

Bloomsburg University Curriculum Committee

Minutes of the
2016 – 2017
Academic Year

**BLOOMSBURG UNIVERSITY
CURRICULUM COMMITTEE**

Minutes of the 2016 – 2017 Academic Year

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BUCC Minutes September 7, 2016

Dr. John Riley, Chair of the BUCC, called the 406th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, September 7, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: John Riley, Ira Blake, James Krause, Jessica Bentley-Sassaman, Kim Cardimona, Betina Entzminger, Monica Favia, Carolyn LaMacchia, Marion Mason, Timothy Oleksiak, Michael Patte, Janet Reynolds Bodenman, Debbie Stayer, Philip Tucker, Brett McLaurin, Krisitn Lazor.

1. Approval of the Agenda of September 7, 2016 (406th session)
Jessica Bentley-Sassaman moved to approve the agenda; seconded by Carolyn Lamacchia.

Motion to approve the agenda passed by voice vote.

2. Approval of Minutes of April 27, 2016 (405th session)
Jessica Bentley-Sassaman moved to approve the minutes of April 27, 2017; seconded by Carolyn Lamacchia.

Motion to approve the minutes of April 27, 2016 passed by voice vote.

3. Chair Remarks

Dr. Riley remarked in an April meeting last semester, the BUCC recommended that Enrichment 150 and 151 be approved as one credit courses. An email from Dr. Agbango stated that the two courses would not be approved for credit but would be approved for CLE's. Dr. Riley emailed Dr. Agbango requesting an explanation and will inform the BUCC members once he receives a response. BUCC By-Laws were changed last meeting and now that the meeting minutes from the April 27, 2016 meeting have been approved, he will look over the By-laws one last time before they go to Meet and Discuss. The By-laws will be distributed by petition to the faculty for their approval. He asked that members try and get the word out to faculty about the importance of getting the By-laws passed.

Dr. Blake welcomed members back to the 2016-17 academic year. She thanked the BUCC for the important work they do. She alerted members to some additional review that will need to be done to some of the policies and procedures, after some review done by the central office. There are a number of documents that have been reviewed at the state wide meet and discuss and they are currently under review as of the 6th of September. Whatever additional reviews or changes that they may want to see, Dr. Blake will make the BUCC

aware of. The goal by deputy vice chancellor, Dr. Kathleen Howley is to have them ready for presentation at the October board meeting for the board's review and approval. One of the policies under review is the PRP 3612 General Education Policy. As soon as possible Dr. Blake will give that over to Dr. Riley and Dr. Krause to look at them relative to what will be put forward to the campus. The second policy is PRP 3230 Academic Program Approval Policy and in line with that, the policy concerning Student Support Program Review Process. Dr. Sheila Dove Jones has been Bloomsburg's institutional representative in the remodeling of that policy and the related procedures. She has been sitting at the table making sure that what happens at the state level does not negatively affect but also supports what is done at the university. Dr. Blake also mentioned a new policy to do with Program Sustainability that looks at 5 years of completers. In the policy there are numbers associated with the Associate, Bachelors and Graduate degrees, how many completers there must be in a program over a period of 5 years. Dr. Blake reminded members that the presidents are reviewing the policies now and hopefully they will provide feedback. Dr. Soltz's has already provided feedback in line with the way we do things at Bloomsburg. His suggestions were received positively. The feedback from all fourteen presidents will be provided to Deputy Chancellor Howley. The goal is to present it to the Board of Governor's meeting in October.

Dr. Krause commented, that he and Dr. Riley have met and would like to make sure they continue to work on policies. He mentioned a spreadsheet that will help to keep things organized and moving along efficiently.

4. Course Proposals

A. Biology

i. Change in Master Course Syllabus and General Education Points: BIO 205 Introduction to Nutrition

Marion Mason moved to approve BIO 205, Introduction to Nutrition change in Master Course Syllabus and General Education Points and Distance Education; seconded by Monica Favia.

Dr. Angela Hess presented the proposal. Dr. Hess explained that the department is proposing to introduce two general education points in goal 9, Healthy Living to the course. The department feels as though the student learning outcomes outlined in the proposal fully address goal 9. The department also feels as though adding this course diversifies options for students which is what MyCore is supposed to do.

Dr. Riley requested to have item C in Q-4 signed.

Dr. Jessica Sassaman-Bentley motioned to include a class size in Methods on the Master Course Syllabus; seconded by Tian Entzminger.

Motion to amend to have a class size of 30 added to the Methods section of the Master Course Syllabus passed by voice vote.

Motion to approve BIO 205 change in Master Course Syllabus and General Education Points and Distance Education with the revisions passed by voice vote.

- ii. New Course with Dual Listing: BIO 473/573 Cancer Biology

Jessica Sassaman-Bentley moved to approve BIO 473/573, Introduction to Nutrition, New Course with Dual Listing; seconded by Marion Mason.

Dr. Hess presented the proposal. She explained that this is a standard elective course typically taken by Juniors and Seniors.

Motion to approve BIO 473/573 as a New Course passed by voice vote.

B. English

- i. New Concentration in English, Digital Rhetoric and Professional Writing

Monica Favia moved to approve Digital Rhetoric and Professional Writing as a new concentration in English; seconded by Marion Mason.

Dr. Michael Martin presented the proposal.

Motion to approve Digital Rhetoric and Professional Writing as a new concentration in English passed by voice vote.

- ii. Revise Requirements for Certificate in Digital Rhetoric and Professional Writing

Jessica Sassaman-Bentley moved to approve the revisions for a certificate in Digital Rhetoric and Professional Writing; seconded by Marion Mason.

Dr. Michael Martin presented the proposal. The certificate was already approved at 30 credits but in the Spring the Board of Governor's changed that and now the department would like to offer the certificate at 24 credits. The department feels as though this will make the certificate more appealing to working individuals.

Motion to approve Revisions to certificate in Digital Rhetoric and Professional Writing passed by voice vote.

C. Instructional Technology

i. New Course: INSTTECH 583 Social Media for eLearning

Marion Mason moved to approve INSTTECH 583 as a New Course; seconded by Monica Favia.

Dr. Hummel presented the proposal.

Jessica Sassaman-Bentley moved to include a class size in Methods in the Master Course Syllabus; seconded by Monica Favia.

Motion to amend to have class size added to the Methods section of the Master Course syllabus passed by voice vote.

Motion to approve INSTTECH 583 as a new course with the revisions passed by voice vote.

ii. Revision of Education and Corporate Track Degree requirements/electives (Tabled 4-13-2016).

Monica Favia moved to remove from the table and put back on the floor Revision of Education Track Degree requirements/electives; seconded by Marion Mason.

Dr. Helmut Doll presented the proposal. He explained there is one more course that still needs to be added to the program sheet, INSTTECH 548 Learning Analytics. It was offered in Summer 2016 as an experimental course. The department would like the BUCC to accept an amendment to remove that course from the proposal.

Marion Mason moved to remove INSTTECH 548 from the program requirements sheets of the Education Track Degree; seconded by Jessica Sassaman-Bentley.

Motion to remove INSTTECH 548 from the program requirements sheets of the Education Track Degree

Motion to approve the revisions to the Education Track Degree requirements/electives with the revisions passed by voice vote.

Monica Favia moved to remove from the table and put back on the floor Revision to Corporate Track Degree requirements/electives; seconded by Marion Mason.

Helmut Doll presented the proposal.
Marion Mason moved to remove INSTTECH 548 from the program requirements sheets of the Corporate Track Degree; seconded by Jessica Sassaman-Bentley.

Motion to remove INSTTECH 548 from the program requirements sheets of the Corporate Track Degree

Motion to approve the revisions to the Corporate Track Degree requirements/electives with the revisions passed by voice vote.

D. Electrical Engineering

- i. New Course: EE 111 Introduction to Electrical Engineering
- ii. New Course: EE 115 Computer-Aided Design & Engineering Graphics
- iii. New Course: EE 211 Electric Circuit Analysis
- iv. New Course: EE 215 Engineering Mechanics
- v. New Course: EE 241 Electrical Energy Systems
- vi. New Course: EE 321 Linear Signals and Systems
- vii. New Course: EE 322 Engineering Electromagnetics
- viii. New Course: EE 331 Digital Systems I
- ix. New Course: EE 332 Digital Systems II
- x. New Course: EE 370 Cooperative Education in Industry
- xi. New Course: EE 451 Control Systems
- xii. New Course: EE 461 Communication Systems

- xiii. New Course: EE 462 Radio-Frequency Systems
- xiv. New Course: EE 490 Senior Design Proposal
- xv. New Course: EE 491 Senior Design Project

Monica Favia moved to approve EE 111, 115, 211, 215, 241, 321, 322, 331, 332, 370, 451, 461, 462, 490 & 491 as New Courses; seconded by Jessica Sassaman-Bentley.

Dr. Peter Stine presented the proposals. These courses are in line with the transition the department is making, changing the Electrical Engineering Technology program to Electrical Engineering.

Marion Mason suggested removing the sentence “software certification is offered but not required” from EE 115.

Marion Mason made a friendly amendment to reword the last bullet in number 12 under Student Assessment in EE 491.

Brett McLaurin made a friendly amendment to reword bullet number three in the Methods section of the Master Course Syllabus to say project reports.

Motion to approve EE 111, 115, 211, 215, 241, 321, 322, 331, 332, 370, 451, 461, 462, 490 & 491 as new courses with the revisions passed by voice vote.

Monica Favia moved to approve the Modification of Electronics Engineering Technology to Electrical Engineering Degree Program; seconded by Tina Entzminger.

Dr. Peter Stine presented the proposal.

Tina Entzminger moved to include an impact statement from the Math department; seconded by Marion Mason

Motion to approve including an impact statement from Math passed by voice vote.

Motion to approve the Modification of Electrical Engineering Technology to Electrical Engineering Degree Program passed by voice vote.

5. Discussion

A. Policies, Procedures and Related Items

i. 3920-Honorary Degrees- **Second Reading**

Marion Mason moved to approve PRP 3920; seconded by Timothy Oleksiak.

Timothy Oleksiak made a friendly amendment to have gender neutral wording added to the Policy in the appropriate places.

Motion to accept PRP 3920 with revisions passed by voice vote.

ii. 3516-Academic Examination Policy- **Second Reading**

Tina Entzminger moved to approve PRP 3516; seconded by Marion Mason.

It was mentioned that paragraph six needs to be moved down so it is not in with paragraph five.

Motion to accept PRP 3516 with revisions passed by voice vote.

iii. 3233-Required Format for Master Course Syllabi for BUCC Approval-**Second Reading**

Timothy Oleksiak moved to approve PRP 3233; seconded by Monica Favia.

Motion to accept PRP 3233 passed by voice vote.

iv. **3343- Evaluation of Transfer Credits- First Reading- No Second Reading Policy under review by PASSHE**

Dr. Blake informed the committee that the new policy coming out will address all types of transfer students, including military.

v. 3602- Majors, Minors, and Other Credit-Based Academic Programs- **First Reading**

Dr. Blake will confer with Dr. Soltz to see about getting the BUCC committee members a copy of the changes being review by the board of governors. The policies should be available by October 2016 for review. These policies will include substantive integration across the different levels of Higher Ed within the state.

Do to the late hour the following Policies will go on the agenda for September 21, 2016.

- vi. **3604**- Undergraduate Graduation Requirements- **First Reading**
- vii. **3608**- Change in Graduation or Curriculum Requirements- **First Reading**
- viii. **3627**- Second Baccalaureate Degree- **First Reading**

6. Open Forum

Dr. Bell asked for clarification on certificate programs and whether or not they count as a program completion. Dr. Blake told her they do, anything that is gainful employment helps the university on many levels.

7. Adjournment

Marion Mason moved to adjourn the meeting; seconded by Monica Favia.

Motion to adjourn passed without objection.

The meeting adjourned at 5:01 PM.

BUCC Minutes September 21, 2016

Dr. John Riley, Chair of the BUCC, called the 407th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, September 21, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: John Riley, Ira Blake, James Krause, Jessica Bentley-Sassaman, Kim Cardimona, Betina Entzminger, Monica Favia, Marion Mason, Timothy Oleksiak, Michael Patte, Janet Reynolds Bodenman, Debbie Stayer, Philip Tucker, Brett McLaurin, Mark Usry, Kristin Lazor.

6. Approval of the Agenda of September 21, 2016 (407th session)
Monica Favia moved to approve the agenda; seconded by Tina Entzminger.

Motion to approve the agenda passed by voice vote.

7. Approval of Minutes of September 7, 2016 (407th session)
Timothy Oleksiak moved to approve the minutes of January 27, 2016 & February 3, 2016; seconded by Tina Entzminger.

Motion to approve the minutes of September 7, 2016 passed by voice vote.

8. Chair Remarks

John Riley introduced new members Dr. Kristin Lazor and Dr. Mark Usry. At the last meeting of the Spring semester on April 27, 2016, the changes made to the BUCC By-laws were officially agreed upon. A petition will be going out to faculty as the by-laws need fifty percent approval in order to pass. Dr. Riley asked members of the BUCC to encourage faculty in their departments to vote. Dr. Riley would like to start looking at policies at 1630.

Dr. Krause has drafts of policies from PASSHE that are currently being worked on. They were handed out during the Policy and Procedures discussion portion of the meeting.

4. Course Proposals
 - A. Mass Communications
 - i. **Change in Master Course Syllabus and Distance Education:**
MASSCOMM 230 Newswriting
 - ii. **Change in Master Course Syllabus and Distance Education:**
MASSCOMM 241 Online Journalism

- iii. **Change in Master Course Syllabus and Distance Education:**
MASSCOMM 340 Feature Writing
- iv. **Change in Master Course Syllabus and Distance Education:**
MASSCOMM 435 Journalism Workshop

Tina Entzminger moved to approve MASSCOMM 230, 241, 340 & 435 Change in Master Course Syllabus and Distance Education; seconded by Marion Mason.

Jason Genovese presented the proposals.

Tina Entzminger mentioned that the effective semester date on all the proposals needs to be changed to Spring 2017.

Marion Mason made a friendly amendment to include a class size for the distance education portion of MASSCOMM 230, She also recommended changing the word “making” in the methods section of the master course syllabus to something like, suggest. MASSCOMM 241 box 1 and 2 at the top of the omnibus form are not checked. Student Learning objective number three would like a word added.

John Riley noticed in MASSCOMM 230 there is no rubric included with the master course syllabus. Since this is a course with GEP’s a rubric needs to be added to the proposal.

Make Usry moved to remove MASSCOMM 230 from the main motion; seconded by Robin Drogin.

