to amend student learning objective number one to include descriptors; seconded by John Riley.

**Motion to amend student learning objective number one passed by voice vote.**

**Motion to approve ITM 302 Change in Master Course Syllabus and Distance Ed with the revisions passed by voice vote.**

v. Major Requirements: [Information & Technology Management](#)

John Riley moved to approve Information and Technology Management as a new Major; seconded by Toni Trumbo-Bell.

Dr. Powell presented the proposal. She explained the department is focusing the major on competencies ITM majors need to obtain in order to work affectively in the work place. The department is in the process of editing, revision and deleting some courses.

Bruce Candlish expressed concern about Q2 sounding more like a description rather than a rational. He suggested adding motivation information to clear up any confusion.

Toni Trumbo-Bell moved to amend Q2 to add motivation information; seconded by John Riley.

**Motion to amend Q2 to add motivation information passed by voice vote.**

Dr. Lamacchia noted in Q4 on document P the units contacted was not listed and that will be added.

**Motion to approve ITM as a new Major with the revisions passed by voice vote.**

vi. Minor Requirements: [Information & Technology Management](#)

John Riley moved to approve Information and Technology Management as a new Minor; seconded by Toni Trumbo-Bell.

Dr. Powell presented the proposal. She explained corresponding with the changes to the Major, the department took the Minor and have included new classes, changed the number of classes required and have included the revised classes.

**Motion to approve ITM as a new Minor passed by voice vote.**

E. Mass Communications

i. Change in Master Course Syllabus: [MASSCOMM 352](#) Publicity & PR

John Riley moved to approve MASSCOMM 352 Change in Master Course Syllabus; seconded by Toni Trumbo-Bell.

Dr. Brown presented the proposal. This proposal is to change the name of this course to something more appropriate and less abbreviations. This brings the student learning outcomes in line with the program student learning outcomes with the plan to implement a new and comprehensive assessment plan.

John Riley mentioned if there is a new title than the department must supply the course abbreviation for it under Q1.

Toni Trumbo-Bell noted the effective semester date needs to be updated.

Bruce Candlish mentioned the course title is being changed and there is no reference in Q2 as to why that is. Also in student learning objective number one the



second line does not read clearly and should be reworded. Student learning objective four also has spacing issues that need corrected.

**Motion to approve MASSCOMM 352 as with the revisions passed by voice vote.**

5. Discussion

- A. [GE Assessment Plan](#)
- B. [GE Assessment Flow Chart](#)

Dr. Mindi Miller presented the GE Assessment plan. She explained that the assessment was already approved by BUCC but there was a request that the document read BUCC will review the GEC findings for endorsement and forward to the Provost.

Toni Trumbo-Bell mentioned the document should not read that BUCC will endorse the document. Recommends document say BUCC will review GEC findings and forward recommendations to the provost.

Dr. Ira Blake mentioned under letter D in the document where it states, report its findings, wherever there is a comment about reporting to the university there is protocol because BUCC is a standing committee, Bruce Candlish reports to the Secretariat and then it goes to the forum so it would be after it goes to BUCC, it is reported to the provost and reported up from there.

Toni Trumbo-Bell motions to amend GEC document to state BUCC will review GEC findings and forward to Provost and reword section D to state the reporting procedure; seconded by John Riley.

**Motion to amend GEC document to include new wording passed by voice vote.**

6. Open Forum

Adjournment

John Riley moved to adjourn the meeting; seconded by Noah Wasielewski.  
**Motion to adjourn passed without objection.** The meeting adjourned at 5:00 PM.

## **BUCC Minutes March 16, 2016**

Bruce Candlish, Chair of the BUCC, called the 402<sup>nd</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:01 PM on Wednesday, March 16, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Ira Blake, Jessica Bentley-Sassaman, Kim Cardimona, Betina Entzminger, Monica Favia, Ralph Feather, Kenneth Hall, Carolyn LaMacchia, Marion Mason, Timothy Oleksiak, Michael Patte (Virginia Bonomo), Janet Reynolds Bodenman, John Riley, Michael Shepard.

10. Approval of the Agenda of March 16, 2016 (402<sup>nd</sup> session)  
John Riley moved to approve the agenda; seconded by Ralph Feather.  
**Motion to approve the agenda passed by voice vote.**

2. Chair Remarks

Bruce Candlish had two separate remarks, the first pertaining to Audiology. He stated, at the last BUCC meeting he may have unintentionally represented two phone calls prior to the BUCC meeting on March 2, 2016. At the meeting he stated, "At the last BUCC meeting, I believe I may have unintentionally misrepresented two phone calls I received prior to the meeting, and I want to set the record straight. At the meeting I indicated that the callers said they were representing the proposals from Audiology. As I have reflected on the very brief conversations, I do recall that the callers asked for the proposals to be postponed. However, I believe that the reason given may have been that one of the callers wished to address the proposal rather than that they were representing it. I made the leap to say that if the representative wasn't going to be there we could simply postpone it".

Second, an email was sent to the provost and a copy sent the APSCUF nominations and elections committee informing the provost and the union of his resignation as the chair of BUCC. It stated, "Due to personal and professional considerations anticipated for the coming year, I am writing to resign my seat on the BUCC effective at the conclusion of the 2015-16 academic year. With this message, I am notifying the APSCUF elections chair so the faculty can elect my replacement as part of the upcoming elections".

Dr. Blake mentioned class size and getting BUCC involved with TALE to provide workshops on class size. Class size is about the discipline, a department's professional standards and if they have an accrediting body. Also what the department's expectations and the individual professor's expectations are of the class. A meeting is scheduled for March 24<sup>th</sup> at 4pm addressing class size. Ralph Feather will sit in for Professor Candlish.

3. Academic Calendar

a. Thanksgiving Break

Bill Hudon mentioned the academic examination policy and its requirements to have a 24-hour break between the end of classes and the beginning of final exams. John Riley explained the policy is a local policy and what has happened is the state system had mandated an academic calendar and the university's academic calendar must conform to the state academic calendar as well as provide 14 weeks of classes. The state system also mandates that the university must factor in an exam schedule as well. Also the CBA mandates 14 weeks of classes. The problem is caused by external factors not just the universities.

Dr. Blake mentioned, the presidents are currently viewing the common calendar concept. Hopefully, they will come to an agreement with the board of governors before the end of the term. That will allow each institution to look at the calendar and determine how much flexibility there will be. Dr. Blake will report back to the committee once she has any information.

4. Policy Group Work Final Report

Dr. Lamacchia informed the committee that the PRP's were reviewed by a team that looked at all of the academic policies and reviewed them for accuracy and pertinence. The implementation efforts were submitted to Dr. Blake who gave valuable information and feedback. Professor Candlish explained the meeting with Dr. Blake also included her notifying the team of changes made by PASSHE policy since last summer. The committee believes they are up to date with policies according to the recommendations they are making. The report includes old policies, the changes made and external policies if it helped explained why changes were made. These policies will begin to appear on the BUCC agenda in groups.

Dr. John Riley mentioned under Project Purpose on the report, it was only the academic PRP's that the review committee reviewed. He mentioned that those who have to work with the forms mentioned in the report would appreciate they be easily accessible.

Dr. Lamacchia mentioned working with the provost, and she credits the provost with bringing to light the idea of trying to find a way to make forms easily accessible online.

5. Open Forum

Dr. Marion Mason mentioned the teaching on line certification course and says she learned so much and highly recommends taking the course. She believes it has changed the way she will conduct her on-line courses and her face-to-face teaching as well. The course helped her to think about how the committee approves on-line courses through BUCC. As the committee thinks about finding ways to address things such as class size, she would like to find a way to address the methodology of on-line courses and how they are conducted.

Dr. Blake addressed the fact that accessibility must be considered when conducting on-line courses. If they are using a proctor to deliver exams for example, they must make it very clear to the students that there are extra fees. If there are extra fees it must be approved somewhere and that will need to be looked into to see at what level that is decided.

Sheila Jones mentioned students are informed when they schedule of any extra fees that may be assessed if they choose to take a course.

