

Bloomsburg University Curriculum Committee

Minutes of the
2017 – 2018
Academic Year

**BLOOMSBURG UNIVERSITY
CURRICULUM COMMITTEE**

Minutes of the 2017 – 2018 Academic Year

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BUCC Minutes September 6, 2017

Dr. John Riley Chair of the BUCC, called the 419th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, September 6, 2017, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Mark Bowman, Kim Cardimona, Betina Entzminger, Marion Mason, Janet Reynolds Bodenman, Debbie Stayer, Ralph Feather, Kelly Roth, Michael Martin, William Hudon, Mark Usry, Deborah Walberg

1. Approval of the Agenda of September 6th, 2017 (419th session)

Marion Mason moved to approve the agenda of September 6, 2017; seconded by Monica Favia.

Motion to approve the agenda of September 6, 2017 passed by voice vote.

2. Approval of the Minutes of April 26, 2017 (418th sessions)

Debra Stayer moved to approve the minutes of April 26, 2017: seconded by Tina Entzminger.

Motion to approve the minutes of April 26, 2017 passed by voice vote.

3. Chair Remarks

Dr. Riley thanked everyone for their hard work on the BUCC. He informed the audience, a mechanism is being worked on by the General Education counsel to notify students that their work may be assessed internally by the university. If it goes outside of that, then it has go through the assessment process. He informed the committee, he was asked if a distance education course can be offered experimentally and told the individual, yes, as long as the normal process for experimental courses are followed. He asked the committee for any objections, there were not any.

Dr. Riley had been discussing Interdisciplinary courses with Dean Brown and concluded, for the time being when there is a need for interdisciplinary course across colleges, an ad hoc committee be formed from the affected colleges to review the proposal. In the future, there may need to be something else worked out. Dr. Riley asked the committee for their input and there was none. He did mention each affected college must have signatures from the dean of that college.

The transfer policy is currently being worked on. The proposal being developed will stipulate, when a course comes in as a 199 course, the department will determine if that should earn GEP's. When GEP's come from an area that the department has already approved, there will be an expedited review process consisting of the department, dean and provost.

Dr. Miller said the GEC recommends that the first time a template for a course receiving GEP's is approved through the department, it go through the BUCC before it is official. After that initial approval, it will not be required again.

Dr. Riley introduced Dr. Hanna.

Dr. Krause mentioned how important it is for Dr. Bauman and himself to be at BUCC and he will do his best to attend the meetings. He told the committee, that of the proposals are reviewed prior to each BUCC meeting by himself, Dr. Riley and Dr. Bauman and many of the concerns can be addressed at that time. He mentioned, seventeen policies have been updated, signed and placed on the BU webpage under policies and procedures. He would like to establish a template for certificates. The university is responsible for notifying PASSHE of student outcomes, program outcomes, courses and need and demand. These things are not always addressed in the omnibus. He is working with Mass Communications currently to come with a template. PASSHE policies, only two things have come out, 5 year review process has been drafted. The other item was terminal degrees, they tried to clarify what a terminal degree is for PASSHE schools.

The academic calendar goes to the president for review next week. Dr. Krause listened to BUCC about the compressed finals schedule. The recommendation he will make to the president is using the first Saturday of the semester as a Monday. He spoke with faculty, management, and facilities. A more detailed plan will be put in place later.

Dr. Bodenman asked about the drop – Add period and it being moved back. Dr. Krause replied saying, things like that will need to be worked out later. They will all be reviewed before the Spring 2018 semester.

Dr. Krause told the committee that the only two proposals submitted last semester that have not moved forward are the two from EGGG. There was some confusion about what was required from the department but they will be resubmitted this semester. The only other items were the military proposals. Dr. Krause has met with Robert Heckrote and Dr. Bauman about the minor and making it more of a military science minor and not an ROTC minor. Also, the two courses will need to go from a 4 credit course to 2 or 3.

Dr. Riley mentioned that EGGG has some work to do before the proposals can move forward.

4. Course Proposals

A. Teaching & Learning

- i. New Course: COUNSEL 400; Update in Master Course Syllabus and Dual Listing: COUNSEL 400/500 Introduction to the Helping Professions
- ii. New Course 420; Update in Master Course Syllabus and Dual Listing: COUNSEL: 420/520 Human Development
- iii. New Course with Dual Listing: PROFSTUD 339/539 BU COE STEP Program

Monica Favia moved to table the courses from Teaching & Learning due to lack of representation; seconded by Ralph Feather.

Motion to table the Teaching & Learning courses passed by voice vote.

B. Mass Communications

- i. Update Minor Emergent Media in Mass Communications

Tina Entzminger moved to approve an Update to the Minor in Emergent Media; seconded by Debra Stayer.

Dr. Denis Frohlich presented the proposal. The department is adding a couple of courses as options for the capstone course. They currently only offer MASS COMM 420 Media Workshop. They would like to add 320 Multi Media Advanced Web design course and an internship option to the capstone.

Dr. Martin asked why a 320 course would be offered as a capstone course.

Dr. Frohlich replied 320 still brings in all the skills necessary for students to be considered a capstone. Their 420 course is a special topics course and can change every semester.

Dr. Usry mentioned that recruiters usually like 400 level courses on a resume.

Dr. Entzminger said 320 reads more as an intermediate course than a capstone. She suggested making an exception for students who need a capstone but one is not available that semester. Letting them substitute the course with another one.

Dr. Riley asked how many students are currently in the minors. Dr. Frohlich replied they currently have 30-35 minors.

Marion Mason mentioned that the numbering system does not always equal the rigor of the course.

Michael Martin moved to table Updating the Minor in Emergent Media; seconded by Mark Usry.

Motion to table Update in Emergent Media minor passed by voice vote with one nay.

C. Communication Studies

i. Change in Master Course Syllabus: COMMSTUD 417 Media and Visual Culture

Mark Usry moved to approve COMMSTUD 417 Change in Master Course Syllabus; seconded by Debra Stayer.

Dr. David Heinman presented the proposal.

- Q-1 fill in the course title, number & credits.
- Number 11 Student Learning Objectives in the Master Course Syllabus replace “will” with “should”
- Number 15 Supporting Materials in the Master Course Syllabus needs to be updated

Motion to approve COMMSTUD 417 with revisions passed by voice vote.

ii. Revise Communication Studies Major Checklist

Mark Usry moved to approve revisions to the Communications Study checklist; seconded by Debra Stayer.

Motion to approve the revision to Communication Studies checklist passed by voice vote.

5. Discussion

i. Omnibus Form Revisions

Dr. Riley explained that we tried to add more of a guide so people will know what is required when submitting materials. We added links to what are now Step one and Step two for creating a new major. The notification process for certificates was updated. Q-4 was updated to reflect a request that departments add all impact statements to the end of the proposal.

In the past, the revised omnibus was approved in late Spring. We updated the form to expire in two years but would like it to be discussed in the Fall to prevent it from being at the end of the semester when the agenda tends to be heavy.

Dr. Mason asked how we could let departments know when significant changes are made that might affect other departments.

She also mentioned how important a registrar software package is. Departments could use the software to check and see what changes were made that might affect their courses.

Linda Hock said the registrar is at the point where they are working with vendors to schedule demonstrations. They plan to move forward with the program once a decision is made about which program is best for the university.

6. Open Forum

Adjournment

3:53 PM

BUCC Minutes September 20, 2017

Dr. John Riley Chair of the BUCC, called the 420th session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, September 20, 2017, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Mark Bowman, Kim Cardimona, Betina Entzminger, Marion Mason, Janet Reynolds Bodenman, Debbie Stayer, Kelly Roth, Michael Martin, William Hudon, Mark Usry, Deborah Walberg, Daniel Roesch, Carolyn LaMacchia

2. Approval of the Agenda of September 20th, 2017 (420th session)

Mark Usry moved to approve the agenda of September 20, 2017; seconded by Michael Martin.

Motion to approve the agenda of September 20, 2017 passed by voice vote.

2. Approval of the Minutes of September 6, 2017 (419th sessions)

Mark Usry moved to approve the minutes of September 6, 2017: seconded by Michael Martin.

Motion to approve the minutes of September 6, 2017 passed by voice vote with one abstention.

3. Chair Remarks

Dr. Riley introduced Traci Fetterman, Dan Roesch, & Angela La Valley. Dr. Roesch is a new BUCC member and Dr. La Valley is the new GEC chairperson. He thanked Dr. Mindy Miller for her service as the former chair of GEC. He had a proposer ask a question about prerequisites and since the class size was mentioned in the master course syllabus, does she need to check the class size box on the omnibus. According to the omnibus form prerequisite changes do not come to BUCC, however class size does. He told her since the only thing changing was the prerequisites, and since the class size had already been confirmed by the provost, the proposal did not need to come before BUCC. Line 19 on the omnibus form, Distance education course, is a problematic line. He believes that the 80% pertains to blended courses. He believes in the future, the BUCC will need to have a discussion regarding a change for this. Under open forum if there is time, he would like to discuss an ad hoc committee for interdisciplinary courses and their review process.

Dr. Krause mentioned there were no issues with any of the proposals that went through at the last meeting on 6 September 2017.

4. Course Proposals

D. Language & Cultures

- i. Change in Master Course Syllabus and Add General Education Points:
FRENCH 203 French 3
- ii. Change in Master Course Syllabus and Add General Education Points:
FRENCH 204 French 4
- iii. Change in Master Course Syllabus and Add General Education Points:
GERMAN 203 German 3
- iv. Change in Master Course Syllabus and Add General Education Points:
GERMAN 204 German 4

Tina Entzminger moved to approve a Change in Master Course Syllabi and add General Education Points to FRENCH 203 & 204 and GERMAN 203 & 204; seconded by Kelly Roth.

Dr. Luke Springman presented the proposals.

Dr. Entzminger asked if the only difference between the two courses French 203 & 204 and German 203 & 204 was in section B-2 in the Master Course Syllabus because other than that change, the courses are basically identical. Dr. Springman said yes, this was done intentionally because they have students that will take these courses out of sequence. French 203 is not a prerequisite for French 204 and the same is for the German courses. The content of the course will change every time the course is offered in some way. The linguist guides offered can also change.

Dr. Entzminger asked if there is a way to ensure that there is no repetition, so students who take 203 and 204 are not getting the same exact content.

Dr. Springman said there is no mechanism in place right now. Some of that has to do with faculty and the fact that the same professors are teaching both courses. He did say, the faculty in his department talk a lot and they will communicate with each other so there will not be much repetition.

Dr. Riley commented that he is troubled as well about the similar content among the courses. Dr. Riley also commented that if the department were evaluated by an accreditor, as the syllabi are, it would be very difficult to differentiate the courses.

Dr. Springman said, at a 200 level course they have to start with some generalities. Most students in these courses have no idea of the history or culture about the places they are studying.

Dr. Krause said Dr. Springman's description during the meeting was distinctive but that same distinction does not come across in the master course syllabus.

Dr. Martin suggested adding to the course description, that 204 builds off what students learn in 203 and 102.

Dr. Springman said that would require a prerequisite and they really do not want to make 203 a prerequisite for 204 because they would like to offer the courses out of order if possible. He said in both French and German there is 206 and 207. They are essentially the same course that are offered out of sequence and essentially a two-semester course. You can finish one on time but they are intended to be taken over two semesters.

Motion to approve FRENCH 203 & 204 and GERMAN 203 & 204 passed by voice vote with one nay and one abstention.

E. Sociology, Social Work & Criminal Justice

i. Change in Master Course Syllabus: SOC 471 Independent Study

Mark Usry moved to approve a Change in Master Course Syllabi SOC 471 Independent Study; seconded by Marion Mason.

Dr. Megumi Omori presented the proposal.

Motion to approve SOC 471 passed by voice vote.

F. Communication Studies

i. Change in Master Course Syllabus: COMMSTUD 316 Communication Ethics

Carolyn LaMacchia moved to approve a Change in Master Course Syllabus COMMSTUD 316 Communication Ethics; seconded by Kelly Roth.

Dr. David Heineman present the proposal.

- Impact statement needed from the Philosophy department.
- Number 12 in the Master Course Syllabus needs to reflect the requested class size.

Motion to approve COMMSTUD 316 as a new course with revisions passed by voice vote.

5. Discussion

i. Omnibus Form Revisions – Second Reading

Michael Martin moved to approve the omnibus form revisions; seconded by Marion Mason.

Dr. Usry asked if there could be something added to the omnibus form so that the Strategic Enrollment Management Implementation Team is made aware of when a new Major, Minor, or Certificate is created.

Dr. Krause said that he is working with a committee that will help with this process. He said they would work with and communicate with the SEMIT to ensure they are somehow notified when new programs are approved.

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

ii. PRP 3224 Guidelines for Course Numbering System

Dr. Mason expressed her concern about 300 to 499 courses, in bullet number 3 in the policy where it states “advanced courses” what does that actually mean. The Board of Governor’s policy states that 40% of students work must be at the advanced level.

The committee agreed the solution might be to remove the word advanced and start the sentence with, courses.

Dr. Bodeman commented it should be clear that Academic Enrichment courses do not count towards the 120 credits required to graduate. There needs to be more language that makes it clear for students what those courses are intended to accomplish.

Joseph Kissell said, to be clear, the courses do not count towards a student’s credits but they do count toward their GPA and that does count toward graduation, the new wording should indicate that.

It was suggested that the department itself is contacted to get the best language.

Dr. Riley stated, the wording needs to be clear so there is no confusion to students that these courses count toward their academic load but not toward graduation.

Dr. Krause said 001-099 courses need to be described instead of labeled. Riley added it must include that credits do not count towards graduation but the GPA does.

Dr. Riley suggested that he and Dr. Krause speak to the department of Academic Enrichment and get some language.

Dr. Krause has spoken in length to the department about these type of courses and whether or not they best serve the students.

Joseph Kissell said in the 500-599 section it states, Graduate division for the rest of the courses it states lower division and upper division, should it read Undergraduate lower division and Undergraduate upper level division to be consistent with language. The committee agreed it should.

Dr. Lamacchia believes that the last sentence where it mentions “Cooperative courses” can be removed from the policy. That also was agreed upon by the committee.

6. Open Forum

Dr. Mason mentioned again, the looseness of the policy regarding the master course syllabus. She would like to have the college committees look more closely at section 12 that discusses how the course content and how that justifies class size. She asked if they could justify having several different class sizes based on how the professor will teach the course. She believes there’s a disconnect between the method and the assessment.

Dr. Bodenman thinks the BUCC needs to discuss this issue because the college curriculum committees give feedback based off what they believe BUCC requires. Dr. Riley said he would like input from faculty so when the BUCC does discuss this, they know what may or may not work.

Dr. Entzminger said the faculty were told they have to give a justification for class size by the administration but they were never given guidance on how to do that.

Dr. Usry asked that the faculty be given guidelines on how to properly address class size within the master course syllabus.

Dr. Krause commented that class size depends on content-to-content, methodology-to-methodology, and the demand on assessment process should guide it. There is a letter put on top that says this is the recommendation of faculty but is at the digression of the president.

Dr. Riley mentioned that there are resources available to faculty, which includes BUCC members as well as information on the S:drive available to all faculty. He also said if people have questions, they could direct them towards him.

Dr. Riley asked that the members think about how to handle interdisciplinary proposals for a discussion in the future.

Dr. Mason would like to talk about priority scheduling, perhaps at the open meeting on 18 October 2017.

Marion Mason moved to adjourn; seconded by Mark Usry.

Adjournment 4:52 pm

BUCC Minutes October 4, 2017

Dr. John Riley Chair of the BUCC, called the 421st session of the BUCC (Bloomsburg University Curriculum Committee) to order at 3:00 PM on Wednesday, October 4, 2017, in the Schweiker Exhibit Room of the Andruss Library.

