

Bloomsburg University
Curriculum Committee

Minutes of the
2018 – 2019
Academic Year

**BLOOMSBURG UNIVERSITY
CURRICULUM COMMITTEE**

Minutes of the 2018 – 2019 Academic Year

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BUCC Membership Roster 2018 - 2019

<u>Members</u>	<u>Department</u>
John Riley, Chair	Math, CS, Statistics
Theodore Roggenbuck	English
Marion Mason	Psychology
Janet Bodenman Reynolds	Communication Studies
Chris Donahue	Languages & Cultures
Deborah Walberg	Art & Art History
Monica Favia	Marketing
Kelly Roth	Social Work, Soc, CJ
William Hudon	History
Leonard Granda	Exceptionality Programs

College Curriculum Committee Representatives

Michael Martin	English (Liberal Arts)
Noah Wasliewski	Exercise Science (Science & Technology)
Robin Drogan	Exceptionality Programs (Education)
Carolyn LaMacchia	ITSCM (Business)

BUCC Meeting – September 5, 2018

The 433rd session of the BUCC was called to order at 3:00 PM on Wednesday, September 5th, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Kelly Roth, Noah Wasielewski, Theodore Roggenbuck, Janet Bodenman, Marion Mason, Christopher Donahue, Leonard Granda, Monica Favia, Mark Usry, Michael Martin, Mark Bauman, James Krause

1. Approval of the Agenda of September 5th, 2018 (433rd session)

Dr. Riley asked that the proposal for Social Work be removed from the agenda per the request of the department. He also noted that he asked Marion Mason to chair the meeting during the discussion of PRP 3343 Evaluation of Undergraduate Transfer Credits.

Michael Martin moved to approve the agenda; seconded by Kelly Roth.

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

2. Approval of the Minutes of April 18, 2018 (431st session) & May 2, 2018 (432nd session)

Noah Wasielewski moved to approve the minutes of April 18, 2018 & May 2, 2018; seconded by Marion Mason.

Motion to approve the minutes of April 18, 2018 & May 2, 2018 passed by voice vote.

3. Chair Remarks

Dr. Riley welcomed the members back and introductions were done.

Dr. Krause welcomed everyone back and told the members 93 proposals were approved last academic year including a new minor in Real Estate Finance, new major in Information Technology, and several new certificates. Those proposals not approved yet are some social work proposals that were tabled in the Spring and the Child Life certificate. Dr. Krause said he has been working with the department and the dean to address some issues and get it moving along. Next week a general education task force will be announced. Angela LaValley, Tina Entzminger, John Riley, Amy Wenta and Mark Bauman went to an interactive conference where they looked at frame works to assess the current general education program. They set some goals and Mark Bauman made some recommendations for the composition of the committee. The committee will be comprised of, appointed faculty from each area, he would like all deans to participate as well as the office of planning and assessment. The charge for the committee will come directly from the president and will include looking at specific issues that affect general education and take a look at our current status.

Angela LaValley said they spent a lot of time learning a lot about general education. They came back with an action plan and time line for what might be done on campus to look at the current gen ed plan

and assess what is working and what is not. She agreed this will not happen overnight and that it will take time to collect information and plan and get feedback.

Mark Bauman said going to Idaho was a great experience and a lot was taken out of it. He said last year, there were a number of questions and comments toward general education and they were taken seriously, and they are going to work hard to make sure a program is developed that is owned collectively and that people feel comfortable with.

Dr. Krause, new programs, Professional Sales, Engineering, College of Student Affairs, Web Design, early communication with Comm Studies about redesigning a Masters program. There will be some significant changes in the chancellor's office that will impact the university. It is a good time to create to new programs; he was able to get Dr. Eric Zeglen up to the university two days a week. Dr. Zeglen is from PASSHE, and there he is the reviewer of all new programs, does all 5 year reviews and works with Middle states. He is a valuable asset and if anyone needs help or has questions, they can make arrangements to meet with him.

4. Course Proposals

A. Economics

- i. Update Economics Tracks – General, Business & Political
- ii. Update Business Economics Track

Marion Mason Moved to approved an Update to the Economics General, Business & Political Tracks; seconded by Michael Martin

Dr. Banik Archita presented the proposals.

Motion to approve the proposals passed by voice vote.

5. Discussion

i. Omnibus Form Updates

Suggestions made were:

- Organize content in alike manner – items 6 – 10
- Box 2 Remove “change” add modify
- Box 6 remove “Requirements/Electives” add Modify Program Requirements; add reference to number 3 on bottom of sheet- Include existing and proposed checklists
- Box 7 – add a foot note at the bottom referencing approval sequence for new Grad Course
- Box 9 General Education – add any of the following
 - ii. PRP 3343 Evaluation of Undergraduate Transfer Credits – Second Reading.

Dr. Marion Mason took over as chair. She introduced PRP 3343 Evaluation of Undergraduate Transfer Credits.

Michael Martin moved to approve PRP 3343; seconded by Kelly Roth.

Dr. Riley said the intention was to streamline things. For example, History students with a 199 would know what they were getting. Also, to get the control of the History 199 GEP's back in the hands of the History department. As it stands, any department could do whatever they wanted with it.

Dr. Walberg asked why there needed to be three different classifications.

Dr. Riley said the 197 and 198's give the departments more flexibility on how to classify the GEP's. He said he does believe it makes it more difficult for the registrar. He said 199's cover courses that are not equivalent to our own courses at BU. So if some strange math course comes in and there is no equivalent what should be done with it? If the department wanted they could say, we think that's actually differential geometry, and has applications in Physics so maybe we should give it a 1 GEP in Natural Sciences and 2 in Math. Rather than have all of the nonequivalent math courses come in under one number, we could categorize them. He does not advise this and believes it would be messy for the registrar to have 197's and 198's.

Riley clarified that the people who put that together wanted to have the flexibility to have a certain one way and another group always be that, now which group goes in to which, he was uncertain of.

Dr. Walberg wondered how difficult this would make advising.

Dean Brown said, that right now when a course is transferred in as a 199 it handled through individual petition, to determine which GEP's may or not go with that course. This PRP would allow the creation of categories so that way a transfer courses GEP's would be evaluated at the front end and be more consistent.

Dr. Riley, the other advantage to this is it creates some consistency.

Dr. Bauman, a department need not do anything with the 197 & 198 if they have no desire to do that. It was suggested to provide flexibility for each department if they had a broader range of offerings and wanted to offer a broader range of GEP offerings.

Dr. La Valley, in terms of addressing the native student versus the transfer student. The native student who is here knows which courses have gen ed and which don't. Students who transfer from another institution don't really know what will transfer and what will not. In terms of the different designations, it would be decided by the departments offering the course rather than a different department that the student is majoring in who happens to take the course. For her, this is one of the advantages to this policy. While it may not be perfect, it puts the decision-making back in the hands of the department offering the courses to evaluate and say well if a student who takes a 199 in this, it makes sense for them to get GEP's in Arts and Humanities or points in a particular area that they typically offer points in.

Dr. Favia asked if the wording in section 3 under Transfer of Courses for General Education Points (GEPs) could be changed from "shall" to may.

Dr. Bauman, the P2P wording was from a memo that was agreed to around two years ago by the former provost. This is putting that memo more formally in to a PRP.

Dr. Hudon, there is a process that is being finalized about military. The board that has formed intends to recommend a separate PRP for how military credits will be handled. They will handle on an individualized manor and will try to take in to consideration the kind of training and the kind of experience that these individuals will have.

Dr. Donahue, credit by clep examination he does not see anywhere when he looked up clep examinations that there are two different time lines for earning clep credits. He does not see any distinction between a general examination and subject examination, yet they have two different time lines. Perhaps there should be one clep statement with one timeline.

Joseph Kissell, need to be aware that the clep page is not an official page, it is coming from the testing center and this policy need to be in sync.

Dr. Donahue, if students are studying a language and they don't realize there is an option for a clep, they can't get credit once they've earned credits here at the university. That's what has indicated they've started the process. This policy would work against some people. He proposed that the distinction

between general examination and subject examination in the clep section be eliminated and no distinction about when the clep can be taken.

Dr. Krause, neither clep nor the military seem to fit with this policy. Those two are both alternative paths to earning credits. It is as though these two should be removed and find alternative homes for each.