Adjournment

John Riley moved to adjourn the meeting; seconded by Ralph Feather.  
**Motion to adjourn passed without objection.**

The meeting adjourned at 3:44 PM.

## **BUCC Minutes March 30, 2016**

Bruce Candlish, Chair of the BUCC, called the 403<sup>rd</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, March 30, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Ira Blake, George Agbango, Noah Wasielewski, Monica Favia, Ralph Feather, Carolyn LaMacchia, Marion Mason, Janet Reynolds Bodenman, John Riley, Michael Shepard, and Toni Trumbo-Bell.

11. Approval of the Agenda of March 30, 2016 (403<sup>rd</sup> session)  
John Riley moved to approve the agenda with Professor Candlish's changes; seconded by Toni Trumbo-Bell.

**Motion to approve the agenda passed by voice vote.**

12. Approval of Minutes of March 2, 2016 & March 16, 2016 (401<sup>st</sup> & 402<sup>nd</sup> session)  
John Riley moved to approve the minutes of March 2<sup>nd</sup> & 16<sup>th</sup>, 2016; seconded by Toni Trumbo-Bell.

**Motion to approve the minutes of March 2, 2016 & March 16, 2016 passed by voice vote.**

3. Chair Remarks

Professor Candlish requested because of the large agenda, those with comments or questions be succinct. The members would like to get to everything and that requires being on point as much as possible.

Professor Candlish welcomed the BUCC's student representative Garrett Grant.

Dr. Decker sat in for Dr. Entzminger.

Dr. Agbango informed the members that Dr. Blake is in Harrisburg attending the Chief Academic Officers Meeting.

John Riley handed out booklets addressing new standards and accreditations from Middle States to the members.

4. Course Proposals

- A. Biology

- i. New Course: BIO 301 Introduction to Health Care
- ii. New Course: BIO 302 Health Care Practicum

John Riley moved to approve BIO 301 & 302 as a New Course; seconded by Toni Trumbo-Bell.

Dr. Chamuris presented the proposals. He explained that the department has taken all of the BUCC's previous concerns and addressed them in a way that they think is appropriate. Instead of having one course they have made it two courses BIO 301 & BIO 302.

**Motion to approve BIO 301 & 302 as a New Course passed by voice vote.**

B. Chemistry

- i. Changes to the BS-Biochemistry option

John Riley moved to approve Changes to the BS-Biochemistry option; seconded by Toni Trumbo-Bell.

Dr. Toni Trumbo-Bell presented the proposal.

Dr. Riley suggested the wording in Q1 be cleared up.

**Motion to approve changes to the BS-Biochemistry option passed by voice vote.**

Bruce Candlish appointed John Riley Chair for the duration of the Dance 223 proposal presentation.

C. Dance

- i. Change in Master Course Syllabus and Gen Ed points: DANCE 223  
Intermediate Jazz

John Riley moved to approve Dance 223 Change in Master Course Syllabus and Gen Ed points; seconded by Ralph Feather.

Professor Bruce Candlish presented the proposal.

Dr. Riley suggested the wording in Q-1 be cleared up to include what is being asked.

**Motion to approve changes to Dance 223 Change in Master Course Syllabus and Gen Ed points with the revisions passed by voice vote.**

D. Economics

- i. Change in Master Course Syllabus and Distance ED: ECONOMIC 121 Principles of Macroeconomics

Toni Trumbo-Bell moved to approve Economics 121 Change in Master Course Syllabus and Distance Ed; seconded by John Riley.

Dr. Aberra Senbeta presented the proposal.

**Motion to approve changes to Economics 121 Change in Master Course Syllabus and Distance Ed passed by voice vote.**

E. English

- i. Change in Master Course Syllabus and General Education Change: English 101 Foundations of College Writing

John Riley moved to approve English 101 Change in Master Course Syllabus and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Terri Riley presented the proposal.

**Motion to approve changes to English 101 Change in Master Course Syllabus and Distance Ed passed by voice vote.**

- ii. Change in Master Course Syllabus: ENG 324 Contemporary American Literature
- iii. Change in Master Course Syllabus: ENG 348 British Modernism
- iv. Change in Master Course Syllabus: ENG 372 Modern Novel
- v. Change in Master Course Syllabus: ENG 377 Modern Drama
- vi. Change in Master Course Syllabus: ENG 379 Modern Poetry

John Riley moved to approve English 324, 348, 372, 377 & 379 Change in Master Course Syllabus; seconded by Toni Trumbo-Bell.

Dr. Riley presented the proposals.

**Motion to approve changes to English 324, 348, 372, 377 & 379 Change in Master Course Syllabus passed by voice vote.**

F. Exercise Science

- i. Change in Master Course Syllabus and General Education Change: EXERSCI 321 First Aid and Safety

John Riley moved to approve Exercise 321 Change in Master Course Syllabus and Gen Ed points; seconded by Toni Trumbo-Bell.

Dr. Andrea Franklin presented the proposal.

Dr. John Riley made a friendly amendment to the original motion to approve to have Modify and Undergraduate checked in Boxes 3 and 4 in document P of the proposal; seconded by Toni Trumbo-Bell.

Dr. Feather suggested the word “competence” be taken out of student learning objective number one.

**Motion to approve changes to Exercise 321 Change in Master Course Syllabus and Gen Ed points with the revisions passed by voice vote.**

G. Management

- i. Change in Master Course Syllabi and Distance ED: MGMT 567 Managing People in Organizations Previously tabled March 2, 2016 for SLO)
- ii. Change in Master Course Syllabi and Distance ED: MGMT 576 (Previously tabled March 2, 2016 for SLO)

John Riley moved to remove MGMT 567 & 576 from the table and recommended approval of MGMT 567 & 576 Change in Master Course Syllabus and Distance Ed points; seconded by Toni Trumbo-Bell.

Dr. Kass presented the proposals. He noted that the student learning objectives have been updated per the request of the BUCC members at the March 2, 2016 meeting.

**Motion to approve changes to MGMT 567 & 576 Change in Master Course Syllabus and Gen Ed points passed by voice vote.**

H. Mathematics, Computer Science and Statistics

- i. New Course: COMPSCI 130 Accelerated Introduction to Java

John Riley moved to approve COMPSCI 130 as a new course; seconded by Toni Trumbo-Bell.

Dr. Bill Calhoun presented the proposal.

Dr. John Riley made a friendly amendment to the original motion to approve the removal of the word “understand” in student learning objective number four; seconded by John Riley.

**Motion to approve changes to COMPSCI 130 as a new course with the revisions passed by voice vote.**

- ii. Update Mathematics BA Requirements
- iii. Update Mathematics BS Requirements



John Riley moved to approve the update to Mathematics BA & BS Requirements; seconded by Toni Trumbo-Bell.

Dr. Bill Calhoun presented the proposal and explained that Math majors have a test they must take in order to receive their degree in Math and some of the students were saying, the material on the test was math they had not seen before. The departments hope is by requiring students to take some courses that used to be electives, it will help students get everything needed.

Dr. Lamacchia requested the short title be added to page four of the BS proposal.

Dr. Trumbo-Bell made a friendly amendment to approve to have an impact statement added to Q-4 from the Physics Department; seconded by John Riley.

**Motion to approve updates to the Mathematics BA & BS Requirements with the revisions passed by voice vote.**

I. Physics and ET (Conversion)

- i. Department of Physics & ET Name Change to Department of Physics and Engineering
- ii. Modification of Electronics Engineering Technology to Electrical Engineering Degree Program

John Riley moved to endorse the development of a program in Electrical Engineering; seconded by Toni Trumbo-Bell.

Dr. Peter Stine presented the proposals.

**Motion to endorse the development of a program in Electrical Engineering passed by voice vote.**

John Riley moved to endorse the name change of Physics & ET to Department of Physics and Engineering; seconded by Toni Trumbo-Bell.

Dr. Stine presented the proposal and explained, the department hopes by changing the name, students will be drawn to the major. The department has had students in the past complain because the current name was potentially holding them back from getting better job opportunities.