Present: James Krause, Mark Bowman, Kim Cardimona, Betina Entzminger, Marion Mason, Janet Reynolds Bodenman, Debbie Stayer, Kelly Roth, Michael Martin, William Hudon, Mark Usry, Daniel Roesch, Noah Wasielewski, Ralph Feather

3. Approval of the Agenda of October 4th, 2017 (421st session)

Mark Usry moved to approve the agenda of October 4, 2017; seconded by Tina Entzminger.

Motion to approve the agenda of October 4, 2017 passed by voice vote.

2. Approval of the Minutes of September 20, 2017 (420th sessions)

Mark Usry moved to approve the minutes of September 20, 2017: seconded by Kelly Roth.

Motion to approve the minutes of September 20, 2017 passed by voice vote with one abstention.

3. Chair Remarks

Dr. Riley welcomed Noah Wasielewski, he will be representing the college of Science and Technology for the academic year. There is a proposal Enrichment 101 College writing, since this is a writing course; Dr. Riley asked that it be reviewed by the College of Liberal Arts Curriculum committee. He was asked if courses that contain GEP's could run experimentally and he said no, those courses must be put through the General Education Counsel and then BUCC before they can be approved as courses. Someone reached out to him about PRP 3390, which discusses the Institutional Review Board. There is a concern that the chair of the committee is not qualified to hold that position. If more comes out of it, he will inform the committee. Two weeks is the open meeting for the semester. Dr. Mason would like updating on priority scheduling, the library will share information on information literacy, we will discuss the function of the graduate counsel, whether or not GEP's can be grandfathered in or be retroactive, the interdisciplinary approval process and someone from Academic Enrichment will come and talk about some of the initiatives they have going.

Dr. Karuse said each proposal from the last meeting was signed with the exception of two Languages and Cultures courses. Dr. Krause did approve French 203 & German 203 but left a voicemail message for Dr. Springman to come in and discuss with him how to differentiate between the two courses. He does not anticipate significant change but would like Dr. Springman to put in to the proposals the difference between the two courses as he explained them at the BUCC meeting.

4. Course Proposals

A. Teaching & Learning

- i. New Course with Distance Education: PROFSTUD 330 Playwork – Practice & Provision
- ii. New Course with Distance Education: PROFSTUD 331 Playwork Exploratory Practicum
- iii. New Course with Distance Education: PROFSTUD 332 Playwork – Principles, Policies & Practices
- iv. New Course with Distance Education: PROFSTUD 333 Creative Playwork
- v. New Course with Distance Education: PROFSTUD 334 Childhood & Society
- vi. New Course with Distance Education: PROFSTUD 335 Playwork Professional Internship

Ralph Feather moved to approve the New Courses with Distance Education PROFSTUD 330, 331, 332, 333, 334, & 335; seconded by Debra Stayer.

Dr. Michael Patte presented the proposals.

- Make clear in the Methods section of the Master Course Syllabus for PROFSTUD 331 & 335 that students who take these courses online will still be required to work onsite while enrolled in the courses.
- PROFSTUD 335 change the verbiage in the content outline of the Master Course syllabus to say internship and not practicum.
- Update courses where prerequisite for the course is approval of the instructor. Add other prerequisites, perhaps 60 credit hours, something more objective needs to be added.
- First sentence in the Methods section of the Syllabus, work on wording “may include but are not limited to”
- Student Assessment in the syllabus goes along with the methods, the assessments read as though everything listed will be done but the methods section says, “may include but are not limited to”.
- Section 10 Methods Wording will need to be added addressing class size for the traditional setting.
- Prerequisites spell out that a grade of C needs to be earned in PROFSTUD 330, 331, 332, 333 & 334.
- In each course, include an asterisk at the end of 15 Supporting Materials in the syllabus to indicate which materials are available in the Andruss Library.
- In the content section of PROFSTUD 330 add the necessary clearances.

- PROFSTUD 331 under content outline on the syllabus number 1 take out the second and.
- PROFSTUD 335 under content outline remove the periods at the end of each sentence.
- Since the courses are linear, the prerequisites for each course need to reflect that.

Marion Mason moved to table PROFSTUD 330, 331, 332, 333, 334 & 335: seconded by Tina Entzminger.

Motion to table PROFSTUD 330, 331, 332, 333, 334 & 335 passed by voice vote.

i. New Minor in Playwork

This item was an open discussion because the courses themselves were tabled.

Q-1 strike the course title and course abbreviation.

- i. New Course with Distance Education: PROFSTUD 340 Children & Families in Medical Settings
- ii. New Course with Distance Education: PROFSTUD 341 Death, Dying & Loss
- iii. New Course with Distance Education: PROFSTUD 342 Applied Research Methods
- iv. New Course with Distance Education: PROFSTUD 343 Child Life Practicum
- v. New Course with Distance Education & Dual Listing: COUNSEL 400/500 Introduction to the Helping Professions
- vi. New Course with Distance Education & Dual Listing: COUNSEL 420/520 Human Development

Ralph Feather moved to approve the New Courses with Distance Education PROFSTUD 340, 341, 342, 343, COUNSEL 400/500, & 420/520; seconded by Mark Usry.

Dr. Michael Patte presented the proposals.

- PROFSTUD 340, 341 & 342 prerequisites need to be clarified as they currently read approval of the instructor.
- PROFSTUD 342 catalog description in the master course syllabus needs more added to it.
- PROFSTUD 340 and 343 student-learning objectives in the master course syllabus need to include an action verb.
- PROFSTUD 343 title of the course is Child Life Practicum, switch to Child Life Specialist or Child Life Specialist Practicum

- Add to the program worksheet what courses will need to be completed as well as the courses for the minor.
- PROFSTUD 340 Q-3 resources needs to indicate that there will be additional resources for temporary faculty to teach this course.
- Gateway courses for the program need to be included as the application process so students are aware of what courses are required before they can begin the courses required for the minor.
- Check with Psychology about 420/520 and make sure there is no overlap.
- COUNSEL 400/500 & 420/520 for prerequisites include that there has to be a grade of C or better.
- COUNSEL 400/500 & 420/520 in the Prerequisites including something like, PROFSTUD 340 or its equivalent.

Marion Mason moved to table PROFSTUD 340, 341, 342, 343 & COUNSEL 400/500 & 420/520; seconded by Tina Entzminger.

i. New Minor in Child Life Specialist

Item was an open discussion because the courses were tabled.

- On the Program Course Checklist add an asterisk to the courses that have prerequisites; so students will be aware that they cannot just take the course.
- Q-4 add the units that were contacted.

i. New Course with Distance Education & Dual Listing: PROFSTUD 339/539
BU COE STEP Program

Ralph Feather moved to approve the New Course with Distance Education PROFSTUD 339/539 BU COE STEP Program; seconded by Noah Waisilewski.

Dr. Michael Patte presented the proposal.

- Under prerequisites in the master course syllabus add in that 60 credit hours must be completed before they can enter the program.
- Q-3 resources clarify that there may be additional resources used for those who will be supervising/teaching students

- Q-1 needs a Course abbreviation
- Check Pass/Fail on the first page of the omnibus
- Number 8 Catalog Description in the master course syllabus needs to include what students will be doing in the course

Marion Mason moved to table PROFSTUD 339/559; seconded by Mark Usry.

Motion to table PROFSTUD 339/559 passed by voice vote.

5. Discussion

6. Open Forum

Adjournment 5:15pm

BUCC Meeting – October 18, 2017

The 422nd session of the BUCC was called to order at 3:00 PM on Wednesday, October 18th, 2017, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: William Hudon, Sheila Dove-Jones, John Riley, Mark Usry, Dan Roesch, Mindi Miller, Deborah Walberg, James Krause, Charlotte Droll, Mark Bauman, Linda Neyer, Ralph Feather, Monica Favia, Kelly Roth, Noah Wasilewski, Tina Entzminger, Joseph Kissell, Linda Hock, Deb Stayer, Janet Bodenman, Michael Martin, Garrett Grant, Marion Mason, Terry Riley.

4. Approval of the Agenda of October 18th, 2017 (422nd session)

Dr. Usry moved to approve the agenda of October 18, 2017; seconded by Dr. Walberg. Agenda was approved.

2. Chair Remarks

Dr. Riley welcomed back Garrett Grant, who will be serving on the committee as the CGA representative for this semester.

Dr. Riley was asked if BUCC had ever required a bibliographic style in the master syllabus, and he informed the requestor that it has not ever required a specific style. Dr. Martin suggested that whatever style is used, it should be consistent throughout.

Dr. Riley addressed a previous concern about IRB. Graduate Council will work with the person on that. BUCC may see revisions at a future meeting.

A question was asked previously, if BUCC makes a recommendation to the Provost, and he makes changes, does it have to come back to BUCC? It does not have to, but if there are significant changes, it can come back to the committee.

Dr. Riley addressed a previous question about minors. After consultation with the Registrar, he reported that we are following PASSHE policy but not following the BU policy of no more than 6 credits from the major. We will take a look at the policy and come back to it at some point. Dr. Favia recalled a meeting where we addressed that. J. Kissell agreed that BUCC addressed it and determined that they wanted to follow the PASSHE policy, but the change was not made to the PRP. Dr. Riley clarified that is the work that the BUCC needs to do.

Dr. Krause reported that he met with Dr. Springman to look at German and French 204. Minor changes were made to differentiate the catalog description and it should not come back to the BUCC.

PASSHE policy change coming related to subsequent degrees (old 2nd degree policy). They are pushing it back for local decision-making. They won't create credit limits at the PASSHE level. They might make recommendations, but not requirements.

3. Priority Scheduling – Review

Reviewed priority scheduling data from Fall 2017 and Spring 2017. Currently, 1804 students or almost 20% of our students have priority scheduling, and about 12-13% took advantage of it. Dr. Mason spoke about looking over curriculum to see if there are instances of juniors getting ahead of seniors, or things like that. Dr. Martin asked if this is typical compared to other universities. He said that 20% seems like a lot, and Dr. Riley agreed. Dr. Mason said there have been discussions on whether priority scheduling is needed for all four years.

Spring 2017 data was higher than Fall 2017, so we had a decrease. Dr. Riley explained that it seems that students find out that they have priority scheduling and take advantage of it in the spring semester. He guessed that the number would go up again for Spring 2018.

Dr. Martin pointed out that it looks like seniors are using priority-scheduling more. Dr. Mason added that seniors have less time to complete their courses before applying to graduate, so the need may be greater. Dr. Krause pointed out that it's important to look at the reasons why different groups need priority scheduling, when determining if they need it for all four years. Dr. Riley expressed a concern about possibly giving too many students priority scheduling.

4. Information Literacy - Library

Dr. Droll distributed some printed items and presented on information literacy. She shared the framework guideline and value rubric. General education requirements at BU include information literacy. Context is vital to understanding information literacy, meaning it's going to look different according to discipline. Framework addresses the whole of the curriculum.

Plans – over the last academic year there have been several meetings with groups and individuals, and they are looking forward to more small-group interactions across campus.

Dr. Terry Riley addressed the group. General Education goal two applies to all departments, disciplines, and faculty across campus. He spoke about value rubric and ACRL framework. He developed a rubric based on the framework and shared it with the group.

Dr. Droll, in closing, thanked Dr. Riley for his efforts and invited colleagues to contact their office for further discussion.

5. Awarding General Education Points Retroactively

Dr. LaValley spoke about general education points. It was decided early on that GEPs would be granted retroactively for any student who took the particular course since Fall 2012. In the newest iteration of PRP 3612, we've moved away from that. The policy states, "GEPs for a course or CLE are not retroactively assigned unless requested and approved through the curricular process." When the department puts forth a proposal for a course to have GEPs, they will have to request it. Where does it go on the Omnibus form or the course syllabus? In the beginning, the justification for retroactive points was to have students get enough courses in their time here, but now sometimes departments make changes to a course in order to have them award GEP points, and they may not want the older version of the course to have GEPs. Dr. Riley said that it should be in the request on the Omnibus form and justified in the rationale section.

Discussion of the pros and cons of retroactively awarding GEPs.

Mr. Kissell stated that, due to the complexity of the degree audit system, his office has been grandfathering GEPs for students. He stated that transfer students get GEPs regardless of when they took the transfer course. If you do not retroactively award GEPs, you are putting native students at a disadvantage. Dr. Riley stated that it's impossible, in the presence of transfers, to avoid inequities. Mr. Kissell stated that he would have to look into whether it is possible to enforce that part of PRP 3612.

Dr. Riley mentioned that he talked to department chairpersons about transfer credits, and issues were discussed. There is a proposal for transfer courses (199, 299, 399, and 499) to be awarded GEPs, at the decision of the department for each course. For instance, the History department would determine if any GEPs are awarded for History 199. This can be beneficial for potential transfer students to determine how their courses will count towards graduation when making a decision to transfer.

6. Interdisciplinary Approval Process

Discussion of the approval process. Should Omnibus forms go through both curriculum committees? It becomes more complicated when crossing colleges. Suggested an ad-hoc committee for these situations. Discussion of interdisciplinary courses counting for different disciplines, and Honors was mentioned as an example.

7. Academic Enrichment Initiatives

Dr. Diehl introduced herself and spoke about academic enrichment initiatives. She gave a handout on what they are proposing, which is moving away from what's known as developmental instruction or remediation, non college-level work. They have credit-bearing experimental courses approved. A formal proposal will be submitted for the new courses. Two of the main reasons for this change are: ethical argument (students take non-credit courses and accrue debt) and national best practices. The courses have been restructured to make them college-level work.

Discussion of impact on the rest of campus.

Is there a potential for overlap with intro courses, such as ENGLISH 101?

PRP 3360 (Diagnostic testing program) was reviewed and approved by the BUCC recently.

Discussion of "increased faculty one-on-one interaction," as shown on the handout. How is that accomplished? Is there a limited class size? Part of the reason that the course is being offered experimentally is to make those determinations of needs.

8. DAWN Briefing

Dr. Hahn handed out some pamphlets on the culture of drinking on college campuses. They have been working hard to change the culture. The pamphlet gave some suggestions for how teaching faculty can influence culture. She talked about a program called, "Never Cancel a Class." They can come to your classroom if you need coverage.

9. Open Forum

Dr. Mason asked for an update from the Registrar on curriculum management software. Unfortunately, J. Kissell had already left.

Value rubrics and assessment should be reviewed and updated if needed.

Adjournment

Meeting was adjourned at 4:32 pm.

BUCC Meeting – November 1, 2017

The 423rd session of the BUCC was called to order at 3:00 PM on Wednesday, November 1st, 2017, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES – Draft

Present: William Hudon, John Riley, Mark Usry, Dan Roesch, Deborah Walberg, James Krause, Mark Bauman, Ralph Feather, Thomas Tanner, Kelly Roth, Noah Wasilewski, Tina Entzminger, Deb Stayer, Janet Bodenman, Michael Martin, Garrett Grant, Marion Mason.

5. Approval of the Agenda of November 1st, 2017 (423rd session)

Dr. Usry moved to approve the agenda of November 1, 2017; seconded by Deborah Walberg.

4 A should read remove from the table not second reading.

Motion to approve the agenda of November 1, 2017 passed by voice vote.

2. Approval of the Minutes of October 18, 2017 (422nd session)

Noah Walewski moved to approve the minutes of October 18, 2017: Seconded by Kelly Roth.

Motion to approve the minutes of October 18, 2017 passed by voice vote.

3 Chair Remarks

Dr. Riley was contacted by Mr. Heckrote from veteran's affairs on campus about MILSERV being established as a course prefix. He told Mr. Heckrote that the matter would come before the BUCC committee as an information item. At forum last week there was a non-binding resolution presented, which asked BUCC to consider PRP 3506- Class Attendance Policy. One of the omissions is it does not accommodate students who miss class for religious reasons.

Dr. Riley asked the BUCC members how they feel about dividing the work up among the members when they receive large proposals as the Biology proposals on the agenda for this meeting. He said when they get to the Biology proposals, he will ask if the BUCC members would like to divide the proposals and discuss them in that manner.