Dr. Hudon, will work with his people to get the military area clarified as quickly as possible.

Joseph Kissell, a point of clarification, this proposal states that the math department will make a determination on all math courses coming in to this institution. They will say all math courses have this similarity in terms of GEP's and we want every math course from Pitt, Bucknell, Luzerne, etc. if it does not have an equivalent, we believe it should get this many GEP's in goal this. Second of all, the only other way to do that is if you have 50 courses in math from Bucknell, 50 from Pitt and 50 from all of the united states, the Math chair has to look every single one of those and every single one of those course syllabus to determine the GEP's. He said they had 422 transfer students who brought in 24, 40 or 60 credits at the time they were admitted to the university. While they might not all have been 199s the job of determining GEP's is monumental in terms of the advising that is involved. This addresses that issue.

John Riley moved to table PRP 3343; seconded by Monica Favia

Motion to table passed by voice vote

Changes to PRP 3343

- Remove language about P2P programs

- ii. PRP 3516 Academic Examination Policy

Dr. Mason and Dr. Kara Schultz would like to make an effort to rewrite some parts of the policy as it is very strict and written in a way that focuses on traditional finals. They are looking for updated language, new technologies, and things like that. She asked what the departments value about this final experience. She was wondering if parsing words was the most valuable way to go, or if starting over was the way to go. Asking what do we value about this week we call final exam week and what do we value about what we call the end of the course assessment. She believes if we can articulate that, we can start over with a better policy.

Dr. Favia believes the final should be representative of some of the learning they have acquired in that course.

Kelly Roth believes it is important to have some sort of weight to it, if it is left open some may give very little effort to it.

Dr. Riley, studying for a final broadly conceived, might be an oral presentation, forces students to pull together everything they have learned during the semester. It does not have to be a sit down two-hour exam.

Dr. Tapsak invited everyone to new faculty discussion. This is where a discussion about this would be beneficial.

Dr. Riley, departments should be strongly encouraged to do this at a department level and it may even vary course by course. Then, have it transmitted somewhere so if an outside reviewer comes in, there is a place that can be pointed to and said this is what we do and this is what we follow.

Joseph Kissell, section 5, will be completed by end of regularly scheduled classes if a student has more than two exams on the same day. He asked that departments be given some sort of direction

particularly to that aspect of it because those two weeks may or not be appropriate to a student that does not look at their exam schedule until the last minute; it leaves some leeway for faculty to deny that. It also does not address which faculty should make the adjustment.

6. Open Forum

Michael Martin, other universities have fall breaks. He wanted to raise the issue. Particularly for freshman going forward, not having a break until Thanksgiving is a particularly long time.

Marion Mason, not many people have noticed in the Spring semester, Monday classes are on Saturday. She read the minutes and how all that evolved but she wanted to make sure people noticed it. Dr. Krause, it was on his desk when he first arrived. Based on the minutes from the BUCC committee, strong opinions were given that the finals week not be compressed. The option presented was a fall break, it would have pushed back mid semester graduation and the processing of grades into the dead week in between Christmas and New Year. There would have had to be a new operational structure at that time. The announcement was not made to avoid any confusion in this semester. Arrangements will be made and faculty will be given the flexibility to hold online classes. We must meet the requirements of 70 instructional days. The faculty are paid for 70 instructional days and up to 5 days of finals. We can, if this does not work petition to change it in future years. The idea of Saturday and even Sunday classes came from the BUCC members.

Michael Martin moved to Adjourn; seconded by Noah Wasielewski

BUCC Meeting – September 19, 2018

The 434th session of the BUCC was called to order at 3:00 PM on Wednesday, September 19th, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Kelly Roth, Noah Wasielewski, Theodore Roggenbuck, Janet Bodenman, Marion Mason, Christopher Donahue, Leonard Granda, Monica Favia, Mark Usry, Michael Martin, Mark Bauman, James Krause

2. Approval of the Agenda of September 19th, 2018 (434th session)

Dr. Riley asked Marion Mason to chair the meeting during the discussion of PRP 3343 Evaluation of Undergraduate Transfer Credits.

Noah Wasielewski moved to approve the agenda; seconded by Theodore Roggenbuck.

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

2. Chair Remarks

Dr. Riley, on the omnibus form he was working with a faculty member and one of the things being shifted around was, the course number moved. Since this person was asking for a course number change, his fix for this was to underline the word so we know that is what is being requested as a temporary fix so her proposal can move forward.

He saw a headline University of Pennsylvania, is starting a completely online bachelors degree. He also saw alternative credentials being offered. In his own group they got a message, asking what should a given student in terms of digital forensics curriculum look like. First, you have to do the rotation and then there are all of these modules scattered about. One of his concerns is the university needs to move forward on this issue of giving appropriate credits. His concern is that it is done so it can be scaled. His own department has 65 majors coming on from all over the place and they cannot spend, as a group, three hours on one of these. They have to expedite the process.

Dr. Krause had the opportunity at the trustees retreat to update them on academic affairs now and where things were last year. He showed them Majors, Minors and proposals that were approved by BUCC last year. Including the 47 online classes that were approved last year. They asked good questions and were impressed by how active BUCC is. It reinforced the work that the BUCC does.

3. Discussion

i. Omnibus Form Updates

Marion Mason moved to amend the top two lines on every page to include DISCIPLINE, PREFIX, COURSE NUMBER, COURSE TITLE; seconded by Kelly Roth

Suggestions made were:

- Box 3 far right of the form on the first page: remove INFO COPIES²
- Add a footnote ⁴ everywhere on the front page that has CLE

Motion to approve the changes to the omnibus form with revisions passed by voice vote

ii. PRP 3343 Evaluation of Undergraduate Transfer Credits – Second Reading

Dr. Marion Mason chair:

Dr. Bauman, the red portion is a product of a session that was convened in late February. The meeting included six chairs, two deans, the chair of BUCC, chair of GEC, and three folks from the registrar's office. The meeting lasted about five hours and this is what was agreed upon.

Dr. LaVally, the P2P transfer section it was decided that students needed to earn GEPs in certain goals and the general sense from the GEC was there was not a strong rationale for why those goals, given that students who transfer in P2P and other varieties of backgrounds, some of them already have points in certain areas. So why are we asking them to gain more points for the same thing. The GEC suggested taking out those guidelines and instead saying the P2P students must earn at least one GEP towards each goal between what they have taken and what they take while at BU.

Dr. Mason expressed her concern over the P2P portion and asked the committee to consider either moving forward with the language or omitting it and moving forward.

Janet Bodenman, would it be possible to have a contingency that if a student is coming in to a major that has an accrediting body, or does it have to be a blanket statement covering all majors?

Dr. Riley, overtime he has asked faculty about having different general education requirements per college, faculty have not been in favor of that.

Dr. Bodenman, embedded within this transfer policy is an agreement about people transferring in with their associate's degree. So in an effort to get the transfer policy through, would it be possible to pull the P2P part out and have it be its own policy?

Monica Favia moved to remove the P2P section of PRP 3343; seconded by Mark Usry.

Motion to remove the P2P section of PRP 3343 passed by voice vote.

- Section 2 change "can" to may.
- Departments may use other numbers as they have a need
- Change Admissions office to Office of Admissions

Motion to approve PRP 3343 with revisions passed by voice vote

- iii. PRP 3602 Majors, Minors and Other Credit-Based Academic Program Definitions – Second Reading
- vi. PRP 3222 – Degree Programs – First Reading
- vii. PRP 3224 – Guidelines for Course Numbering System – First Reading

Michael Martin moved to amend the agenda to remove PRP 3602, 3222 & 3224; seconded by Marion Mason.

Motion to amend the agenda to remove PRP 3602, 3222 & 3224 passed by voice vote.

PRP 3602, 3222 & 3224 will be looked at during another meeting after the PASSHE policies have been reviewed so BUCC can make sure the policies fall in line with the PASSHE policies Kelly Stiner will provide the committee with a PRP flowchart that she created to show which polices the committee has reviewed and which ones still need attention. With some guidance from the provost office, the committee can move forward with determining which polices to review.

5. Open Forum

- viii. PRP 3516 – Academic Examination Policy – Discussion

Dr. Marion Mason, asked that everyone please keep in mind that this is not a first reading but rather a first discussion.

Leonard Granda, asked that an addition be made to the first paragraph - oral or signed presentations.