**Motion to approve name change of Physics and ET to Department of Physics and Engineering passed by voice vote with one reported abstention.**

J. Exceptionality Programs

- i. Change in Master Course Syllabus and Distance ED: SPECED 503 Curricular Design and Instruction for Inclusive Education
- ii. Change in Master Course Syllabus and Distance ED: SPECED 591 Practicum in Special Education

John Riley moved to approve SPECED 503 & 591 Change in Master Course Syllabus and Distance Ed points; seconded by Toni Trumbo-Bell.

Dr. Robin Drogan presented the proposals. She explained that the part they would like to make online is the seminar components of the courses. There is still an infield component where she visits them.

**Motion to approve changes to SPECED 503 & 591 Change in Master Course Syllabus and Distance Ed points with the revisions passed by voice vote.**

- K. Management and Marketing
  - i. Change in Curriculum Professional Selling Concentration within Marketing

John Riley moved to approve the Change in Curriculum Professional Selling Concentration within Marketing; seconded by Toni Trumbo-Bell.

Dr. Monica Favia presented the proposal. The department would like to remove the elective option for the concentration and replace that option with Marketing 373 Integrated Customer Relationship Management.

Professor Bruce Candlish noted, Q 2 needs editing and on document P box one, modify needs to be checked, box two, undergraduate needs to be checked and box four, P Q & V need to be checked.

John Riley made a suggestion to take out "Would like to" in Q1.

**Motion to approve changes to the Curriculum Professional Selling Concentration within Marketing with the revisions passed by voice vote.**

- L. Accounting
  - i. Change Accounting Curriculum to reflect New Class Names/Numbers

John Riley moved to approve the Change in Curriculum to reflect New Class Names/Numbers; seconded by Toni Trumbo-Bell.

Dr. Gary Robson presented the proposal. Most of the proposal is informational. The department has had in the past 63 credits in the Accounting program. The

department added 1 credit to the Cap Stone course so they dropped one business elective.

Bruce Candlish explained some of the courses listed showed the credits attached to them and others did not. Dr. Robson explained that was an error on the department's part and it will be corrected to not include credits for any courses.

**Motion to approve changes to the Curriculum to reflect New Class Names/Numbers with the revisions passed by voice vote.**

- M. Athletics
  - i. New Course and General Education Change: Athletics 111

John Riley moved to remove from the table Athletics 111 and approve it as a new course; seconded by Toni Trumbo-Bell.

Kathleen Heitzman presented the proposal. The department is asking for a new course to get goal 9 Healthy Living points for athletics participation. It would be a one credit course that student athletes could take each year that they are playing the sport. There is an evaluative tool attached to the course that coaches would fill out and report to herself or another department member in Athletics.

Dr. Trumbo-Bell noted, the impact statement from Exercise Science does not give an okay for the course.

Dr. Rawson explained that because of the lack of normal faculty involvement the department did not deem the course worthy of regular academic points. He said this course did not mirror the expectations of the other courses offered by Exercise Science.

John Riley moved to amend the motion to remove the one academic credit; Toni Trumbo-Bell seconded.

**Motion to amend the motion to withdraw the academic credit making this a CLE proposal passed by voice vote.**

**Motion to approve Athletics 111 as a CLE passed by voice vote.**

- 5. Discussion
  - A. Policies, Procedures and Related Items
    - i. PRP 3439 Student Scheduling Policy—First Reading
    - ii. PRP 3640 Academic Distinction—First Reading
    - iii. PRP 3434 Change in Undergraduate Schedule—First Reading
    - iv. PRP 3452 Undergraduate Course Repeat Policy—First Reading
    - v. PRP 3516 Academic Examination Policy—First Reading
    - vi. PRP 3920 Honorary Degrees—First Reading

John Riley addressed the fact that PRP 3516 does not address courses taken via distance education.

Sheila Jones suggested speaking with Dr. Nicholson because she is the one looking at all of the policies.

John Riley suggested on PRP 3920, using “one faculty member from each of the colleges and one faculty member selected at large” so each college does not have to be listed.

## 6. Open Forum

### Adjournment

John Riley moved to adjourn the meeting; seconded by Toni Trumbo-Bell.

**Motion to adjourn passed without objection.**

The meeting adjourned at 5:05 PM.

## **BUCC Minutes April 13, 2016**

Bruce Candlish, Chair of the BUCC, called the 404<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, April 13, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Ira Blake, Noah Wasielewski, Monica Favia, Ralph Feather, Carolyn LaMacchia, Marion Mason, Janet Reynolds Bodenman, John Riley, Michael Shepard, Jessica Bently-Sassaman, Timothy Olesiak, Kim Cardimona and Toni Trumbo-Bell.

### 13. Approval of the Agenda of April 13, 2016 (404<sup>th</sup> session)

Bruce Candlish stated that PRP 3516 will be stricken off the agenda.

John Riley moved to approve the agenda with Professor Candlish's changes; seconded by Toni Trumbo-Bell.

John Riley made a friendly amendment that at 4:30 pm the agenda item become 5 Discussion of Policies, Procedures and Related Items; seconded by Toni Trumbo-Bell.

Professor Candlish explained the effect of this change would be that any proposal that the committee has not gotten to at 4:30 pm would be skipped over and moved to the agenda for the next meeting.

Motion to approve that at 4:30 pm the agenda item become item 5 Discussion of Policies, Procedures and Related Items passed by voice vote.

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

### 14. Approval of Minutes of March 30, 2016 (403<sup>rd</sup> session)

John Riley moved to approve the minutes of March 30<sup>th</sup>, 2016; seconded by Toni Trumbo-Bell.

**Motion to approve the minutes of March 30, 2016 passed by voice vote with one abstention.**

### 3. Chair Remarks

Bruce Candlish remarked that because the agenda is so large, when speaking please be succinct. He also asked everyone in attendance to state their name when speaking. There is one meeting left this semester and a chair needs to be elected. There may not be a new committee at that point. Current By-laws do not address new committee members being able to vote.

John Riley moved new committee members be invited to vote and that returning committee members recuse themselves; seconded by Toni Trumbo-Bell.

**Motion to have new committee members vote and returning members recuse themselves passed by voice vote.**

4. Course Proposals

A. Management & Marketing

- i. Change in Master Course Syllabus and Dual Listing: SCM 370  
Managerial Decision Making
- ii. Change in Master Course Syllabus and Dual Listing: SCM 371  
Supply Chain Operations
- iii. Change in Master Course Syllabus and Dual Listing: SCM 372  
Inter-Organizational Enterprise Systems
- iv. Change in Master Course Syllabus and Dual Listing: SCM 373  
Integrated Customer Relationship Management
- v. Change in Master Course Syllabus and Dual Listing: SCM 376 Supply  
Chain Cash Flows & Profitability
- vi. Change in Master Course Syllabus and Dual Listing: SCM 474 Managing  
Quality
- vii. Change in Master Course Syllabus and Dual Listing: SCM 475 Logistics
- viii. Change in Master Course Syllabus and Dual Listing: SCM 477 Managing  
Business Processes
- ix. Change in Master Course Syllabus and Dual Listing: SCM 478 Managing  
Business Processes
- x. Change in Master Course Syllabus and Dual Listing: SCM 479 Supply  
Chain Seminar

John Riley moved to approve SCM 370, 371, 372, 373, 376, 474, 475, 477, 478 & 479 Change in Master Course Syllabus and Dual Listing; seconded by Toni Trumbo-Bell.

Dr. John Grandzol presented the proposal. He stated, the department is requesting to make these courses dual listed for those in Supply Chain Management.

John Riley made a friendly amendment to have the course program sheet taken out of SCM 475 & 478; seconded by Toni Trumbo-Bell.

Joseph Kissell informed the members that a true cross listed course, meets on the same day at the same time with the same professor. The student then receives credit for the course they are signed up to take. If that is not the case for these courses, then they should be new courses and not cross listed courses.

John Riley moved to remove the request to list SCM 370, 371, 372, 373, 376, 474, 475, 477, 478 & 479 as a dual course and designate them as new courses; seconded by Toni Trumbo-Bell.