4 Course Proposals

a. Teaching and Learning – Previously Tabled 4 October 2017

- i. New Course with Distance Education PROFSTUD 330 Playwork – Practice & Provision

- ii. New Course with Distance Education PROFSTUD 331 Playwork Exploratory Practicum
- iii. New Course with Distance Education PROFSTUD 332 Playwork – Principles, Policies, & Practices
- iv. New Course with Distance Education PROFSTUD 333 Creative Playwork
- v. New Course with Distance Education PROFSTUD 334 Childhood & Society
- vi. New Course with Distance Education PROFSTUD 335 Playwork Professional Internship

Marion Mason moved to remove from the table and approve the New Courses PROFSTUD 330,331,332,333,334 & 335; seconded by Mark Usry.

- 332 Student Learning Objective number 2 needs to begin with an active verb
- 335 Student Learning Objectives 6, 7, 8 & 9 all need be revised so they begin with an active verb and can be assessed. (Dr. Feather offered to help the proposer make the revisions)
- 335 in the Methods section of the master course syllabus add a statement comparable to, Supervisor will provide appropriate feedback.

Motion to approve PROFSTUD 330, 331, 332, 333, 334 & 335 with revisions passed by voice vote.

i. Minor in Playwork

Marion Mason moved to remove from the table and approve a New Minor in Playwork; seconded by Tina Entzminger.

- Update Course Checklist to reflect that students can take PROFSTUD 334 while enrolled in PROFSTUD 335
- The statement at the bottom of the Course Checklist needs to be corrected.

Motion to approve the New Minor in Playwork with revisions passed by voice vote.

- New Course with Distance Education PROFSTUD 340 Children & Families in Medical Settings
- New Course with Distance Education: PROFSTUD 341 Death, Dying, & Loss
- New Course with Distance Education: PROFSTUD 342 Applied Research Methods
- New Course with Distance Education: PROFSTUD 343 Child Life Specialist Practicum
- New Course with Distance Education & Dual Listing: COUNSEL 400/500
- New Course with Distance Education & Dual Listing: COUNSEL 420/520

Mark Usry moved to remove from the table and approve PROFSTUD 340, 341, 342, 343 & COUNSEL 400/500 & COUNSEL 420/520; seconded by Kelly Roth.

- PROFSTUD 342 Student Learning Objectives 4 & 5 need to be reworded to reflect applied research. Perhaps change the title to something like, Research Methodology.
- COUNSEL 400/500 & 420/520 add class size and add, Must be enrolled in Child Life Minor in the prerequisite section of the master course syllabus.

Motion to approve PROFSTUD 340, 341, 342, 343 & COUNSEL 400/550 & COUNSEL 420/520 with revisions passed by voice vote.

Minor in Child Life Specialist

Marion Mason moved to remove from the table and pass a New Minor in Child Life Specialist; seconded by Mark Usry.

Motion to approve a New Minor in Child Life Specialist passed by voice vote.

b. Biological and Allied Health Sciences

Update syllabi for undergraduate courses

Tina Entzminger moved to approve the update to the undergraduate course syllabi for Biological and Allied Health Sciences; seconded by Mark Usry.

Dr. Judy Kipe-Nolt presented the proposal.

Motion to approve the update to the undergraduate course syllabi for Biological and Allied Health Sciences passed by voice vote.

Update syllabi for swing courses

Tina Entzminger moved to approve the update to the swing course syllabi for Biological and Allied Health Sciences; seconded by Mark Usry.

Dr. Kipe-Nolt presented the proposal.

Motion to approve the update to the swing course syllabi for Biological and Allied Health Sciences passed by voice vote.

Update syllabi for graduate courses

Marion Mason moved to approve the update to the graduate course syllabi for Biological and Allied Health Sciences; seconded by Tina Entzminger.

Dr. Kipe-Nolt presented the proposal.

Motion to approve the update to the graduate course syllabi for Biological and Allied Health Sciences passed by voice vote.

c. Languages and Cultures

- i. Add new course CES 316 Special Topics in Central and East European Studies

Noah Wasilewski moved to approve CES 316 as a New Course; seconded by Michael Martin.

Dr. Mykola Polyuha presented the proposal.

- Add examples to content outline
- Remove the sentence that begins with “Below” from the content outline in the master course syllabus.

Motion to approve CES 316 as a New Course with General Education Points with revisions passed by voice vote.

d. Psychology

- i. Add New Course PSYCH 327 Positive Psychology

Michael Martin moved to approve PSYCH 327 as a New Course; seconded by Mark Usry.

Dr. Duncan presented the proposal.

- Student Learning Objective number one in the master course syllabus begin the sentence with the word “use”.
- Add the word typically to the last sentence in the Catalog Description in the master course syllabus.

Motion to approve PSYCH 327 as a New Course with revisions passed by voice vote.

- ii. Update Major checklist for Psychology

Michael Martin moved to approve the update to the Major course checklist for Psychology; seconded by Kelly Roth.

Dr. Duncan presented the proposal.

Motion to approve the update to the Master Course checklist passed by voice vote.

e. Instructional Technology

- i. Update Master Course Syllabus: INSTTECH 546 Research in Instructional Technology

Michael Martin moved to approve an update to the master course syllabus for INSTTECH 546; seconded by Debbie Stayer.

Dr. Lynn Hummel presented the proposal.

Motion to approve the update to the master course syllabus for INSTTECH 546 passed by voice vote.

f. Communication Studies

- i. New Course: COMMSTUD 421 Crisis Communication
- ii. New Course: COMMSTUD 429 Event Planning

Michael Martin moved to approve the new courses COMMSTUD 421 & 429; seconded by Kelly Roth.

Marion Mason moved to separate the question; seconded by Kelly Roth.

Mark Usry moved to table COMMSTUD 421; seconded by Tina Entzminger.

Dr. Kara Schultz presented the proposals

COMMSTUD 421 student learning objective number one needs to begin with an action verb
COMMSTUD 421 in the prerequisite section add the course COMMSTUD 215
COMMSTUD 421 content outline in the master course syllabus talks to crisis management but does not mention crisis communication. Also, mention social media.

Marion Mason moved to separate the question; seconded by Kelly Roth

Motion to separate the question passed by voice vote.

Mark Usry moved to table COMMSTUD 421; seconded by Tina Entzminger

Motion to table COMMSTUD 421 passed by voice vote.

Motion to approve COMMSTUD 429 passed by voice vote.

Dr. Riley asked that Dr. Marion Mason to act as chair for the next set of proposals.

g. Mathematical & Digital Sciences

- i. Distance Education version of COMPSCI 115 Python Programming
- ii. Distance Education version of DIGFOR 121 Digital Forensics File System 1
- iii. Distance Education version of DIGFOR 122 Digital Forensics File System 2
- iv. Distance Education version of DIGFOR 275 Secure System Design and Administration
- v. Distance Education version of DIGFOR 311 Security Fundamentals
- vi. Distance Education version of DIGFOR 317 Digital Forensics Software

Tina Entzminger moved to approved distance education for COMPSCI 115, DIGFOR 121, 122, 275, 311 & 317; seconded by Noah Wasilewski.

Dr. Riley presented the proposals.

- DIGFOR 311 – Student Learning Objective number one take off the first four words and begin the sentence with “assess”.

Motion to approve COMPSCI 115, DIGFOR 121, 122, 275, 311 & 317 for distance education with revisions passed by voice vote.

- vii. New Certificate in Digital Forensics

Tina Entzminger moved to approve the new certificate in Digital Forensics; seconded by Kelly Roth.

Dr. Riley presented the proposal.

Motion to approve the new certificate in Digital Forensics passed by voice vote.

- viii. New Course: DATASCI 410 Machine Learning for Data Science

Tina Entzminger moved to approve a new course DATASCI 410; seconded by Mark Usry.

Dr. Riley presented the proposal.

Motion to approve DATASCI 410 as a new course passed by voice vote.

h. Marketing & Professional Sales

- i. Professional Selling & Marketing Specialization Change in Degree Requirements

Mark Usry moved to approve Professional Selling & Marketing Specialization Change in Degree Requirements; seconded by Marion Mason.

Dr. presented the proposal.

Motion to approve the Professional Selling & Marketing Specialization Change in Degree Requirements passed by voice vote.

ii. Marketing Specialization Change in Degree Requirements

Mark Usry moved to approve the Marketing Specialization Change in Degree Requirements; seconded by Michael Martin.

Dr. presented the proposal.

Motion to approve Marketing Specialization Change in Degree Requirements passed by voice vote.

i. Interdisciplinary Studies

i. Update Master Course Syllabus and add Distance Education: INTSTUDY 231
Technical Writing

Marion Mason Moved to approve an Update to the Master Course Syllabus and add Distance Education to INSTUDY 231; seconded by Tina Entzminger.

Dr. Michael Martin presented the proposal.

- Check box 4 on the first page of the omnibus.
- Add the word credit before “hours” in the prerequisite section of the master course syllabus.
- Content outline in the master course syllabus, the lettering needs to be corrected.
- Student Learning Objective number one in the master course syllabus needs to be corrected to goal
- Student Learning objective number eight, start with the word “work”

Motion to approve INSTUDY 231 with revisions passed by voice vote.

j. Art & Art History

i. Change in Master Course Syllabus: ARTSTDIO 281 Introductory Photography

Debra Stayer moved to approve the Change in Master Course Syllabus for ARTSTDIO 281; seconded by Michael Martin.

Dr. Davis Kube presented the proposal.

Motion to approve ARTSTDIO 281 passed by voice vote.

k. History

- i. Add a New Course with General Education Points: HISTORY 270 Hollywood and History

Mark Usry moved to approve the New Course with General Education Points HISTORY 270; seconded by Kelly Roth.

Dr. Lisa Stallbaumer presented the proposal.

Motion to approve HISTORY 270 passed by voice vote.

5. Policies and Procedures

- i. PRP 3343 Evaluation of Transfer Credits

Dr. Riley spoke to the policy mentioning the most significant changes are within the 199, 299, 399 section.

The department chair will be responsible for all of the 199's that students are transferring in. For example if a Math student transfers in a 199 from history, Dr. Jones has to make a determination what GEP's go with the 199. With this new policy, the history department would decide what GEP's 199's, 299's, 399's would receive.

Joseph Kissell commented 199's do not count for GEP's there is no approval process to allow a 199 to count. What does happen is the chair, which houses the major, may request that a 199 be substituted for a GEP in a particular goal. In this new policy, we would remove all the petitions, waivers, and substitutions and then, each department will sit down and decide what value each 199, 299 & 399 has toward general education. The department will then give that list to the registrar and they will program the degree audit so when the 199, 299, 399 come in they will flood to that goal and the student will not have to go through the current process.

Mr. Kissell went on to say, the only option would be that each department would have to take every single history course from every single college and evaluate them one by one to determine the appropriateness of each goal.

The policy will be brought back to BUCC at the next meeting for further discussion.

6. Open Forum

Mark Usry moved to adjourn; seconded by Marion Mason.

Adjournment 5:15 PM

BUCC Meeting – November 15, 2017

The 424th session of the BUCC was called to order at 3:00 PM on Wednesday, November 15th, 2017, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: William Hudon, John Riley, Mark Usry, Dan Roesch, Deborah Walberg, Ralph Feather, Thomas Tanner, Kelly Roth, Noah Wasielewski, Tina Entzminger, Deb Stayer, Janet Bodenman, Michael Martin, Garrett Grant, Marion Mason, Monica Favia

6. Approval of the Agenda of November 15th, 2017 (424th session)

Michael Martin moved to approve the agenda of November 15, 2017; seconded by Noah Wasielewski.

Motion to approve the agenda of November 15, 2017 passed by voice vote.

2. Approval of the Minutes of November 1, 2017 (423rd session)

Debra Stayer moved to approve the minutes of November 1, 2017: Seconded by Noah Wasielewski.

Motion to approve the minutes of November 1, 2017 passed by voice vote.

3 Chair Remarks

Dr. Riley introduced a new student to the BUCC committee, Malyn Santiago. Dr. Tapsak is sitting in as the provost designee and Tom Tanner is sitting in for Mark Usry this afternoon. The BUCC has been discussing review bodies and using the honors advisory council when honors proposals come through. In the background, the BUCC needs to work on the class attendance policy to accommodate religious holidays. This omission was brought to Dr. Riley's attention by the Forum committee. Dr. Riley was asked what happens when the BUCC says an impact statement has to be filed, but there is a substantial objection. He feels that is beyond routine and it should be brought to the BUCC committees attention for their review.

Dr. Martin is the chair of the college of liberal arts curriculum committee and it was asked by some of the members of that committee, what the BUCC considers appropriate verbs and not appropriate verbs; especially where student-learning objectives are concerned. He asked what the BUCC could do to be more transparent than they have been in the past so it is easier for those individuals preparing proposals.

Dr. Feather recommended Meyer's text in writing instructional objectives. He explained that even though the BUCC may understand what demonstrate a knowledge of means, students might not. Therefore, that has to be changed to using an action verb that is assessable.

Dr. Riley asked Dr. Feather if he would be willing to write up a two-page synopsis concerning this issue.

Dr. Feather agreed.

4. Course Proposals

A. Mass Communication

i. Update Emergent Media Minor (**Previously Tabled on 9-6-17**)

Ralph Feather moved to remove from the table and approve the Update to the Emergent Media Minor; seconded by Michael Martin.

Dennis Franik presented the proposal. He explained that the department removed the 320 capstone course that BUCC disliked and added 497 as an option for students.

Motion to approve the Update to the Emergent Media Minor passed by voice vote.

- ii. Update Master Course Syllabus and add Distance Education: Mass Comm 455 Public Relations Cases and Problems
- iii. Update Master Course Syllabus and add Distance Education: Mass Comm 475 Public Relations Workshop: Specified Topic Area

Michael Martin moved to approve the Update to the Master Course Syllabus and add Distance Education for Mass Comm 455 & 475; seconded by Kelly Roth.

Kristi Byrum presented the proposal.

- Mass Comm 455 Student Learning Objective number 1 needs to begin with an action verb
- Mass Comm 455 section 10 Methods and section 8 Content Description remove the last line in each.
- Mass Comm 455 & 475 remove the New Title from section Q1 on the omnibus
- Resource section of the master course syllabus add if any of the materials can be found in the Andrus Library

Motion to approve Mass Comm 455 & 475 with corrections passed by voice vote.

B. Environmental, Geographical & Geological Sciences

i. New Course with General Education Points: EGG 205 Special Topics in Regional Geography

Noah Wasielewski moved to EGG 205 as a New Course with General Education Points; seconded by Monica Favia.

John Bodenman presented the proposal.

- Section 8 Catalog Description remove the line “This course is offered every few years.”

Motion to approve EGG 205 with corrections passed by voice vote.

C. Art and Art History

i. Update Master Course Syllabus: ARTHSTRY 355 History of Modern Art

Deborah Walberg moved to approve the Update to the Master Course Syllabus for ARTHSTRY 355; seconded by Michael Martin.

- Course Content, Outline, GEP's are different. There is not an updated omnibus out on the s:drive. This course is very different than what is currently on the s:drive.

Monica Favia moved to table ARTHSTRY 355; seconded by Marion Mason.

Motion to table ARTHSTRY 355 passed by voice vote.

D. Biology

i. New Course with General Education Points: Biology 298 Internship in Medical Imaging

Michael Martin moved to approve Biology 298 as a New Course with General Education Points; seconded by Kelly Roth.

Dr. Angela Hess presented the proposal. Students spend time in the hospitals and show citizenship by their interactions with patients and caregivers.

Dr. Entzminger commented that based on the student learning objectives, it is hard to see why GEP's in citizenship should be attached to the course.

Dr. Hess replied that citizenship could be displayed in many different ways. These students are interacting one on one with patients displaying empathy and handling patients with different cultural backgrounds.