Motion to approve MASSCOMM 241, 340 & 435 Change in Master Course Syllabus and Distance Education with the revisions passed by voice vote.

Tina Entzminger moved to allow the department to attach the rubric to the proposal and forward it on for the BUCC chair to review; seconded by Monica Favia

Motion to approve MASSCOM 230 with the revisions passed by voice vote.

- ii. Rev Master Course Syllabus, MASSCOMM 371, Broadcast Journalism
Tina Entzminger moved to remove from the table and place back on the floor MASSCOMM 371 Rev Master Course Syllabus; seconded by Mark Usry.
Jason Genovese presented the proposal. He explained that the original proposal asked to raise the credits from three to four. The department has decided to leave the course at three credits.

Motion to approve the proposal for MASSCOMM 371, Revisions to Master Course Syllabus passed by voice vote.

- B. Sociology, Social Work, Criminal Justice
- i. New Course: SOCWORK 310, Intervening in Chemical Dependency
Monica Favia moved to approve SOCWORK 310 as a New Course;
seconded by Janet Bodenman.
Shane Jaynes presented the proposal.
John Riley mentioned that the course will need to be added to the program
sheet and then, the program sheet needs to be added to the proposal.
Marion Mason mentioned that Q-4 on the omnibus form needs to be
signed on line B instead of line A and the units contacted needs to be
listed. She also mentioned, Q-1 needs a short title added to it.

**Motion to approve the proposal for SOCWORK 310 as a New Course with
the revisions passed by voice vote.**

- ii. New Course: CRIMJUST 212, Restorative Justice
Tina Entzminger moved to approve CRIMJUST 212 as a New Course;
seconded by Monica Favia.
Robert Moschgat presented the proposal.
John Riley mentioned the program sheet requirement will need to be
updated and added to the proposal.
Kim Cardimona made a friendly amendment to have the short title added
to all appropriate pages on the omnibus.
Marion Mason mentioned the Master Course Syllabus should mention that
the course is also available to University students.

**Motion to approve the proposal for CRIMJUST 212 as a New Course with
revisions passed by voice vote.**

- iii. New Certificate in Rehabilitative Justice
Tina Entzminger moved to approve a New Certificate in Rehabilitate
Justice; seconded by Monica Favia.

Robert Moschgat presented the proposal.

Tina Entzminger made a friendly amendment to include in Q-3 what
resources will be needed in order to offer students the courses needed to
complete the certificate. Also, in Q-4 the units contacted need to be added.

Motion to approve a New Certificate in Rehabilitative Justice with revisions passed by voice vote.

- C. Biological and Allied Health Sciences
- i. New Course: BIOLOGY 280, Introduction to Research in Biology
Monica Favia moved to approve BIOLOGY 280 as a New Course; seconded by Timothy Oleksiak.
Judy Kipe-Nolt presented the proposal. This course will allow students to get into research earlier on in their studies.

Motion to approve the proposal for BIOLOGY 280 as a New Course passed by voice vote.

- i. **3+2 BS/MS in Biology:** [Molecular Option](#) and Thesis Track
- ii. **3+2 BS/MS in Biology:** [General Option](#) and Thesis Track
- iii. **3+2 BS/MS in Biology:** [Environmental Biology Option](#) and Thesis Track
- iv. **3+2 BA/MS in Biology:** [Natural History Option](#) and Thesis Track
- v. **3+2 BA/MS in Biology:** [General Option](#) and Thesis Track

Tina Entzminger moved to approve 3+2 BS/MS Molecular Option, 3+2 General Option, 3+2 Environmental Option, 3+2 BA/MS Natural History Option & 3+2 General Option; seconded by Shane Jaynes.

Tom Klinger presented the proposals. He explained that the department has reached a point in Biology where the students do not have enough preparation for entrance into Graduate school. These will help make a seamless transition from their bachelor's degree to master's. They are not changing the tracks simply, incorporating the two degree. He explained that the two degrees will be issued simultaneously. If students are unable to continue with courses, they can change the track and graduate with a bachelor's degree.

Joseph Kissel asked if the 3+2 program has been approved. He was told it has been approved through the graduate counsel.

Dr. Klinger responded, these are not new degrees; they are new packages. As soon as students declare the major, these tracks will be introduced to them as an option. In the Junior year students are allowed to take Master's classes if they are accepted into the program. Once the student is accepted in to the program they are officially enrolled in graduate school as well.

John Riley made a friendly amendment to include language stating, 21 credits must be at the 500 level in the boxes containing the list of electives on the program sheets.

Motion to approve the proposals for 3+2 BS/MS Molecular Option, 3+2 General Option, 3+2 Environmental Option, 3+2 BA/MS Natural History Option & 3+2 General Option, with the revisions passed by voice vote.

vi. **Revise [Health Sciences Degree](#) Requirements and Define New Advisement Tracks**

Tina Entzminger moved to approve the revision to the Health Sciences Degree Requirements and Define New Advisement Tracks; seconded by Marion Mason.
Judy Kipe-Nolt presented the proposal.

Motion to approve the proposal for the Revisions to the Health Sciences Degree and Define New Advisement Tracks passed by voice vote

vii. **New Certificate: [Medical Genomics and Counseling](#) within the B.S. Health Sciences Degree**

Tina Entzminger moved to approve a New Certificate in Medical Genomics and Counseling; seconded by Monica Favia.
Carl Hanson presented the proposal. This certificate will help students become better prepared for Genetic Counseling school.

Motion to approve the proposal for a New Certificate in Medical Genomics and Counseling with the revisions passed by voice vote

D. Economics

i. **Change in Master Course Syllabus and Distance Education: [ECON 122](#) Principles of Microeconomics**

Tina Entzminger moved to ECON 122 Change in Master Course Syllabus with Distance Education; seconded by Robin Drogan.
Dr. Senbeta presented the proposal.

Motion to approve the proposal for ECON 122 Change in Master Course with Distance Education passed by voice vote

E. CLE (Co-Curricular Learning Experience)

i. **New Course with General Education Points:** [CLE 244](#) Military and Veterans-Unique Experiences

Mark Usry moved to approve CLE 244, New Course with General Education Points; seconded by Tina Entzminger.

Robert Heckrote presented the proposal. Military personnel are trained in a huge range of different competencies and this course will allow them to receive general education points for their different experiences.

Motion to approve the proposal for CLE 244 as a New Course with General Education Points with the revisions passed by voice vote.

5. Discussion

A. Policies, Procedures and Related Items:

Kelly Stiner handed out a series of communications from PASSHE presidents related to proposed policy changes. Dr. Krause recommended the members read through them but keep in mind they are for discussion only; they are not approved policies.

i. [3604](#)- Undergraduate Graduation Requirements- **First Reading**

- Second paragraph “30 of their last 45 credits” change wording to 45 of their last 60 credits.
- Add Board of Governors Policy that refers to 60 credits 1990-06 A

ii. [3608](#)- Change in Graduation or Curriculum Requirements- **First Reading**

Will be recommended at second reading for deactivation.

iii. [3627](#)- Second Baccalaureate Degree- **First Reading**

No corrections, ready for second reading.

iv. [3522](#)- Grades, Quality Points and Quality Point Averages-**First Reading**

- Second paragraph replace the word “given” with earned in the first sentence.
- Last sentence in the first paragraph, change the wording to, solely based on criteria specified in the course syllabus.
- Cite at the bottom of the second paragraph the discrimination policy.
- Marion Mason will do editing to the Policy per BUCC members recommendations.

v. [3536](#)- Grade Change-**First Reading**

Ready for second reading.

vi. [3557](#)- Academic Dismissal and Appeals Procedure-**First Reading**

- Paragraph three, last sentence, change wording to, failure to meet retention standards.
- Timothy Oleksiak will do editing to the Policy per BUCC members recommendations.

6. Adjournment

Timothy Oleksiak moved to adjourn the meeting; seconded by Monica Favia.
Motion to adjourn passed without objection.

The meeting adjourned at 5:06 PM.

BUCC Minutes October 5, 2016

Dr. John Riley, Chair of the BUCC, called the 408th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, October 5th, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: John Riley, Ira Blake, James Krause, Jessica Bentley-Sassaman, Kim Cardimona, Betina Entzminger, Monica Favia, Carolyn LaMacchia, Marion Mason, Timothy Oleksiak, Michael Patte, Janet Reynolds Bodenman, Debbie Stayer, Philip Tucker, Brett McLaurin, Kristin Lazor.

9. Approval of the Agenda of October 5, 2016 (408th session)
Monica Favia moved to approve the agenda; seconded by Tina Entzminger.

Motion to approve the agenda passed by voice vote.

10. Chair Remarks

Dr. John Riley introduced the student representative, Garrett Grant to the BUCC members and thanked him for being at the meeting. The BUCC by-laws are at the next steps and have gone to State Meet and Discuss for review. After State Meet and Discuss they will go out to the faculty for approval. The Chair of the BUCC presents PRP's after they are approved by BUCC before they are finalized by the provost, to the forum. Mark Decker has asked the members of the forum to be more conscience of what the PRP's entail and express any concerns they may have to the BUCC chair. Dr. Riley reminded members that the next meeting is the open meeting and anyone with concerns or discussion items can bring them forward. He asked that the items be brought to his attention before the meeting so he is prepared to address each item. Dr. Riley asked the members if proxies have been allowed in the past to vote when members leave early. The members informed him that they have not been allowed.

It is the members' understanding that if a department chair signs off on an omnibus form that means the entire department has had a vote approving the proposal.

Dr. Blake mentioned that she hopes the members were able to review the information only documents that she provided to members at the September 21st meeting. The revisions are expected to go through, there may be a few revisions that will be addressed tomorrow. As soon as Dr. Blake receives the information she will get it to the committee.

11. Course Proposals

A. Interdisciplinary Studies

- i. Change in Master Course Syllabus and General Education Points: INTSTUDY 110 Liberal Arts Seminar

Tina Entzminger moved to approve INTSTUDY 110, Liberal Art Seminar Change in Master Course Syllabus and General Education Points; seconded by Timothy Oleksiak.

Dr. Francis presented the proposal. This course is a Liberal Arts seminar. The addition of one general education point is in recognition of making the course more viable for students. The additional student learning object is something that was already happening in the course. The instructors were asked to include a little more research to justify the addition of one GEP in Information Literacy.

John Riley made a friendly amendment to change the course title in Q-1 on document P to something like LIBARTS 110.

Motion to approve INTSTUDY 110 change in Master Course Syllabus and General Education Points with the revisions passed by voice vote.

B. Psychology

- ii. Add and Remove Courses from Aging Studies Minor

Marion Mason moved to approve changes to the Aging Studies Minor; seconded by Monica Favia.

Dr. Marion Mason presented the proposal. This minor is about a year old with 40 students in the minor currently enrolled. Classes are evolving and changing so the department swapped classes that didn't seem to fit into the minor with ones that fit better and make more sense for students.

Motion to approve changes to the Aging Studies Minor with passed by voice vote.

5. Discussion

- A. Policies, Procedures and Related Items:

- i. General Education Counsel [By-Laws First Reading](#)

[Dr. Mindy Miller explained there are some minor refinements to these documents. The CLE guidelines has general wording that was moved around. The biggest changes are in PRP 3612, the wording has been](#)

[cleaned up and the tables were table from one to two to make them easier to read.](#)

ii. [CLE-GE Guidelines-First Reading](#)

Dr. Riley asked that an asterisk for the Andruss Library be added under 15-Supporting Materials and References.

iii. GEC [Operating Procedures](#)

Dr. Riley suggested taking out the date and adding, “as outlined in the currently approved GE Assessment Plan” in the General Education Reviews section of the form.

iv. [PRP 3612](#)-General Education Requirements

Kim Cardimona suggested adding the cut off scores of the Comprehensive Adult Student Assessment Systems to the last bullet in the Equivalent GEP Credit section of PRP 3612.

vii. [3604](#)- Undergraduate Graduation Requirements- **Second Reading**

Monica Favia moved to approved PRP 3604; seconded by Marion Mason.

Tina Entzminger moved to strike out “satisfied the residence requirements” of PRP 3604; seconded by Marion Mason.

Motion to strike out “satisfied the residency requirements” from PRP 3604 passed by voice vote.

Marion Mason moved to instruct the BUCC chair to revise PRP 3604 to include bullet points listing the graduation requirements; seconded by Monica Favia.

Motion to instruct the BUCC chair to put graduation requirements in bullet format passed by voice vote.

Marion Mason motioned to table PRP 3604; seconded by Monica Favia

Motion to table PRP 3604 passed by voice vote.

viii. [3608](#)- Change in Graduation or Curriculum Requirements- **Second Reading**

Marion Mason moved to deactivate PRP 3608; seconded by Monica Favia.

Motion to deactivate PRP 3608 passed by voice vote.

ix. [3627](#)- Second Baccalaureate Degree- **Second Reading**

Tina Entzminger moved to approved PRP 3627; seconded by Marion Mason.

Add a reference to PRP 3627 addressing PRP 3640 at the end of PRP 3627.

Motion to approve PRP 3627 passed by voice vote.

x. [3536](#)- Grade Change-Second Reading****

Marion Mason moved to approved PRP 3536; seconded by Monica Favia.

Add a reference to PRP 3592 Academic Grievance procedure.

Motion to approve PRP 3536 passed by voice vote.

xi. [3592](#)- Academic Grievance Procedure-Second Reading****

Tina Entzminger moved to approved PRP 3592; seconded by Marion Mason.

Dr. Blake noted that under the section titled Formal Channels, it should read Dean of Undergraduate Education instead of Dean of Students.

Marion Mason moved to change Dean of Students throughout the policy to Dean of Undergraduate Education or Graduate Dean; seconded by Monica Favia.

It was mentioned by members that the Informal process section in the Policy is not clear as to what happens during the informal process.

Dr. Riley made a friendly amendment to remove the word “tape” from the Structure of Formal Procedures section letter D.

Marion Mason moved to table PRP 3592; seconded by Monica Favia.

Motion to table PRP 3592 passed by voice vote.

Dr. Riley asked the members if they were okay with skipping the last PRP's requiring first reading and they all agreed yes.

6. Open Forum

Marion Mason commented that she would like to discuss at the open forum meeting on October 19th, having a data base available for check sheets involving Majors and Minors. She would also like to discuss a searchable database for course titles and Master Course Syllabi.

7. Adjournment

Monica Favia moved to adjourn the meeting; seconded by Marion Mason.

Motion to adjourn passed without objection.