**Motion to approve SCM 370, 371, 372, 373, 376, 474, 475, 477, 478 & 479 as new courses with revisions passed by voice vote.**

xi. Update Major Requirements to SCM

John Riley moved to approve the Update to Major Requirements for SCM; seconded by Toni Trumbo-Bell.

Dr. Granzol presented the proposal.

**Motion to approve to Update the Major Requirements to SCM passed by voice vote.**

xii. Change in Master Course Syllabus and Distance Ed: MGMT 581 Strategic Management (Previously tabled February 17, 2016)

John Riley moved to remove from the table MGMT 581 and approve the Change in Master Course Syllabus and Distance Ed; seconded by Toni Trumbo-Bell.

Amanda Biddings will carry the amendments back to the department.

John Riley moved to amend the proposal, replacing the prerequisites in number seven on the course syllabus with number nine prerequisites and then correcting the numbering accordingly; seconded by Ralph Feather.

**Amendment to the proposal, replacing the prerequisites in number 7 on the course syllabus with number 9 prerequisites and then correct the numbering accordingly passed by voice vote.**

**Motion to approve MGMT 581 Change in Master Course Syllabus and Distance Ed with revisions passed by voice vote.**

xiii. Change in Master Course Syllabus and Distance Ed: MGMT 477 Managing Innovation

John Riley moved to approve to MGMT 477 Change in Master Course Syllabus and Distance Ed; seconded by Toni Trumbo-Bell.

John Grandzol presented the proposal. The course was offered as experimental, and now the department would like to make it permanent.

Toni Trumbo-Bell noted the effective semester date needs to be changed. Revision was incorporated into the proposal without objection.

Ralph Feather noted the numbering is off at the bottom of page two and needs to be corrected. Revision was incorporated into the proposal without objection.

**Motion to approve MGMT 477 Change in Master Course Syllabus and Distance Ed with revisions passed by voice vote.**

xiv. Add a Minor in Supply Chain Management

John Riley moved to approve the proposal to add a Minor in Supply Chain Management; seconded by Toni Trumbo-Bell.

John Grandzol presented the proposal.

**Motion to approve the proposal to add a Minor in Supply Chain Management passed by voice vote.**

B. Sociology, Social Work and Criminal Justice

i. Change in Master Course Syllabus: SOC 467 Human Population Study

John Riley moved to approve SOC 467 Change in Master Course Syllabus; seconded by Toni Trumbo-Bell.

Heather Feldhaus presented the proposal.

Toni Trumbo-Bell moved an amendment to move the description paragraph in Q1 on document Q to Q2; seconded by John Riley. Amendment passed without objection.

Tina Entzminger noted the effective semester date must be changed to either Summer 2016 or Fall 2016.

Marion Mason moved an amendment to have an impact statement from the Psychology department added to the proposal; seconded by John Riley. Amendment passed without objection.



**Motion to approve SOC 467 Change in Master Course Syllabus with revisions passed by voice vote.**

- ii. New Course: SOC 495 Sociological Research Practicum

John Riley moved to approve to SOC 495 as a New Course; seconded by Toni Trumbo-Bell.

Heather Feldhaus presented the proposal. She stated the department in line with restructuring the major is asking students to complete either an upper level practicum or an internship.

Toni Trumbo-Bell moved an amendment to move the description paragraph in Q1 on document Q to Q2; seconded by John Riley. Amendment passed without objection.

**Motion to approve SOC 495 as a New Course with revisions passed by voice vote.**

- iii. Change Minor and Course Options: SOC

John Riley moved to approve a Change in the Minor and Course Options in SOC; seconded by Toni Trumbo-Bell.

Heather Feldhaus presented the proposal. The department is taking the research, statistics and methods out and instead asking students to take a social theory course. The department feels as though a theory course is the foundation for other courses needed in the Minor.

Toni Trumbo-Bell moved an amendment to move the description paragraph in Q1 on document Q to Q2; seconded by John Riley. Amendment passed without objection.

**Motion to approve the Change in Minor and Course options in SOC with revisions passed by voice vote.**

- iv. Add Required Capstone experience and reduce required electives in Sociology

John Riley moved to approve a Required Capstone experience and Reduce Electives in Sociology; seconded by Toni Trumbo-Bell.

Heather Feldhaus presented the proposal. She stated, the department is reducing the number of electives required for the major and adding the requirement of a capstone experience or an internship.

Toni Trumbo-Bell moved an amendment to have a justification for a grade of C or better added to Q-2 in document Q; seconded by Timothy Oleksiak. Amendment passed without objection.

**Motion to add an amendment to the motion for justification of a grade of C or better passed by voice vote.**

John Riley moved to table the motion to add a required capstone experience and reduce the electives in the Sociology Major; seconded by Jessica Bentley-Sassaman.

**Motion to table Required Capstone experience and Reduce Electives in Sociology passed by voice vote.**

C. Physics & ET

- i. Change in Master Course Syllabus and Distance Ed: PHYSICS 110 Introduction to Astronomy

John Riley moved to approve PHYSICS 110 Change in Master Course Syllabus and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Peter Stine presented the proposal. This is an existing course and the department would now like to offer it as distance education as well.

**Motion to approve PHYSICS 110 Change in Master Course Syllabus and Distance Ed passed by voice vote.**

D. Nursing

- i. Change in Master Course Syllabus and Distance Ed: NURSING 100 Personal Health
- ii. Change in Master Course Syllabus and Distance Ed: NURSING 306 Introduction to Nursing Research
- iii. Change in Master Course Syllabus and Distance Ed: NURSING 414 Leadership and Management of Nursing

John Riley moved to approve NURSING 100, 306 & 414 Change in Master Course Syllabus and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Michelle Ficca presented the proposals. She explained the department updated the course syllabus for these courses and would like to offer them now as distance education as well.

**Motion to approve NURSING 100, 306 & 414 Change in Master Course Syllabus and Distance Ed passed by voice vote.**

E. Academic Enrichment

- i. New Course: ENRICH 150 Peer Educator Training
- ii. New Course: ENRICH 151 Strategies for Peer Educators

John Riley moved to approve ENRICH 150 & 151 as new courses; seconded by Toni Trumbo-Bell.

Dr. Karen Hamman presented the proposals.

Toni Trumbo-Bell moved an amendment requiring that a verb be added to the beginning of the catalog description in ENRICH 150 & 151; seconded by John Riley. Amendment passed without objection.

Janet Bodeman suggested taking out the instructor's name in Q3 on document Q.

John Riley moved an amendment requiring that Q-2, include a statement that students can take either ENRICH 150 or 151 to fulfill the tutoring requirement; seconded by Jessica Bentley-Sassaman. Amendment passed without objection.

**Motion to approve ENRICH 150 & 151 as new courses as amended passed by voice vote.**

F. Exceptionalities

- i. Change in Master Course Syllabus and Change Course Name and Number: ASLTERP 240 Visual Gestural Communication

John Riley moved to approve ASLTERP 240 Change in Master Course Syllabus and Course Name and Number; seconded by Toni Trumbo-Bell.

Dr. Kristin Lazor presented the proposal.

Dr. John Riley suggested making the course abbreviation a bit longer for better clarification.

**Motion to approve ASLTERP 240 Change in Master Course Syllabus and Course Name and Number passed by voice vote.**

- ii. Update ASLTERP Program Advisement Sheet

John Riley moved to approve ASLTERP Program Advisement Sheet; seconded by Toni Trumbo-Bell.

Dr. Jessica Bentley-Sassaman present the proposal.

**Motion to approve ASLTERP Program Advisement Sheet passed by voice vote.**

G. English

- i. Change in Master Course Syllabus: ENGLISH 323 American Modernism

John Riley moved to approve ENGLISH 323 Change in Master Course Syllabus; seconded by Toni Trumbo-Bell.

Dr. Betina Entzminger presented the proposal.

**Motion to approve ENGLISH 323 Change in Master Course Syllabus passed by voice vote.**

H. Center for Leadership & Engagement

i. New Course: CLE 101 Student Affairs Leadership Certification Program

John Riley moved to approve CLE 101 as a new course with 1 GEP in goal 10 Citizenship; seconded by Toni Trumbo-Bell.