Dr. Riley suggested, to add or equivalent.

Dr. Krause, according to the policy right now, one test can be given. He has students that come down that have not been assessed since by midterm. They cannot keep their progress, they have no idea how they are doing because their grades have not been given to them. They come to him for a late withdrawal because of it.

Dr. Mason hopes this policy puts some of the responsibility back on the departments to discuss how they handle exams. She asked that if the committee were okay with it, she would send a group BUCC email asking people where they stand on different points. She asked that when the BUCC is happy with this policy would it go through the approval process.

Dr. Riley, the BUCC reviews it twice, votes, recommends to the provost, it goes to forum as a review item; final approval is given by the provost.

Dr. Mason is working with a community member, Dan Knorr in Carver. Where older individuals, 60 or older, in the community can come to campus and take courses for free or they can pay fees and get credit. She is looking for classes that would be good entry points for these individuals.

Dr. Martin asked the members to consider donating to hungry huskies. His students created an online cookbook that can do entrees for less than ten dollars a meal. There is a donate button there that goes to the foundation and is funneled to the hungry huskies. Website is huskies helping huskies.

Adjournment 4:57

BUCC Meeting – October 17, 2018

The 436th session of the BUCC was called to order at 3:00 PM on Wednesday, October 17th, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Kelly Roth, Noah Wasielewski, Theodore Roggenbuck, Janet Bodenman, Marion Mason, Christopher Donahue, Leonard Granda, Monica Favia, Mark Usry, Michael Martin, Robin Drogan, Mark Bauman, James Krause

3. Approval of the Agenda of October 17th, 2018 (436th session)

Noah Wasielewski moved to approve the agenda; seconded by Monica Favia.

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

2. Chair Remarks

Dr. Riley said the provost has approved the new transfer policy however it only works if departments do the work and put the information together and make some decisions regarding courses.

Dr. Bauman added he emailed all the deans and let them know this as well but Anne Broyan in the registrar's office can email departments a list of 99 courses that are linked to their department.

Dr. Riley, the provost has announced that he has put together a GEC task force including himself and Dr. LaValley. If anyone has any questions, they can reach out to either of them. Last week r. Riley was contacted by Dr. Tapsak to ask the BUCC to review a 2000 number PRP. The PRP covered indirect cost in research and how they are allocated. A long time ago the provost signed off on the PRP however he asked that the PRP now go to the appropriate council to be reviewed.

Dr. Krause said the charge for the gen ed task force charge. Most of the charge will come from the action plan that the committee constructed when they were in Utah this summer. It deals with data analysis and planning, potential consultation with people off campus. redesign or deign work of the GEC.

Dr. Hanna will give the charge when it is ready. Dr. LaValley said nominations for the elected positions are due to Jeff Leitzel by November 24th. Dr. Krause had a baseline analysis done of 12 or 13 key academic policies by Eric Zeglen. It takes a look at outdated policies, overlap in policies and align with PASSHE policy. There will be a subgroup working on getting these ready for everyone. Academic calendar regarding the Saturday. Some impacts have been detected and he will have a message out to everyone.

3. Discussion

i. Middle States Progress Report

Dr. Riley said there is a visit in the Spring from commission on higher education. The university's accreditation will be reviewed. This is worth millions of dollars and is very important. Middle states accreditation gets the university federal money.

Dr. Mindy Miller said the final changes are being put on the report for middle states and it will go for final editing around November 5th, November 19th it will be sent to Dr. Hannah, Dr. Krause and Dr. Sommerville for their review.

James McCormick said Dr. Virginia Schaefer Horvath, the visiting team chairperson made a visit to the university on October 1st. He thanked everyone that participated on those who attending meetings with her. She provided some guidance on content but nothing had to be substantially altered.

Dr. Miller said in December 14th said the signatures for the compliance document will be gathered and around January 7th Bonnie Martin will look at it again to make sure the document is ready to go. The self-study should be done by mid-January.

ii. Interdisciplinary Curricula

Dr. Riley said some discussions have taken place already regarding interdisciplinary programs. Some examples of programs are Honors, Gerontology Minor; Dr. Tapsak has an Organization of Leadership Doctorate. Dr. Riley often gets questions what the approval process is for interdisciplinary programs. Also when a faculty member is in an interdisciplinary program who evaluates that faculty member and the impact it may have on the department. He asked the committee for their suggestions on how to handle these programs other than on an ad hock basis.

Dr. Drogan asked if a proposal is going across colleges, does it require both college dean's signatures.

Dr. Martin said in the past they have done that and it had to go through both college curriculum committee as well.

Dr. Bodenman asked what some of the sister schools are doing and if there is a model we could perhaps follow.

Dr. Krause has looked at other universities and some have a college of interdisciplinary studies, not necessarily a college structure like Bloomsburg has but some administrative oversight. It's called interdisciplinary unit at Temple. He has been discussing

iii. PRP 3516 Academic Examination Policy

4. Open Forum

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 – November 14, 2018

The 437th session of the BUCC was called to order at 3:00 PM on Wednesday, November 14th, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Kelly Roth, Noah Wasielewski, Theodore Roggenbuck, Janet Bodenman, Marion Mason, Christopher Donahue, Leonard Granda, Kenneth Hall, Carolyn LaMacchia, Robin Drogan, Mark Bauman, James Krause

4. Approval of the Agenda of November 14th, 2018 (437th session)

Noah Wasielewski moved to approve the agenda; seconded by Monica Favia.

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

2. Approval of the Minutes of October 3, 2018 & October 17, 2018 (435th & 436th sessions)

Mark Usry moved to approve the minutes of October 3, 2018 & October 17, 2018; seconded by Kelly Roth

Motion to approve the minutes of October 3, 2018 & October 17, 2018 passed by voice vote.

3. Chair Remarks

4. Course Proposals

A. A. Environmental, Geography & Geological Sciences

- i. Modify Master Course Syllabus: EGGG 350 Advanced Planning
- ii. Modify Master Course Syllabus: EGGG 358 Environmental Conservation
- iii. Modify Master Course Syllabus: EGGG 360 Principles of GIS I
- iv. Modify Master Course Syllabus: EGGG 361 Principles of GIS II
- v. Modify Master Course Syllabus: EGGG 363 Urban Geography
- vi. Modify Master Course Syllabus: EGGG 365 Introduction to Paleontology
- vii. Modify Master Course Syllabus: EGGG 368 Stratigraphy and Sedimentation
- viii. Modify Master Course Syllabus: EGGG 369 Structural Geology
- ix. Modify Master Course Syllabus: EGGG 380 Dams, Reservoirs and Rivers
- x. Modify Master Course Syllabus: EGGG 386 U.S. Public Lands: Geography, Politics and Management
- xi. Modify Master Course Syllabus: 420 Planetary Science
- xii. Modify Master Course Syllabus: 460 Aqueous Geochemistry
- xiii. Modify Master Course Syllabus: EGGG 462 Techniques of Geographic Measurement
- xvi. Modify Master Course Syllabus: EGGG 463 Petroleum Geology
- xvii. Modify Master Course Syllabus: EGGG 475 Independent Study in Environmental, Geographical and Geological Sciences
- xviii. Modify Master Course Syllabus: EGGG 480 Applied Geophysics
- xix. Modify Master Course Syllabus: EGGG 493 Senior Research in Geosciences
- xx. Modify Master Course Syllabus: EGGG 496 Internship in Environmental, Geographical and Geological Sciences
- xxi. Modify Master Course Syllabus: EGGG 497 Internship in Geography and Planning
- xxii. Modify Master Course Syllabus: EGGG 498 Geography and Planning Seminar

Marion Mason moved to approved a Modification to the EGGG proposals; seconded by Noah Wasielewski.

- 363 – Update bibliography – Journals all from the 80s
- 365 – Add any books to Section 15 of the Master Course Syllabus
- 369 – Section 15 in MCS last reference add the year it was published
- 380 – Student Learning Objective 1 change discuss to describe
- 463 – References need to be in order
- 475 – Section 10 in MCS remove the last line
- 496 – Change the word “assign” in section 13 (check with Dr. Krause for wording)
- 407 – Section 8 in MCS add last line “at the intern site”

- Update the resources on many of the proposals and remove the boxes with question marks in them and check section 10, class size, there is inconsistency between the numbers on many of the proposals.