BUCC Minutes November 2, 2016

Dr. John Riley, Chair of the BUCC, called the 409th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, November 2, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: John Riley, Ira Blake, James Krause, Toni Zilz, Kim Cardimona, Betina Entzminger, Ken Hall, Mark Usry, Marion Mason, Timothy Oleksiak, Michael Patte, Janet Reynolds Bodenman, Debbie Stayer, Philip Tucker, Brett McLaurin, Kristin Lazor.

12. Approval of the Agenda of November 2, 2016 (409th session)

Mark Usry moved to approve the Agenda of November 2, 2016 (409th session) as amended; seconded by Tina Entzminger.

It was requested by the College of Business that all items under A and B be removed from the agenda. Dr. Riley moved item G to the top of the agenda. Five minutes at the end of the agenda will be reserved for a discussion to determine what business should be addressed the at next meeting.

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

13. Approval of the Minutes of September 21, 2016 & October 5, 2016 (407th & 408th session)

Mark Usry moved to approve the minutes of September 21, 2016 & October 5, 2016 (407th & 408th session); seconded by Timothy Oleksiak.

Motion to approve the minutes of September 21, 2016 & October 5, 2016 passed by voice vote.

14. Chair Remarks

Dr. Riley thanked the substitutes that came to sit in for the BUCC members who were not able to attend the meeting. Mark Decker is working on the revitalization of the governance structure of the university. As that goes forward, Dr. Riley will keep the members informed.

Dr. Krause commented it took two days for he and Dr. Riley to review all of the work for today's agenda. He thanked people for their efforts involving all of the work involving curriculum going on throughout the university.

Dr. Blake let everyone know, the PRP's that were given to her were given to Dr. Fletcher so he can review them for any changes that are going on at the Board of Governors level. He is the person in the strategic enrollment management area

that knows what is happening with transfers and 2+2's. Dr. Blake really would like to get them completed and signed off. She reiterated the work is appreciated.

4. Course Proposals

A. Management & International Business

- i. Change in Master Course Syllabus & offer as Distance Education: MGMT 345 Human Resource Management
- ii. Change in Master Course Syllabus & offer as Distance Education: MGMT 449 Organizational Behavior
- iii. Change in Master Course Syllabus & offer as Distance Education: MGMT 483 Seminar in Leadership
- iv. Distance Education: MGMT 457 Managerial Ethics and Corporate Social Responsibility

Mark Usry moved to approve MGMT 345, 449, 483, & 457 Change in Master Course Syllabus & Distance Education; seconded by Timothy Oleksiak.

Dr. Ruhul Amin and Dr. Lam Nguyen presented the proposals.

- Q-3 on all the MGMT proposals there needs to be an explanation as to why no additional resources are needed.
- MGMT 345 box 1 & 2 on the first page of the omnibus form need to be checked.
- MGMT 457 Q-2 on page three of the omnibus form, take out the word convenience.
- Section 10 Methods on the Master Course Syllabus of MGMT 483, change "graduate" to undergraduate.
- MGMT 345 & 483 add an asterisk to indicate library resources.
- Include a line in the Methods sections of the Master Course syllabus for all MGMT proposals, proctored examinations may be required at the discretion of the instructor, include that there may be an additional cost to the students.
- MGMT 457 add a reference to class size in section 10 Methods of the Master Course Syllabus.

Motion to approve MGMT 345, 449, 483 & 457 Change in Master Course Syllabus and add Distance Education with the revisions passed by voice vote.

- v. New Degree: International Business

Timothy Oleksiak moved to approve a New Degree in International Business; seconded by Marion Mason.

The Department of Management and International Business created this program to meet the needs of students at the university. It will give students the needed skills to be successful in International Business. The specializations will help students to increase the likelihood of being able to get a job in International Business. The department feels as though they have structurally, strategically and culturally positioned the program to meet the needs of the students and the university.

Dean Krug added that he comes from a Liberal Arts background and through studying abroad he learned that business skills were needed to be successful. This program will help students become successful in the changing world of business. It provides students with the business skills necessary as well as, provides a strong foundation of Liberal Arts, International Business, foreign language and study abroad. The department has tried very hard to create a unique degree that other schools do not provide.

Dr. Blake pointed out that the document is actually twenty-one pages long. What is behind the document is what would be submitted to the Board of Governors.

- Page two of document P, letter A needs to include the department name, Management and International Business.
- Top of Q-2 on document P needs to explicitly explain how study abroad and or foreign exchange fits in to the program, so the BUCC members know and more importantly the students will know.
- Q-2 on document P letter a, replace the word optional with different language since they are actually required.
- Q-2 letter d should list out the different departments under functional specialization.
- List out the courses for each Functional Specializations under the appropriate department.

Dr. Robson from the Accounting department made a statement addressing his concerns about the new International Business Degree, and the fact that the accounting department does not like the idea of allowing students to gain a specialization in accounting.

Dr. Riley asked if the Accounting department would be comfortable with the new degree if the accounting specialization were removed. Dr. Robson answered, yes.

Dean Krug commented, there have been lengthy discussions about the

different ways of looking at the universities accounting students. He commented that the accounting department does an excellent job preparing accounting students to work at big accounting firms. But what they are trying to do is give as many students as possible the flexibility to get training in a business functional area that will allow them to go to work in a wide range of international institutions. This will help people who were trained in different fields, become successful in the business world.

Timothy Oleksiak moved to table New Degree in International Business; seconded by Marion Mason.

Motion to table New Degree in International Business passed by voice vote.

B. Chemistry & Biochemistry

i. New Course: INTSTUDY 300 Pre-Medical Sciences Seminar

Tina Entzminger moved to approve INTSTUDY 300 as a New Course; seconded by Marion Mason.

Dr. Trumbo-Bell presented the proposal.

Motion to approve INTSTUDY 300 as a New Course passed by voice vote.

ii. New Pre-Medical Science Studies Certificate

Timothy Oleksiak moved to approve New Pre-Medical Studies Certificate; seconded by Marion Mason.

Dr. Trumbo-Bell presented the proposal.

- Add a sentence to Q-3 about the need for additional resources as the program increases.

Motion to approve New Pre-Medical Studies Certificate with the revisions passed by voice vote.

C. English

- i. Change in Master Course Syllabus & Distance Education: ENGLISH 308 Writing Nonfiction for Publication

Tina Entzminger moved to approve ENGLISH 308 Change in Master Course Syllabus & Distance Education; seconded by Marion Mason.

Dr. Mark Noon presented the proposal.

Motion to approve ENGLISH 308 Change in Master Course Syllabus & Distance Education passed by voice vote.

D. Instructional Technology

- i. BAS-TL on-campus

Tina Entzminger moved to approve BAST-TL on-campus; seconded by Timothy Oleksiak.

Dr. Helmut Doll presented the proposal. This program was started for students who had been to a community college and needed the credits to graduate with a bachelor's degree. However, as the program has evolved, it was requested the program be available on-campus to students from various majors.

- Add a sentence to the beginning of Q-2 that explains exactly what the department is asking.

Tina Entzminger moved to amend the BAS-TL on-campus to include language that uses the Interdisciplinary Studies major as a model; seconded by Timothy Oleksiak.

Motion to amend the BAS-TL on-campus to include language that uses the Interdisciplinary Studies major as a model passed by voice vote.

Motion to approve BAS-TL on-campus with the revisions passed by voice vote.

- ii. Revision of BAS-TL program

Mark Usry moved to approve BAST-TL program revision; seconded by Shane Jaynes.

Dr. Helmut Doll presented the proposal.

Motion to approve BAS-TL program revision passed by voice vote.

E. Languages & Cultures

- i. Change in Master Course Syllabus and offer as Distance Education:
SPANISH 101 Spanish 1

Mark Usry moved to approve SPANISH 101 Change in Master Course Syllabus & Distance Education; seconded by Tina Entzminger.

Dr. Jesus Salas-Elorza presented the proposal.

- Language to include proctored exams added to section 10 Methods in the Master Course Syllabus.
- Address the rationale for class size in section 10 Methods of the Master Course Syllabus.

Motion to approve SPANISH 101 Change in Master Course Syllabus and add Distance Education with the revisions passed by voice vote.

F. Nursing

- i. Change in Master Course Syllabus and offer Distance Education: NURSING
211 Nutrition

Tina Entzminger moved to approve NURSING 211 Change in Master Course Syllabus and offer Distance Education; seconded by Marion Mason.

Dr. Noreen Chikotas presented the proposal.

Motion to approve NURSING 211 Change in Master Course Syllabus and add Distance Education passed by voice vote.

G. Sociology, Social Work & Criminal Justice

- i. Change in Master Course Syllabus: SOC 275 Sociological Theory
- ii. Change in Master Course Syllabus: SOC 318 Social Stratification
- iii. Change in Master Course Syllabus and Course Number: SOC 443 Sociology of Deviant Behavior
- iv. Change in Master Course Syllabus and Change in General Education Points: SOC 255 Research Methods and CRIMJUST 255: CJ Methods
- v. Change in Master Course Syllabus and Change in General Education Points: SOC 260 Basic Social Statistics and CRIMJUST 260 CJ Statistics

Timothy Oleksiak moved to approve SOC 275, 318, 443 255 & 260 Change in Master Course Syllabus & General Education Points; seconded by Mark Usry.

Dr. Omori and Dr. Christopher Podeschi presented the proposals.

- Q-1 Course title, course abbreviation and course number needs to be completed on SOC 260.

Tina Entzinger moved to divide the question to remove 318 and 443 from the original motion; seconded by Marion Mason.

Motion to remove 318 and 443 from the original motion passed by voice vote.

- Add short title to all pages of omnibus for SOC 275

Motion to approve SOC 255, 260 & 275 Change in Master Course Syllabus & General Education Points with the revisions passed by voice vote.

Tina Entzminger moved to table 318 & 443; seconded by Marion Mason.

Motion to table 318 & 443 passed by voice vote.

H. Exercise Science

- i. Change in Master Course Syllabus and offer Distance Education: EXERSCI 360 Sports Nutrition

Marion Mason moved to approve EXERCISE 360 Change in Master Course Syllabus and offer Distance Education; seconded by Mark Usry.

Dr. Joseph Andreacci presented the proposal.

Motion to approve EXERCISE 360 Change in Master Course Syllabus and add Distance Education passed by voice vote.

L. Anthropology

i. New Course: ANTHRO 430 Anthropology of Reproduction

Timothy Oleksiak moved to approve ANTHRO 430 as a New Course; seconded by Marion Mason.

Dr. Sue Dauria presented the proposal.

- Catalog Description section 8 in the Master Course Syllabus needs to begin with an action verb.

Motion to approve ANTHRO 430 as a New Course with the revisions passed by voice vote.

5. Discussion

Dr. Riley asked the members if they would like to divide the next meeting with the first half business and the second half open forum. The members decided to continue with business as the semester is coming to an end and departments will need to get their proposals looked at.

6. Open Forum

Adjournment

Tina Entzinger moved to adjourn the meeting; seconded by Timothy Oleksiak.
Motion to adjourn passed without objection.

The meeting adjourned at 5:06 PM.

BUCC Minutes November 16, 2016

Dr. Marion Mason, Acting Chair of the BUCC, called the 410th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, November 16, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Jessica Bentley-Sassaman, Kim Cardimona, Betina Entzminger, Mark Usry, Marion Mason, Timothy Oleksiak, Michael Patte, Janet Reynolds Bodenman, Debbie Stayer, Philip Tucker, Brett McLaurin, Kurt Jones, Monica Favia, Shane Jaynes, Krisitn Lazor

1. Approval of the Agenda of November 16th, 2016 (410th session)

Janet Bodenman moved to approve the Agenda of November 16, 2016 (410th session); seconded by Timothy Oleksiak.

Motion to approve the agenda passed by voice vote.

2. Approval of the Minutes of November 2, 2016 (409th session)

Janet Bodenman moved to approve the minutes of November 2, 2016 (409th session); seconded by Monica Favia.

Motion to approve the minutes of November 2, 2016 passed by voice vote.

3. Chair Remarks

Dr. Mason explained that she was sitting in for Dr. Riley and asked the members to please be patient with her and help her out as needed. She thanked everyone for being dedicated to attending the meeting even though tensions have been high on campus and elsewhere throughout the community.

4. Course Proposals

A. Music, Theater and Dance

i. Update Music Minor Tracks and Checklists

Tina Entzminger moved to approve the update to the Music Minor Change; seconded by Monica Favia.

Monica Favia moved to table the Update to the Music Minor due to lack of representation; seconded by Timothy Oleksiak.

Motion to table passed by voice vote.

B. Biological and Allied Health Sciences

i. New Course: BIOLOGY 303 Health Sciences Seminar

Tina Entzminger moved to approve BIOLOGY 303 as a New Course; seconded by Timothy Oleksiak.

Dr. Chamuris presented the proposal.

Dr. Entzminger made a friendly suggestion to change the wording in student learning objective number three to critique appropriate health sciences literature. That will help clarify for students what type of literature they will be addressing.

Motion to approve BIOLOGY 303 as a new course passed by voice vote.

ii. Change BS Health Sciences Degree Requirements

Jessica Bentley-Sassaman moved to approve the change to the BS Health Sciences Degree; seconded by Tina Entzminger.

Dr. Chamuris presented the proposal.

Motion to approve the Change to the BS Health Sciences Degree passed by voice vote.

iii. Change in Master Course Syllabus and number of credits from 3 to 4: BIOLOGY 351 Ecology

Tina Entzminger moved to approve the Change in Master Course Syllabus and number of Credits from 3 to 4; seconded by Timothy Oleksiak.

Dr. Chamuris present the proposal.

Motion to approve BIOLOGY 351 Change in Master Course Syllabus and change in Credits passed by voice vote.

- iv. Change Requirements for BS and BA Biology Degrees

Janet Bodenman moved to approve the Change in Requirements for the BS and BA Biology Degrees; seconded by Tina Entzminger.

Dr. Chauris presented the proposal.

Motion to approve the change in requirements for the BS and BA Biology degrees passed by voice vote.

- v. Update of Major Requirements/Electives for the Natural History Option, BA in Biology

Mark Usry moved to approve an Update of the Major Requirements/Elective for the Natural History option, BA in Biology; seconded by Monica Favia.

Motion to approve the update in Major Requirements/Electives for the Natural History option, BA in Biology passed by voice vote.

- C. Environmental, Geographical & Geological Sciences

- i. New Course: EGGS 311 Geography of Terrorism

Jessica Bentley-Sassaman moved to approve the New Course EGGS 311; seconded by Tina Entzminger.

Dr. Brett McFarland presented the proposal.

Dr. Mason mentioned an updated checklist list needs to be added to the proposal.

Motion to approve EGGS 311 as a New Course with revision passed by voice vote.