Dr. Bodenman commented that general education usually means that the course is open to all students. However, students could not take this course unless they are majoring in Medical Imaging.

Dr. Hess commented there are a number of courses on the books already that have general education points and are tied to a major. For instance, there are chemistry courses that have writing GEP's attached to them and are only open to certain majors.

Dr. Stayer said nursing has a public health internship that has 2 GEP's attached to it.

Monica Favia moved to divide the question making the general education points separate from the course; seconded by Michael Martin.

Motion to divide the question passed by voice vote with 1 abstention and 1 no.

Michael Martin moved to approve Biology 298 as a New Course; seconded by Noah Wasielewski.

Motion to approve Biology 298 as a New Course passed by voice vote.

Noah Wasielewski moved to approve two general education points for Biology 298; seconded by Marion Mason.

Motion to approve two general education points for Biology 298 did not pass with 6 yes, 5 no and 2 abstentions.

- ii. Update Major Checklist of B.S. in Medical Imaging

Marion Mason moved to approve an Update to the B.S. in Medical Imaging Major Checklist; seconded by Noah Wasielewski.

Dr. Angela Hess presented the proposal.

Motion to approve the update to the Major Checklist for a B.S. in Medical Imaging passed by voice vote.

- E. English

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

Marion Mason moved to approve the Change in Master Course Syllabus and to Add Distance Education to English 101; seconded by Michael Martin.

- Section 10 Methods in the Master Course Syllabus, move the mention of the Fall and Spring delivery in the online section up to the on-campus section and change the last sentence in the methods section to include all delivery methods, not just distance education.

Motion to approve the Change in Master Course Syllabus and addition of Distance Education to English 101 with corrections passed by voice vote.

- F. Honors

- i. Change in Master Course Syllabus: HONORS 105 Environmental Issues and Choices (EGGS)

Michael Martin moved to approve a Change in Master Course Syllabus to HONORS 105; seconded by Janet Bodenman.

Dr. John Bodenman presented the proposal along with Julie Vandivere.

- Move paragraph that begins with “In addition” in Content Description of the master course syllabus to the end of section nine.

Motion to approve a Change in Master Course Syllabus to HONORS 105 with corrections passed by voice vote.

G. Audiology

- i. Department Name Change: Audiology & Speech Pathology to Communication Sciences and Disorders

Dr. Awan presented the proposal.

This is an information item only for the BUCC. No motions necessary.

H. Nursing

- i. Change in Master Course Syllabus: NURSING 210 Professional Nursing
- ii. Change in Master Course Syllabus: NURSING 212 Pharmacology
- iii. Change in Master Course Syllabus: NURSING 213 Foundations of Nursing Practice
- iv. Change in Master Course Syllabus: NURSING 215 Pathophysiology for Nursing Practice
- v. Change in Master Course Syllabus: NURSING 311 Adult Health One
- vi. Change in Master Course Syllabus: NURSING 312 Maternal Child Health Nursing

Debra Stayer motioned to approve the Change in Master Course Syllabus for NURSING 210, 212, 213, 215, 311 & 312; seconded by Kelly Roth.

Dr. Stayer presented the proposals.

Number 14 Course Assessment in the Master Course Syllabus says the course will be evaluated by students via the department of nursing course evaluation form. This is different than what the current NURSING 210 course on the s:drive states. In this version of NURSING 210 the rubrics are missing and the course assessment is different.

Monica Favia moved to table NURSING 210; seconded by Ralph Feather.

Motion to table NURSING 210 passed by voice vote.

- NURSING 212 student learning objective number 1 needs to be rewritten to include an action verb.
- Q-3 on each course add explanation concerning resources.
- Refer to the section in PRP 3233 that addresses what is needed for course assessment in a master course syllabus.

Monica Favia motion to table NURSING 212, 213, 215, 311 & 312; seconded by Marion Mason.

Motion to table NURSING 212, 213, 215, 311 & 312 passed by voice vote with 2 No's.

- I. New Minor in Finance
 - i. New Minor in Finance

Marion Mason moved to approve a New Minor in Finance; seconded by Monica Favia.

Dr. Ohn presented the proposal.

Motion to approve a New Minor in Finance passed by voice vote.

- ii. New Minor in Personal Financial Planning

Marion Mason moved to approve a New Minor in Personal Financial Planning; seconded by Noah Wasielewski.

Dr. Ohn presented the proposal.

- Q-1 add - the minor is open to all students.

Motion to approve a New Minor in Personal Financial Planning with corrections passed by voice vote.

- J. Language and Cultures
 - i. Update Master Course Syllabus and Add General Education Points:
SPANISH 203 Spanish 3

Noah Wasiliewski moved to approve an Update to the Master Course Syllabus and Add General Education Points; seconded by Marion Mason.

Marion Mason moved to table SPANISH 203 due to lack of representation; seconded by Monica Favia.

Motion to table SPANISH 203 passed by voice vote.

- ii. Modify German Minor

Kelly Roth moved to approve a Modification of the German Minor; seconded by Marion Mason.

Dr. Springfield presented the proposal.

Motion to approve a modification to the German Minor passed by voice vote.

5. Discussion

- i. PRP 3343 Evaluation of Transfer Credits

Dr. William Hudon created an alternative to some of the work that has been done on the transfer policy thus far. Dr. Riley would like each member to have a copy before any real discussion is had concerning it. He would also like for the department chairs', registrar and admissions office to review the document as well.

Dr. Hudon commented, a number of people came to him with concern to a blanket approval for GEP points based on a one time review that would be applicable to all transfer students, either those we have today and those in the future. He tried to put in to a step-by-step process, something that could conceivably work.

Dr. Richardson commented there has been an additional strategy through the strategic enrollment management plan that specifically focuses on transfer students. He thought it might be good for that group to review this as well, to add some breadth and depth because those individuals on the strategy team are going to be held to make that come in to function as well.

Dr. Riley emailed some of the board of governor's policies and if you read them, the transfer portions are messy but they do have some key elements to them that have to be considered with this policy.

- ii. PRP 3446 Undergraduate Academic Retention Standards
PRP 3557 Academic Dismissal and Appeals Procedure

Dr. Richardson would like to review these two policies in depth before they are brought back to BUCC for discussion. He will be sent both policies via email and let members know when he is ready to bring them forward.

6. Open Forum

Marion Mason motioned to have a BUCC meeting on December 6, 2017; seconded by

Motion to have a BUCC meeting on December 6, 2017 passed by voice vote.

Adjournment 4:55 PM

BUCC Meeting Minutes – December 6, 2017

The 425th session of the BUCC was called to order at 3:00 PM on Wednesday, December 6th, 2017, in the Schweiker Exhibit Room of the Andruss Library

Present: William Hudon, John Riley, Mark Usry, Dan Roesch, Deborah Walberg, Ralph Feather, Kelly Roth, Noah Wasielewski, Tina Entzminger, Deb Stayer, Janet Bodenman, Michael Martin, Garrett Grant, Marion Mason, Monica Favia

7. Approval of the Agenda of December 6th, 2017 (425th session)

Michael Martin moved to approve the agenda of December 6, 2017; seconded by Noah Wasielewski.

Deborah Walberg requested item K on the agenda be moved up because she has a class and must leave the meeting early.

Michael Martin moved to amend the agenda to reflect item K becoming item A; seconded by Mark Usry.

Motion to approve item K be moved to item A passed by voice vote.

Motion to approve the agenda of December 6, 2017 passed by voice vote.

2. Approval of the Minutes of November 15, 2017 (424th session)

Debra Stayer moved to approve the minutes of November 15, 2017: Seconded by Noah Wasielewski.

Motion to approve the minutes of November 15, 2017 passed by voice vote.

3 Chair Remarks

Dr. Riley commented how he asked the members of the BUCC to divide the work. It worked out to about 15 proposals per group. He asked how the members felt about having to review 15 proposals. A few commented it made the review process easier. It was asked if the proposals could be made available sooner to the members for their review. Dr. Krause commented the deadline for proposers would have to be moved up in order for that to work. The agenda meetings are the Wednesday before the BUCC meetings and the materials are sent to the members the Friday before the BUCC meetings. This gives proposers an opportunity to make corrections before the committee reviews them.

The committee would like to cap the amount of proposals allowed on each agenda. The issue is if the proposal is in by the deadline, the department expects to see it on the agenda. Dr. Riley mentioned, when it hits 5PM and we still have proposals, we could end the meeting and put what is left on to the next agenda. That can be decided at individual meetings.

Dr. Krause commented there are three proposals from the last BUCC meetings that have not been approved. They are in need of minor corrections from the proposers.

Dr. Krause received a written request from the department of Biological and Allied Health Sciences to approve the GEP's for Biology 298 even though it was not approved by BUCC at the 15 November 2018

meeting. He elected not to sign it. He spoke to the dean, department chair, current and past GEC chairs' about his concerns which were different than some of the concerns voiced that day. He asked GEC to have broader conversations about the lens GEC uses to approve course with GEP's.

4. Course Proposals

A. Art & Art History

- i. New Course with General Education Points: ARTHSTRY 105 Art Through the Cinematic Lens

Marion Mason moved to approve ARTHSTRY 105 as New Course with General Education Points; seconded by Debra Stayer.

- Q-4 List units that were impacted
- Box 4 uncheck item V
- Check capitalization throughout proposal

Motion to approve ARTHSTRY 105 as a New Course with General Education Points with revisions passed by voice vote.

B. Communication Studies

- i. New Course: CommStud 421 Crisis Communication (Previously Tabled)

Marion Mason moved to remove from the table and approve CommStud 421 as a New Course; seconded by Michael Martin.

- Student Learning Objective number one in the Master Course Syllabus needs to begin with an action verb. Dr. Feather suggested striking out “an understanding of” and the issue would be resolved.

Motion to approve CommStud 421 as a New Course with the revision passed by voice vote.

C. Anthropology

- i. New Course with Distance Education: ANTHRO 423 Environmental Anthropology & Regional Sustainability

Mark Usry moved to approve ANTHRO 423 as a New Course with Distance Education; seconded by Marion Mason.

Michael Martin moved to amend the motion and add 30 credit hours or permission of instructor to section 7 prerequisites on the Master Course Syllabus; seconded by Noah Waseilewski.

Motion to add 30 credit hours or permission of instructor to the section 7 prerequisites on the Master Course Syllabus passed by voice vote.

- Content description needs to read more like an upper level course.

Mark Usry motioned to table ANTHRO 423; seconded by Monica Favia.

Motion to table ANTHRO 423 passed by voice vote.

- ii. Update Anthropology Major
- iii. Update Anthropology Minor

Ralph Feather moved to table the update to the Anthropology Major and the Minor; seconded by Marion Mason.

The proposals were tabled because the department was requesting to add ANTHRO 423 to both the major and the minor. However, ANTHRO 423 was not approved by the BUCC committee.

Motion to table both the Anthropology Major and Minor passed by voice vote.

- D. Innovation, Technology & Supply Chain Management
 - i. New Course with Distance Education: SCM 498 Special Topics in Supply Chain Management
 - ii. New Course: SCM 432 Internship in Supply Chain Management

Mark Usry moved to approve SCM 498 as a New Course with Distance Education and SCM 432 as a New Course; seconded by Marion Mason.

- SCM 498 – Section seven on the master course syllabus add 60 credit hours as a prerequisite.
- Remove box beginning with “Determined by Instructor” from section 11 in master course syllabus.
- Add may be repeated for credit in section eight, Catalog Description in the master course syllabus.
- SCM 432 Q-3 clarify the resourcing.

Motion to approve SCM 498 & 432 with revisions passed by voice vote.

- iii. Change in Degree Requirements: Supply Chain Management Major
- iv. Change in Degree Requirements: ITM Specialization
- v. Change in Degree Requirements: Bus Ed Major

Marion Mason moved to approve the Change in Degree Requirements for Supply Chain Management, ITM Specialization and Business Education Major; seconded by Mark Usry.

Motion to approve the Change in Degree Requirements for Supply Chain Management, ITM Specialization and Business Education Major passed by voice vote.

- E. Accounting
 - i. Revision to Interdisciplinary Legal Studies Minor

Marion Mason moved to approve the revision to the Interdisciplinary Legal Studies Minor; seconded by Mark Usry.

Dr. Laura Davis presented the proposal.

Motion to approve the revision to the Interdisciplinary Legal Studies Minor passed by voice vote.

- F. Academic Enrichment
 - i. New Course: ENRICH 101 College Writing Enrichment
 - ii. New Course: ENRICH 110 Reading Your World

Michael Martin moved to approve ENRICH 101 & 110 as New Courses; seconded by Marion Mason.

Dr. Cassandra Sachar presented the proposals.

ENRICH 101

- Q-4 move signature from line a to line b.

ENRICH 110

- Move the middle block of section 11 Student Learning Objectives to the left under number one.
- Student Learning Objective number one begin with Articulate an example of.
- Prototype text needs revised, reads like a list of articles.

Motion to approve ENRICH 101 & 110 as New Courses with revisions passed by voice vote.

- G. Biological & Allied Health Sciences
 - i. New Minor: Natural History

Michael Martin moved to approve the New Minor: Natural History; seconded by Marion Mason.

Dr. Klinger presented the proposal.

Motion to approve the New Minor; Natural History passed by voice vote.

H. Mathematical & Digital Sciences

i. New Course: DATASCI 420 Advanced Data Science

Marion Mason moved to approve DATASCI 420 as a New Course; seconded by Michael Martin.

Dr. Calhoun presented the proposal.

Motion to approve DATASCI 420 as a New Course passed by voice vote.

ii. New Track: Data Science

Michael Martin moved to approve a New Track; Data Science; seconded by Marion Mason.

Dr. Calhoun presented the proposal.

Move the language in Q1 to Q2 on the omnibus form.

Motion to approve a New Track: Data Science with revisions passed by voice vote.

I. English

- i. Update in Master Course Syllabus: English 322 American Realism
- ii. Update in Master Course Syllabus: English 345 Romantic and Victorian Literature
- iii. Update in Master Course Syllabus: English 370 English Novel
- iv. Update in Master Course Syllabus: English 384 Literature for Children
- v. Update in Master Course Syllabus: English 385 Literature for Young Adults
- vi. Update in Master Course Syllabus: English 391 Literature and Film
- vii. Update in Master Course Syllabus: English 492 Literary Criticism

Michael Martin moved to approve an Update to the Master Course Syllabus for English 322, 345, 370, 384, 385, 391 & 492; seconded by Mark Usry.

Dr. Terrance Riley presented the proposals.

- Remove language “Elective in English departments Literature Concentration and Secondary Education Major” from sections 8 & 14 in the Master Course Syllabus.

Motion to approve an Update to the Master Course Syllabus for English 322, 345, 370, 384, 358, 391 & 492 with revisions passed by voice vote.

J. Finance

- i. New Course with Distance Education: FIN 317 Principle of Real Estate
- ii. New Course: FIN 320 Real Estate Finance and Investment

Michael Martin moved to approve FIN 317 & 320 as New Courses; seconded by Marion Mason.

Dr. Johnathan Ohn presented the proposal.

- FIN 320 - Student learning objective number one begin with analyze.
- FIN 317 – Student learning objective number six begin with evaluate risk assessment. Learning objective number two change “od” to of.

Both FIN 317 & 320

- Content Outline do not refer to a text
- References in syllabus need to be in style and in alphabetical order
- Catalog Description is a summary of the Content Outline

Michael Martin moved to table FIN 317 & 320; seconded by Marion Mason

Motion to table FIN 317 & 320 passed by voice vote.

- iii. New Minor: Real Estate Finance

Marion Mason moved to table the request for a New Minor in Real Estate Finance; seconded by Michael Martin.

The motion to table was made because the two new courses needed for the new minor were tabled.

Motion to table the request for a New Minor in Real Estate Finance passed by voice vote.