George Kinzel presented the proposal.

**Motion to approve CLE 101 as a new course with 1 GEP in goal 10 Citizenship passed by voice vote.**

I. Biology

i. Update Major/Electives Requirement for the Environmental Biology B.S. Option in Biology: BIOLOGY

John Riley moved to approve the Update to the Major/Elective requirements for the Environmental Biology B.S. option in Biology; seconded by Toni Trumbo-Bell.

Dr. Toni Trumbo-Bell moved an amendment to require that an impact statement be added to the proposal; seconded by John Riley. Amendment passed without objection.

**Motion to approve the Update to the Major/Elective requirements for the Environmental Biology B.S. option in Biology as amended passed by voice vote.**

J. EGGs

- i. Revised EGGs Geography & Planning Track Sheet

John Riley moved to approve the revised EGGs Planning Track Sheet; seconded by Toni Trumbo-Bell.

Dr. Michael Sheppard presented the proposal.

**Motion to approve the revised EGGs Planning Track Sheet passed by voice vote.**

K. Instructional Technology

- i. Revision of MSIT Education Track Degree Requirements / Electives
- ii. Revision of MSIT Corporate Track Degree Requirements / Electives

John Riley moved to approve the revision of MSIT Education and Corporate Track Degree Program; seconded by Toni Trumbo-Bell.

Dr. Helmet Doll presented the proposals.

Tina Enztminger asked if the courses themselves for these revisions have come through BUCC.

Dr. Doll informed the committee that they had not because the department has run into timing issues.

Bruce Candlish informed Dr. Doll because the courses have not been approved, the proposals will have to be tabled.

John Riley moved to table the revision to MSIT Education and Corporate Track degree program; seconded by Ralph Feather.

**Motion to table the revision of MSIT Education and Corporate Track Degree Program passed by voice vote.**

L. Business Education & Information & Technology Management

- i. New Course: ITM 352 Business Application Development 2

John Riley moved to approve ITM 352 as a new course; seconded by Toni Trumbo-Bell.

Dr. Eryilmaz presented the proposal. The course is currently being offered as experimental and the department would like to make it a permanent course.

John Riley moved an amendment to incorporate a justification for the grade of C or better; seconded by Toni Trumbo-Bell. Amendment passed without objection.

**Motion to approve ITM 352 as a new course with revisions passed by voice vote, one abstention.**

M. Finance

- i. Change in Master Course Syllabus and Distance Ed: FINANCE 401 Personal Financial Planning

John Riley moved to approve FINANCE 401 Change in Master Course Syllabus and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Jonathan Ohn presented the proposal.

John Riley suggested changing the placement of the prerequisites in section 7 and 9 on the course syllabus.

Toni Trumbo-Bell moved an amendment to make explicit in the title and catalog description that this course is for professionals who are preparing to assist others with their personal financing; seconded by Monica Favia.

**Amendment to make it explicit in the title and catalog description; that this course is for professionals who are preparing to assist others with their personal financing passed by voice vote with one abstention.**

Ralph Feather made a motion to have the student learning objectives revised; seconded by Toni Trumbo-Bell.

Motion to amend all of the student learning objectives passed by voice vote.

John Riley suggested adding in that the class size of 20 pertains to the distance education portion of the Master Course Syllabus.

John Riley moved to table Finance 401; seconded by Toni Trumbo-Bell.

**Motion to table FINANCE 401 passed by voice vote with one recorded abstention.**

5. Discussion

A. Policies, Procedures and Related Items

- i. **PRP 3230** Course, Co-Curricular Learning Experience and Academic Program Development Policy and Proposal Requirements--**First Reading**

John Riley commented, the Chancellor Policy and Standard 2011-02 should be referenced in the body of PRP 3230.

John Riley commented that section D Number two, it needs to explicitly address faculty workload.

John Riley commented, in the section VIII Document X-Letter of Intent, at the end of the paragraph “concept approval” needs to read “Letter of Intent”.

John Riley suggested making the expiration date 6-1-2018.

- ii. **PRP 3233** Required Format for Master Course Syllabi for BUCC Approval--**First Reading**

- iii. **PRP 3439** Student Scheduling Policy –**Second Reading**

John Riley moved to approve the revisions to PRP 3439; seconded by Ralph Feather.

**Motion to accept the revisions to PRP 3439 passed by voice vote.**

- iv. **PRP 3640** Academic Distinction—**Second Reading**

John Riley moved to approve the revisions to PRP 3640; seconded by Toni Trumbo-Bell.

**Motion to accept the revisions to PRP 3640 passed by voice vote.**

- v. **PRP 3434** Change in Undergraduate Schedule—**Second Reading**

John Riley moved rescind PRP 3434; seconded by Toni Trumbo-Bell.

Bruce Candlish explained the language from PRP 3434 has been added to PRP 3640.

**Motion to approve to rescind PRP 3434 passed by voice vote.**



vi. **PRP 3452 Undergraduate Course Repeat Policy—Second Reading**

John Riley made a motion to add a reference to the Board of Governor's Policy in the PRP itself; seconded by Toni Trumbo-Bell.

**Motion to add a reference to the Board of Governor's Policy in the PRP passed by voice vote.**

Michael Sheppard moved to strike the line "A course take at three times at Bloomsburg University may not be transferred from another institution of higher education"; seconded by Toni Trumbo-Bell.

Motion to strike the line "A course take at three times at Bloomsburg University may not be transferred from another institution of higher education" failed by voice vote.

John Riley stated, the last take of the course is the one taken and a withdrawal means that the student has then lost the credit. An example would be a student who got a D in a course and then retook the course hoping to get a better grade but then withdraws from the course. The policy is, the last grade is the effective one and that is independent of this, the W would be the effective grade and if that is the grade, then it is also a loss of credit.

John Riley moved to table PRP 3452; seconded by Timothy Oleksiak.

Motion to table PRP 3452 passed by voice vote.

Bruce Candlish chose to skip PRP 3920 and move to the Academic Calendar.

viii. **PRP 3920 Honorary Degrees—Second Reading**

B. Academic Calendar 2017-2018

Toni Trumbo-Bell moved to endorse the academic calendar for 2017-2018; seconded by John Riley.

**Motion to approve the endorsement of the 2017-2018 academic calendar passed by voice vote with 3 recorded abstentions.**

6. Open Forum

Adjournment

John Riley moved to adjourn the meeting; seconded by Monica Favia.

**Motion to adjourn passed without objection.**

Meeting adjourned at 5:08 PM.

## **BUCC Minutes April 27, 2016**

Bruce Candlish, Chair of the BUCC, called the 405<sup>th</sup> session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, April 27, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: Bruce Candlish, Ira Blake, Noah Wasielewski, Monica Favia, Ralph Feather, Carolyn LaMacchia, Marion Mason, Janet Reynolds Bodenman, John Riley, Michael Shepard, Jessica Bentley-Sassaman, Timothy Olesiak, Kim Cardimona and Toni Trumbo-Bell.

15. Approval of the Agenda of April 27, 2016 (405<sup>th</sup> session)

**Motion to approve the agenda passed by voice vote.**

16. Approval of Minutes of April 13, 2016 (404<sup>th</sup> session)  
John Riley moved to approve the minutes of April 13<sup>th</sup>, 2016; seconded by Toni Trumbo-Bell.

**Motion to approve the minutes of April 13, 2016 passed by voice vote.**

3. Chair Remarks

Bruce Candlish remarked about the large agenda and asked those speaking to please keep remarks succinct.

Professor Candlish welcomed the newest elected BUCC members, Deborah Stair and Shane James. He also congratulated the reelected members, Marion Mason, Tina Entzminger, John Riley and Janet Bodenman.

He also recognized Toni Trumbo-Bell for being on the BUCC committee for 10 years. Professor Candlish thanked the members for their help as he has been chair for three years.