- D. Mathematical and Digital Sciences

- i. New Course: [WDD 220](#) Advanced Java Script
- ii. New Course: [WDD 270](#) Server-Side Programming
- iii. New Course: [WDD 320](#) Web Application Development
- iv. New Course: [WDD 370](#) Web Services
- v. New Course: [WDD 480](#) Web Development Capstone

Timothy Oleksiak moved to approve WDD 220, 270, 320, 370 & 480 as New Courses; seconded by Monica Favia.

Dr. Curt Jones presented the proposals.

Dr. Mason asked to have WDD 230 in section 11 Content Outline of the Master Course Syllabus changed to WDD 270.

Motion to approve WDD 220, 270, 320, 370 & 480 as New Course with revisions passed by voice vote.

- vi. Major Requirements Change: [MATH BA](#) Statistics

Jessica Bentley-Sassaman moved to approve the change in Major Requirements to the MATH BA Statistics degree; seconded by Monica Favia.

Dr. Curt Jones presented the proposal.

Motion to approve the change in Major Requirements to the Math BA Statistics degree passed by voice vote.

E. English

- i. Update Master Course Syllabus and add Distance Education: [ENGLISH 151](#) Introduction to Literature
- ii. Update Master Course Syllabus and add Distance Education: [ENGLISH 152](#) Literature and Society
- iii. Update Master Course Syllabus and add Distance Education: [ENGLISH 156](#) Popular Literature

Jessica Bentley-Sassaman moved to approve the Update in Master Course Syllabus and add Distance Education; seconded by Kim Cardimona.

Dr. Mason asked that the Distance Education description in section 10 of the Master Course Syllabus be separated from the traditional delivery description. Also, add a proctored exam statement in section 10 Methods.

Motion to approve ENGLISH 151, 152 & 153 Update in Master Course Syllabus and add Distance Education with revisions passed by voice vote.

5. Discussion

A. Policies, Procedures and Related Items

Second Read Items:

v. General Education Counsel [By-Laws](#)

Timothy Oleksiak moved to approve the General Education By-Laws; seconded by Tina Entzminger.

Motion to General Education By-Laws passed by voice vote.

vi. [CLE-GE Guidelines](#)

Tina Entzminger moved to approve the CLE Guidelines; seconded by Jessica Bentley-Sassaman.

Motion to approved CLE Guidelines passed by voice vote.

vii. GEC [Operating Procedures](#)

Mark Usry moved to approve GEC Operating Procedures; seconded by Jessica Bentley-Sassaman.

Motion to approve GEC Guidelines passed by voice vote.

viii. [PRP 3612](#)-General Education Requirements

Timothy Oleksiak moved to approve PRP 3612; seconded by Jessica Sassaman-Bentley.

Mindy Miller presented the Policy. She explained the General Education Counsel has been working on this policy, making needed changes. The first thing, an outline was created on the first page to draw

attention to the goals and the numbers associated with them. The third page is where a lot of attention was placed, especially concerning the program to program plus. Students coming in with a degree from a regionally accredited institution will receive a minimum of 30 GEP's. They added, three-year diploma graduates receive the same 30 GEP's as two-year associate degree graduates.

The GEC also included a section that pertains to Military students who have completed basic training in the Armed Forces of the United States and are separated under honorable or general conditions.

After much discussion concerning the flexibility of the GEP's for transfer students a motion was made to table PRP 3612 until it can be reviewed further by Mr. Fletcher and Dr. Blake.

Jessica Sassaman-Bentley moved to table PRP 3612; seconded by Tina Entzminger.

Motion to table PRP 3612 passed by voice vote.

ix. [3454](#)-Undergraduate Pass/Fail

Tina Entzminger moved to approve PRP 3454; seconded by Timothy Oleksiak.

Dr. Oleksiak asked to add gender neutral language into the Policy.

Motion to approve PRP 3454 passed by voice vote.

x. [3462](#)-Undergraduate Course Withdrawal

Tina Entzminger moved to approve PRP 3462; seconded by Kim Cardimona.

Add a reference to PRP 3446 at the end of the policy.

Motion to approve PRP 3462 passed by voice vote.

xi. [3581](#)-Withdrawal from the University

Timothy Oklesiak moved to approve PRP 3581; seconded by Kim Cardimona.

Add a reference to PRP 3361 at the end of the policy.

Motion to approve PRP 3581 passed by voice vote.

First Reading Items:

- xii. [3820](#)-Library Materials Selection and Gift Policy

A recommendation was made by the library staff to combine all three policies into PRP 3820.

- xiii. [3824](#)-Book Gift and Exchange Policy

Deactivate once wording is included in PRP 3820

- xiv. [3828](#)-Library Book and Materials Withdrawal

Deactivate once wording is included in PRP 3820

The library will draft the policy and forward the changes on to the BUCC for review.

6. Open Forum

Adjournment

Tina Entzminger moved to adjourn the meeting; seconded by Curt Jones.

Motion to adjourn passed without objection.

The meeting adjourned at 5:06 PM.

BUCC Minutes November 30, 2016

Dr. John Riley Chair of the BUCC, called the 410th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, November 30, 2016, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Jessica Bentley-Sassaman, Kim Cardimona, Betina Entzminger, Carolyn Lamacchia, Marion Mason, Timothy Oleksiak, Michael Patte, Janet Reynolds Bodenman, Debbie Stayer, Philip Tucker, Brett McLaurin, Kurt Jones, Monica Favia, Shane Jaynes, Kristin Lazor

4. Approval of the Agenda of November 30th, 2016 (410th session)

Monica Favia moved to approve the Agenda of November 30, 2016 (410th session); seconded by Tina Entzminger.

John Riley asked the committee to reverse the order of PRP 3820 and PRP 3612 as he foresees a lengthy conversation about PRP 3612.

Motion to approve the agenda passed by voice vote.

5. Approval of the Minutes of November 16, 2016 (409th session)

Monica Favia moved to approve the minutes of November 16, 2016 (409th session); seconded by Tina Entzminger.

Motion to approve the minutes of November 30, 2016 passed by voice vote with two abstentions.

6. Chair Remarks

John Riley thanked Marion Mason for stepping in as chair at the last meeting. He was asked how to bring a program out of Moratorium. If there are no changes to the program, it is just an information item for the BUCC. He received an email earlier this week about the BUCC By-Laws from Dr. Blake. She expressed her concern over new policies that are coming out and how they affect the BUCC. So the By-Laws will be looked at again in the Spring.

4. Course Proposals

A. Exceptionality Program

- i. Change in Master Course Syllabus and Distance Education: ASLTERP 480 Practicum

Jessica Sassaman-Bentley moved to approve ASLTERP 480 Change in Master Course Syllabus and Distance Education; seconded by Monica Favia.

Jessica Sassaman-Bentley presented the proposal.

Motion to approve ASLTERP 480 Change in Master Course Syllabus and Distance Education passed by voice vote.

B. Exercise Science

i. Accelerated Program-Exercise Science

Tina Entzminger moved to approve the Accelerated Program in Exercise Science; seconded by Monica Favia.

Joseph Hazzard presented the proposal.

- Box 5 needs the department name added to it.

Motion to approve Accelerated Program in Exercise Science approved by voice vote.

C. Instructional Technology

- i. Change in Master Course Syllabus and Distance Education: INSTTECH 540
Technology Planning Across the Curriculum
- ii. Change in Master Course Syllabus and Distance Education: INSTTECH 542
Technology Applications for the Classroom
- iii. Change in Master Course Syllabus and Distance Education: INSTTECH 560/460
Multimedia Productions
- iv. Change in Master Course Syllabus and Distance Education: INSTTECH 572/472
Introduction to Authoring
- v. Change in Master Course Syllabus and Distance Education: INSTTECH 575
Managing eLearning Projects
- vi. Change in Master Course Syllabus and Distance Education: INSTTECH 579
Instructional Game Design

- vii. Change in Master Course Syllabus and Distance Education: INSTTECH 584/484
Online Course Design

Tina Entzminger moved to approve INSTTECH 540, 542, 560/460, 575, 579 & 584/484 Change in Master Course Syllabus and Distance Education; seconded by Marion Mason.

Lynn Hummel presented the proposals.

INSTTECH 575-Catalog Description in the Master Course Syllabus speaks to a project that students must complete based on knowledge they have learned in previous courses, yet there are no prerequisites for the course.

Marion Mason motioned to table INSTTECH 575; seconded by Monica Favia.

Motion to table INSTTECH 575 passed by voice vote.

- All proposals with the exception of INSTTECH 560 need to have the content description in the Master Course Syllabus revised. The BUCC commented, they read like learning objectives.

Janet Bodenman made an amendment to the main motion to have the BUCC chair review the corrections to the content descriptions of all the INSTTECH courses with the exception of INSTTECH 560; seconded by Marion Mason.

Motion to amend to have the BUCC chair review the corrections to the content descriptions of all the INSTTECH course with the exception of INSTTECH 560 passed by voice vote.

Motion to approve INSTTECH 540, 542, 560/460, 572/472, 575, 579 & 584/484 Change in Master Course Syllabus and Distance Education passed by voice vote.

D. Music, Theater and Dance

- i. Change in Master Course Syllabus and General Education Points: THEATER 112
Fundamentals of Acting

Jessica Sassaman-Bentley moved to approve THEATER 112 Change in Master Course Syllabus and General Education Points; seconded by Shane Jaynes.

Ethan Krupp presented the proposal.

- Box 5 letter A on the omnibus form needs to include the department name.

Motion to approve THEATER 211 Change in Master Course Syllabus and General Education points passed by voice vote.

- ii. Update Music Minor Tracks and Checklists

Tina Entzminger moved to remove from the table and place back on the floor the Update to Music Minor Tracks and Checklists; seconded by Marion Mason.

Stephen Clickard resented the proposal.

Motion to approve the Update to Music Minor Tracks and Checklists passed by voice vote.

E. Languages and Cultures

- i. Change in Master Course Syllabus and General Education Points: Lang Cult 397 Service Learning in Languages and Cultures

Marion Mason moved to approve Lang Cult 397 Change in Master Course Syllabus and General Education Points; seconded by Tina Entzminger.

Nathalie Cornelius resented the proposal.

Motion to approve Lang Cult 397 Change in Master Course Syllabus and General Education points passed by voice vote.

F. Nursing

- i. New Course with Distance Education: Nursing 600 DNP Immersion: Role Transition
- ii. New Course with Distance Education: Nursing 601 Informatics & Technology as Applied to Advance Practice Nursing
- iii. New Course with Distance Education: Nursing 602 Economics of Health Care and Health Policy
- iv. New Course with Distance Education: Nursing 603 Translating Evidence into Clinical Practice

- v. New Course with Distance Education: Nursing 604 Leadership in Complex Health Care Systems
- vi. New Course with Distance Education: Nursing 605 Theoretical Perspectives of Teaching/Learning
- vii. New Course with Distance Education: Nursing 606 Biomedical Ethics and Vulnerable Populations
- viii. New Course with Distance Education: Nursing 607 Program Development and Evaluation
- ix. New Course with Distance Education: Nursing 608 Evidence Based Clinical Project I: Development
- x. New Course with Distance Education: Nursing 609 Evidence Based Clinical Project II: Implementation
- xi. New Course with Distance Education: Nursing 610 Evidence Based Clinical Project III: Outcome Analysis and Dissemination

Marion Mason moved to approve New Courses with Distance Education Nursing 600, 601, 602, 603, 604, 605, 606, 607, 608, 609 & 610; seconded by Jessica Sassaman-Bentley.

Michelle Ficca presented the proposals. She explained in 2013 the detailed concept approval for a Doctorate of Nurse Practice Program was approved by BUCC. It is designed for advanced Nurse Practitioners, Post Master's nurses and is entirely on-line. These courses are the follow-up to that program being approved.

- All courses require a short title including the course number added to the top of the omnibus.
- Nursing 600 take the word "Theory" out of the Credit Hours of the Master Course Syllabus.
- All proposals containing prerequisites need the course number added after the course title.
- Nursing 601-Box for class size needs to be checked.
- Any course that speaks to a practicum, the information needs to be added in to the Methods section of the Master Course Syllabus.

Motion to approve New Course and Distance Education Nursing 600, 601, 602, 603, 604, 605, 606, 607, 608, 609 & 610 with revisions passed by voice vote.

- xii. Approval of Course Sequence for the Doctor of Nursing Practice Program

Marion Mason moved to approve the Course Sequence for the Doctor of Nursing Practice Program; seconded by Jessica Sassaman-Bentley.

Motion to approve the Course Sequence for the Doctor of Nursing Practice Program passed by voice vote.

G. Sociology, Social Work and Criminal Justice

- i. Change in Master Course Syllabus: SOC 318 Social Stratification
- ii. Change in Master Course Syllabus: SOC 443 Sociology of Deviant Behavior

Shane Jaynes moved to remove from the table and place back on the floor SOC 318 & 443 Change in Master Course Syllabus; seconded by Marion Mason.

Christopher Armstrong presented the proposals.

- SOC 318 the word “student” needs to be change to course.

Motion to approve SOC 318 & 443 Change in Master Course Syllabus with revisions passed by voice vote.

H. Management and International Business

- i. New Degree in International Business (Previously tabled on 2 Nov 2016)

Marion Mason moved to remove from the table and place back on the floor New Degree in International Business; seconded by Jessica Sassaman-Bentley.

Dr. Nguyen presented the proposal.

- Check for repeated pages throughout the proposal.
- Page 17 containing the Program Requirement Worksheet needs to specify that it is an example of courses that students can take.
- Page 49 paragraph A, the first line needs to specify that the 60 General Education points need to be Non-Business credits.

Motion to approve the New Degree in International Business with revisions passed by voice vote.

5. Discussion

A. Policies, Procedures and Related Items

Second Readings:

i. PRP 3820-Library Materials Policy

Marion Mason moved to approve PRP 3820; seconded by Tina Entzminger.

- Number 4 needs to include undergraduate students.

Motion to approve PRP 3820 passed by voice vote.

ii. PRP 3612-General Education

Motioned to remove PRP 3612 from the table; seconded by

Motion to remove PRP 3612 from the table passed by voice vote.

Dr. Riley referred to the Board of Governor's Policy 1999-01-A: *The Student Transfer Policy* that will affect many of the things that are being considered with PRP 3612, in particular, section C1. After much discussion, it was decided to push the policy through as is. If changes are needed in the future, they will be made at that time.

Motion to approve PRP 3612 passed by voice vote.