Motion to approve the Modification to the Master Course Syllabus for the EGGs proposals with revisions, passed by voice vote.

B. History

- i. New Course with General Education Points and Distance Education: HISTORY 213 Religion and Violence

Michael Martin moved to approve HISTORY 213 as a New Course with General Education Points; seconded by Marion Mason.

- Section 8 in the Master Course Syllabus – write out the number three & replace “Easter & Western” with from a variety of sources.
- Section 10 in MCS – Replace “textbooks” with texts
- Section 12 in the MCS – replace “will” with may
- Section 13 in the MCS – Replace ‘will’ with may

Motion to approve HISTORY 213 as a New Course with General Education Points with revisions passed by voice vote.

C. Physics & Engineering

- i. Add Distance Education: PHYSICS 105 Energy Sources and Environmental Effects

Michael Martin moved to approve adding distance education to PHYSICS 105; seconded by Marion Mason.

Michael Martin moved to table PHYSICS 105 due to lack of representation; seconded by Marion Mason.

Motion to table PHYSICS 105 passed by voice vote.

D. Mathematical & Digital Sciences

- i. Add Distance Education: DIGFOR 351 Enterprise Network Investigations
- ii. New Course: DIGFOR 331 Electronic Discovery

John Riley moved to approve Adding Distance Education to DIGFOR 351 & adding a New Course DIGFOR 331; seconded by Noah Wasielewski.

- 331 – Change syllabus to say ediscovery not Ediscovery
- 331 – Section 10 in the Master Course Syllabus Last paragraph remove the sentence “This will allow students” and replace with proctoring exams for online
- 331 – Section 15 in MCS add the name of the URL
- 331 & 351 – Section 10 in MCS Online version – reference BOLT

Motion to approve Adding Distance Education to DIGFOR 351 & adding a New Course DIGFOR 331 with revisions passed by voice vote.

- iii. Modify Digital Forensics Major

John Riley moved to approve a Modification to the Digital Forensics Major; seconded by Marion Mason.

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

- iv. Modify Data Science Track

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

Motion to approve a Modification to the Data Science Track passed by voice vote.

- v. Modify Statistics Track

Michael Martin moved to approve a Modification to the Statistics Track; seconded by Kelly Roth.

Motion to approve a Modification to the Data Science Track passed by voice vote.

- vi. New Minor: Data Science

Michael Martin moved to approve a New Minor: Data Science; seconded by Noah Wasielewski.

Motion to approve a New Minor: Data Science passed by voice vote.

E. Communication Sciences and Disorders

- i. New Course: CSD 366 Anatomy and Physiology for Speech, Language and Hearing

Marion Mason moved to approve a New Course CSD 366; seconded by Noah Wasielewski.

Q3 – check no additional resources and move the add resources paragraph below the first paragraph
Section 8 in the Master Course Syllabus – remove ‘this course’

Section 10 in the MCS – Add projects

Section 12 in the MCS – Change to Exams, homework & Quizzes & Remove weeks to bullets

Motion to approve CSD 366 as New Course with revisions passed by voice vote with one abstention.

- ii. Modify CSD Major

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

- Q1 – Change CSD to Audiology & Speech Pathology

Motion to approve a Modification the CSD Major with revisions passed by voice vote.

F. Teaching & Learning

- i. Program Moratorium: M.Ed. Masters of Middle Level Education Grades 4-8

Information Item for BUCC

G. Exceptionality Programs

- i. Program Moratorium: MS Education of the Deaf/HH

Information Item for BUCC

H. Sociology, Social Work & Criminal Justice (Tabled May 5, 2018)

- 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
- xi. Change in Master Course Syllabus: SOCWORK 250 Research Methods for Generalist Social Work Practice

Noah Wasielewski moved to approve a Change in the Master Course Syllabus to the Social Work courses; seconded by Kelly Roth.

Marion Mason moved to table the Social Work proposals due to not having received them in time for a proper review; seconded by Noah Wasielewski.

Motion to table the Social Work proposals passed with of 6 yes and 5 no.

5. Discussion

i. PRP 3870 Graduate Faculty Appointment – Second Reading

Dr. Tapsak explained that this is the second reading and no corrections were needed from the first other than to capitalize faculty throughout “Full Graduate Faculty”

Motion to approve PRP 3870 passed by voice vote with one abstention

ii. PRP 3615 Academic Exam Policy – First Reading

Marion Mason discussed some changes that were made to the policy from the last review. Examination was changed to evaluation; sign language added but will change to non-written.

Suggestions were:

Final evaluations – first paragraph “all classes will meet’ try and find a way to capture intent. Paragraph two add all course requirements, change these documents to , copies of course requirements, remove distributed and add written, change advisor to chair where is speaks to final examinations.

Dr. Mason will review the suggestions and make edits where requested. The PRP will return in the Spring.

6. Open Forum

Adjournment at 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 – December 5, 2018

The 438th session of the BUCC was called to order at 3:00 PM on Wednesday, December 5th, 2018, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Kelly Roth, Noah Wasielewski, Theodore Roggenbuck, Janet Bodenman, Christopher Donahue, Leonard Granda, Monica Favia, Mark Usry, Michael Martin, Robin Drogan, Mark Bauman, James Krause

5. Approval of the Agenda of December 5th, 2018 (438th session)

Noah Wasielewski moved to approve the agenda; seconded by Monica Favia.

Carolyn LaMacchia moved to move FIN 402 up on the agenda with the other Finance course FIN 120; seconded by Monica Favia.

Motion to move FIN 402 up on the agenda passed by voice vote.

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

2. Approval of the Minutes of November 14, 2018 (437th session)

Mark Usry moved to approve the minutes of November 14, 2018; seconded by Kelly Roth

Motion to approve the minutes of November 14, 2018 passed by voice vote.

3. Chair Remarks

Dr. Riley thanked the BUCC for all their hard work this semester. He would like to end at 5pm sharp.

Dr. Krause said Dr. Hannah has agreed to keep the open house open until 6pm for the BUCC members. Middle states is ongoing now document gets submitted on the 22nd of January and a cap of January 2nd will be put on changes to the document. Visit from middle states will be in March.

4. Course Proposals

A. Sociology, Social Work and 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
- xi. Change in Master Course Syllabus: SOCWORK 250 Research Methods for Generalist Social Work Practice

Monica Favia moved to remove from the table and approve a Change in the Master Course Syllabus for all the Social Work courses; seconded by Ted Roggenbuck.

- Several of the proposals have formatting issues, correct those that need it
- 497 & 498 – Section 8 of the Master Course Syllabus add that the courses are to be taken concurrently
- 498 – Section 10 in MCS add Service learning project

Motion to approve the Change in Master Course Syllabus to the Social Work courses passed by voice vote.

B. Management & International Business

- i. Change in Master Course Syllabus and Add Distance Education: MGMT 463 Employee Staffing
- ii. Change in Master Course Syllabus and Add Distance Education: MGMT 480 Leadership

Noah Wasielewski moved to approve a Change in Master Course Syllabus for MGMT 463 & 480; seconded by Monica Favia.

- **463** – Student Learning Objective number 7 change to analyze or determine appropriate time
- Missing number 13 in Mater Course Syllabus
- Section 10 in the MCS add the last sentence to the top paragraph
- Q2 – add line about class size to section 10 Methods in the MCS
- Update supporting materials
- **480** – Add class size for in classroom course

Motion to approve the Change in Master Course Syllabus for MGMT 463 & 480 with revisions passed by voice vote.

C. Marketing & Professional Sales

- i. New Course and Add Distance Education: MKGT 360 Fundamental Marketing Analytics
- ii. New Course and Add Distance Education: MKGT 365 Advanced Marketing Analytics
- iii. New Course and Add Distance Education: MKGT 442 Advanced Marketing Research

Monica Favia moved to approve New Courses MKGT 360, 365 & 442 with Distance Education; seconded by Michael Martin.

- MKGT 360 – Q4 – Needs to be signed by Marketing Chair
- MKGT 360 – Q2 add University after Bloomsburg
- MKGT 360 – Section 10 in the Master Course Syllabus add class size for distance education
- MKGT 365 – Section 10 in the Master Course Syllabus remove first sentence about class size

Motion to approve New Courses MKGT 360, 365 & 442 with Distance Education with revisions passed by voice vote.