He personally thanked Julie Contos and Gloria Coen-Dion for persuading him to be the BUCC chair. He also thanked Dean Brown and Jill Whitenight for their support. He thanked the administration, in particular Dr. Morandi, Blake and Agbango. He gave a special thanks to Dr. John Riley and Dr. Trumbo-Bell for their advising along the way. He thanked all the members for their service and commitment to the work that BUCC does.

4. Election of BUCC Chair for 2016-17

Marion Mason nominated John Riley for BUCC chair; seconded by Timothy Olesiak.

Ralph Feather moved to close the nominations; seconded by Jessica Bentley.

**Motion to close the nominations passed by voice vote.**

Dr. John Riley was elected as the new BUCC chair.

5. Course Proposals

A. Sociology

- i. **Change in Master Course Syllabus and General Education: SOC 231**  
Marriage and Family
- ii. **Change in Master Course Syllabus: SOC 320** Sociology of Gender
- iii. **Change in Master Course Syllabus: SOC 360** Microsociology
- iv. **Change in Master Course Syllabus: SOC 470** Senior Seminar in  
Sociology
- v. **Change in Master Course Syllabus: SOC 496** Sociology Internship

John Riley moved to approve SOC 231 Change in Master Course Syllabus and General Education Points and SOC 320, 360, 470 & 496 Change in Master Course Syllabus; seconded by Toni Trumbo-Bell.

Dr. Omori presented the proposals. She explained the proposals were to update the syllabi.

John Riley moved to incorporate an impact statement from Gender Studies to SOC 320; seconded by Toni Trumbo-Bell.

**Motion to incorporate an impact statement from Gender Studies passed by voice vote.**

Ralph Feather moved to reword student learning objective number two in the master course syllabus in SOC 496; seconded by Toni Trumbo-Bell.

**Motion to reword student learning objective number two passed by voice vote.**

**Motion to approve SOC 231 Change in Master Course Syllabus and General Education Points and SOC 320, 360, 470 & 496 Change in Master Course Syllabus with revisions passed by voice vote.**

- vi. **New Course: SOC 325** Sociology of Culture

John Riley moved to approve SOC 325 as a New Course; seconded by Toni Trumbo-Bell.

Dr. Omori present the proposal.

**Motion to approve SOC 325 as a New Course passed by voice vote.**

B. English

- i. **Change in Master Course Syllabus:** ENGLISH 311 Structure of English
- ii. **Change in Master Course Syllabus:** ENGLISH 312 History of the English Language
- iii. **Change in Master Course Syllabus:** ENGLISH 464 Chaucer
- iv. **Change in Master Course Syllabus:** ENGLISH 491 Topics in Criticism

John Riley moved to approve ENGLISH 311, 312, 464 & 491 Change in Master Course Syllabus; seconded by Toni Trumbo-Bell.

Dr. Terri Riley presented the proposals.

**Motion to approve ENGLISH 311, 312, 464 & 491 Change in Master Course Syllabus passed by voice vote.**

- v. **New Course:** ENGLISH 412 Topics in Linguistics

John Riley moved to approve ENGLISH 412 as a New Course; seconded by Toni Trumbo-Bell.

Dr. Costanzo presented the proposal

Dr. Michael Sheppard moved to include in the Master Course syllabus under Course Description that the course may be taken multiple times for credit; seconded by John Riley.

**Motion to include in the Master Course syllabus under Course Description that the course may be taken multiple times for credit passed by voice vote.**

**Motion to approve ENGLISH 412 as a New Course with revisions passed by voice vote.**

- vi. **Revise:** English Literature Concentration

John Riley moved to approve the Revisions to English Literature Concentration; seconded by Toni Trumbo-Bell.

Dr. Entzinger presented the proposal. The English department updated the minor to include the new course English 412.

**Motion to approve the Revision to the English Literature Concentration passed by voice vote.**

- vii. **New Minor:** Linguistics Minor

John Riley moved to approve a new Linguistics Minor; seconded by Toni Trumbo-Bell.

Dr. presented the proposal. The department has taken courses that already exist and making a minor.

John Riley made a friendly amendment to change the wording under Executive Committee so as those members change it does not affect the Minor.

**Motion to approve New Linguistics Minor passed by voice vote.**

C. Communication Studies

- i. **Change in Master Course Syllabus and Distance Ed:**  
COMMSTUD 220 Intercultural Communication
- ii. **Change in Master Course Syllabus and Distance Ed:**  
COMMSTUD 492 Special Topics in Organizational Communication
- iii. **Change in Master Course Syllabus and Distance Ed:**  
COMMSTUD 493 Special Topics in Interpersonal Communication
- iv. **Change in Master Course Syllabus and Distance Ed:**  
COMMSTUD 495 Special Topics in Leadership and Public Advocacy

John Riley moved to approve COMMSTUD 220, 492, 493 & 495 Change in Master Course Syllabus and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Timothy Rumbough present the proposals. The department would like a distance education component to these courses.

Dr. Ralph Feather made a suggestion to reword student learning objective number three in the Master Course Syllabus of COMMSTUD 402.

Dr. Trumbo-Bell moved to have an impact statement from BASTL included in COMMSTUD 220; seconded by Tina Entzminger.

**Motion to include an impact statement from BASTL passed by voice vote.**

Dr. Ralph Feather moved to reword student learning objective number two to include an action verb in COMMSTUD 220; seconded by Toni Trumbo-Bell.

**Motion to reword SLO number two in the Master Course Syllabus to include an action verb in COMMSTUD 220 passed by voice vote.**

Dr. Trumbo-Bell moved to remove the line “will be posted when course scheduling is open” taken out of the Master Course Syllabus in COMMSTUD 492; seconded by Dr. Sheppard.

**Motion to remove the line “will be posted when course scheduling is open” taken out of the Master Course Syllabus in COMMSTUD 492 passed by voice vote.**

**Motion to approve COMMSTUD 220, 492, 493 & 495 Change in Master Course Syllabus and Distance Ed. With revisions passed by voice vote.**

D. Audiology/Speech Pathology

- i. **New Course:** AUDSLP 498 Academic Reading and Writing for ELLs
- ii. **New Course and Dual Listing:**  
AUDSLP 417/517: Academic Speaking and Listening for Advanced ELLs
- iii. **New Course and Dual Listing:**  
AUDSLP 479/579 Academic Reading and Writing for Advanced ELLs
- iv. **New Course and Dual Listing:**  
AUDSLP 487/587 Academic Speaking and Listening for ELLs

John Riley moved to approve AUDSLP 498 as a New Course & AUDSLP 417/517, 479/579 & 487/587 as a New Course with Dual Listing; seconded by Toni Trumbo-Bell.

Dr. Kimberly Cardimona presented the proposals. These courses are designed for students who do not speak English as their native language. The hope is the courses will help improve their English while earning credits.

**Motion to approve AUDSLP 498 as New Course & AUDSLP 417/418, 479/579 & 487/587 as a New Course with Dual Listing passed by voice vote.**

E. Instructional Technology

- i. **New Course, Change in Master Course Syllabus and Distance Education:** INSTTECH 553 Gamification of Learning and Instruction
- ii. **New Course and Distance Ed:** INSTTECH 555 Scenario-Based Learning

John Riley moved to approve INSTECH 553 as a New Course with Distance Education and a Change in the Master Course Syllabus & INSTTECH 555 as a New Course and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Helmet Doll presented the proposals.

John Riley moved to include the prerequisites in INSTTECH 553 on the Master Course Syllabus; seconded by Toni Trumbo-Bell.

**Motion to include the prerequisites in INSTTECH 553 on the Master Course Syllabus passed by voice vote.**

Dr. Trumbo-Bell made a friendly suggestion to remove the line “Course content will be delivered on-line 100% of the time” under Methods in the Master Course Syllabus. Dr. Doll agreed to remove it.

**Motion to approve INSTECH 553 as a New Course with Distance Education and a Change in the Master Course Syllabus & INSTTECH 555 as a New Course and Distance Ed. with revisions passed by voice vote.**

iii. **Change in Master Course Syllabus and Pass/Fail grading:**  
INSTTECH 599 Thesis

John Riley moved to approve INSTTECH 599 Change in Master Course Syllabus and Pass/Fail Grading; seconded by Toni Trumbo-Bell.