6. Open Forum

Dr. Monica Favia explained a year and a half ago; the BUCC approved a Specialization in Professional Selling. Dr. Favia made a mistake in the way she reported it to PASSHE. She only reported the sales courses to PASSHE. The BUCC passed a checklist with all the marketing courses and all the sales courses on it but what she sent to PASSHE did not reflect that. The result is a sub-plan in professional selling that

did not have Marketing courses. She spoke with Karen Slusser and was told that she could do a program re-organization. With this done, the result is a concentration in Professional Selling and Marketing, including all of the marketing and all of the selling courses. This is an informational thing for the BUCC, to show what the changes were.

Monica Favia moved to adjourn the meeting; seconded by Marion Mason.

Motion to adjourn passed without objection.

The meeting adjourned at 5:06 PM.

BUCC Minutes February 1, 2017

Dr. John Riley Chair of the BUCC, called the 411th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, February 1, 2017, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Kim Cardimona, Betina Entzminger, Marion Mason, Michael Patte, Janet Reynolds Bodenman, Debbie Stayer, Philip Tucker, Brett McLaurin, Kurt Jones, Monica Favia, Shane Jaynes, Kristin Lazor, Nakul Kumar

7. Approval of the Agenda of February 1st, 2017 (411th session)

Marion Mason moved to approve the Agenda of February 1, 2017 (411th session); seconded by Monica Favia.

Dr. Riley noted item E on the agenda was removed and PRP 3557 was added under the discussion section.

Motion to approve the agenda passed by voice vote.

8. Approval of the Minutes of November 30, 2016 (410th session)

Marion Mason moved to approve the minutes of November 30, 2016 (410th session); seconded by Janet Bodeman.

Motion to approve the minutes of November 30, 2016 passed by voice vote with two abstentions.

9. Chair Remarks

Dr. Riley thanked Dr. Krause for preparing a presentation on the State Systems New Program Development steps. He welcomed Dr. Kumar from Economics to the BUCC. Dr. Usry from the college of Business was not present and Dr. Favia was charged with relaying information to the them. Dr. Riley was asked about writing placement during the winter break. The proposal will allow students who are struggling in English 101 early on drop to back in to a session of writing enrichment called Academic Enrichment 060 starting about their fourth week in. It gives students who are struggling with placement issues a nice option. Technically, it violates the universities withdrawal policy but he hopes it will go over smoothly. Dr. Riley had a discussion with the registrar about MyCore and working around how it works for transfer students. There is still work to do but it is being done. He thanked the folks from the registrar for working on it. There is an item on the agenda about a course moving from one department to another. It is not really a curricular issue so it is on the agenda as an information item. A couple of items got moved out from the state system in January, Supply Chain Management Minor, Certificate in Medical Genomics and Counseling was approved. Some of the proposals go back a ways, the BUCC's

approval was back in April 16, so you can get a sense of the lag time from the state system. The Biology department has redone all 88 of their syllabi to conform to the new Master Course Syllabus format, making no other changes. He told them they could do this with one omnibus form in one big zip file. He asked the committee to spot check them to pick up any errors. There was a slight formatting issue with the concentration in Digital Rhetoric and Professional Writing. This has been corrected but they wanted to make the BUCC aware of it. Dr. Riley asked the BUCC if it was okay and they all agreed.

Dr. Krause thanked the BUCC for their work in the Fall, 86 proposals approved. This helps the university keep up with new initiatives on campus.

10. Course Proposals

A. Mathematical and Digital Sciences

- i. New Course: WDD 120 Introduction to Web Programming
- ii. New Course: WDD 170 Introduction to JavaScript
- iii. Modify Web Development Minor

Marion Mason moved to approve WDD 120 & 170 as New Courses; seconded by Tina Entzminger.

- WDD 120 needs to include a justification for class size in section 10 Methods of the Master Course Syllabus.

Curt Jones presented the proposals.

Motion to approve WDD 120 & 170 as New Courses passed by voice vote.

Marion Mason moved to approve the Modification of the Web Development Minor; seconded by Tina Entzminger.

Curt Jones presented the proposal.

- Q-2 needs to include a justification for an increase in the number of credits required for the minor.

Motion to approve the Modification of the Web Development Minor with revisions passed by voice vote.

B. EGGS

- i. Change in Master Course Syllabus and General Education Points: EGGS 160 Geography and Information Systems

Marion Mason moved to approve EGGS 160 Change in Master Course Syllabus and General Education Points; seconded by Tina Entzminger.

Jeff Brunskill presented the proposal.

Motion to approve EGGS 160 Change in Master Course revisions passed by voice vote.

C. Instructional Technology

- i. Change in Master Course Syllabus and Distance Education: INSTTECH 575 Managing eLearning Projects (Previously Tabled 11-30-16)

Marion Mason moved to remove from the table and approve INSTTECH 575 Change in Master Course Syllabus and Distance Education; seconded by Monica Favia.

Motion to remove INSTTECH 575 Change in Master Course and Distance Education from the table passed by voice vote.

Karl Kapp presented the proposal.

- Section eight in the syllabus remove the word “culminating” from the first sentence.

Motion to approve INSTTECH 575 Change in Master Course and Distance Education revisions passed by voice vote.

D. Sociology, Social Work and Criminal Justice

- i. Add a required Capstone experience and reduce required electives in Sociology (Previously Tabled 4-13-2016)

Marion Mason moved to remove from the table and approve to Add a Required Capstone and reduce required elective in Sociology; seconded by Monica Favia.

Motion to remove Add a Capstone experience and reduce required electives in Sociology from the table passed by voice vote.

Brandon Lang presented the proposal.

Motion to approve Add a Capstone experience and reduce required electives in Sociology passed by voice vote.

E. Political Science

- i. Distance Education: POLISCI 101 Elements of Political Science
- ii. Distance Education: POLISCI 280 Introduction to International Relations

Marion Mason moved to approve POLISCI 101 & 280 add Distance Education; seconded by Tina Entzminger.

Neil Strine present the proposal.

- Both POLISCI 101 & 280 need a proctoring exam statement added to section 10 Methods in the Master Course Syllabus.

Motion to approve POLISCI 101 & 280 add Distance Education with revisions passed by voice vote.

F. Music, Theater & Dance

- i. Change of Department: DANCE 117 Beginner Jazz/Ballet- Information Item Only

5. Discussion

B. Policies, Procedures and Related Items

- i. PRP 3522 Grades, Quality Points and Quality Points Averages– Second Reading

Marion Mason moved to approve PRP 3522; seconded by Tina Entzminger.

- Replace the word “given” with earned in the first and second lines in the first paragraph.

Marion Mason moved to strike out the titles given to each grade; seconded by Tina Entzminger.

Motion to strike out the title given to each grade in the policy passed by voice vote.

Motion to pass PRP 3522 with revisions passed by voice vote.

ii. PRP 3557 Academic Dismissal and Appeals Procedures– Second Reading
Marion Mason moved to approve PRP 3557; seconded by Tina Entzminger.

Dr. Krause mentioned that there are programs in certain colleges that students whom are on academic probation must follow as well as meeting the minimum grade point average. He thinks we may need more clarity on what students are expected to do in order to be reinstated or get off of academic probation.

Dean Mauch mentioned that there are different conditions for different students. The board is allowed to make comments if a student comes up again for academic probation or dismissal. These comments help if a student is in fact meeting expectations but does not quite have the GPA to be off of academic probation or they are in danger of being academically dismissed.

Marion Mason suggested saying, “student must meet specific conditions for reinstatement”.

Dr. Riley said based on discussion, the last sentence of the policy should be stricken. Since this is such a substantive change, he would like further discussion of the policy.

After some discussion about possible wording, it was decided that the policy needs more review.

Marion Mason moved to table PRP 3557, seconded by Monica Favia.

Motion to table PRP 3557 passed by voice vote.

6. Presentation of State System of Higher Education – New Academic Degree Process

Dr. Krause:

PASSHE has put forth new Degree Program Requirements. It will not affect Certificates, Minors or Teachers certificates. Stage one in the process addresses conceptual approval like in the past and it looks at the fit of the new program/major to PASSHE’s strategic plan, the universities strategic plan and your college and departments vision. There is a piece about need and demand in comparison to other

PASSHE institutes and a need for a scan of the annual action plan that each university puts forward. Most people are not aware of this and it is not a document that has been accessible here on campus before. He believes all 14 universities will be on the PASSHE website. Conceptual approval will need to include the mission, need and demand. They are asking that we use different federal databases as well as analytics that PASSHE provides for us to answer the fifteen prompts that are very involved. He believes this is going to lead to a need for some technical assistant and infrastructure here on campus. The university has not done sustainability studies, market demands and we do not know what other kind of subjective data to pull in to support this. The first piece, the conceptual needs statement, that document will go down from the university, to PASSHE, then the Chancellors office for 30 day review. It will come back approved or denied. After that, the program framework under five headings, there are 20 prompts that are pretty involved can be worked on. The International Business proposal will go forward without this because it already had an approved letter of intent. They are looking at content, collaboration within the university, outside of the university, infrastructure, SLO's, resourcing and a five-year out budget. Not many departments are used to preparing this kind of a document. He believes that with technical assistance, the programs will keep going. He suggested reading the requirements a few times to try and understand what is required.

7. Open Forum

Tina Entzminger moved to adjourn the meeting; seconded by Marion Mason.

Motion to adjourn passed without objection.

Meeting adjourned at 4:35 PM

Adjournment

BUCC Minutes February 15, 2017

Dr. John Riley Chair of the BUCC, called the 412th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, February 15, 2017, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Kim Cardimona, Betina Entzminger, Marion Mason, Janet Reynolds Bodenman, Debbie Stayer, Michael Shepard, Monica Favia, Shane Jaynes, Kristin Lazor, Nakul Kumar

11. Approval of the Agenda of February 15th, 2017 (412th session)

Marion Mason moved to approve the Agenda of February 15, 2017 (412th session); seconded by Monica Favia.

Dr. Riley asked members if it was all right with them if the BUCC By-Laws listed under the discussion section of the agenda, could be discussed at a later meeting. The members agreed to move them to a meeting later in the semester.

Motion to approve the agenda passed by voice vote.

12. Approval of the Minutes of February 1, 2017 (411th session)

Marion Mason moved to approve the minutes of February 1, 2017 (411th session); seconded by Monica Favia.

Motion to approve the minutes of February 1, 2017 passed by voice vote with two abstentions.

13. Chair Remarks

Dr. Riley told members changing the By-Laws is a tedious process. As currently written there must be a majority of the faculty to approve them. This has proven to be problematic in the past. He asked members to think about, as there are more graduate programs, should the BUCC include the chair of the Grad counsel as a voting member? Most of the members are aware that the Curriculum committee is specified by the collective bargaining unit. Dr. Riley checked the most recent CBA and as far as he can tell, that section has not changed.

Dr. Krause noted the suggestion of having a Grad counsel person as a voting member of BUCC came from faculty at Meet and Discuss.

In a few weeks, he will need to bring PRP 3612 back to BUCC, the transfer issues need to be worked out over the next few weeks. There will be students who graduate in the Fall that will be affected by the policy. Dr. Krause has spoken to the registrar and has sent the policy out to the department chairs for

their feedback. He is hoping to have a conference call with the state system as well. He would like the policy to go to GEC before it comes back to BUCC.

The State System policy 2002-04-A Academic Calendar is now structured in a way that provides parameters instead of a common calendar. It gives a common start week, days of service, required holidays, elective holidays and a 3-5 week break between the Fall and Spring semesters. Mr. Fletcher has it now to analyze and then it will be headed to BUCC. This is a 3 year out calendar going until 2021. After all the discussion at the last BUCC meeting concerning the New Academic Degree procedures, there were still two departments that would like to move forward with the process.

14. Course Proposals

A. Art & Art History

- i. Change in Master Course Syllabus: ARTSTDIO 394 Advanced Graphic Print/Book Design
- ii. Change in Master Course Syllabus: ARTSTDIO 397 Advanced Graphic Web/Interactive Design

Marion Mason moved to approve ARTSTDIO 394 & 397 Change in Master Course Syllabus; seconded by Tina Entzminger.

Dr. David Kube presented the proposals.

- Box 3 recommend class size needs to be checked.

The prerequisite courses to 394 & 397 are still at the General Education Counsel therefor the proposals cannot be approved at this meeting.

Jessica Bentley-Sassaman moved to table ARTSTDIO 394 & 397; seconded by Marion Mason.

Motion to table ARTSTDIO 394 & 397 passed by voice vote.

B. Exceptionalities

- i. Change in Master Course Syllabus: ASLTERP 370 Tactile Interpreting

Marion Mason moved to approve ASLTERP 370 Change in Master Course Syllabus; seconded by Tina Entzminger.

Jessica Bentley-Sassaman present the proposal.

- Section 13 of the Master Course Syllabus, in the first sentence change the word “candidate” to students.

Motion to approve ASLTERP 370 Change in Master Course with revisions passed by voice vote.

- ii. Update MS in Deaf Education (PK-12)

Jessica Bentley-Sassaman moved to approve the MS Update in Deaf Education; seconded by Marion Mason.

Robin Drogan presented the proposal.

- Change the wording in the sentence “Completion of a Department Paper” on the course sequence sheet to make it clear that students must get a passing grade on the paper.
- Add double asterisk by the course numbers 562 & 569 on the course sequence sheet so students are alerted to the fact that if they have taken the undergraduate courses 462 & 469, those courses are waved.

Motion to approve the MS Update in Deaf Education with revisions passed by voice vote.

C. Environmental, Geographical & Geological Sciences

- i. New Course with General Education Points: EGGG 211 Regional Geography Abroad

Marion Mason moved to approve EGGG 211 as a New Course with General Education Points; seconded by Tina Entzminger.

Benjamin Franek presented the proposal.

- Reword the last sentence in the Methods sections of the Master Course Syllabus.

Motion to approve EGG 211 as a New Course with General Education Points with revisions passed by voice vote.

15. Policies, Procedures and Related Items:

i. PRP 3449 Graduate Courses in the Senior Year – New Edits First Read

Dean Awan spoke to the policy. He let the committee know students are allowed to use the same credits to count towards their undergraduate and graduate degree. He recommends adding new wording to the third sentence in the first bullet. He suggested putting, Unless the student is enrolled in an accelerated program and graduate course that is on an undergraduate transcript will not be eligible to count towards a graduate degree in the future at Bloomsburg University.

Dr. Entzminger said she was under the impression that any student could take up to four graduate courses and they could count both towards the undergraduate and graduate degree under the new policy from PASSHE.

Joseph Kissell needs to look in to the policy first before they can have more of a discussion concerning the new policy from the State System.

Dr. Awan said he believes the student has to apply in their junior year to a graduate program. Once they are accepted, they are then allowed to take the graduate courses that can count towards both, their undergraduate and graduate degree.