K. Mass Communications

- i. Update Master Course Syllabus: MASSCOMM 297 Practicum in Mass Communications

Marion Mason moved to approve an Update to the Master Course Syllabus for MASSCOMM 297; seconded by Noah Wasielewski.

Dr. Jason Genovese presented the proposal.

- Add may be repeatable for credit in section 8 Catalog Description of the Master Course Syllabus

Motion to approve an Update to the Master Course Syllabus for MASSCOMM 297 with revisions passed by voice vote.

L. Languages and Cultures

- i. Update Master Course Syllabus and Add General Education Points.

Noah Wasielewski moved to approve an Update to the Master Course Syllabus and Add General Education Points to SPANISH 204; seconded by Marion Mason.

Dr. Christopher Donahue presented the proposal.

Update effective semester date

Motion to approve an Update to the Master Course Syllabus and Add General Education Points to SPANISH 204 with revisions passed by voice vote.

M. Exercise Science

- i. Update Master Course Syllabus and Add Distance Education: EXERSCI 380 Research Methods in Exercise Science

Mark Usry moved to approve an Update to the Master Course Syllabus and Add Distance Education to EXERSCI 380; Seconded by Marion Mason.

Dr. Wasielewski present the proposal.

Motion to approve an Update to the Master Course Syllabus and Add Distance Education to EXERSCI 380 passed by voice vote.

5. Discussion

- i. PRP 3443 Evaluation of Transfer Credits – Second Reading
- ii. PRP 3870 Graduate Faculty Appointment – First Reading

No discussion of PRP's due to time.

6. Open Forum

Adjournment 5:15 PM

BUCC Meeting – January 31, 2018

The 426th session of the BUCC was called to order at 3:00 PM on Wednesday, January 31st, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: William Hudon, John Riley, Mark Usry, Dan Roesch, Deborah Walberg, Ralph Feather, Kelly Roth, Noah Wasielewski, Tina Entzminger, Deb Stayer, Janet Bodenman, Michael Martin, Marion Mason, Monica Favia

8. Approval of the Agenda of January 31st, 2017 (426th session)
2. Approval of the Minutes of December 6, 2017 (425th session)

Debra Stayer moved to approve the minutes of December 6, 2017: Seconded by Noah Wasielewski.

Motion to approve the minutes of December 6, 2017 passed by voice vote.

3 Chair Remarks

Dr. Riley welcomed everyone back and introduced Dr. Ford as the new College of Liberal Arts representative. Dr. Doll was in for Dean Aronstam. The provost asked for time to work more on the transfer policy issue. The registrar let Dr. Riley and Dr. Mason that they are going to hold off on the course management software, it is expensive and they would like to see how Slippery Rock handles it. There is a problem of getting information out to the necessary parties. Dr. Riley has asked Dr. Bauman to address the issue with department chairs and get their input on how the problem can best be resolved.

Dr. Krause gave a status check Army 210 and 220 were still on his desk when he started his position as Interim Provost. He asked Dr. Bauman and Mr. Heckrote to sit down and discuss the courses as well as the Military Minor that went through BUCC in Fall 2017. An agreement was made structurally and the courses were signed off as two credit courses. There were concerns about the credit numbers and the two were the agreement. Others, Anthropology was tabled last semester and no corrections have been received as well as the Finance proposals. Mass Communications and the one credit practicum, he asked Dean Brown to work on the area of outcomes with the department. There needs to be more clarity based on the club advisors role versus the faculty role.

PASSHE last week passed the new program approval process. This is five written prompts with content that should be there. It now does not have to go to the board of governors for approval only the chancellor. There was a call for program reviewers to review system proposals. He sent that message to the deans and asked them to contact their faculty. The transfer policy has not gotten consensus about what the university is doing concerning transfer students. There will be a meeting with several individuals to try to get the issue resolved.

4. Course Proposals

A. Languages & Cultures

- i. Change in Master Course Syllabus and Add General Education Points:
SPANISH 203 Spanish 3

Mark Usry moved to approve a Change in the Master Course Syllabus and the addition of General Education Points to SPANISH 203; seconded by Tina Entzminger.

Dr. Luke Springman present the proposal.

Motion to approved an Update to the Master Course Syllabus and add General Education Points to SPANISH 203 passed by voice vote.

B. Innovation, Technology and Supply Chain Management

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

Mark Usry moved to approve a Change in the Master Course Syllabus and add Distance Education to SCM 370, 317, 372,373, 374, 376, 474, 475,477,478 & 479; seconded by Tina Entzminger.

Dr. Amit Aurora presented the proposals.

- SCM 371 & 479 add in Section 8 Catalog Description that students can be online taking the required tour.
- Add recommend class size to all proposals in section 10 Methods of the Master Course Syllabus

- SCM 367 had a Finance course dropped as a prerequisite. There needs to be an impact statement from Finance.
- Indicate in Master Course Syllabus of each course that the course is offered online only in the Summer and Winter sessions.

Motion to approve a change in Master Course Syllabus and add Distance Education to SCM 370, 317, 372,373, 374, 376, 474, 475,477,478 & 479 with revisions passed by voice vote.

C. Nursing

- i. Change in Master Course Syllabus and Add Distance Education: Nursing 509 Role and Theory of School Health Nursing
- ii. Change in Master Course Syllabus and Add Distance Education: Nursing 521 Nurse as Health Educator in the School System

Kelly Roth moved to approved a Change in Master Course Syllabus and Add Distance Education to Nursing 509 & 521; seconded by Bill Hudon.

Dr. Sheila Hartung presented the proposal.

- Add Graduate Standing to the Perquisite section of the Master Course Syllabus
- Add only offered online to section 8 Catalog Description of the Master Course Syllabus

Motion to approve a Change to the Master Course Syllabus and Add Distance Education to Nursing 509 & 521 with revisions passed by voice vote.

5. Discussion

- i. PRP 3506 Class Attendance – First Read

Dr. Riley was asked by the Forum to bring the Class Attendance Policy to include recognition of religious holidays. Item number five Dr. Riley added “observation of a recognized religious holiday”. He does have an email in to Dr. Wislock asking for the right language that the office of Equity and Accommodations might use. It was asked by the committee if there is a document that outlines what religious holidays are recognized. Dr. Riley will ask Dr. Wislock is such a list exists for faculty to reference.

- Add a reference to observation of a recognized religious holiday as published per the office of Equity and Accommodation.
- Instructor should be notified within the first two weeks of a semester (possibly)

Dr. Riley will continue working on the policy.

6. Open Forum

Dr. Marion Mason sent out PRP 3516 Academic Examination policy for the committee to review because she routinely has issues with her general education courses and students having more than two finals in a day and they want to reschedule their final. The section 5 of the policy states, if the student has a scheduling conflict they are able to reschedule their final exam and there is an order of priority listed below. She would like to make students more aware and faculty more aware there is a deadline that should be followed. She spoke to the registrar and was told in the calendar where it states that last day to withdrawal, last day for pass/fail etc. the registrar is going to add the last day to reschedule a final. She believes this will be helpful information for students.

Mr. Kissell said the registrar will in the future be sending an email out to students two or three weeks before finals requesting they become aware of the deadline to reschedule. They will also send an email to faculty asking them to discuss it with their students.

Dr. Hudon mentioned he has heard among the faculty; a concern about whether or not the current general education program is doing what it was designed to do.

Dr. Riley said the department chairs will be discussing this issue at the next department chair meeting. If it begins at that level then that would give the BUCC a little direction on how to proceed.

Dr. Lavalley said they are in the fifth year process of collecting feedback via summary reports and looking at the data once it's received.

Dr. Krause said that GEC is in place to oversee this process. There is a lot of discussion to have about this but it should be in a coordinated manner through GEC.

Dr. LaValley and Dr. Bauman have a meeting scheduled with the office of planning and assessment to look at some of the data that they have and what data they can get. Part of the issue is there was not much data collected on the old general education program so there is not information to compare the new program to. They have to go in to old student records and look at courses that were taken. She will discuss with the GEC about having an open meeting this semester.

Adjournment

James K. Krause, Ed.D.Co-Chairperson, Interim Provost and Senior Vice President for Academic Affairs
Dr. John Riley, Co-Chairperson, BUCC

BUCC Meeting – February 14, 2018

The 427th session of the BUCC was called to order at 3:00 PM on Wednesday, February 14th, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: William Hudon, John Riley, Mark Usry, Dan Roesch, Kelly Roth, Noah Wasielewski, Tina Entzminger, Deb Stayer, Janet Bodenman, Marion Mason, Monica Favia, Nancy Ford, Mark Bauman, James Krause, Carolyn Lamacchia (for Usry second half of meeting)

9. Approval of the Agenda of February 14th, 2018 (427th session)

Monica Favia moved to approve the agenda for February 14, 2018: Seconded by Marion Mason.

Motion to approve the agenda of February 14, 2018 passed by voice vote.

2. Chair Remarks

President Hannah attended the last BUCC meeting and he asked Dr. Riley to relay to the members, thanks for their hard work and ability to ask hard questions. Dr. Riley noted that Dr. Feather and Dr. Stayer were unable to attend and were unable to find substitutes. At the end of the agenda, there is a Digital Forensics proposal, Dr. Riley will present the proposal and if it gets contentious, he will ask Dr. Mason to step in as BUCC chair.

Dr. Riley was asked about experimental distance education courses. The CBA says to run the course as you would any other experimental course. For existing courses, the process is supposed to run as expedited, however we do not have an expedited process. The members agreed that a discussion with ASPCUF at Meet and Discuss concerning an expedited process for experimental courses would be beneficial and Dr. Riley agreed to bring it forward. In the interim, existing courses can run through the same process as new courses when adding distance education experimentally.

Dr. Krause commented the only items waiting for corrections are from Supply Chain Management, Anthropology and Mass Communication, everything else has moved forward. Dr. Krause has been working with Dr. Powell on a New Program proposal. This will be the first program to go through the new PASSHE process.

3. Course Proposals

A. Exceptionality Programs

- i. Change in Master Course Syllabus: ASLTERP 226 American Sign Language II
- ii. Change in Master Course Syllabus: ASLTERP 257 ASL III

- iii. Change in Master Course Syllabus: ASLTERP 327 ASL IV
- iv. Change in Master Course Syllabus: ASLTERP 335 Translation
- v. Change in Master Course Syllabus: ASLTERP 358 ASL V
- vi. Change in Master Course Syllabus: ASLTERP 359 ASL VI
- vii. Change in Master Course Syllabus: ASLTERP 365 Consecutive Interpreting
- viii. Change in Master Course Syllabus: ASLTERP 420 Simultaneous Interpreting
- ix. Change in Master Course Syllabus: ASLTERP 460 Practicum Seminar
- x. Change in Master Course Syllabus and Add Distance Education: ASLTERP 235 Intro to Interpreting
- xi. Change in Master Course Syllabus and Add Distance Education: ASLTERP 265 Pre-Interpreting Skills

Tina Entzminger moved to approve the change in master course syllabus for courses ASLTERP 226, 257, 327, 335, 358, 359, 365, 420, 460 & 265; seconded by Mark Usry.

Dr. Bentley presented the proposals. She explained the department updated the syllabus to align with CCIE standards.

- Pg. 2 of the omnibus include a short title up top – all omnibus
- Section 13 in the master course syllabus change PRP 3215 to PRP 3216 – all omnibus
- Check box 2j on front page of the omnibus – all omnibus
- ASLTERP 257 – Section 11 E change personation to presentation
- ASLTERP 359 – Student Learning Objectives C & D are identical, erase D.
- ASLTERP 358 - Q-2 reference ASL V not ASL IV

Motion to approve the change in master course syllabus for ASLTERP 226, 257, 327, 335, 358, 359, 365, 420, 460 & 265 with revisions passed by voice vote.

- xi. New Course: ASLTERP 331 Fingerspelling and Numbers

Marion Mason moved to approve a New Course ASLTERP 331; seconded by Tina Entzminger.

Dr. Bentley presented the proposal.

Motion to approve ASLTERP 331 as a New Course passed by voice vote.

- x. Update ASLTERP Program Sheet

Marion Mason moved to approve an Update to the ASLTERP Program Sheet; seconded by Tina Entzminger.

Dr. Bentley presented the proposal.

Motion to approve an Update to the ASLTERP Program Sheet passed by voice vote.

B. Chemistry

- i. Change in Master Course Syllabus: CHEM 251 Inorganic Chemistry
- ii. Change in Master Course Syllabus: CHEM 333 Advanced Organic Chemistry
- iii. Change in Master Course Syllabus: CHEM 361 Physical Chemistry 1
- iv. Change in Master Course Syllabus: CHEM 371 Polymer Chemistry
- v. Change in Master Course Syllabus: CHEM 491 Independent Study in Chemistry
- vi. Change in Master Course Syllabus: CHEM 492 Chemical Research 1
- vii. Change in Master Course Syllabus: CHEM 493 Chemical Research 2

Monica Favia moved to approve a Change in the Master Course Syllabus for CHEM 333, 361, 371, 491, 492 & 493; seconded by Noah Wasielewski.

Dr. Gregory Zimmerman presented the proposals.

- CHEM 333 Catalog Description – add content varies depending on student interest.

Motion to approve a Change in the Master Course Syllabus for CHEM 333, 361, 371, 491, 492 & 493 with the revision passed by voice vote.

C. Environmental, Geography, & Geological Sciences

- i. Change in Master Course Syllabus and Add General Education Points: EGGG 200 Geography of the United States and Canada

Noah Wasielewski moved to approve a Change in Master Course Syllabus and Add General Education Points to EGGG 200; seconded by Tina Entzminger.

Dr. Michael Sheppard presented the proposal.

Motion to approve a Change in Master Course Syllabus and Add General Education Points to EGGG 200 passed by voice vote with one abstention.

D. Mathematical & Digital Sciences

i. Modify Digital Forensics Major

Marion Mason moved to approve a Modification to the Digital Forensics Major; seconded by Noah Wasielewski.

Dr. John Riley presented the proposal.

Motion to approve a Modification to the Digital Forensics Major passed by voice vote.

5. Discussion

i. PRP 3506 Class Attendance – Second Reading

Dr. Riley has been in contact with Equity and Accommodations.

- Dr. Marion Mason will provide language along the lines of, civic or legal mandatory obligations as an item to the policy.
- Remove “recognized” from item five.

6. Open Forum

Adjournment

Tina Entzminger moved to adjourn; seconded by Marion Mason

Motion to adjourn passed by voice vote.

James K. Krause, Ed.D.Co-Chairperson, Interim Provost and Senior Vice President for Academic Affairs
Dr. John Riley, Co-Chairperson, BUCC

BUCC Meeting – February 28, 2018

The 428th session of the BUCC was called to order at 3:00 PM on Wednesday, February 28th, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Debra Walberg, Dan Roesch, Kelly Roth, Noah Wasielewski, Tina Entzminger, Janet Bodenman, Marion Mason, Monica Favia, Tom Tanner (for Mark Usry), Johan Van Der Jagt (for Ralph Feather) Mark Bauman, James Krause

10. Approval of the Agenda of February 28th, 2018 (428th session)

Monica Favia moved to approve the agenda for February 28, 2018: Seconded by Marion Mason.

The omnibus form discussion was moved to the first item of discussion under number five. Item three under number five, change “Instructional” to Institutional.

Motion to approve the agenda of February 28, 2018 passed by voice vote.

2. Approval of the Minutes of January 31, 2018 (426th session) & February 14th, 2018 (427th session)

Marion Mason moved to approve the minutes of January 31, 2018 & February 14, 2018; seconded by Janet Bodenman.

Motion to approve the minutes of January 31, 2018 & February 14, 2018 passed by voice vote.

3. Chair Remarks

Dr. Riley thanked those filling in for members who could not be there. Last Friday a group met and worked on PRP 3343 Transfer policy and will bring it forward in a few weeks. There are two proposals that Dr. Riley would like to represent and if any member feels as though he should recuse himself, he asked that they tell him. The next BUCC meeting is the open meeting; he will be announcing this to the campus community. There will be a general education counsel open meeting on 3/5/18 at 2pm in Kehr Union room 345A. There has been discussion around campus concerning general education. He encouraged those interested in participating in the discussion to go to the open meeting.