- iv. New Specialization in Research & Analytics in Marketing

Michael Martin moved to approve a New Specialization in Research & Analytics in Marketing; seconded by Noah Wasielewski.

Q1 – Replace “revised” with New

Motion to approve a New Specialization in Research & Analytics in Marketing with the revision passed by voice vote.

D. Finance

- i. Modify Master Course Syllabus and Add Distance Education: FIN 120 Personal Financial Decisions
- ii. New Course FIN 402 Retirement Planning

Michael Martin moved to approve a Modification to the Master Course Syllabus for FIN 120 and approve a New Course FIN 402; seconded by Noah Wasielewski.

Marion Mason moved to separate the motion and remove and table FIN 120; seconded by Noah Wasielewski.

Motion to separate the motion, remove, and table FIN 120 passed by voice vote.

- FIN 402 – Q2 needs more justification

Motion to approve FIN 402 as New Course with the revision passed by voice vote.

E. Communication Studies

- i. New Course and Add General Education Points: COMMSTUD 314 Communicating Identity and Difference

Michael Martin moved to approve a New Course with General Education Points COMMSTUD 314; seconded by Deborah Walberg.

- Section 8 in the Master Course Syllabus remove “offered at least once a year”
- Section 8 remove the second to last line and add it to section 7 or remove it completely

Motion to approve a New Course with General Education Points COMMSTUD 314 with revisions passed by voice vote.

- ii. Modify Communication Studies Major

Marion Mason moved to approve a Modification to the Communication Studies Major; seconded by Noah Wasielewski.

- Q2 – Remove comments about GEPs add language about adding the course to the major

Motion to approve a modification to the Communication Studies Major with the revision passed by voice vote.

F. Innovation, Technology & Supply Chain Management

- i. New Course and Add Distance Education: BUSED 534 Teacher Internship I
- ii. New Course and Add Distance Education: BUSED 535 Teacher Internship II

Noah Wasielewski moved to approve New Courses with Distance Education BUSED 534 & 535; seconded by Carolyn LaMacchia.

- Q2 – remove the sentence that begins with “presently”
- Section 9 in the Master Course Syllabus add a sentence after each thing in the list

Motion to approve New Courses with Distance Education BUSED 534 & 535 with revisions passed by voice vote.

- iii. Add a New Track to the M.Ed. in Business Education

Noah Wasielewski moved to approve a New Track to the M.Ed. in Business Education; seconded by Marion Mason.

- Check Box 4 on the omnibus

Motion to approve a New Track to the M.Ed. in Business Education with the revision passed by voice vote.

G. Exceptionality Programs

- i. Change in Master Course Syllabus and Add Distance Education: SPECED 501 Administration & Supervision in Special Education

Noah Wasielewski moved to approve a Change in the Master Course Syllabus and Add Distance Education to SPECED 501; seconded by Michael Martin.

Motion to approve a Change in the Master Course Syllabus and Add Distance Education to SPECED 501 with the revision passed by voice vote.

- ii. New Dual Listed Course and Add Distance Education: SPECED 480/580 Trauma Informed Practice in Schools
- iii. New Endorsement Program

Michael Martin moved to approve a New Dual Listed Course with Distance Education SPECED 480/580 & a New Endorsement Program Social, Emotional and Behavioral Wellness PK-12; seconded by Kelly Roth.

- Section 16 in the Master Course Syllabus add Prototype Text, if none, put none
- Section 12 in the MCS remove (Via BOLT)

Motion to approve a New Dual Listed Course with Distance Education SPECED 480/580 & a New Endorsement Program Social, Emotional and Behavioral Wellness PK-12 with revisions passed by voice vote.

H. Teaching & Learning

- i. Program Moratorium: BS Ed. Secondary Education Communication Studies (Organizational Communication, Leadership and Public Advocacy, and Interpersonal Communication)

Information Item for BUCC

I. Nursing

- i. Change in Master Course Syllabus and Add Distance Education: NURSING 513 Management and Organizational Behavior in Nursing
- ii. Change in Master Course Syllabus and Add Distance Education: NURSING 533 Organizational Leadership in Health Care Delivery

Michael Martin moved to approve a Change in the Master Course Syllabus and Add Distance Education to NURSING 513 & 533; seconded by Kelly Roth.

- 533 – Section 11 in the Master Course Syllabus change “assume” to predict or apply
- 513 - Section 16 change year 2020

Motion to approve a Change in the Master Course Syllabus and Add Distance Education to NURSING 513 & 533 with revisions passed by voice vote.

- iii. RN-BSN-MSN Nursing Program Revision

Michael Martin moved to approve a Revision to the RN-BSN-MSN Nursing Program; seconded by Noah Wasielewski.

Motion to approve a Revision to the RN-BSN-MSN Nursing Program passed by voice vote.

5. Discussion

i. GEC By-Laws – First Reading

Dr. Angela LaValley said the update was to the membership section. The structure under Academic Affairs was adjusted so the membership section was broadened out so the appointment could come from Academic Affairs or Strategic Enrollment Management. The other change addressed how to replace a member that may have to leave before their elected term is up. She did discuss with APSCUF about appropriate language.

ii. PRP 3612 General Education Requirements – First Reading

Dr. LaValley the changes start on the second page under general education points in courses. The second bullet point, they added for credit bearing courses the maximum number of GEPs. There are some zero credit offerings, where students can take something for zero credits and earn a GEP. Under the policy as written, that is not allowed. Therefore, they specified language to address if the course is credit bearing. The language was struck that stated GEPs are not retroactively assigned. What they found was when the policy was passed GEPs were still being retroactively assigned in the registrar's office. They added language to suggest that if departments have an existing course that they now want to put up for GEPs and they are substantially changing something; maybe they would consider changing the name or number of the course. The other changes were largely related to the GEP equivalent credits for second language. There were students transferring in languages at the 300 and 400 level that were not getting credit for the second language goal. So they added language to include that those students would get GEPs the same as native students who take the placement test. The last item was under the non-native English speaking, students now have the option for them to take an additional language course. Dr. LaValley will remove the testing numbers from the policy just in case they change, the policy would not have to be updated.

6. Open Forum

Michael Martin asked if there is a way to address courses that do not have to go through BUCC. For example if the request is for a prerequisite change, no Master Course Syllabus is required. He suggested that we add R to those that do not need BUCC review so the syllabus is at least being reviewed by someone before it is approved and distributed.

Adjournment 5:00pm

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

BUCC Meeting – January 30, 2019

The 439th session of the BUCC was called to order at 3:00 PM on Wednesday, January 30th, 2019, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Kelly Roth, Noah Wasielewski, Theodore Roggenbuck, Janet Bodenman, Christopher Donahue, Leonard Granda, Monica Favia, Mark Usry, Michael Martin, Carolyn LaMacchia, Marion Mason, Robin Drogan, Mark Bauman, James Krause

6. Approval of the Agenda of January 30th, 2019 (439th session)

Noah Wasielewski moved to approve the agenda; seconded by Monica Favia.

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

2. Approval of the Minutes of December 5, 2018 (438th session)

Noah Wasielewski moved to approve the minutes of December 5, 2018; seconded by Marion Mason

Motion to approve the minutes of December 5, 2018 passed by voice vote.

3. Chair Remarks

Dr. Riley thanked the members of the BUCC for all of their hard work last semester and their continued hard work as the Spring semester begins. When the Digital Forensic proposals are discussed he will ask Marion Mason to take over if any points of contention arise. He would like to get through to the Policies if possible, proposals will be discussed until 4:30 and then policies.

Dr. Krause mentioned, that student enrollment is down significantly and they are taking a look at contributing factors. He will keep the faculty posted.

Dr. Bauman mentioned that PRP 3343 Evaluation of Undergraduate Transfer Credits has been signed and is now in affect and up on the BU webpage if anyone needs to reference it.

4. Course Proposals

A. Music, Theater and Dance

- i. New Course: MUSIC 245 Introduction to Music Business
- ii. New Course: MUSIC 246 Introduction to Music Copyright Law

Noah Wasielewski moved to approved MUSIC 245 and 246 as New Courses: Seconded by Marion Mason.

Dr. Clickard presented the proposals.