Dr. Helmet Doll presented the proposal.

Dr. Ralph Feather moved to revise student learning objective number two in the Master Course Syllabus to include an active verb; seconded by Toni Trumbo-Bell.

**Motion to revise student learning objective number two in the Master Course Syllabus to include an active verb passed by voice vote.**

Dr. Marion Mason moved to include Pass/Fail grading in the Catalog Description on the Master Course Syllabus; seconded by Toni Trumbo-Bell.

**Motion to include Pass/Fail grading in the Catalog Description on the Master Course Syllabus passed by voice vote.**

Dr. John Riley moved to include, course may be taken multiple times for credit, in the Master Course Syllabus under Credit Hours; seconded By Toni Trumbo-Bell.



**Motion to include, course may be taken multiple times for credit, in the Master Course Syllabus under Credit Hours passed by voice vote.**

**Motion to approve INSTTECH 599 Change in Master Course Syllabus and Pass/Fail Grading with revisions passed by voice vote.**

F. Economics

i. **New Course:** Economics 150 Introduction to Health Economics

John Riley moved to approve Economics 150 as a New Course; seconded by Toni Trumbo-Bell.

Dr. Archita Banik presented the proposal.

Dr. Toni Trumbo-Bell moved to include an impact statement from Nursing; seconded by Michael Sheppard.

**Motion to include an impact statement from Nursing passed by voice vote.**

After much discussion about impact statements, an issue raised is, the BUCC is sensitive to making sure that all departments are informed of changes that may impact their departments.

**Motion to approve Economics 150 as a New Course with revisions passed by voice vote.**

G. Philosophy

i. **Change in Master Course Syllabus and Distance Ed:** PHIL 290  
Medical Ethics

John Riley moved to approve PHIL 290 Change in Master Course Syllabus and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Scott Lowe presented the proposal.

**Motion to approve PHIL 290 Change in Master Course Syllabus and Distance Ed. passed by voice vote.**

H. Nursing

- i. **Change in Master Course Syllabus, General Education Points and Distance Ed:** Nursing 230 Drug Use and Abuse in Society
- ii. **Change in Master Course Syllabus, General Education Points and Distance Ed:** Nursing 310 Family Nursing
- iii. **Change in Master Course Syllabus and General Education Points:** Nursing 305 Role Development for the Nurse Generalist

John Riley moved to approve Nursing 230, 310 Change in Master Course Syllabus and General Education Points & NURSING 305 Change in Master Course and General Education Points; seconded by Toni Trumbo-Bell.

Dr. Michelle Ficca presented the proposals. The department would like to change the course name and offer these courses as distance ed. as part of the RN to BSN On-line program.

Dr. Feather made a friendly suggestion to reword student learning objective number one on the Master Course Syllabus on Nursing 305.

**Motion to approve Nursing 230, 310 Change in Master Course Syllabus, General Education Points & Distance Ed and Nursing 305 Change in Master Course passed by voice vote.**

- iv. **New Course:** Nursing 400 Interprofessional Collaboration: Team Building
- v. **New Course:** Nursing 407 Interprofessional Collaboration: Quality Improvement

John Riley moved to approve Nursing 400 & 407 as a New Course; seconded by Toni Trumbo-Bell.

Dr. Michelle Ficca presented the proposals.

**Motion to approve NURSING 400 & 407 as a New Course passed by voice vote.**

- vi. **Revision** of RN-BSN Program to a Distance Education Program

John Riley moved to approve the Revision of RN-BSN Program to Distance Education; seconded by Toni Trumbo-Bell.

Dr. Michelle Ficca presented the proposal. The department would like to revise the current RS-BSN to on-line to help try and appeal to the working individual.

**Motion to approve the Revision of the RN-BSN Program to Distance Education passed by voice vote.**

I. Music, Theater and Dance

i. **New Course and General Education:** MUSIC 174/374 Maroon and Gold Marching Band

John Riley moved to approve MUSIC 174/374 as a New Course with General Education Points; seconded by Toni Trumbo-Bell.

Professor Gifford Howarth presented the proposal.

**Motion to approve MUSIC 174/374 as a New Course and General Education Points passed by voice vote.**

Professor Candlish yielded the chair to Dr. Toni Trumbo-Bell so he could present the next proposal.

ii. **Modify Minor:** Theater Art

John Riley moved to approve the Revision of Theater Art Minor; seconded by Ralph Feather.

Professor Candlish presented the proposal.

**Motion to approve the Revision of the Theater Art Minor passed by voice vote.**

J. Interdisciplinary Study Program

i. **Change in Master Course and General Education:** INSTUDY 204 Introduction to College Research Writing

John Riley moved to approve INTSTUDY 204 Change in Master Course Syllabus and General Education Points; seconded by Toni Trumbo-Bell.

Dr. Timothy Oleksiak presented the proposal. The course is designed for any department that would like to offer a lower level writing course to help students strengthen their writing skills.

**Motion to approve INTSTUDY 204 Change in Master Course Syllabus and General Education Points passed by voice vote.**

K. Finance

- i. **Change in Master Course Syllabus and Distance Ed:** FINANCE 401  
Personal Financial Planning (Tabled 4-13-2016 for SLO's and Catalog  
Description)

John Riley moved to remove FINANCE 401 from the table and approve the  
Change in Master Course Syllabus and Distance Ed; seconded by Toni Trumbo-Bell.

**Motion to remove FINANCE 401 from the table passed by voice vote.**

Dr. Johnathan Ohn presented the proposal. He explained the department  
worked with Dr. Ralph Feather to fix the student learning objectives.

**Motion to approve FINANCE 401 Change in Master Course Syllabus and Distance Ed passed by  
voice vote.**

L. Information & Technology Management

- i. **Change in Master Course Syllabus and Distance Ed:** ITM 510  
Business Application Development and Evaluation
- ii. **Change in Master Course Syllabus & Distance Ed:** ITM 530  
Enterprise Network Architecture Platforms and Security

John Riley moved to approve ITM 510 & 530 Change in Master Course Syllabus  
and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Loreen Powell presented the proposals.

**Motion to approve ITM 501 & 530 Change in Master Course Syllabus and Distance Ed passed  
by voice vote.**

- iii. **New Course & Distance Ed:** ITM 512 Web and Mobile Development  
for Business
- iv. **New Course & Distance Ed:** ITM 522 Data Science for Business  
Strategies
- v. **New Course & Distance Ed:** ITM 550 Global E-Business Technologies
- vi. **New Course & Distance Ed:** ITM 570 Managing Innovation and  
Projects
- vii. **New Course & Distance Ed:** ITM 594 Information Technology  
Practicum

John Riley moved to approve ITM 512, 522, 550, 570 & 594 as a New Course and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Powell presented the proposals.

Dr. Toni Trumbo-Bell moved to add graduate standing in the college of Business under Prerequisites to the Master Course Syllabus on ITM 522; seconded by John Riley.

**Motion to add Graduate Standing in the College of Business under Prerequisites to the Master Course Syllabus on ITM 522 passed by voice vote.**

Dr. Ralph Feather moved to remove the word knowledge and replace it with information in student learning objective number five on the Master Course Syllabus of ITM 594; seconded by Toni Trumbo-Bell.

**Motion to remove the word knowledge and replace it with information in student learning objective number five on the Master Course Syllabus of ITM 594.**

**Motion to approve ITM 512, 522, 550, 570 & 594 as a New Course and Distance Ed with revisions passed by voice vote.**

M. Business Education

- i. **Change in Master Course Syllabus & Distance Ed:**  
BUSED 502 Instructional Strategies & Assessment in BCIT
- ii. **Change in Master Course Syllabus & Distance Ed:**  
BUSED 581 Seminar in BCIT
- iii. **Change in Master Course Syllabus:** BUSED 504 Professional Semester in Business, Computer and Information Technology
- iv. **Change in Master Course Syllabus:** BUSED 506 Clinical Studies in Business Computer and Information Technology

John Riley moved to approve BUSED 502 & 581 Change in Master Course Syllabus and Distance Ed and BUSED 504 & 506 Change in Master Course Syllabus; seconded by Toni Trumbo-Bell.