Joseph Kissell asked that Dr. Krause, himself and Dr. Awan get together and review the policy from the State System so they can better clarify for members before the second reading of the policy.

ii. PRP 3880 Graduate Course Repeat – First Read

Dr. Awan presented the changes he recommended within the policy.

There was confusion over the sentence “A maximum of two courses in which a grade less than B and greater than C- has been recorded or a maximum of one course in which a grade less than B and greater than C has been recorded may be repeated upon request to the Dean of Graduate Studies and Research”. BUCC members were confused by the word “or”, members read that as two options the

students have. For instance, if a student has a C+ or higher they can repeat two courses or if they have a grade of C- or below they can repeat one course.

Dr. Awan said the intention is, not allow too many courses below the required level to be repeated. He said he would revise the policy and add in language to the effect of, two repeats total will be allowed.

Dr. Sheppard recommended adding, "A maximum of two courses repeated, only one of which can have a grade of C- or below".

16. Open Forum

Dr. Mason asked members how the process would work if the Psychology department wanted to offer General Psychology on line experimentally; would that need to go through any committees to be approved? The members informed her, it would have to go through the process on the omnibus form. She also wanted to know how a hybrid option would work with fifty percent face-to-face and fifty percent on-line.

That would not have to go through BUCC, as long as the course is less than 80% on-line.

Dr. Bently-Sassaman offered to give her a copy of a syllabus of a course she teaches that is a hybrid course.

Joseph Kissell explained, in the past the registrar has not programed the degree audit to look for 50 percent of the major field requirements being met at Bloomsburg University or another State System University. We have now programed the degree audit to ensure that caveat of Undergraduates degree requirements PRP is going to be in effect. There will be some need for communication between the registrar and departments in terms of grandfathering people in from when that policy is approved. Hopefully, most students will not be caught in this however there are some in the college of Business already whom have been affected by it.

Tina Entzminger moved to adjourn the meeting; seconded by Marion Mason.

Motion to adjourn passed without objection.

Meeting adjourned at 4:25 PM

BUCC Minutes March 1, 2017

Dr. John Riley Chair of the BUCC, called the 414th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, March 1, 2017, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Kim Cardimona, Betina Entzminger, Marion Mason, Janet Reynolds Bodenman, Debbie Stayer, Michael Shepard, Monica Favia, Shane Jaynes, Kristin Lazor, Nakul Kumar, Mark Usry, Jessica Sassaman-Bentley, Garret Grant, Molly Marnella

17. Approval of the Agenda of March 1st, 2017 (414th session)

Marion Mason moved to approve the Agenda of March 1, 2017 (414th session); seconded by Tina Entzminger.

Dr. Riley mentioned there would be a short presentation on placement testing between the course proposals and the policies.

18. Approval of the Minutes of February 15, 2017 (413th session)

Marion Mason moved to approve the minutes of February 15, 2017 (413th session); seconded by Tina Entzminger.

3. Chair Remarks

Dr. Riley mentioned placement testing would affect two policies, PRP 3462 affects withdrawals and the registrar's office needs that to work well. In addition, PRP 3360, placement testing, will also have to be amended. He welcomed Molly Marnella, whom sat in for Dr. Michael Patte. Our general education programs does not line up well with other universities and there is a lot of push to accommodate general education transfers. We do not have any precedence for Co-Curricular Learning Experiences not for general education, we have CLE's in conjunction with our MyCore but that is all. Dr. Riley would like to discuss this during open forum if possible. He asked members to email him if they have any information on this matter. The concern is, if it is a significant learning experience, it should show up on the student's transcripts.

Dr. Krause was asked to look into the reason why State System should be used instead of PASSHE. He notified members there has been no official change. This is probably more a stylistic issue.

Policy 3612 has on going changes that are big at the state system level. PASSHE policy on transfer credits in particular are a major topic.

4. Course Proposals

A. Accounting, Finance & Innovation, Technology, Supply Chain Management, Marketing & Professional Sales & Management

- i. Revise **Accounting** requirement for BUSED 333
- ii. Revise **Finance** requirement for BUSED 333
- iii. Revise **SCM** requirements for BUSED 333
- iv. Revise **ITM** requirements for BUSED 333
- v. **Marketing Specialization** Change in Degree Requirements
- vi. **Prof. Selling & Mktg Specialization** Change in Degree
- vii. Removal of **BUSED 333** as an elective from the Management checklist

Marion Mason moved to approve a revision in Accounting, Finance, Supply Chain Management, Innovation Technology Management Marketing Specialization & Professional Selling and Marketing Specialization requirement for BUSED 333; seconded by Jessica Bentley.

Dr. Carolyn Lamacchia presented the proposals.

- Finance proposal needs boxes 1, 2 & 4 checked on the front of the omnibus form. (Kelly Stiner will make this change)

Motion to approve a revision in Accounting, Finance, Supply Chain Management, Innovation Technology Management Marketing Specialization & Professional Selling and Marketing Specialization requirement for BUSED 333 with revisions passed by voice vote.

B. Marketing and Professional Sales

- i. Change in Master Course Syllabus: **MKTG 341** Principles of Selling
- ii. Change in Master Course Syllabus: **MKTG 370** Sales Management
- iii. Change in Master Course Syllabus: **MKTG 480** Business-to-Business Marketing

Marion Mason moved to approve MKTG 341, 370 & 480 Change in Master Course Syllabus; seconded by Monica Favia.

Dr. Monica Favia presented the proposals.

- Change effective semester date.
- MKTG 370 Q3 resources, minor edit, add a instead of s.

- MKTG 341 add class size statement to section 10 Methods, in the master course syllabus.

Motion to approve MKTG 341, 370 & 480 Change in Master Course Syllabus with revisions passed by voice vote.

C. Sociology, Social Work, and Criminal Justice

- i. New Course: **CRIMJUST 240** Corrections and the U.S. Justice System

Marion Mason moved to approve CRIMJUST 240 as a New Course; seconded by Tina Entzminger.

Dr. Rodger Benefiel presented the proposal.

- Rationale for class size added to section 10 Methods in the Master Course Syllabus.

Motion to approve CRIMJUST 240 as a New Course with revisions passed by voice vote.

D. Exceptionality Programs

- i. **ASLTERP** Updated Program Advisement Sheet - Credit Change

Kim Cardimona moved to approve an updated ASLTERP Program Advisement Sheet; seconded by Tina Entzminger.

Dr. Jessica Bentley presented the proposal.

Motion to approve an updated ASLTERP Program Advisement Sheet passed by voice vote.

- ii. Change in Requirements to **ASL Minor**

Kim Cardimona moved to approve a Change in the ASL Minor requirements; seconded by Jessica Bentley.

Dr. Kristen Lazor presented the proposal.

Motion to approve a Change in the ASL Minor Requirements passed by voice vote.

E. Program Leaders

- i. New Course with General Education Points: **CLE 300** Student Affairs Program Leaders.

Tina Entzminger moved to approve CLE 300 as a New Course with General Education Points; seconded by Jessica Bentley.

Dr. Molly Marnella presented the proposal.

Motion to approve CLE 300 as a New Course with General Education Points passed by voice vote.

5. Discussion

Dr. Curt Jones presented the new Math Placement testing procedures. The [Power](#) Point presentation containing all the information is hyperlinked here (Control & Click on the word Power).

Dr. Jones explained that the university would no longer be administering the ACCUPLACER test or the ETS proficiency test.

Dr. Sheppard asked about transfer students whom have little or no math. Dr. Jones said a new student transferring in should be given the ALEX information to take the test at home. Department chairs may have to be involved, for instance to direct students on how to get to the ALEX testing site. If the students are going to use ALEX, they need to use the learning modules. Dr. Jones explained that 510 was selected as the cut off score based on the old math testing SAT of 470 was used for years, that converts to a new math place test of 510.

Dr. Roggenbuck explained that because of how testing was done before with the analysis they learned that the SAT scores and ACCUPLACER are poor indicators of how students will perform in English 101. High school grades are a much better indicator, it is not perfect but it is better. The department is offering two ways to determine how a student will be placed. One, the department will look at the student's high school grades. An 87% or higher across the board in high school, they will go in to English 101. Other students will be offered an opportunity to challenge English 101 for credit. They must create a portfolio of their work. The last paper they submit will be done on campus, so it will be a true indicator of their actual writing ability. Week 5 of the semester, a student who has a grade point average in high school that indicated they should be in an Enrichment course, but their work in that course indicates otherwise, now can move from that course in to English 101, with the approval of the department. For students whom high school grades were fine but they are slipping in English 101, can self-select to go in to a delayed enrichment course, so they do not have to spend the entire semester sinking in English 101.

Policies, Procedures and Related Items:

PRP 3880 Graduate Course Repeat – **Second Reading**

Marion Mason moved to approve PRP 3880; seconded by Mark Usry.

Dr. Awan spoke to the policy. He noted the added change, "A maximum of two courses repeated, only one of which can have a grade of C- or below" in the first paragraph.

Motion to approve PRP 3880 passed by voice vote.

PRP 3612 MyCore Program and General Education Requirements – **First Reading**

Dr. Miller said that because of the transfer issues, this policy has not been approved. The GEC would like something passed so that CLE courses, military and General Education will not be affected.

Dr. Krause, Dr. Riley & Dr. Miller met and talked about developing the transfer piece of the policy only. Since that time, they have met with deans, the registrar's office and PASSHE. In the meantime, PASSHE is developing procedures that will round out the transfer policy 1999-901. This is their attempt only to help military and CLE students. The suggestion is to move this to the transfer policy so they can move this forward. The recommended changes will be significant. A generic statement has been made to put this through to PRP 3343. This will help, because the transfer piece of this policy will be in with the transfer policy itself.

Dr. Riley suggested bringing this up at the open meeting on March 22, 2017 and then talking about it again at the 5 April 2017 meeting and the members agreed to do that.

PRP 3222 Undergraduate Degree Programs – **First Reading**

Item 2 letter c reference BOG Policy 1990-01

The committee questioned whether the university offers associate degrees. Since the university does, this policy would prohibit the university from being able to offer any in the future. Joseph Kissell will provide a list of degrees that are currently offered at Bloomsburg and their abbreviations.

Joseph Kissell suggested looking at the BOG standards as the state system now has a policy that address degrees.

If the policy does not include the list of official degrees offered by the university, the office of planning and assessment can provide the information.

Dr. Jones will check and see if the university is chartered by the state and if middle states would be of importance.

PRP 3224 Guidelines for Course Numbering System – **First Reading**

Dr. Sheppard suggested changing the last sentence to read, “Cooperative courses and internships”.

Dr. Mason asked what constitutes 40% of an advanced course work. Joseph Kissell explained, the term “advance course work” may seem vague but the registrar puts it back in the department’s hands and allows them to dictate what it means according to their terms. The registrar could then incorporate that into the degree audit to figure out what constitutes the 40 percent.

The registrar is not the final say of graduation, the departments are. The departments are to go through the records before graduation and make sure requirements are met.

Dr. Awan asked the purpose of the 500 and 600 level numbers. Does it mean that there are different requirements or that it is given 600 because the term doctorate is used?

In some places, the course numbers matter but concerning this policy, it would be difficult to specify for each reason there may be.

Dr. Riley suggested getting more guidance from the state system policy and middle states guidelines before they continue with the policy.

Dr. Riley asked if Dr. Awan would come up with some language that described advanced courses as 500 and above.

6. Open Forum

Marion Mason moved to adjourn the meeting; seconded by Jessica Bentley.

Motion to adjourn passed without objection.

Meeting adjourned at 5:00 PM

BUCC Minutes March 22, 2017

Dr. John Riley Chair of the BUCC, called the 415th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, March 22, 2017, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Kim Cardimona, Betina Entzminger, Marion Mason, Janet Reynolds Bodenman, Debbie Stayer, Michael Shepard, Monica Favia, Shane Jaynes, Kristin Lazor, Nakul Kumar, Jessica Sassaman-Bentley, Garret Grant

19. Approval of the Agenda of March 22nd, 2017 (415th session)

Marion Mason moved to approve the Agenda of March 22, 2017 (415th session); seconded by Monica Favia.

Dr. Riley asked if there were any items that needed to be added to the agenda. Dr. Sheppard mentioned, omnibus are being approved yet he doesn't know when things are being approved through the Provost office. When asked for details from Dr. Krause, Dr. Sheppard mentioned, in general he thinks it would be nice if there was a formal procedure letting department chairs know when something has become official. The department secretary, Kelly Stiner, mentioned that, as the department chair is Cc'd when an omnibus form is distributed but she will go back and look at her distribution emails to make sure. Dr. Bodeman mentioned, the BUCC has asked several times for there to be some sort of notification tracking an omnibus from creation, College Curriculum committee, BUCC and then final approval at Carver Hall. Dr. Riley is going to communicate more with Dr. Krause about the issue of tracking omnibus.

Dr. Favia would like to discuss, students who take the same class because they did not realize they had already taken the course. She would like to get ideas from members on how to get a handle on helping students this happens to.

Dr. Riley added that as number 5 on the agenda.

2. Chair Remarks

Dr. Riley mentioned, for the first time an experimental graduate course came through for signature. The omnibus does not indicate that the graduate dean needs to sign the form and since the course was experimental, it did not need to go through BUCC. When asked how to proceed with the form, Dr. Riley instructed to have the omnibus sent to the graduate dean for signature so he would be aware of the new experimental course. He asked the BUCC members if they thought his actions were appropriate and they all agreed they were. There will need to be discussion about adding something to the omnibus form reflecting the need for the graduate deans signature.

Also, there are two BUCC meetings left for the Spring 2017 semester. However, there is a meeting on hold for 26 April that can be used if need be. After some discussion, members agreed to use that meeting for any omnibus that do not get discussed at the April 5 or April 19 meeting due to running out of time. Dr. Riley asked the members to convey to the college curriculum committees that no omnibus forms will be accepted after the cutoff date for the April 19 meeting. The agenda for those meetings are already large and it may be necessary for some proposals to be moved.

3. a. Searchable Course Catalog
- b. Searchable Program Course Checklists Database

Dr. Mason said new courses that come through, if she had not been on BUCC she would not have known that the courses existed. She is wondering if something already exists, that would not just list the title of a course but the description of the course as well.

Joseph Kissel explained this issue has been on the radar of the office of the registrar for some time. He said they have set aside money for this upcoming year for a more content management based catalog and curriculum management based system. They are looking at a few different companies. He is thinking in a year to a year and half before this would be available. He said he would take suggestions from BUCC so he can pose some questions for the companies.