- Remove first line in Q2 on both proposals
- Q3 remove language about department flexibility to teach 1 credit courses
- Check MLA formatting

- 245 Section 16 in Master Course Syllabus is missing publications

Motion to approve MUSIC 245 & 246 as New Courses with corrections passed by voice vote.

B. Mathematical and Digital Sciences

- i. Modify Master Course Syllabus and Add Distance Education: DIGFOR 219 Intro. To Linux For D.F.
- ii. Modify Master Course Syllabus and Add Distance Education: DIGFOR 319 Unix/Linux For D.F.
- iii. Modify Master Course Syllabus and Add Distance Education: DIGFOR 371 Penetration Testing
- iv. Modify Master Course Syllabus and Add Distance Education: DIGFOR 417 Advanced Topics in D.F.
- v. Modify Master Course Syllabus and Add Distance Education: DIGFOR 451 Malware Forensics

Michael Martin moved to approve to Modify the Master Course Syllabus and Add Distance Education to DIGFOR 219, 319, 371, 417 & 451; seconded by Kelly Roth.

Dr. Riley presented the proposals.

- All courses, update the department name where applicable.

Motion to approve to Modify the Master Course Syllabus and Add Distance Education to DIGFOR 219, 319, 371, 417 & 451 with corrections passed by voice vote.

C. Nursing

- i. Change in Master Course Syllabus: Nursing 523 Scientific Foundations of Anesthesia Nursing I
- ii. Change in Master Course Syllabus: Nursing 535 Anesthesia Nursing Practicum and Clinical Conference I
- iii. Change in Master Course Syllabus: Nursing 536 Anesthesia Nursing Practicum and Clinical Conference II

- iv. New Course: Nursing 624 Scientific Foundations of Anesthesia Nursing II
- v. New Course: Nursing 626 Advanced Physiology of Anesthesia Nursing I
- vi. New Course: Nursing 627 Advanced Physiology of Anesthesia Nursing II
- vii. New Course: Nursing 637 Anesthesia Nursing Practicum III
- viii. New Course: Nursing 638 Advanced Anesthesia Nursing Practicum I
- ix. New Course: Nursing 639 Advanced Anesthesia

- Nursing Practicum II
- x. New Course: Nursing 640 Advanced Anesthesia
- Nursing Practicum III

Michael Martin moved to approve a Change to the Master Course Syllabus for Nursing 523, 535 & 536 and to approve Nursing 624, 626, 627, 637, 638, 639 & 640 as New Courses; seconded by Kelly Roth.

Dr. Minzola presented the proposals.

- Nursing 523, 535 & 536 – Section 9 in the Master Course Syllabus place an asterisk by the information that the students have already done.
- Nursing 523 – Uncheck V & W on page one of the omnibus form.
- Nursing 626 – Class size change to 12
- Nursing 639 – Student Learning Objective number 6 use the work describe instead of “discuss”
- Nursing 638 – Review the prerequisites & change the word “senior” to advanced in section 8 of the MCS.
- Nursing 640 – SLO number 5 reword

Motion to approve a Change to the Master Course Syllabus for Nursing 523, 535 & 536 and to approve Nursing 624, 626, 627, 637, 638, 639 & 640 as New Courses with corrections passed by voice vote.

D. Finance

- i. Revise Personal Financial Planning Specialization
- ii. Revise BSBA in Finance Requirements

Marion Mason moved to approve a revision to the Personal Financial Planning Specialization and a Revision to the BSBA in Finance Requirements; seconded by Monica Favia.

Dr. Ohn presented the proposals.

There was discussion about students being able to graduate with 120 credits. As to date, they are typically going to 125 or even 130 in order to meet all of the requirements to graduate.

Michael Martin moved to table a revision to the Personal Financial Planning Specialization and a Revision to the BSBA in Finance Requirements until Dr. Ohn can meet with Dr. Krause to discuss required courses and not going over the 120 credits mark; seconded by Marion Mason.

Motion to table a revision to the Personal Financial Planning Specialization and a Revision to the BSBA in Finance Requirements passed by voice vote.

E. Management & International Business

- i. Modify Master Course Syllabus and Add Distance Education: MGMT 346 Labor and Industrial Relations
- ii. Modify Master Course Syllabus and Add Distance Education: MGMT 356 Global Business

Marion Mason moved to approve a Modification to the Master Course Syllabus and Addition of Distance Education for MGMT 346 & 356; seconded by Kelly Roth.

Dr. Nygen presented the proposals.

- MGMT 346 – Q2 remove the word “create” and replace it with add before “distance education”
- MGMT 436 & 356 – Section 12 in the MCS add more details
- MGMT 356 – Document R add Master Course Syllabus to the top of the form
- MGMT 356 – Section 10 in the Master Course Syllabus add the last sentence from MGMT 346 to this syllabus as well
- MGT 356 – Add Proctored final to section 10 in the MCS

Motion to approve a Modification to the Master Course Syllabus and Addition of Distance Education for MGMT 346 & 356 with revisions passed by voice vote.

- iii. Modify Policy & Global Specialization in International Business major

Marion Mason moved to approve the modification to the Policy & Global Specialization in International Business major; seconded by Michael Martin.

- Q2 remove Dr. Doerschler’s name
- Add email of support to end of proposal

Motion to approve the modification to the Policy & Global Specialization in International Business major with revisions passed by voice vote.

- F. Physics & Engineering Technology

- i. Modify Master Course Syllabus and Add Distance Education:
PHYSICS 105 Energy Sources and Environmental Effects
(Previously Tabled on 11/14/2018)

Marion Mason moved to approve a Modification to the Master Course Syllabus and Add Distance Education to PHYSICS 105; seconded by Michael Martin.

- Short Title add the word “add”

Motion to approve a Modification to the Master Course Syllabus and Add Distance Education to PHYSICS 105 with the revision passed by voice vote.

5. Discussion

- i. PRP 3361 Undergraduate Academic Renewal – First Reading

- Suggestions made were to align this policy with PASSHE policy and keep the language consistent.
- Move the word “not” to in front of have in the first bullet.
- Put see paragraph 2 after “internal transfer”

- After the sentence that begins with “Students have been granted academic renewal” put see PRP 3452
- ii. PRP 3602 Majors, Minors and Fields of Study – First Reading
- Use the word is instead of “can be” in paragraph one.

Questions asked were, how many courses from major can go toward a minor and where does the Interdisciplinary Program fit in to this policy?

- iii. PRP 3604 Undergraduate Graduation Requirements – First Reading

Remove “no more credits are required than the 30 credits” from sentence beginning with “All students earning a first baccalaureate”

- iv. PRP 3640 Academic Distinction – First Reading

6. Open Forum

Adjournment 5:07 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 – February 13, 2019

The 440th session of the BUCC was called to order at 3:00 PM on Wednesday, February 13th, 2019, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Kelly Roth, Noah Wasielewski, Theodore Roggenbuck, Janet Bodenman, Christopher Donahue, Leonard Granda, Monica Favia, Mark Usry, Michael Martin, Margaret O’Connor, Marion Mason, Robin Drogan, Mark Bauman, James Krause

7. Approval of the Agenda of February 13th, 2019 (440th session)

Noah Wasielewski moved to approve the agenda; seconded by Michael Martin.

Remove item A. Finance and PRP’s 3361 & 3604.

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

2. Chair Remarks

Dr. Riley thanked Dr. O' Connor for sitting in for Dr. Lamacchia.

3. Course Proposals

A. Management & International Business

- i. Modify Master Course Syllabus & Add Distance education: MGMT 355 Managing Multicultural Organizations

Marion Mason moved to approve a Modification and Addition of Distance Education to MGMT 355; seconded by Monica Favia.

- Prerequisites – Remove this course is approved as a diversity general education course (old language)

Course was approved to run experimentally but not as an actual course

Ted Roggenbuck moved to reject the proposal; seconded by William Hudon.

Motion to reject the proposal passed by voice vote.

The proposal will need to go back through the approval process before coming again to BUCC

B. Political Science

- i. Modify Major: Political Science

Michael Martin moved to approve a Modification to the Political Science Major; seconded by Noah Wasielewski.

Peter Doerschler presented the proposal.

- Replace wording in Q3 from “full time temporary” to existing faculty

Motion to approve a Modification to the Political Science Major with the revision passed by voice vote.