Dr. Margaret O'Connor presented the proposals. The department is moving the program on-line and they would like these courses added.

Dr. Marion Mason moved to add "taken concurrently with BUSED 503" added to the Prerequisite section in the Master Course Syllabus of BUSED 502; seconded by Toni Trumbo-Bell.

**Motion to add “taken concurrently with BUSED 503” added to the Prerequisite section in the Master Course Syllabus of BUSED 502 passed by voice vote.**

Dr. Ralph Feather moved to remove the wording “demonstrates the understanding of and” from objective number three in the student learning objectives on the Master Course Syllabus of BUSED 502; seconded by Toni Trumbo-Bell.

**Motion to remove the wording “demonstrates the understanding of and” from objective number three in the student learning objectives on the Master Course Syllabus of BUSED 502 passed by voice vote.**

Dr. Oleksiak suggested changing the word embrace to integrate in the student learning objectives on the Master Course Syllabus of BUSED 502.

Dr. Marion Mason moved to add “taken concurrently” added to the Prerequisite section in the Master Course Syllabus; seconded by Timothy Oleksiak.

**Motion to add “taken concurrently” added to the Prerequisite section in the Master Course Syllabus passed by voice vote.**

Dr. Ralph Feather moved to include an action verb in student learning objective number one of the Master Course Syllabus of BUSED 581; seconded by Toni Trumbo-Bell.

**Motion to include an action verb in student learning objective number one of the Master Course Syllabus of BUSED 581 passed by voice vote.**

Dr. Ralph Feather moved to include an action verb in the student learning objective number two of the Master Course Syllabus on BUSED 506; seconded by Toni Trumbo-Bell.

**Motion to include an action verb in student learning objective number two of the Master Course Syllabus on BUSED 506 passed by voice vote.**

**Motion to approve BUSED 502 & 581 Change in Master Course Syllabus and Distance Ed and BUSED 504 & 506 Change in Master Course Syllabus with revisions passed by voice vote.**

- v. **New Course & Distance Ed:** BUSED 521 Business Research
- vi. **New Course & Distance Ed:** BUSED 501 Introduction to Business Education

John Riley moved to approve BUSED 521 & 501 as a New Course and Distance Ed; seconded by Toni Trumbo-Bell.

Dr. Margaret O' Connor presented the proposals.

Dr. Marion Mason moved to change the word hybrid to blended in Q-2 of document P on BUSED 521.

Dr. Ralph Feather moved to include an action verb in student learning objection number one on the Master Course Syllabus of BUSED 501; seconded by Toni Trumbo-Bell.

**Motion to include an action verb in student learning objection number one on the Master Course Syllabus of BUSED 501 passed by voice vote.**

**Motion to approve BUSED 521 & 501 as a New Course and Distance Ed passed by voice vote.**

vii. **Modify** the Masters Ed. In Business Education

John Riley moved to approve the Revision of the Masters Ed. In Business Education; seconded by Toni Trumbo-Bell.

Dr. Margaret O'Connor presented the proposal. She explained the department would like to move the program into a blended format. The department would like to bring in some of the Instructional Technology classes. She went on to explain that exceptionalities has changed since the program began and so the department had to look at those courses. She did however notice an error after the proposal went to BUCC. SPECED 516 was always required, the department added in AUDSLP 532 and Professional Studies or Professional Studies 594. The department however never changed Professional Studies 593 or EDFOUND 506. It was believed that one of those courses would cover the third diversities course but that is not the case. The department is asking that instead of Professional Studies 594 or 506, SPECED 557 Liking Assessment Instruction for students with disabilities replace those two previously mentioned courses. Under electives the courses have been changed to help broaden the scope of what students are learning.

Dr. Sheppard asked if the College Curriculum committee is aware that the department would like to change the blended program requirement sheet to not include PROFSTUD 593 or EDFOUND 506. Dr. O'Connor said the committee is not aware of the change as she only recently learned of the change herself, after the proposal had already come to BUCC. Professor Candlish asked if the BUCC was being asked to change a course that is not on the current proposal. Dr. O'Connor explained, yes, she would like to see if it can move forward through BUCC. Dr. O'Connor wanted to know if the proposal can be approved as is and then she can go back to the department and have it amended. She can then bring it in front of BUCC next semester. The discussion continued concerning approving the proposal as is. If it was approved, the Dean of the college would have to write exceptions for the four or five students that are currently taking the program.

**Motion to approve the Revision of the Masters Ed in Business Education passed by voice vote.**

5. Discussion

A. BUCC By-Laws

Professor Candlish explained the petition never went out to faculty because Bill Hudon who was chair of Meet and Discuss contacted him and questioned Item 2-B and how it corresponded to the CBA. At best, based on opinions from the state APSCUF, it didn't mean anything, at worst, it was in violation of the CBA. Based on Bill Hudon's discussion with the provost, they agreed that it would be appropriate to strike item 2B. The concern is that once it gets passed the faculty, it needs to be passed by Meet and Discuss. It needs to go by Meet and Discuss very smoothly. So professor Candlish is proposing to strike article 2B and as a result adding the word "curricular" to what would become the current 2C. The provost and chair of Meet and Discuss have agreed to strike paragraph 2B. Adding the word curricular was professor Candlish's addition and it has not been ran by anyone. He believed it made it clearer. Dr. Gates explained that he is uncomfortable with the word curricular being added as he is sitting in for the Provost. He believes it should be ran by her before it moves any further. Professor Candlish suggested that it carry over to the next semester when BUCC can meet again.

John Riley moved to remove article 2B and also replace the C with B; seconded by Toni Trumbo-Bell.

**Motion to remove article 2B and also replace the C with B passed by voice vote.**

John Riley moved that in the revised By-laws in article 2B the word curricular in front of preceding procedures not occur; seconded by Toni Trumbo-Bell.

**Motion that in the revised By-laws in article 2B the word curricular in front of preceding procedures not occur passed by voice vote.**

John Riley moved to advance the BUCC By-laws to the faculty; seconded by Toni Trumbo-Bell.

**Motion to advance the BUCC By-laws to the faculty passed by voice vote.**

B. Policies, Procedures and Related Items



i. **PRP 3230** Course, Co-Curricular Learning Experience and Academic Program Development Policy and Proposal Requirements—**Second Reading**

Dr. John Riley moved to approve the revisions to PRP 3230; Seconded by Toni Trumbo-Bell.

Dr. Riley moved that the proposed language which was distributed to members including changing HESHE to PASSHE be incorporated into PRP 3230; seconded by Toni Trumbo-Bell.

**Motion to include the language distributed to BUCC members into PRP 3230 passed by voice vote.**

Dr. Riley asked if the policy will include the omnibus form. Professor Candlish was under the impression that it does.

Dr. Trumbo-Bell stated, nowhere on the omnibus is CLE spelled out. Perhaps spelling it out at least once would help faculty who are unfamiliar with the omnibus form.

Dr. Trumbo-Bell moved to spell out CLE on document P of the omnibus form; seconded by Dr. John Riley.

**Motion to spell out CLE on document P of the omnibus form passed by voice vote.**

**Motion to approve the revision to PRP 3230 passed by voice vote.**

Professor Candlish remarked because of the late hour the remaining PRP's can wait until the next BUCC meeting in the Fall. He then moved to Open Forum.

ii. **PRP 3233** Required Format for Master Course Syllabi for BUCC Approval--**Second Reading**

iii. **PRP 3920** Honorary Degrees—**Second Reading**

iv. **PRP 3516** Academic Examination Policy—**Second Reading**

6. Open Forum

The members again thanked Professor Bruce Candlish for his work while serving as the chair of the BUCC committee.

Dr. Robert Gates thanked the BUCC members for their time and dedication to the matters concerning BUCC. He congratulated them on a year of good service to the university.

#### Adjournment

John Riley moved to adjourn the meeting; seconded by Toni Trumbo-Bell.

Motion to adjourn passed without objection.

Meeting adjourned at 5:07 PM.