4. Omnibus Impact Statements

Dr. Mason what mechanism there might be available to help track when prerequisites for courses change. She asked how a department would know what other courses would be affected if they changed a course within their department. If they were able to track this, they could make other departments aware of the change.

Dr. Bentley asked what happens when a department changes a course that affects another program. Does that department need to get an impact statement from the other program or is the chair signing off good enough?

Dr. Riley said when a chair signs off on a proposal he or she is signing off saying the department is okay with the changes. Therefore, it would be the department chairs job to catch this and see how it affects other programs.

5. Students Repeating Courses

Dr. Favia said, in the college of Business they have had several students whom have come to her because they realized they are taking a course that they have already taken. Students get confused because of course name changes. Some students are transfer students. She was wondering if there is a way for students to be informed when signing up for the course that they have already taken in.

Joseph Kissel said a course suffix and the course number is how courses are tracked. He also said when students sign up for courses in MyHusky they are given a warning letting them know that they have already taken the course and if they continue to schedule, they are doing against the prompt from MuHusky.

Mr. Kissel also said there is a query being created that will prompt the term, it will show everyone in the term who is taking a course that they have already taken, the previous course name, and the previous grade they received. Linda Hock said the query will also prompt for Major so departments can look at their specific majors.

6. Open Forum

Dr. Steve Markell asked that something be created to help faculty when they are trying to create online courses. He thinks that if BUCC created a description of what should be in place for online courses, it would help with faculty and staffing issues. He believes creating these courses, takes a lot of faculty time and they are receiving little help.

7. GEC Bylaws

Adjournment

BUCC Minutes April 5, 2017

Dr. John Riley Chair of the BUCC, called the 416th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, April 5, 2017, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Kim Cardimona, Betina Entzminger, Marion Mason, Janet Reynolds Bodenman, Debbie Stayer, Michael Shepard, Carolyn Lamacchia, Shane Jaynes, Nakul Kumar, Jessica Sassaman-Bentley, Garret Grant

20. Approval of the Agenda of April 5th, 2017 (416th session)

Marion Mason moved to approve the Agenda of April 5th, 2017 (416th session); seconded by Tina Entzminger.

Dr. Riley suggested that the order of items G and I be switched so consideration of Major occur before consideration of Major.

Motion to approve the agenda of April 5, 2017 passed by voice vote.

21. Approval of the Minutes of March 1st, 2017 & March 22nd, 2017 (414th & 415th sessions)

Marion Mason moved to approve the minutes of March 1st, 2017 & March 22nd, 2017 (414th & 415th sessions); seconded by Tina Entzminger.

Motion to approve the minutes of March 1, 2017 & March 22, 2017 passed by voice vote with one abstention.

3. Chair Remarks

Item H 2 involves Dr. Riley's own department so he will remove himself as chair and Dr. Jessica Bentley will take over as chair for the discussion.

Dr. Krause directed member's attention to the screen behind Dr. Riley. Displayed was the agenda from March 1, 2017. All proposals that were discussed at that meeting were marked with the current status. He asked members if this would be helpful for them in tracking where omnibus are once they are approved by the BUCC committee. They all agreed it would be helpful to provide this information at each meeting.

4. Course Proposals

A. Innovation, Technology & Supply Chain Management

i. Change in Catalog Description for BUSED 333

Marion Mason moved to approve a Change in Catalog Description for BUSED 333; seconded by Monica Favia.

Dr. Lamacchia presented the proposal.

Motion to approve a Change in Catalog Description for BUSED 333 passed by voice vote.

B. Exercise Science

i. Change in Master's Requirement in Exercise Science

Tina Entzminger moved to approve a Change in Master's Requirement in Exercise Science; seconded by Marion Mason.

Dr. Andreacci presented the proposal.

Motion to approve a Change in Master's Requirements in Exercise Science passed by voice vote.

C. EGGS

i. Update Requirements for EGGS: Geography and Planning Track

Tina Entzminger moved to approve Update Requirements for EGGS: Geography and Planning Track; seconded by Marion Mason.

Dr. Michael Sheppard presented the proposal and noted, the numbering on the proposed program course check sheet was incorrect and he will fix it before it is signed.

Motion to approve the Update Requirements for EGGS: Geography and Planning Track with revisions passed by voice vote.

D. Physics & Engineering

i. Electronics Technology Major Requirements Change

Debbie Stayer moved to approve Electronics Technology Major Requirements; seconded by Marion Mason.

Motion to approve the Electronics Technology Major Requirements Change passed by voice vote.

E. Languages & Cultures

i. Change Electives for Chinese Minor

Jessica Bentley moved to approve the Change in Electives for the Chinese Minor; seconded by Marion Mason.

Dr. Jing Luo presented the proposal.

Motion to approve the Change in Electives for the Chinese Minor passed by voice vote.

ii. Create New Language & Cultures Major Track: Spanish Heritage Language Learners

Tina Entzminger moved to approve to Create New Language & Cultures Major Track: Spanish Heritage Language; seconded by Marion Mason.

Dr. Christopher Donahue presented the proposal.

- Place an asterisk next to courses SPANISH 203 & 204 on the Program Course Check Sheet indicating the course are required unless students take a test to place out of them.
- Remove the word “not” from the last paragraph, in Q2.

Motion to approve a New Languages and Cultures Major Track: Spanish Heritage Language Learners with revisions passed by voice vote.

F. Teaching & Learning

i. New Course with Distance Education: PROFSTUD 595 Internship in Education

Tine Entzminger moved to approve a New Course with Distance Education: PROFSTUD 595 Internship in Education; seconded by Marion Mason.

Dr. Starmack presented the proposal.

- Add may be repeated for credit under prerequisites and catalog description in the master course syllabus.

Motion to approve a New Course with Distance Education: PROFSTUD 595 Internship in Education with revisions passed by voice vote.

- ii. Masters of Curriculum & Instruction without Teaching Certificate

Tina Entzminger moved to approve modify the Masters of Curriculum & Instruction without Teaching Certificate; seconded by Marion Mason.

Dr. Starmack presented the proposal.

- Q1 Course Abbreviation replace “Internship in Ed.” with the short title of the proposal.

Motion to approve to modify the Masters of Curriculum & Instruction without Teaching Certificate revisions passed by voice vote.

G. Art & Art History

- i. New Course with General Education Points: ARTSTDIO 243 Sculpture: Wood & Metal
- ii. New Course with General Education Points: ARTSTDIO 244 Sculpture: The Figure
- iii. New Course with General Education Points: ARTSTDIO 245 Sculpture: Mixed Media
- iv. New Course with General Education Points: ARTSTDIO 295 Graphic Design: Digital Image Making
- v. New Course with General Education Points: ARTSTDIO 296 Graphic Design: Brand & Identity

Tina Entzminger moved to approve New Courses with General Education Points: ARTSTUDIO 243, 244, 245, 295 & 296; seconded by Debbie Stayer.

Dr. Ron Lambert presented the proposals.

- Remove the “s” from the first word in the catalog description in the master course syllabus.

Motion to approve New Courses with General Education Points: ARTSTUDIO 243, 244, 245, 295 & 296 with revisions passed by voice vote.

- i. Change in Master Course Syllabus: ARTSTDIO 394 Advanced Graphic Print/ Book Design **(Previously Tabled 2-15-17)**
- ii. Change in Master Course Syllabus: ARTSTDIO 397 Advanced Graphic Web/Interactive Design **(Previously Tabled 2-15-17)**

Tina Entzminger moved to remove from the table and approve a Change in Master Course Syllabus: ARTSTUDIO 394 & 397; seconded by Marion Mason.

Dr. David Kube presented the proposals.

Motion to remove from the table and approve a Change in Master Course Syllabus: ARTSTUDIO 394 & 397 passed by voice vote.

- i. Modify Art Studio Major Requirements

Jessica Bentley moved to approve to Modify Art Studio Major Requirements; seconded by Marion Mason.

Dr. Davis Kube presented the proposal.

Motion to approve a Modification in the Art Studio Major passed by voice vote.

- ii. Modify Art Studio Minor

Jessica Bentley moved to approve a Modification of the Art Studio Minor Requirements; seconded by Marion Mason.

Dr. Davis Kube presented the proposal.

Motion to approve a Modification in the Art Studio Minor passed by voice vote.

H. Sociology, Social Work & Criminal Justice

- i. New Course: CRIMJUST 440 Death Investigation

Tina Entzminger moved to approve the New Course CRIMJUST 440; seconded by Marion Mason.

Dr. Kelly Roth presented the proposal.

- Add the course number and name to number seven prerequisites and number eight catalog description, in the master course syllabus.
- Change the word “units” to credits in number seven prerequisites, in the master course syllabus.
- Second sentence add the word method after “The” in section twelve of the master course syllabus.

Motion to approve CRIMJUST 440 as a New Course passed by voice vote.

Dr. Riley handed chair duties over to Dr. Bentley for the discussion of SOCWORK 240.

- ii. New Course with General Education Points: SOCWORK 240 Statistics for Social Work

Debbie Stayer moved to approve New Course with General Education Points: SOCWORK 240; seconded by Tina Entzminger.

Dr. Shane Jaynes presented the proposal. Would like a course that is more involved in synthesizing knowledge through the research process. He explained that they would like to better inform students about research methods and have at their disposal a method that helps them use applied statistics. The Social Work program is an accredited program, the Council on Social Work and Education. They encouraged the department to supply more relevant examples of statistics. Right now the major requires that students take any statistics course. However, the department feels as though other statistics courses offered by departments does not provide their students with the application knowledge they need.

Dr. Curt Jones said the concern from the math department is, the syllabus they were given is almost identical to their course Math 141. This is also a 200 level course, they offer theirs as a 100 level course. The Math department would support SOCWORK 240 as a course if Math 141 were a prerequisite for the course.

Dr. Jaynes responded saying, the department created the syllabus after reviewing several other statistics courses syllabus. He felt as though, the course was no different than ones offered in other departments that the Math department has supported. He mentioned that the 200 level class has been decided by the BUCC in other courses and he does not believe it is president in any way. He also said the major is very structured so using Math 141 as a prerequisite would be arguably very difficult for student to do.

Dr. Riley said he does not think keeping courses in the same department is necessarily good for students because taking classes from other departments with other professors can be good for students. They begin to understand that the foundations are spread broadly and help build the foundation of their discipline. He expressed that he is not comfortable with this course.

Dr. Krause suggested adding more detail to the content section of the master course syllabus.

Dr. Sheppard said while he understands the validity in the application process of the course. At the same times there seems to be a compromise that had been discussed, a course needs two different departments for GEPs to be quantitative and Math 141 is a foundational math course already. If both of those courses were taken, the department could focus the 240 course a little bit more on the research and applications that the department wants and still satisfy the foundational math course requirement and the two departments at the same time without completely infringing on the math department.

Dr. Jaynes responded that because this is such a demanding major, they wanted to replace the statistics course in their requirements and not add another course with complexity to it.

Dr. Mason suggested to take item nine, content description and really add in how this course will be different from other statistics courses.

- Add more descriptive wording to the content description in the master course syllabus.

Michael Sheppard moved to table SOCWORK 240; seconded by Tina Entzminger.

Motion to table SOCWORK 240 passed by voice vote.

iii. Modify Social Work Major Degree Requirements

Tina Entzminger moved to approve a Modification to the Social Work Major Degree; seconded by Marion Mason.

Dr. Shane Jaynes explained the changed was to reflect the new course SOCWORK 240 that was previously tabled. This will need to be tabled as well, until/if the new course is approved.

Tina Entzminger motioned to table the Modification to the Social Work Major Degree; seconded by Jessica Bentley.

Motion to table the Modification to the Social Work Major Degree passed by voice vote.

I. English

- i. Change in Master Course Syllabus: ENGLISH 301 Creative Writing: Fiction
- ii. Change in Master Course Syllabus: ENGLISH 302 Creative Writing: Nonfiction
- iii. Change in Master Course Syllabus: Creative Writing: Poetry

- iv. Change in Master Course Syllabus with General Education Points: ENGLISH 374 Short Story

Tina Entzminger moved to approve Changes in Master Course Syllabus: ENGLISH 301, 302, 303 & General Education Points ENGLISH 374; seconded by Marion Mason.

Professor Jerry Wemple presented the proposals.

- Course Abbreviation needs to be added in all four proposals.
- ENGLISH 301, 302 & 303 Catalog Description and Prerequisites needs to mention, the courses are only open to English Majors.
- All four proposals put a & symbol between the courses in number seven prerequisites.
- ENGLISH 274 item number eight catalog description after “Objective 2” write what objective number two is.

Motion to approve Changes in Master Course Syllabus: ENGLISH 301, 302, 303 & General Education Points ENGLISH 374 with revisions passed by voice vote.

- v. New Course with General Education Points: ENGLISH 260 The Practice of Creative Writing
- vi. New Course: ENGLISH 316 The Practice of Creative Writing

Tina Entzminger moved to approve a New Course with General Education Points ENGLISH 260 Literary Nonfiction & a New Course ENGLISH 316; seconded by Debra Stair.

Professor Jerry Wemple presented the proposals.

Motion to approve a New Course and General Education Points ENGLISH 260 Literary Nonfiction & ENGLISH 316 as a New Course passed by voice vote.

- vii. Modify Creative Writing Concentration Graduation Requirements

Jessica Bently moved to approve the Modification of Graduation Requirements in the Creative Writing Concentration; seconded by Marion Mason.

Professor Jerry Wemple presented the proposal.

Motion to approve the Modification of Graduation Requirements in the Creative Writing Concentration passed by voice vote.

- viii. Modify Creative Writing Minor

Jessica Bently moved to approve the Modification of the Creative Writing Minor; seconded by Marion Mason.

Professor Jerry Wemple presented the proposal.

Motion to approve the Modification of the Creative Writing Minor passed by voice vote.

5. Discussion

- i. Policies, Procedures and Related Items:

PRP 3612 General Education Requirements – Second Reading

Marion Mason moved to approve PRP 3612; seconded by Tina Entzminger

Dr. Krause spoke to the policy saying a lot of work has been put in to it and there will be further discussion of transfer students in the future.

Motion to approve PRP 3612 passed by voice vote.

PRP 3462 Under Graduate Course Withdrawal – Second Reading

Tina Entzminger motioned to approve PRP 3462; seconded by Marion Mason.

Dr. Riley explained that the courses tied to this will help students who struggle with English 101 drop back into an Enrichment course and not have a withdrawal show up on their transcripts.

- Joseph Kissell pointed out that a student does not a signature of the instructor in order to withdrawal from a course. Remove that wording.
- “Students who take one with the other”. The original course will be removed from the transcript.