C. Innovation, Technology & Supply chain Management

- i. Modify Major: Business Education

Noah Wasielewski moved to approve a Modification to the Business Education major; seconded by Marion Mason.

Dr. Jeffrey Jeffries presented the proposal.

- Q2 - remove the last two sentences “It was only.....Most Business Education majors”
- Q3 - remove “New Track”
- Q4 – List the units contacted

Motion to approve a Modification to the Business Education major with revisions passed by voice vote.

ii. Modify Major: Supply Chain Management

Marion Mason moved to approve a Modification to the Supply Chain Management major: seconded by Noah Wasielewski.

Dr. O’Connor presented the proposal.

Page 3 add the Short Title of the proposal.

Motion to approve a modification to the Supply Chain major with the revision passed by voice vote.

4. Discussion

v. PRP 3462 Undergraduate Course Withdrawal – **Second** Reading

Ted Roggenbuck moved to add after week ten students seek advisement from either instructor, dean or academic advisor; seconded by Kelly Roth.

Motion to approve adding after week ten students seek advisement from either instructor, dean or academic advisor did not pass by voice vote.

- Add to bottom of proposal, although not required students are encouraged to consult with the instructor to verify their grades and status in the course.

The registrar will try to create a pop-up when a student tries to withdrawal about seeing advisor first.

Motion to approve PRP 3462 with the revision passed by voice vote with 1 No and 2 abstentions.

vi. PRP 3602 Majors, Minors and Fields of Study – First Reading

- First paragraph end the sentence after “degree”
- Replace the “can” with is, last sentence paragraph one
- Need language to reflect Interdisciplinary Minors
- Define Secondary Field of Study in second paragraph

PRP can go for second reading at 2/27/19 BUCC meeting

5. Open Forum

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 27, 2019

The 441st session of the BUCC was called to order at 3:00 PM on Wednesday, February 27th, 2019, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Kelly Roth, Noah Wasielewski, Theodore Roggenbuck, Janet Bodenman, Christopher Donahue, Leonard Granda, Monica Favia, Mark Usry, Michael Martin, Carolyn LaMacchia, Marion Mason, Robin Drogan, Mark Bauman, James Krause

8. Approval of the Agenda of February 27th, 2019 (441st session)

Marion Mason moved to approve the agenda of February 27th, 2019; seconded by Michael Martin.

Motion to approve the agenda of February 27th, 2019 passed by voice vote.

2. Chair Remarks

Dr. Riley reminded members that the open meeting is in three weeks and if they have any agenda items get them to him. He has three items already, open educational resources, classroom recordings and placement of students in first reading & writing courses.

3. Course Proposals

A. Art & Art History

- i. Modify Master Course Syllabus: ARTSTDIO 295 Introductory Graphic Design
- ii. Modify Master Course Syllabus: ARTSTDIO 296 Typography and Logo Design
- iii. Modify Master Course Syllabus and Add General Education Points: ARTSTDIO 282 Intermediate Photography

Michael Martin moved to approve a Modification to the Master Course Syllabus for ARTSTDIO 295, 296 & 282; seconded by Marion Mason.

James Dunlap presented the proposals.

- Check box 3 class size
- Section 8 in Master Course Syllabus remove the last line
- Section 10 in the MCS remove the dollar amount add general statement about additional cost
- 295 – Add the Class size reference in the resource section to section 10 in the MCS
- 296 – Section 11 in MCS add the new course title, line one has the old one listed

- Section 9 in the MCS Content Outline only addresses the general education points not what will be covered in the course.

- 282 – Q4 needs to be signed

Monica Favia moved to table ARTSTDIO 295, 296 and 282; seconded by Leonard Granda

Motion to table ARTSTDIO 295, 296 & 282 passed by voice vote.

- B. Environmental, Geographical & Geological Sciences
 - i. Change in Master Course Syllabus: EGGS 107 Natural Disasters
 - ii. Modify EGGS Geography and Planning Track

Monica Favia moved to approve a Change to the Master Course Syllabus and add Distance Education to EGGS 107 and a Modification to the EGGS Geography and Planning Track; seconded by Marion Mason.

- Q3 check No additional resources Section 10 in the Master Course Syllabus remove the second to last sentence
- Section 13 in the MCS PRP is 3516
- Add rubrics for GEP's to back of course

Motion to approve a Change to the Master Course Syllabus and add Distance Education to EGGS 107 and a Modification to the EGGS Geography and Planning Track with revisions passed by voice vote.

5. Discussion

- PRP 3516 Academic Examination Policy – Second Reading

Michael Martin moved to approve PRP 3516; seconded by Noah Wasielewski.

Marion Mason spoke to the changes made within the PRP.

- Remove – “and all classes shall meet” from the first sentence under item 1 “Final Evaluations”
- Add a full calendar year to paragraph number 4 on page 2.
- Add department chair persons will be responsible for keeping student course work

Motion to approve PRP 3615 passed by voice vote.

- PRP 3640 Academic Distinction – 1st reading

Ready for a second reading on 4/3/19 BUCC meeting.

- PRP 3627 Second Baccalaureate Degree – First Reading

Ready for second reading on 4/3/19 BUCC meeting

6. Open Forum

Adjournment 5:05PM

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 3, 2019

The 443rd session of the BUCC was called to order at 3:00 PM on Wednesday, April 3rd, 2019, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Kenneth Hall, Noah Wasielewski, Angela LaValley, Christopher Donahue, Leonard Granda, Monica Favia, Michael Martin, Carolyn LaMacchia, Marion Mason, Robin Drogan, Mark Bauman

9. Approval of the Agenda of April 3rd, 2019 (443rd session)

Marion Mason moved to approve the agenda of April 3rd, 2019; seconded by Noah Wasielewski.

Motion to approve the agenda of April 3rd, 2019 passed by voice vote.

10. Approval of the Minutes of January 30th, 2019, February 13th, 2019, & February 27th, 2019 (439th 440th & 441st sessions)

Noah Wasielewski moved to approve the minutes of January 30th, 2019, February 13th, 2019, & February 27th, 2019; seconded by Kenneth Hall.

Motion to approve the minutes of January 30th, 2019, February 13th, 2019 & February 27th, 2019 passed by voice vote.

3. Chair Remarks

Dr. Riley said a special thank you to the BUCC for work done to help with Middle States, the work done at BUCC was very helpful. "Send out agenda as everyone email and before second reading send everyone email." to "He suggested the BUCC send out agenda and before second readings of PRPs to be sent as everyone emails. The members concurred with this."

4. Course Proposals

- B. Art & Art History

- i. Modify Master Course Syllabus: ARTSTDIO 295 Introductory Graphic Design
 - ii. Modify Master Course Syllabus: ARTSTDIO 296 Typography and Logo Design
 - iii. Modify Master Course Syllabus and Add General Education Points: ARTSTDIO 282 Intermediate Photography (tabled on 4/3/2019)

Marion Mason moved to remove from the table and approve a Modification to the Master Course Syllabus for ARTSTDIO 295, 296 & 282; seconded by Michael Martin.

James Dunlap presented the proposals.

- 296 – #7 Prerequisite add 295 or 291
- 282 – Q4 needs to be signed (tabled on 4/3/2019)

Motion to approve ARTSTDIO 295, 296 & 282 with revisions passed by voice vote.

- iv. New Course with General Education Points and Distance Education: ARTHSTRY 250 Arts Management
 - v. New Course with General Education Points and Distance Education: ARTHSTRY 251 Visual Information Management

Marion Mason moved to approve New Course with General Education Points and Distance Education: ARTHSTRY 250 & 251; seconded by Noah Wasielewski.

Motion to approve ARTSTRY 250 & 251 passed by voice vote.

- vi. Modify Art Studio Major Requirements

Marion Mason moved to approve a Modification Art Studio Major Requirements; seconded by Michael Martin.

Motion to approve ARTSTUDIO 295, 296 & 282 with revisions passed by voice vote.

B. Exercise Science

- i. Modify Master Course Syllabus and Add General Education Points: EXERSCI 226 Jogging and Walking
- ii. Modify Master Course Syllabus and Add General Education Points: EXERSCI 230 Weight Training and Fitness

Michael Martin moved to approve a Modify to the Master Course Syllabus and add General Education Points: EXERSCI 226 & 230; seconded by Marion Mason.

Noah Wasielewski presented the proposals effective Winter 2019.