Dr. Krause asked that people go to the open forum meeting GEC is putting on. There is a meeting scheduled with Dean Aronstam and Dr. Zimmerman concerning the C or better in the Chemistry proposals.

Dr. Bauman spoke to the transfer policy discussion, he said it was a very good discussion and they will be bringing forward the product of that once he cleans it up and puts some touches on it.

4. Course Proposals

A. Finance

- i. New Course with Distance Education: FIN 317 Principles of Real Estate
- ii. New Course with Distance Education: FIN 320 Real Estate Finance

Monica Favia moved to approve FIN 317 & 320 as New Courses with Distance Education; seconded by Noah Waiselewski.

Dr. Ohn presented the proposals

Motion to approve FIN 317 & 320 as New Courses with Distance Education passed by voice vote.

- iii. New Minor: Real Estate

Monica Favia moved to approve a New Minor in Real Estate; seconded by Marion Mason.

Dr. Ohn presented the proposal

- Remove FIN 465 from the program checklist, as it has not been approved as a new course.

Motion to remove FIN 465 from the program checklist passed by voice vote.

Motion to approve a New Minor in Real Estate with revisions passed by voice vote.

- B. Innovation, Technology & Supply Chain Management
 - i. New Masters of Science in Information Technology

Noah Wasielewski moved to approve a New Masters of Science in Information Technology; seconded by Kelly Roth.

Dr. Lauren Powell presented the proposal

- Review budgets last page of the proposal for several grammatical errors.
- Page one of the omnibus remove Grandfathered Proposal
- Q-3 remove “Supply” after Nicholas Giuffre

Motion to approve a New Masters of Science in Information Technology with revision passed by voice vote.

- C. Communication Sciences and Disorders
 - i. Change in IONM Requirement for the Au. D. Program

Marion Mason moved to approve a Change in the IONM Requirements for the Au. D. Program; seconded by Naoh Wasielewski.

Dr. Shaheen Awan presented the proposal

Motion to approve a Change to the IONM Requirement for the Au. D. Program passed by voice vote.

- D. English
 - i. Change in Master Course Syllabus: English 326 African American Literature

Noah Wasielewski moved to approve a Change in the Master Course Syllabus for English 326; seconded by Marion Mason.

Dr. Tina Entzminger presented the proposal.

Motion to approve a Change in Master Course Syllabus for English 326 passed by voice vote.

- E. Psychology
 - i. New Course with Distance Education: PSYCH 390 Special Topics in Applied Psychology

Noah Wasielewski moved to approve PSYCH 390 as New Course with Distance Education; seconded by Marion Mason.

Dr. Duncan presented the proposal.

Motion to approve PSYCH 390 as a New Course with Distance Education passed by voice vote.

- ii. Update Major Checklist for Psychology

Marion Mason moved to approve an Update to the Major Checklist for Psychology; seconded by Kelly Roth.

Dr. Duncan presented the proposal.

Motion to approve the Update to the Major Checklist for Psychology passed by voice vote.

- F. Mathematical & Digital Sciences
 - i. Add Distance Education: DIGFOR 275 Secure System Design and Administration
 - ii. Add Distance Education: DIGFOR 318 Forensic Analysis of Small Devices

Noah Wasielewski moved to approve adding Distance Education to DIGFOR 275 & 318; seconded by Marion Mason.

Dr. Riley presented the proposals.

- Section 3 of both master course syllabus update the department name

Motion to approve adding Distance Education to DIGFOR 275 & 318 passed by voice vote.

G. Political Science

- i. Change in Master Course Syllabus: POLISCI 207 Ethics in Political and Public Policy
- ii. Change in Master Course Syllabus: POLISCI 250 Globalization and the United Nations
- iii. Change in Master Course Syllabus: POLISCI 300 Polisci Research
- iv. Change in Master Course Syllabus: POLISCI 310 Government and Politics of China
- v. Change in Master Course Syllabus: POLISCI 322 Political Violence
- vi. Change in Master Course Syllabus: POLISCI 326 Parties, Groups and Public Opinion
- vii. Change in Master Course Syllabus: POLISCI 336 Public Administration Theory
- viii. Change in Master Course Syllabus: POLISCI 345 Democratization and Regime Change
- ix. Change in Master Course Syllabus: POLISCI 360 Nations, States and Governments
- x. Change in Master Course Syllabus: POLISCI 366 European Politics
- xi. Change in Master Course Syllabus: POLISCI 368 Asian Politics
- xii. Change in Master Course Syllabus: POLISCI 371 African Politics
- xiii. Change in Master Course Syllabus: POLISCI 376 Government and Politics of the Middle East
- xiv. Change in Master Course Syllabus: POLISCI 377 Feminist Political Theory
- xv. Change in Master Course Syllabus: POLISCI 405 Development of Political Thought
- xvi. Change in Master Course Syllabus: POLISCI 440 President and Congress
- xvii. Change in Master Course Syllabus: POLISCI 446 Constitutional Law I
- xviii. Change in Master Course Syllabus: POLISCI 447 Constitutional Law II
- xix. Change in Master Course Syllabus: POLISCI 448 The Judicial Process
- xx. Change in Master Course Syllabus: POLISCI 452 State and Local Government
- xxi. Change in Master Course Syllabus: POLISCI 456 Public Policy
- xxii. Change in Master Course Syllabus: POLISCI 458 US Foreign Policy
- xxiii. Change in Master Course Syllabus: POLISCI 462 Information Technology and World Politics
- xxiv. Change in Master Course Syllabus: POLISCI 466 International Relations in East Asia
- xxv. Change in Master Course Syllabus: POLISCI 487 International Law and Organizations

Noah Wasielewski moved to approve a Change in the Master Course Syllabus for POLISCI courses; seconded by Tina Entzminger.

Dr. Doerschler presented the proposals.

- POLISCI 207 – Items 12 & 13 in the Master Course syllabus all items say “may” the BUCC suggested giving examples of what may assessed.
- Item 9 Content Description (7 of the Courses) – All topics have an asterisk next to them suggesting all content is at the discretion of the professor. Need more clarity
- POLISCI 322 – Content Description is at discretion of professor, how can student learning objectives be assessed. Needs Clarity
- POLISCI 300 – Item 7 Prerequisites should reflect any lower level courses that need to be taken before the course.
- POLISCI 376 – No rationale for name change in Q2
- POLISCI 377 – Item 12 Student Learning Objective number 5 – reword concerning essay
- POLISCI 446 & 447 Items 9 & 11 are essentially identical and need more clarification between the two courses.
- Student Learn Objectives (Item 11) for each course need to be worked on
- POLISCI 448 – Course Title is incorrect in Item 5 Master Course Syllabus
- POLISCI 207 & 456 – Number 9 Content Description is the same. If only the required material was taught, it would be exactly the same content. Needs differentiation
- POLISCI 466 – Q-1 needs a course abbreviation added to it
- POLISCI 340 (New Course) – Q-1 Course title needs to be moved to New Title box as well as the course number and credits.
- POLISCI 340 – Only 2 Student Learning Objectives
- Major Checklist – Advanced section it is not clear what a core course is
- Course numbers in Advanced section and Concentration are the same – make it clear there can be no double dipping

Noah Wasielewski moved to table all POLISCI courses; seconded by Kelly Roth.

Motion to table all POLISCI courses passed by voice vote.

Items discussed but not voted on.

- xxvi. New Course: POLISCI 340 Politics of Immigration
- xxvii. New Course: POLISCI 480 Political Science Capstone
- xxviii. Modify Political Science Minor Curriculum
- xxix. Modify Political Science Major Curriculum

5. Discussion

i. Omnibus Form Update

- Remove steps Y, lines 15 a & b
- Remove T & V from the bottom and put an X there.
- Line 9 Remove Change after General Education
- Line 10 add New in front of Minor

6. Open Forum

Adjournment at 5:05PM

BUCC Meeting – March 20, 2018

The 429th session of the BUCC was called to order at 3:00 PM on Wednesday, March 20th, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, Dan Roesch, Tina Entzminger, Janet Bodenman, Marion Mason, Mark Bauman, Ralph Feather, William Hudon, Daniel Rosch, Kelly Roth

11. Approval of the Agenda of March 20th, 2018 (429th session)

Item 3 removed Dr. Nicholson not able to attend.

Item 8 remove second read, cannot vote at an open meeting

William Hudon moved to approve the agenda for March 20, 2018: Seconded by Marion Mason.

Motion to approve the agenda of March 20, 2018 passed by voice vote.

2. Chairs Remarks

Dr. Riley commented the expedited distance education discussion has been added to the Meet and Discuss agenda. Dr. Krause is unable to attend today's meeting. Dr. Krause, Dr. La Valley and Dr. Riley met on 3/18 to discuss arranging a general education task force. It will consist of people from the BUCC & GEC. His intent is for that to be an information-gathering group rather than a group that will make big changes. The task force will be appointed and charged by the Provost. He reminded the committee that the afternoons meeting was to listen more than converse.

3. Discussion of Institutional Review Board PRP 3990 & Course Assessment Human Subjects PRP 3991.

Sadie Hauck said they did some updates within the policy to some practices that are currently going on. Last Spring they had a new IRB administrator role put in place that was not reflected in the old policy. She removed some transparency about continuing reviews and modifications to make them clearer. The responsibility of the investigator that does the sign ins for consent.

Dr. Riley noted there are two PRP's listed, PRP 3991 is rolled in to PRP 3990. A lot of what drives this policy is federal regulations.

Sadie said the PRP 3990 presented shows 3991 rolled in to 3990.

Dr. Tapsak said at secretariat he brought this PRP forward and as long as the provost signs off on this policy, interim policies can go in to affect.

4. Discussion of PRP 3516 Academic Examination Policy

Dr. Kara Shultz explained that her faculty had discussed about whether or not they were in compliance with this policy. The policy says that if the faculty member plans to not provide a written exam, they must present an alternate arrangement and have it approved by a majority of the department as well as the dean. The approval should be received by the first week of classes and the change remains in effect for the faculty member for the duration of the policy or the course is resubmitted for course content change. The faculty are concerned that what was intended to be a suggestion to faculty is actually keeping faculty from being in compliance with the policy. The policy is very rigid, final exams must be worth no less than twenty percent of the overall grade but no more than forty percent of the overall grade.

Dr. Riley said another problem is scheduling final exams for students who have two or more exams on the same day. He asked for BUCC consensus on whether or not the policy should be reviewed and all in attendance agreed. He noted projects should be normal as a final exam.

Dr. Hudon noted that as long as the master syllabus of a course that has already been approved to have other arrangements for exams is okay as long as they do not change the course syllabus.

Dr. Feather said they collect every term from the faculty on how they intend to handle final exams. Those are then tallied and voted on by the faculty. He does not feel as though this should have to be done every semester.

Dr. Riley said he thinks it would be good to head in the direction of removing the required percentages. Dr. Mason and Dr. Schultz agreed to take the lead on organizing a task force to work on this policy.

5. PRP 3506 discussion

Dr. Mason explained that she tried to make the policy clearer. A suggestion was made to reverse lines two and three before the policy is voted on.

Dr. Bodenman suggested contacting the TALE center about mini sessions that could bring faculty together to discuss some issues that may be going on around campus.

6. Report from Dr. Richardson about ACT 101/EOP students ([ACT 101 Power Point](#) hyperlink)

Dr. Richardson said there were email communications that went around among faculty, that spoke to talking students in to taking courses that they may not need to take. He went to Dr. Riley to let folks know that there is a vision for students that are conditionally admitted to Bloomsburg University. The university went from 500 students admitted under provisional circumstances to 350. Summer of last year, 311 were brought in. By the Fall 258 students were brought back. Of the 52 students that did not return for the Fall 2018, six students were brought back in the Spring 2018 because they went to community colleges, took 12 credits and received at least a 2.0 GPA. Advisors stay with the students for one year. Review the linked power point for discussion that Dr. Richardson gave.

7. Omnibus Form Discussion

Updates that were made, removal of Step T, U & Y from Box 4, Box 9 General Education “change” removed, Box 10 New put in front of Minor. All changes were made to page one of the omnibus.

Dr. Mason spoke to adding a couple of lines below box 9 General Education, that would let everyone know what about General Education was being changed. For example, if it is a general education change because of new student learning objects versus a new course, that is adding general education points.

Dr. La Valley said the general education council committee is looking at some courses at their next meeting where the student learning outcomes have changed but they are not changing the general education points. She believes changes to GEP’s, adding GEP’s and changing SLO’s that tie in to GEP’s should go to general education.

Dr. Riley would like the request to amend the omnibus form concerning general education to come from the GEC. He asked the GEC to look at the omnibus form and come back to BUCC with their suggestions for updates to the general Education line, box nine.

8. General Education

Dr. Mason thanked the general education counsel for having an open meeting. She felt it went well with a lot of constructive conversation.

Dr. La Valley has a summary document with some of the information that was discussed at the open meeting. She will be sending out an email informing everyone were to find the meeting minutes and the summary.

9. Open Forum

Dr. Feather said he is working on the request he received for student learning objectives and will get that to everyone as soon as he is able to. In the meant time, if anyone needs what he is currently using in his class, contact him and he will share it with them.

Adjournment 4:30PM

BUCC Meeting – April 4, 2018

The 430th session of the BUCC was called to order at 3:00 PM on Wednesday, April 4th, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Debra Walberg, Dan Roesch, Kelly Roth, Noah Wasielewski, Dr. Terry Riley (Tina Entzminger), Janet Bodenman, Marion Mason, Monica Favia, Mark Usry, Pam Cook (Deborah Stayer), Ralph Feather, Mark Bauman, James Krause

1. Approval of the Agenda of April 4, 2018 (430th session)

Noah Wasielewski moved to approve the agenda for April 4, 2018; Marion Mason.

Motion to approve the agenda of April 4, 2018 passed by voice vote.

2. Chair Remarks

Dr. Riley thanked Dr. Cook and Dr. Riley for sitting in for Dr. Stayer and Dr. Entzminger. He thanked everyone who came to Bloom Con and supported the event.

Dr. Krause mentioned he has spoken to Dr. Zimmerman about the C or better requirement in the Chemistry courses. He asked about a safety net for continual repeats and how they will address student's matriculation.

3. Course Proposals

A. Anthropology (Previously Tabled 6 December 2017)

- i. New Course with General Education Points: ANTHRO 423 Environmental Anthropology & Regional Sustainability
- ii. Update Anthropology Major
- iii. Update Anthropology Minor

Marion Mason moved to approve Anthro 423, and both Updates to the Anthropology Major and Minor; seconded by Mark Usry.

Dr. Wymer presented the proposal.

- Remove the last sentence in the first and second paragraph of section 10 Methods
- Student Learning Objective number three reword how you would assess the action.

Motion to approve Anthro 423, and both Updates to the Anthropology Major and Minor with revisions passed by voice vote with one no.

B. Nursing (Previously Tabled 15 November 2017)

- i. Update in Master Course Syllabus: NURSING 210 Professional Nursing
- ii. Update in Master Course Syllabus: NURSING 212 Pharmacology
- iii. Update in Master Course Syllabus: NURSING 213 Foundations of Nursing Practice
- iv. Update in Master Course Syllabus: NURSING 215 Pathophysiology for Nursing Practice
- v. Update in Master Course Syllabus: NURSING 311 Adult Health One
- vi. Update in Master Course Syllabus: NURSING 312 Maternal Child Health Nursing

Michael Martin moved to remove from the table and approve NURSING 210, 212, 213, 215, 311 & 312; seconded by Kelly Roth.

Dr. Toothaker presented the proposals.