Dr. Sheppard suggested tabling this proposal since both courses are only experimental at this time and including courses that may not go through in to a permanent policy is not a good idea.

Dr. Sheppard said that he knows of many chairs that do not believe these courses should be given credit as a foundational course.

Dr. Riley mentioned a Vice President is allowed under Forum rules to issue an interim policy and perhaps that is what needs to be done if the BUCC feels that is necessary.

Joseph Kissell said there have been a lot of experimental courses passed that never become courses, however students who take those courses while they are experimental are still given credit for the course. If this is not passed, it would essential that an interim policy be put in place so the registrar is not put in a position to be placing a W on student transcripts when they should not be.

Dr. Sheppard said the difference is these courses are going in to a policy and they should not be enshrined in a policy if they are experimental.

Michael Sheppard moved to table PRP 3462; seconded by Marion Mason.

Motion to table PRP 3462 passed by voice vote.

6. Open Forum

Adjournment 5:13 PM

BUCC Minutes April 19, 2017

Dr. John Riley Chair of the BUCC, called the 417th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, April 19, 2017, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Kim Cardimona, Betina Entzminger, Marion Mason, Janet Reynolds Bodenman, Debbie Stayer, Michael Shepard, Carolyn Lamacchia, Shane Jaynes, Nakul Kumar, Jessica Sassaman-Bentley, Garret Grant, Mark Usry

22. Approval of the Agenda of April 19th, 2017 (417th session)

Marion Mason moved to approve the Agenda of April 19, 2017 (417th session); seconded by Tina Entzminger.

Dr. Riley mentioned the Academic Calendar has been removed from the agenda.

Motion to approve the agenda passed by voice vote.

23. Approval of the Minutes of April 5, 2017 (416th session)

Marion Mason moved to approve the minutes of April 5, 2017 (416th session); seconded by Tina Entzminger.

Motion to approve the minutes of April 5, 2017 passed by voice vote.

3. Chair Remarks

Dr. Riley notified members that after emailing members and asking about an additional meeting to hold the BUCC chair elections, it was decided there will a meeting on May 3, 2017 at 3 p.m. in the Andruss Library Schweiker room. This meeting will be held in order to determine a BUCC chair for the 2017-2018 year.

4. Course Proposals

A. Sociology, Social Work & Criminal Justice

i. Change in Master Course Syllabus: SOC 316 Urban Sociology

Marion Mason moved to table SOC 316 due to lack of representation; seconded by Tina Entzminger.

Motion to table SOC 316 passed by voice vote.

- ii. New Course: SOCWORK 240 Statistics for Social Work (Previously Tabled 4-5-17)

Marion Mason moved to remove from the table and approve SOCWORK 240 as a New Course; seconded by Jessica Bentley.

Dr. Shane Jaynes presented the proposal. He told the committee that after more detail was added to the Content Description in section 9 of the Master Course Syllabus, the Math department no longer had any issues with SOCWORK 240 being approved as a new course.

Motion to approve SOCWORK 240 as a New Course passed by voice vote.

- iii. Modify Social Work Degree Requirements (Previously Tabled 4-5-17)

Marion Mason moved to remove from the table and approve Modify Social Work Degree; seconded by Tina Entzminger.

Dr. Shane Jaynes presented the proposal. The department is simply adding SOCWORK 240 to their program course checklist.

- Add SOCWORK 240 to the General Education portion in the Master Course Syllabus.

Motion to approve Modify Social Work Degree with the revision passed by voice vote.

B. Instructional Technology

- i. New Course & Distance Education: INSTTECH 548 Learning Analytics

Deb Stayer moved to approved INSTTECH 548 as a New Course; seconded by Marion Mason.
Dr. Nicholson presented the proposal.

Motion to approve INSTTECH 548 as a New Course passed by voice vote.

- ii. Change in Master Course Syllabus: INSTTECH 551 Advanced Instructional Design
- iii. Change in Master Course Syllabus & Dual Listing: INSTTECH 585/485 eLearning Concepts

- iv. Change in Master Course Syllabus & Dual Listing: INSTTECH 570/470 Introduction to Website Development

Marion Mason moved to approve the Change in Master Course Syllabus for INSTTECH 551, 585/485 & 570/470; seconded by Tina Entzminger.

Dr. Nicholson presented the proposals.

Motion to approve the Change in Master Course Syllabus to INSTTECH 551, 585/485, 570/470 passed by voice vote.

- v. Revision of MSIT Education Track degree requirements/electives
- vi. Revision of MSIT Corporate Track degree requirements/electives

Marion Mason moved to approve the Revisions of the MSIT Education & Corporate Track degree requirements; seconded by Tina Entzminger.

Dr. Nicholson presented the proposals.

Motion to approve the Revisions to the MSIT Education & Corporate Track degree requirements passed by voice vote.

- vii. Revision of eLearning Developer's Certificate

Marion Mason moved to approve the Revision to the eLearning Developer's Certificate; seconded by Tina Entzminger.

Motion to approve the Revision to the eLearning Developer's Certificate passed by voice vote.

- viii. New Instructional Game Design Certificate (Non-Degree)

Tina Entzminger moved to approve a new certificate in Instructional Game Design; seconded by Marion Mason.

Dr. Nicholson presented the proposal, she explained the courses involved are courses that are already offered. The customized sequence is so that everyone will have the same set of skills upon completion of the courses.

Motion to approve a New Certificate in Instructional Game Design approved by voice vote.

C. Marketing & Professional Sales

- i. Change in Master Course Syllabus: MKTG 350 Retail Management Concepts
- ii. Change in Master Course Syllabus: MKTG 440 Marketing Research
- iii. Change in Master Course Syllabus & Add Distance Education: MKTG 310 Marketing Principles and Practices
- iv. Change in Master Course Syllabus & Add Distance Education: MKTG 340 Advertising Management
- v. Change in Master Course Syllabus & Add Distance Education: MKTG 380 International Marketing

Tina Entzminger moved to approve a Change in Master Course Syllabus for MKTG 350, 440, also add Distance Education to 310, 340 & 380; seconded by Marion Mason.

- MKTG 350 section 13 of the Master Course Syllabus remove the distance education portion.
- Update the effective semester date on all five omnibus.
- MKTG 310, 340 & 380 add proctored exam statement to section 10 Methods in the Master Course Syllabus.
- MKTG 350 prototype text needs year and publisher.

Motion to approve the Change in Master Course Syllabus and Distance Education to MKTG 350, 440, 310, 340 & 380 with revisions passed by voice vote.

D. ARMY ROTC

- i. Update in Master Course Syllabus and General Education Points: ARMY 210 APL LDRSHP & MGT I
- ii. Update in Master Course Syllabus and General Education Points: ARMY 220 APL LDRSHP & MGT II

Jessica Sassaman-Bentley moved to approve a Change in Master Course Syllabus and General Education Points; seconded by Tina Entzminger.

Mr. Robert Heckrote presented the proposals and explained, the request is for a credit increase for both courses from 1 to 4 and 2 GEP's for each course. Two GE points for goal number 9 Healthy Living for ARMY 210 and two GE points goal number 10 Citizenship for ARMY 220. Army cadets take 210 in the Fall and 220 in the Spring. The cadets learn about leadership and are required to do physical fitness training and professional development labs in the courses.

Dr. Riley commented, this is a significant change in credits and his concern is that it does not change the resources.

SFC Garland explained that he is the instructor of the courses and since he is paid by the Army and not the University, it does not change the resources in any way.

Dr. Blake asked if this kind of course is offered at any other university.

SFC Garland said the students have always done the same amount of work; they are just trying to give the students the amount of credits that equal the amount of work required for the courses. Students are in the classroom for two hours, three days a week. Two credits for classroom time, two credits for lab time. The lab time is their physical training. They are structured in a unique way and are timed around student's availability.

Dr. Riley asked about ARMY 110 & 120 being prerequisites for these courses. SFC Garland explained, 110 & 120 could be taken by anyone who wishes to take the courses. At that point, the student is not under any contract as an ROTC member. Once they enter 210 & 220, they are formally ROTC students whom have taken an oath and are under contract.

Motion to approve the Change in Master Course Syllabus and General Education Points for ARMY 210 & 220 passed by voice vote.

- iii. Add a Minor in Military Service – Army

Janet Bodenman moved to approve to add a New Minor in Military Science; seconded by Marion Mason.

Mr. Heckrote presented the proposal. The minor was created to help Bloomsburg University stand out amongst other universities and to give credit to cadets who have put in a lot of hard work while preparing to be commissioned officers in the armed forces. The minor is only available to those who actually finish the ROTC program.

SFC Garland explained, the minor would help students who may not stay in the military and retire to be more marketable upon discharge from the service. The minor may also help those cadets that do not commission in to active duty military. The minor will look good on a student's transcript.

Mr. Heckrote mentioned that this would also help Bloomsburg University appear more military friendly. This may be appealing to potential students.

Dr. Krause asked how other universities handle staffing issues.

SFC Garland explained, each university that offers military ROTC is staffed by the military and each program is dependent upon the agreement between the military and the university. Each program is funded by the military. Bloomsburg currently gives the ROTC program a small budget and provides space for the program. All other funding is covered by the military.

Dr. Sheila Jones commented on the importance of the assessment of the outcome of student success. A conversation needs to happen to determine how instructors are selected, evaluated and how they teach their classes.

Dr. Sheppard motioned to table adding a Minor in Military Science; no second. Motion is denied.

Mr. Heckrote offered to follow up with the office of Planning and Assessment, the registrar and the senior instructors of the courses to make sure the courses are within the lines of what is acceptable.

Motion to approve a Minor in Military Science passed by voice vote.

E. Academic Enrichment

i. New Course: CLE 150 Certified Peer Educator

Debra Stayer moved to approve to approve CLE 150 as a New Course; seconded by Tina Entzminger.

Ms. Michelle Shwartz presented the proposal. Dr. Hamman teaches the course.

Mr. Kissel explained that because this course has no general education points attached to it, there will be no credit given at all and nothing will show up on the transcript.

Mr. Kissel is going to look in to whether or not there is a way to get something on the transcript.

Dr. Entzminger suggested making the course a zero credit course.

- Q 3 needs to be reworded to address workload.

Motion to approve CLE 150 as a new course with revisions passed by voice vote.

F. Audiology & Speech Pathology

i. Change in Master Course Syllabus: AUDSLP 582 Research in Communication Sciences and Disorders

Marion Mason moved to approve to approve AUDSLP 582 Change in Master Course Syllabus; seconded by Tina Entzminger.

Dr. Tolan presented the proposal.

Motion to approve AUDSLP 582 Change in Master Course Syllabus passed by voice vote.

ii. Audiology Program Policy Change – Prerequisite Requirements

Marion Mason moved to approve Audiology Program Policy Change; seconded by Jessica Bentley.

Dr. Tolan presented the proposal. The department would like to remove Psych 664 and replace it with AUDSLP 641 and that will reduce the credit load to three but then replace it with AUDSLP 582. AUDSLP 641 will then go in to moratorium.

Motion to approve the Audiology Program Policy Change passed by voice vote.

- iii. Doctorate of Audiology Program Change

Marion Mason moved to approve to approve Doctorate of Audiology Program Change; seconded by Jessica Bentley.

Motion to approve a Change to the Doctorate of Audiology Program passed by voice vote.

- iv. M.Ed. School Based Speech Language Pathology - Program Moratorium (Information Item)

G. Languages & Cultures

- i. Change in Master Course Syllabus, General Education Points and Distance Education: LATIN 102 Latin Development

Kim Cardimona moved to approve LATIN 102 Change in Master Course Syllabus and General Education Points; seconded by Monica Favia.

Tina Entzminger moved to table LATIN 102 due to lack of representation; seconded by Kim Cardimona.

Motion to table LATIN 102 passed by voice vote.

H. EGGS

- i. Change in Master Course Syllabus: EGGS 451 Field Techniques in Earth Science
- ii. Change in Master Course Syllabus: EGGS 470 Groundwater Hydrology

Marion Mason moved to approve EGGS 451 & 470 Change in Master Course Syllabus; seconded by Monica Favia.

Dr. Whisner presented the proposal.

- Q2 needs to reflect 4-6 and not 4-7.

Motion to approve EGGS 451 & 470 Change in Master Course Syllabus with revisions passed by voice vote.

- iii. Update Requirements for EGGS: Professional Geology Track

Mark Usry moved to approve an Update to the Requirements for EGGG: Professional Geology Track; seconded by Jessica Bently.

Dr. Whisner presented the proposal.

- Remove Impact Statement from Biology.
- Include Math Impact Statement

Motion to approve an Update to the Requirements for EGGG: Professional Geology Track with revisions passed by voice vote.

I. Physics & Engineering

- i. Health Physics Major Requirements Change
- ii. Physics BA Major Requirements Change
- iii. Physics BS Major Requirements Change

Tina Entzminger moved to approve Health Physics, Physics BA & Physics BS Major Requirements Change; seconded by Marion Mason.

Dr. Bisjwat presented the proposals.

- Q3 Update to reflect that changes will not affect faculty load.

Motion to approve Health Physics, Physics BA & Physics BS Major Requirements Change with revisions passed by voice vote.

5. Discussion

- i. PRP 3462 Under Graduate Course Withdrawal – Second Reading

Mark Usry moved to approve PRP 3462; seconded by Marion Mason.

Marion Mason moved to strike out the second sentence of the first paragraph; seconded by Tina Entzminger.

Motion to approve to strike out second sentence of the first paragraph approved by voice vote.

- Strike the second sentence of the first paragraph.
- Add * See PRP 3360 added to bottom of policy.

Motion to approve PRP 3462 passed by voice vote.

ii. PRP 3360 Placement Testing for Developmental Courses – First Reading

- Remove “Based on” from second sentence.
- Dr. Riley will work on second paragraph to include flexible language.

6. Open Forum

Marion Mason made a motion that a curriculum management system be considered and the recommendation be conveyed to the administration; Seconded by Janet Bodenman.

Dr. Sheppard commented that it is the fifth anniversary of the general education system and he would like the BUCC and GEC to consider surveying the faculty to see what is working and what may not be working with General Education.

Adjournment: 5:05 PM

BUCC Minutes May 5, 2017

Present: James Krause, Kim Cardimona, Betina Entzminger, Marion Mason, Janet Reynolds Bodenman, Debbie Stayer, Michael Shepard, Carolyn Lamacchia, Shane Jaynes, Nakul Kumar, Jessica Sassaman-Bentley, Garret Grant, Mark Usry

1. Election of BUCC Chair for 2017-18

Marion Mason nominated John Riley for BUCC chair; seconded by Janet Bodenman.

Marion Mason 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.

Adjournment 3:05 PM