- NURSING 311 add course prefix to number four in the course Syllabus and add two more references to number 15 in the syllabus

Motion to approve NURSING 210, 212, 213, 215, 311 & 312 with revisions passed by voice vote.

C. Art and Art History

- i. New Course with General Education Points: ARTHSTRY 237 19th & 20th Century Art

Marion Mason moved to approve a New Course ARTHSTRY 237 with General Education Points; seconded by Michael Martin.

Dr. Walberg presented the proposal.

Motion to approve a New Course ARTHSTRY 237 with General Education Points passed by voice vote.

D. Biology

- i. Update in Master Course Syllabus and Add Distance Education: BIOLOGY 100 Cells, Genes and Molecules

Mark Usry moved to approve an Update to the Master Course Syllabus and adding Distance Education to BIOLOGY 100; seconded by Michael Martin.

Dr. Hess presented the proposal.

- Add Fall, Spring face-to-face in section 10 Methods of Master Course Syllabus
- Student Learning Objectives number remove “knowledge of” from beginning
- Student Learning Objective number five start with “Assess”

Motion to approve an Update to the Master Course Syllabus and adding Distance Education to BIOLOGY 100 with revisions passed by voice vote.

E. English

- i. Update in Master Course Syllabus and Add General Education Points: ENGLISH 221 Bible as Literature

Terry Riley moved to approve an Update to the Master Course Syllabus and General Education addition to ENGLISH 221; seconded by Michael Martin.

- Q-1 remove course title and number
- Number eight in the Master Course Syllabus remove the last line
- Student Learning Objective number 11, “objective” is misspelled

Motion to approve an Update to the Master Course Syllabus and General Education addition to ENGLISH 221 with revisions passed by voice vote.

- ii. Update in Master Course Syllabus and Add Distance Education: ENGLISH 307 Writing for the Internet
- iii. Update in Master Course Syllabus and Add Distance Education ENGLISH 309 Writing and Evaluating Technical Manuals
- iv. Update in Master Course Syllabus and Add Distance Education: ENGLISH 401 Writing in the Professions
- v. Update in Master Course Syllabus and Add Distance Education: ENGLISH 402 Writing for Multiple Media

Terry Riley moved to approve an Update to the Master Course Syllabus for ENGLISH 307, 309, 401 & 402; seconded by Marion Mason.

Dr. Martin presented the proposals.

ENGLISH 307, 309 401 & 402

- Short Title Remove MCS and add the course name and numbers
- Contact Dr. Krause about wording concerning GA’s
- Remove the old SLO’s from each course

ENGLISH 309

- Section 10 MCS mention a cap for class size

ENGLISH 401

- Change section 15 title to References
- Section 8 end first sentence at situations. Begin the next sentence with “This”

ENGLISH 402

- Section 7 MCS add or in front of “equivalent”
- Section 4 MCS add the course prefix
- Section 5 MCS remove “distance education”

Motion to approve an Update to the Master Course Syllabus for ENGLISH 307, 309, 401 & 402 with revisions passed by voice vote.

- vi. Update Linguistics Minor

Teri Riley moved to approve an Update to the Linguistics Minor; seconded by Mark Usry.

Dr. Angelo Costanzo presented the proposal.

- Change Prefix from AUDSLP to CSD on the Course Checklist

Motion to approve an Update to the Linguistics Minors with revisions passed by voice vote.

- vii. Revise Requirements for DRPW Certification, Minor and Concentration

Terry Riley moved to Revise the Requirements for the DRPW Certification, Minor and Concentration; seconded by Noah Wasielewski.

Dr. Martin presented the proposal.

- Add the prefix change for DRPW to the new program course checklist as it will be changing to that in the Fall 2018.

Motion to approve the Revise the Requirements for the DRPW Certification, Minor and Concentration with revisions passed by voice vote.

- viii. New American Studies Certificate

Terry Riley moved to approve a New Certificate in American Studies; seconded by Marion Mason.

Dr. Riley presented the proposal.

Motion to approve a New Certificate in American Studies passed by voice vote with one abstention.

- F. Teaching & Learning
 - i. New Playwork Certificate
 - ii. New Child Life Specialist Certificate

Marion Mason moved to approve New Certificates in Playworks and Child Life Specialist; seconded by Mark Usry.

Dr. Daniel Rosch presented the proposals.

- Q4 list the departments contacted
- Course checklist add which courses are offered online
- Last sentence on both certificates make it clear that students will not receive an actual certificate. They will only be receiving something from BU

Marion Mason moved to table the New Certificates Playworks and Child Life Specialist; seconded by Mark Usry.

Motion to table the New Certificates Child Life Specialist and Playworks passed by voice vote.

- G. Instructional Technology
 - i. New Course with Dual Listing & Distance Education: INSTTECH 428/528 Virtual, Augmented and Mixed Realities

Marion Mason moved to approve a New Course with Dual Listing and Distance Education: INSTTECH 428/528; seconded by Noah Wasielewski.

Dr. Seely presented the proposal.

- MCS – Section 7 change to Approval from Academic Advisor or Graduate Status
- MCS – Section 8 begin with “Introduce”
- MCS – Student Learning Objective #1 remove “Virtual, Augmented and Mixed Reality” from lines two and three and leave Virtual, Augmented and Mixed Reality literature, case studies and applications.”

Motion to approve a New Course INSTTECH 428/528 with Dual Listing and Distant Education with revisions passed by voice vote.

H. Management

i. Revise Management Specialization Requirements

Michael Martin moved to approve a Revision to the Management Specialization Requirements; seconded by Marion Mason.

Dr. Mark Usry presented the proposal.

- Q-4 list the units contacted

Motion to approve a Revision to the Management Specialization Requirements with revisions passed by voice vote.

I. Exceptionality Programs

i. Update in Master Course Syllabus and Add Distance Education: SPECED 502 Principles of Special Education Law

Marion Mason moved to approve an Update to the Master Course Syllabus and Add Distance Education to SPECED 502; seconded by Noah Waisielewski.

Dr. Robin Drogan presented the proposal.

- Section 9 MCS – Change section II content so it matches the language used in the other numbers

Motion to approve an Update to the Master Course Syllabus and Add Distance Education to SPECED 502 with revisions passed by voice vote.

J. Music, Theater & Dance

i. Update in Master Course Syllabus, Add General Education Points & Distance Education: MUSIC 104 Jazz in America

Michael Martin moved to approve an Update to the Master Course Syllabus and Addition of General Education Points and Distance Education to MUSIC 104; seconded by Marion Mason.

Dr. Clickard presented the proposal

Motion to approve an Update to the Master Course Syllabus and Addition of General Education Points and Distance Education to MUSIC 104 passed by voice vote.

K. Honors

- i. Update in Master Course Syllabus: Honors 103 Public Speaking
- ii. Update in Master Course Syllabus: Honors 125 Western Civilization to 1650
- iii. Update in Master Course Syllabus: Honors 126 Western Civilization from 1650
- iv. Update in Master Course Syllabus: Honors 152 Literature and Society
- v. Update in Master Course Syllabus: Honors 156 Popular Literature
- vi. Update in Master Course Syllabus: Honors 211 Intro to Sociology
- vii. Update in Master Course Syllabus: Honors 300 Introduction to Research

Marion Mason moved to approve an Update to the Master Course Syllabus for Honors 103, 125, 126, 152, 156, 211 & 300; seconded by Terry Riley.

Dr. Julie Vandivere presented the proposals.

Honors 125 & 126

- No contact person listed

Honors 125

- The wrong time period is described in section 11 after the boxes

History 126

- Wrong rubric was used to assess SLO's in section 11 of MCS

Honors 152 Literature and Society

- Number 16 in MCS prototype text is out of print

Honors 300

- Number 9 in the MCS number III add pass appropriate training programs for IRB purposes

For each course 103, 125, 126, 152, 156, 211 & 300

Move the last paragraph of section 9 in the Master Course Syllabus to the first paragraph and then begin counting up where needed. Add the honors language to Public Speaking 103

Section 11 in the MCS remove "Student will be able to" from the top block

Several of the courses have spacing issues

Motion to approve an Update to the Master Course Syllabus for Honors 103, 125, 126, 152, 156, 211 & 300 with revisions passed by voice vote.

4. Discussion

5. Open Forum

Adjournment 5:10PM

James K. Krause, Ed.D.Co-Chairperson, Interim Provost and Senior Vice President for Academic Affairs
Dr. John Riley, Co-Chairperson, BUCC

BUCC Meeting – April 18, 2018

The 431st session of the BUCC was called to order at 3:00 PM on Wednesday, April 18th, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Dan Roesch, Kelly Roth, Noah Wasielewski, Tina Entzminger, Janet Bodenman, Marion Mason, Monica Favia, Pam Cook, Ralph Feather, Michael Martin, Mark Bauman, James Krause

1. Approval of the Agenda of April 18, 2018 (431st session)

Michael Martin moved to approve the agenda for April 18, 2018; Tina Entzminger.

Dr. Riley asked that time be reserved for PRP's at 4:40 to get through the agenda.

Motion to approve the agenda of April 18, 2018 passed by voice vote.

2. Chair Remarks

Dr. Krause commented that almost all proposals have moved through but we are still waiting on a few corrections from proposers. He worked ahead to make sure the concussion certificate was ready to go.

3. Course Proposals

A. Honors

- i. Change in Master Course Syllabus and Add General Education Points:
Honors 131 Honors Intro to Individuals with Exceptionalities

No representation, proposal tabled.

B. Instructional Technology

- i. New Course with General Education Points: INSTTECH 200 Introduction to Virtual and Augmented Reality

Noah Wasielewski moved to approve a New Course INSTTECH 200 with General Education Points; seconded by Marion Mason.

Dr. Doll presented the proposal.

Q-3 remove the language about a "free trial"

Motion to approve INSTTECH 200 as a New Course with General Education Points with revisions passed by voice vote.

C. Global & Multicultural Education

i. New Course with General Education Points: CLE 220 Study Abroad Experience

Mark Usry moved to approve a New Course CLE 220 with General Education points; seconded by Marion Mason.

Dr. Nawal Bonomo presented the proposal.

- Master Course Syllabus section 12 “aligned” spelled incorrectly
- Section 13 put in who is responsible for the eportfolio review

Motion to approve CLE 220 as a New Course with General Education Points with revisions passed by voice vote.

D. Marketing

- i. Change in Master Course Syllabus and Add Distance Education:
MKTG 330 Consumer Motivation & Behavior
- ii. Change in Master Course Syllabus and Add Distance Education:
MKTG 340 Integrated Marketing Communications (IMC)

Marion Mason moved to approve MKTG 330 & 340 Change in Master Course Syllabus and Add Distance Education; seconded by Mark Usry.

Dr. Monica Favia presented the proposal.

MKTG 330

- Q2 change consistently to constantly
- Page 5 at the top add Document R Master Course Syllabus
- Section 8 MCS – delete the first two sentences and begin with Analyze
- Section 9 MCS - add instructors may add additional materials
- Section 15 MCS - APA style and MLA change to one style

MKTG 340

- Q1 add course abbreviation
- Section 8 MCS - begin with “Provides students with a foundation”
- SLO in MCS # 3 & 5 insert language about virtual

Both courses Q3 remove reference to textbook.

Motion to approve an Update to the Master Course syllabus and Add Distance Education to MKTG 330 & 340 with revisions passed by voice vote.

- F. Exercise Science and Audiology & Speech Pathology
 - i. New Course with Distance Education: EXERSCI 570 Human Brain and Concussion
 - ii. New Course with Distance Education: EXERSCI 571 Principles of Sport-Related Brain Injury
 - iii. New Course with Distance Education: EXERSCI 574 Management, Programmatic, & Learning Consideration of Concussion Injuries
 - iv. New Course with Distance Education: CSD 572 Special Topics: Cognitive and Perceptual Issues
 - v. New Course with Distance Education: CSD 573 Special Topics: Pathophysiological Considerations

Michael Martin moved to approve New Courses EXERSCI 570, 571, 574 & CSD 572 & 573 with Distance Education; seconded by Marion Mason.

- Q -2 & Q-3 remove the last sentence (All Courses)
- CSD 572 & 573 – Catalog Description & Course Content needs to reflect to students what is happening in the course (Add a sentence or two to each module)

Motion to approve New Courses EXERSCI 570, 571, 574 & CSD 572 & 573 with Distance Education with revisions passed by voice vote.

- iv. New Graduate Certificate: Concussion/Mild Traumatic Brain Injury

Michael Martin moved to approve a New Certificate in Concussion/Mild Traumatic Brain Injury; seconded by Marion Mason.

Concussion Certificate – remove (1 Credit per topic x 3)

Motion to approve a New Certificate in Concussion/Mild Traumatic Brain Injury with revisions passed by voice vote.

- G. English
 - i. Change in Master Course Syllabus and Add General Education: English 203 Approaches to Literary Study

Marion Mason moved to approve English 203 Change in Master Course Syllabus and Add General Education Points; seconded by Kelly Roth.

Section 11 in the Master Course Syllabus - Student Learning Objective #4 remove “understanding how to”

Motion to approve English 203 Change in the Master Course Syllabus and Add General Education Points with revisions passed by voice vote with one no.

H. Art and Art History

- i. Change in Master Course Syllabus and Add General Education:
ARTHSTRY 330 The Greco-Roman World
- ii. Change in Master Course Syllabus and Add General Education:
ARTHSTRY 373 Romanesque and Gothic Art
- iii. Change in Master Course Syllabus and Add General Education:
ARTHSTRY 365 Italian Renaissance Art

Marion Mason moved to approve ARTHSTRY 330, 365 & 373 Change in Master Course Syllabus and Add General Education Points; seconded by Mark Usry.

Dr. Walberg presented the proposal.

- Q2 – Eliminate “first semester” from 1st paragraph
- Q2 – ARTHSTRY 365 replace “Grecko” with Italian

Motion to approve ARTHSTRY 330, 365 & 373 Change in Master Course Syllabus and Add General Education Points with revisions passed by voice vote.

I. ZIPD

- i. Revise Requirement for BSBA in Accounting
- ii. Revise Requirement for BSBA in Business Education
- iii. Revise Requirement for BSBA in Finance
- iv. Revise Requirement for BSBA in Finance with a Specialization in
Personal Financial Planning
- v. Revise Requirement for BSBA in Information and Technology Management
- vi. Revise Requirement for BSBA in International Business
- vii. Revise Requirement for BSBA in Management
- viii. Revise Requirement for BSBA in Marketing
- ix. Revise Requirement for BSBA in Professional Selling and Marketing
- x. Revise Requirement for BSBA in Supply Chain Management

Mark Usry moved to approve to Revise Requirements for BSBA in Accounting, Business Education, Finance, Finance with a Specialization on Personal Financial Planning, Information and Technology Management, International Business, Management, Marketing, Professional Selling & Marketing & Supply Chain Management; seconded by Marion Mason.

The motion passed by voice vote.

4. Discussion

- i. PRP 3506 Class Attendance Policy – Second Read

Marion Mason moved to approve PRP 3506; seconded by Michael Martin.

- Switch bullets 2 and 3

Motion to approve PRP 3506 passed by voice vote.

- ii. PRP 3991 – Course Assignments Involving Human Subjects - Deactivate
- iii. PRP 3990 – Instructional Review Board for Human Subjects – Second Read

Marion Mason moved to approve PRP 3990; seconded by Noah Wasielewski.

- Need consistent language explaining exempt from full review.

Dr. Awan has not reviewed the policy and as the chair of a department that deals a lot with this policy, he would like to review it before it goes to the provost and Forum.

BUCC would like the policy to go to Grad counsel for review.

Marion Mason moved to table PRP 3990; seconded by Mark Usry

Motion to table PRP 3990 passed by voice vote.

- iv. PRP 3870 Graduate Faculty Appointment – First Reading

Dr. Mark Tapsak spoke to the policy.

- Add Grad Counsel reviewed and date of review to top of the policy
- Try to add language suggested by Dr. Martin that faculty who do not normally teach grad courses do not have to be renewed every time they teach a grad course.

Policy will be reviewed again by grad council before it comes back to BUCC.

5. Open Forum

Dr. Rosch moved to adjourn; seconded by Mark Usry.

Adjournment 5:10 PM

James K. Krause, Ed.D.Co-Chairperson, Interim Provost and Senior Vice President for Academic Affairs
Dr. John Riley, Co-Chairperson, BUCC

BUCC Meeting – May 2, 2018

The 432nd session of the BUCC was called to order at 3:00 PM on Wednesday, May 2nd, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Dan Roesch, Kelly Roth, Noah Wasielewski, Tina Entzminger, Janet Bodenman, Marion Mason, Monica Favia, Mark Usry, Pam Smith, Debra Stayer, Ralph Feather, Michael Martin, Mark Bauman, James Krause

12. Approval of the Agenda of May 2nd, 2018 (432nd session)

Dr. Riley asked to add the Gerontology minor to the end of the agenda and the members approved of the addition.

Michael Martin moved to approve the agenda; seconded by Marion Mason.

Motion to approve the agenda passed by voice vote.

2. Approval of the Minutes of April 4, 2018 (430th session)

Michael Martin moved to approve the minutes of April 4, 2018; seconded by Noah Wasielewski.

Motion to approve the minutes of April 4, 2018 passed by voice vote.

3. Chair Remarks

Dr. Riley told the committee last week he presented PRP 3605 Class Attendance policy to the Forum. There was a fair number of concern about the power the policy gives to the faculty. With comments that the policy seems to be weighted toward the faculty. Dr. Riley said there is no mention in the policy of how attendance affects grades. So, the concern is that if an instructor makes attendance twenty percent of a grade, it can really affect a student's overall grade. At some point, they may need to consider a policy that restricts the amount of weight a professor can put on attendance with regards to a grade. The other issues that came up at Forum; there is going to be a policy on policies. The good news is, if there is a correction needed that is a non- substantive change that will not need a full approval process. The bad news is that every policy will need to be reviewed every three years by the office responsible for the policy. Dr. Hanna mentioned at Forum the importance of retention of students from their freshman to senior year. Dr. Riley told the BUCC he believes they will be hearing more about this in the months to come. Lastly, he thanked the members who this is their last BUCC meeting.

Dr. Krause highlighted the work of the committee by the amount of proposals that were reviewed and approved by the BUCC. He thanked them for their attention to detail and work they have done throughout the semester on BUCC. New things that are perking are Web Design, Professional Sales and an early discussion about a masters degree in communication.

4. Chair Election

Dr. Riley asked incoming members to vote on the chair election to replace those members who are leaving.

Dr. Riley opened the nominations.

Marion Mason nominated John Riley to be the BUCC chair for 2018-2019; seconded by Janet Bodenman.

Mark Usry made a motion to close nominations; seconded by Monica Favia.

Motion to approve Dr. John Riley as the BUCC chair for 2018-2019 passed by voice vote.

5. Course Proposals

A. English

- i. New Course with General Education Points: English 285 American Ethnic Literature

Marion Mason moved to approve English 285 as a New Course with General Education Points; seconded by Mark Usry.

Motion to approve English 285 as a New Course with General Education Points passed by voice vote.

- ii. Change in Master Course Syllabus, Add General Education & Distance Education: English 212 English Grammars and Usage
- iii. Change in Master Course Syllabus and Add General Education Points: ENGLISH 225 Rhetoric and Professional Writing

Marion Mason moved to approve ENGLISH 212 and 225 Change in Master Course Syllabus and add General Education Points; seconded by Tina Entzminger.

Motion to approve ENGLISH 212 and 225 Change in Master Course Syllabus and add General Education Point passed by voice vote.

B. Chemistry

- i. New Course with General Education Points: CLE 211 First Responder

Marion Mason moved to approve CLE 211 as a New Course with General Education Points; seconded by Michael Martin.

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

- C. Political Science (Previously Tabled 2-28-18)
 - i. Change in Master Course Syllabus: POLISCI 207 Ethics in Political and Public Policy
 - ii. Change in Master Course Syllabus: POLISCI 250 Globalization and the United Nations
 - iii. Change in Master Course Syllabus: POLISCI 300 Polisci Research
 - iv. Change in Master Course Syllabus: POLISCI 310 Government and Politics of China
 - v. Change in Master Course Syllabus: POLISCI 322 Political Violence
 - vi. Change in Master Course Syllabus: POLISCI 326 Parties, Groups and Public Opinion
 - vii. Change in Master Course Syllabus: POLISCI 336 Public Administration Theory
 - viii. Change in Master Course Syllabus: POLISCI 345 Democratization and Regime Change
 - ix. Change in Master Course Syllabus: POLISCI 360 Nations, States and Governments
 - x. Change in Master Course Syllabus: POLISCI 366 European Politics
 - xi. Change in Master Course Syllabus: POLISCI 368 Asian Politics
 - xii. Change in Master Course Syllabus: POLISCI 371 African Politics
 - xiii. Change in Master Course Syllabus: POLISCI 376 Government and Politics of the Middle East
 - xiv. Change in Master Course Syllabus: POLISCI 377 Feminist Political Theory
 - xv. Change in Master Course Syllabus: POLISCI 405 Development of Political Thought
 - xvi. Change in Master Course Syllabus: POLISCI 409 American Political Thought
 - xvii. Change in Master Course Syllabus: POLISCI 440 President and Congress
 - xviii. Change in Master Course Syllabus: POLISCI 446 Constitutional Law I
 - xix. Change in Master Course Syllabus: POLISCI 447 Constitutional Law II
 - xx. Change in Master Course Syllabus: POLISCI 448 The Judicial Process
 - xxi. Change in Master Course Syllabus: POLISCI 452 State and Local Government
 - xxii. Change in Master Course Syllabus: POLISCI 456 Public Policy
 - xxiii. Change in Master Course Syllabus: POLISCI 458 US Foreign Policy
 - xxiv. Change in Master Course Syllabus: POLISCI 462 Information Technology and World Politics
 - xxv. Change in Master Course Syllabus: POLISCI 466 International Relations in East Asia
 - xxvi. Change in Master Course Syllabus: POLISCI 487 International Law and Organizations
 - xxvii. Change in Master Course Syllabus: POLISCI 497 Internship in Political Science

Tina Entzminger moved to remove from the table and approve all POLISCI Change in Master Course Syllabus; seconded by Marion Mason.

Dr. Doerschler presented the proposals.

- POLSCI 250 change to 350
- POLISCI 310 explain vital aspects in the discipline in SLO #3
- POLISCI 322, 368, 440, 448 & 462 – SLO #! Remove “further understanding” ad to further their understanding. SLO #11 add the student will after the SLO title
- POLISCI 322 – start with, provide critical analysis of skills by
- POLISCI 322 – Section 14 give more detail of what the established format will be
- POLISCI 207 change to 307, page 6 sentences are running off the page
- POLISCI 300 – methods section, change “will” with may “to facilitate this action”, remove everything before, “substantial one on one”
- ALL POLISCI – Q1 old course title can be removed from all courses where the course title did not change.
- POLISCI 376 & 377 – Q3 resources remove language about tenure track request. Check second box and explain resourcing there. Catalog description remove “the course is...course rotation”
- POLISCI 368-448 inconsistent student assessment, review with Dr. Hudon before final approval
- POLISCI 448 – remove exam SLO’s

Motion to approve all POLISCI Updates to the Master Course Syllabus with revisions passed by voice vote.

- xxviii. New Course: POLISCI 340 Politics of Immigration
- xxix. New Course: POLISCI 480 Political Science Capstone

Mark Usry moved to remove from the table and approve new courses POLISCI 340 & 380; seconded by Marion Mason.

- POLISCI 340 – add the course abbreviation in Q1

Motion to approve POLISCI 340 & 480 with revisions passed by voice vote.

- xxx. Modify Political Science Minor Undergraduate Curriculum
- xxxi. Modify Political Science Major Curriculum

Marion Mason moved to approve changes to the Political Science Minor and Major; seconded by Tina Entzminger.

- Major course checklist – spell out what the electives are
- Major – POLISCI 260 imperative to major, check the title. Change POLISCI 207 to 307 on checklist

Motion to approve changes to the Political Science Minor and Major with revisions passed by voice vote.

- D. Teaching & Learning (Previously Tabled 4-4-18)
 - i. New Playwork Certificate
 - ii. New Child Life Specialist Certificate

Mark Usry moved to approve Playwork and Child Life as New certificates; seconded by Tina Entzminger.

- Remove the last sentence on the Child Life Certificate “Courses marked with an asterisk have prerequisites” to under the required courses table.

Motion to approve Playwork and Child Life as New Certificates with the revision passed by voice vote.

- E. Management & International Business
 - i. Management Major Checklist Revision

Mark Usry moved to approve a revision to the Management Major Checklist; seconded by Monica Favia.

- Check box 4B on front of the omnibus
- Remove the box requiring ZIPD from the program course checklist

Motion to approve a revision to the Management Major Checklist with revisions passed by voice vote.

- F. Languages and Cultures
 - i. Change in Master Course Syllabus, Add General Education & Distance Education: SPANISH 102 Spanish 2

Marion Mason moved to approve a Change in the Master Course Syllabus and Add General Education Points to SPANISH 102; seconded by Tina Entzminger.

Motion to approve a Change in the Master Course Syllabus and Add General Education Points to SPANISH 102 passed by voice vote.

- G. Sociology, Social Work & Criminal Justice

- i. Change in Master Course Syllabus: SOCWORK 221 Human Behavior in the Social Environment
- ii. Change in Master Course Syllabus: SOCWORK 236 Child Welfare
- iii. Change in Master Course Syllabus: SOCWORK 334 Individuals and Families
- iv. Change in Master Course Syllabus: SOCWORK 450 Social Work practice with groups and groups at risk
- v. Change in Master Course Syllabus: SOCWORK 452 Social Work Practice with Organizations and Communities
- vi. Change in Master Course Syllabus: SOCWORK 453 Social Welfare Policy and Services
- vii. Change in Master Course Syllabus: SOCWORK 455 Behavioral Health and Generalist Social Work
- viii. Change in Master Course Syllabus: SOCWORK 456 Social Work Issues of Aging
- ix. Change in Master Course Syllabus: SOCWORK 497 Field Experience
- x. Change in Master Course Syllabus: SOCWORK 498 Integrative Senior Seminar

Kelly Roth moved to approve a Change in Master Course Syllabus to SOCWORK 221, 236, 334, 450, 452, 453, 455, 456, 497 & 498; seconded by Marion Mason.

Dr. Shane Jaynes presented the proposals.

- All proposals – Add student learning objectives that will get at the content
- All proposals – Section 9 Content Description in Master Course Syllabus too sparse add more to each one according to the course
- Look at accrediting body and add in language referencing it and the university if possible

William Hudon moved to table the SOCWORK 221, 236, 334, 450, 452, 455, 456, 497 & 498; seconded by Marion Mason.

Motion to table SOCWORK 221, 236, 334, 450, 452, 455, 456, 497 & 498 passed by voice vote.

H. Mathematical & Digital Sciences

- i. Change in Master Course Syllabus and Add Distance Education: MATH 109 College Algebra

Marion Mason moved to approve a Change in Master Course Syllabus to MATH 109; seconded by Tina Entzminger.

- Section 7 Prerequisites change to Enrich 90
- Section 10 Methods remove online office hours reference, line referencing the required text book & change class size from 40 to 35

- Q3 – add explanation why no resources are needed

Motion to approve MATH 109 with revisions passed by voice vote.

- ii. Change in BS Mathematics Requirements

Marion Mason moved to approve a Change in the BS Mathematics Requirements; seconded by Janet Bodenman.

- Remove PHYSICS 1 from the course checklist

Motion to approve a Change in the BS Mathematics Requirement with the revision passed by voice vote.

- I. Environmental, Geographical & Geological Sciences

- i. New Course: EGG 213 Fundamentals of Soil Science
- ii. New Course: EGG 313 Soil Morphology Practicum
- iii. New Course: EGG 413 Advanced Soil Science
- iv. New Course: EGG 271 Fundamentals of Hydrology
- v. New Course: EGG 471 Applied Surface Water Hydrology
- vi. New Course: EGG 450 Field Experience in Environmental Science

Marion Mason moved to approve EGG 213, 313, 413 & 271 as New Courses; seconded by Michael Martin.

- Section 8 of the Master Course Syllabus – remove typically offered in the Spring semester

Motion to approve EGG 213, 313, 413 & 271 with the revision passed by voice vote.

Mark Usry moved to approve EGG 471 & 450 as New Courses; seconded by Marion Mason.

- Section 8 of the Master Course Syllabus – remove typically offered in the Spring semester

Motion to approve EGG 471 & 450 as New Courses with the revision passed by voice vote.

- vii. Modify EGG: Environmental Geoscience Track

iv. New Minor: Hydrology

Marion Mason moved to approve a Modification to the EGGS Environmental Geoscience Track; seconded by Mark Usry.

Motion to approve a Modification to the EGGS Environmental Geoscience Track passed by voice vote.

J. Nursing

- i. Change in Master Course Syllabus and Add Distance Education: Nursing 511 Population and Public Health Nursing Practice and Role Development
- ii. Change in Master Course Syllabus and Add Distance Education: Nursing 531 Health Promotion and Prevention with Populations and Aggregates

Michael Martin moved to approve a Change in the Master Course Syllabus to Nursing 511 & 531; seconded by Marion Mason.

Motion to approve a Change to the Master Course Syllabus for Nursing 511 & 531 passed by voice vote.

K. Exercise Science

- i. Change in Master Course Syllabus and Add General Education Points: EXERSCI 220 International Folk Dance

Noah Wasielewski moved to approve a Change in the Master Course Syllabus and addition of General Education Points to EXERSCI 220; seconded by Mark Usry.

- Student Learning Objective #1 – begin with Execute...

Motion to approve a Change in the Master Course Syllabus and addition of General Education Points to EXERSCI 220 with the revision passed by voice vote.

L. Communication Studies

- i. Change in Master Course Syllabus and Add General Education Points: COMMSTUD 207 Communication Research Methods

Marion Mason moved to approve a Change to the Master Course Syllabus and Addition of General Education Points to COMMSTUD 207; seconded by Michael Martin.

Motion to approve a Change to the Master Course Syllabus and Addition of General Education Points to COMMSTUD 207 passed by voice vote.

- M. Honors (Courses already exist within departments)
 - i. Update Master Course Syllabus and Add General Education Points: Honors 131 Honors Introduction to Individuals with Exceptionalities
 - ii. Update Master Course Syllabus: Honors 172 Honors Leadership Skills
 - iii. New Course: Honors 226 Honors European Literature One
 - iv. New Course: Honors 227 Honors European Literature Two
 - v. New Course: Honors 270 Honors Exercise and You
 - vi. New Course: Honors 292 Honors Contemporary Moral Problems

Ralph Feather moved to approve a Change in the Master Course Syllabus and Addition of General Education Points to Honors 131, a Change in the Master Course Syllabus to Honors 172 & approve Courses as Honors Courses; seconded by Marion Mason.

- Honors 226 & 277 – Q-4 add who the units contacted were (if you email me back this info I will just write it in)
- Honors 270 & 292 – add a statement to section 11 about the honors SLO's

Motion to approve a Change in the Master Course Syllabus and Addition of General Education Points to Honors 131, a Change in the Master Course Syllabus to Honors 172 & approve Courses as Honors Courses with revisions passed by voice vote.

- O. Psychology
 - i. Modify Aging Studies and Gerontology Minor

Michael Martin moved to approve a Modification to the Aging Studies and Gerontology Minor; seconded by Noah Wasielewski.

Motion to approve a Modification to the Aging Studies and Gerontology Minor passed by voice vote.

6. Discussion

7. Open Forum

Adjournment 4:59 PM