Motion to approve EXERSCI 226 & 230 passed by voice vote.

C. Nursing

- i. Modify DNP Curriculum by Adding New Nurse Anesthesia Track

Noah Wasielewski moved to approve a Modification to Curriculum; seconded by Michael Martin.

Debra Minzola presented proposal.

Motion to approve DNP Curriculum by Adding New Nurse Anesthesia Track passed by voice vote.

D. Honors

- i. Modify Master Course Syllabus and Add General Education Points: Honors 102 Honors Foundation of College Writing
- ii. Modify Master Course Syllabus and Add General Education Points: Honors 115 Honors Liberal Arts Seminar
- iii. Modify Master Course Syllabus Honors 120 Honors Physical Geology
- iv. Modify Master Course Syllabus and Add General Education Points: Honors 292 Honors Contemporary Moral Problems

Michael Martin moved to approve a Modification to the Master Course Syllabus and Add General Education Points: Honors 102, 115, 120 & 292; seconded by Marion Mason.

Julie Vandivere presented proposals.

- 120- #14 references GEC, remove language
- 120- Add SLO's from EGGG Course 120

- Check New Course (Remove Modify check boxes) page 1 omnibus
- Q2- encourage interdisciplinary corrections (add language)

Motion to approve the Modification of the Master Course Syllabus and Add General Education Points: Honors 102, 115, 120 & 292 with revisions passes by voice vote.

E. Mass Communications

- i. New Course and Distance Education: MASSCOMM 592 Strategic Communication Practicum

Michael Martin moved to table the proposal MASSCOMM 592; seconded by Noah Wasliewski.

Kristy Bryrm presented proposal.

- Angela LaValley stated existing 400 level course in Communication Studies with same content and name. Would like discussion with department before course is approved.
- Marion Mason & Noah Wasliewski said to table the proposal until appropriate departments are communicated with.

Marion Mason moved to table MASSCOMM 592 until Mass Communications and Communications Studies have a discussion about the course; seconded by Noah Wasielewski.

Motion to table MASSCOMM 592 passed by voice vote with one abstention

F. Marketing & Professional Sales

- i. Modify Master Course Syllabus and Distance Education: MKTG 460 Marketing Management

Robin Drogan moved to approve a Master Course Syllabus and Distance Education MKGT 460; seconded by Noah Wasliewski.

Kenneth Hall presented proposal.

- Q2 address items checked on page 1 of omnibus
- Catalog description remove language about how often the course is offered
- Every course watch indentation make consistent

Motion to approve MKGT 460 with revisions passed by voice vote.

- ii. New Program Professional Selling and Marketing BSBA

Noah Wasielewski moved to approve the New Program Professional Selling and Marketing BSBA; seconded by Angela LaValley.

Dr. Favia presented the proposal. Every other page was missing, members were not able to read the full proposals, it will go on the next BUCC.

- remove units contacted

Kenneth Hall moved to table Marketing BSBA; seconded by Marion Mason

Motion to table Professional Selling and Marketing New Program passed by voice vote.

G. Interdisciplinary Studies

- i. Modify Master Course Syllabus and Distance Education: INSTUDY 425
Interdisciplinary Capstone

Marion Mason moved to approve Master Course Syllabus and Distance Education: INSTUDY425; seconded by Michael Martin

Mark Decker presented proposal.

- #12 Add assessment of eportfolio archives
- #11-3 Create or add “post baccalaureate pursuits”

Motion to approve INTSTUDY 425 with revisions passed by voice vote.

5. Discussion

- PRP 3612 General Education – Second Read

Marion Mason moved to approve PRP 3612; seconded by Noah Wasielewski.

Angela LaValley spoke to the changes made within the PRP.

Remove retroactive language

Equivalent GEP credit specifically languages that are being waived. Making sure those students receive those GEP's.

Remove scores assessing language

More specific language for scores on GEP website

Motion to approve PRP 3612 passed by voice vote.

- GEC By-Laws – Second Reading

Marion Mason moved to approve GEC By-Laws-Second Read; seconded by Michael Martin.

Added language about members who could potentially serve on GEC

Added language on what to do if member could not serve

Motion to approve the GEC By-Laws passed by voice vote.

- PRP 3990 Institutional Review Board (IRB) for Human Subjects Research-First

Reflects updated federal guidelines and some definitions
Suggestion: start with intro with saying key definitions are at end of the policy
Must state approval # for recruitment material

- PRP 3627 Second Baccalaureate Degree

Do research on if this is a national trend
Ask why PASSHE policy is that degree does not specify majors
Linda give description on how transcripts would look different

6. Open Forum

“Michael Martin asked when an Interdisciplinary program changes, he has to make changes to the numbers on his check list for his courses for professional and technical writing-is there a better way to handle this?”

Adjournment 4:59PM

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 17, 2019

The 444th session of the BUCC was called to order at 3:00 PM on Wednesday, April 17th, 2019, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Monica Favia, Noah Wasielewski, Theodore Roggenbuck, Christopher Donahue, Leonard Granda, Monica Favia, Michael Martin, Carolyn LaMacchia, Marion Mason, Robin Drogan, Janet Bodenman, Kelly Roth, James Brown

11. Approval of the Agenda of April 17th, 2019 (444th session)

Noah Wasielewski moved to approve the agenda of April 17th, 2019; seconded by Marion Mason.

Motion to approve the agenda of April 17th, 2019 passed by voice vote.

12. Approval of the Minutes of April 3rd, 2019, (443rd session)

Marion Mason moved to approve the minutes of April 3rd, 2019; seconded by Kelly Roth.

Motion to approve the minutes of April 3, 2019 passed by voice vote.

3. Chair Remarks

Dr. Riley talked about the new chair election for next academic year, it will be taking place at the May 1, 2019 meeting and thanked Dr. Brown for sitting in for Dr. Krause and Dr. Bauman.

4. Course Proposals

C. Accounting

i. New Course: ACCT 110, Accounting for Supervisors

Noah Wasielewski moved to approve a New Course for ACCT 110; seconded by Monica Favia.

Mark Usry presented the proposals.

- Curriculum Checklist needs to be deleted
- Student objectives need to be reconsidered of supporting materials
- Q1 revise course abbreviation
- Q2-last sentence take out the word a-synchronous
- Q4 it doesn't indicate what departments were contacted

Motion to approve ACCT 110 with revisions passed by voice vote.

B. Department of Academic Enrichment/Army ROTC

- i. New Course: ARMY 331 American Military History
- ii. Modify Program Requirements: Add ARMY 331 to ARMY ROTC

Michael Martin moved to approve ARMY 331 American Military History and Modify Program Requirements: Add ARMY 331 to ARMY ROTC; seconded by Noah Wasliewski

Lt. Col. Griffith and Lt. Fosse presented proposals.

There was detailed discussion about how this is a ROTC/History course and the materials they will be discussing in the course are already being talked about in current History courses. Also, discussion about the certification of the instructor and possible changing of the course name. The premise of this course was not well received by many BUCC members with so many questions being asked and therefore tabled.

Robin Drogan moved to table the ARMY 331 and Add ARMY 331 to ARMY ROTC; seconded by Theodore Roggenbuck.

Motion to table ARMY 331 American Military History and Add ARMY 331 to ARMY ROTC passed by voice vote.

H. Teaching and Learning

- ii. New Course and Distance Education and Dual Listing: EDFOUND 418/518-Teaching Writing for Grades 4-12

Theodore Roggenbuck moved to approve a New Course and Distance Education and Dual Listing; seconded by Michael Martin.

Beth Rogowsky presented proposal.

There was a discussion about avoiding cross listing the course (writing and teaching). Also, brought up for consideration to get an impact statement.

Theodore Roggenbuck moved to table the EDFOUND 418/518-Teaching Writing for Grades 4-12; seconded by Michael Martin

Motion to table EDFOUND 418/518-Teaching Writing for Grades 4-12 passed by voice vote.

I. Nursing

- i. Modify RN-BSN Program Correction
- ii. Major/Minor Concentration Requirements/Electives: RN-BSN-MSN Program

Marion Mason moved to approve to Modify RN-BSN Program Correction and Major/Minor Concentration Requirements/Electives: RN-BSN-MSN Program; seconded by Kelly Roth

Noreen Chikotas presented proposals.

- RN-BSN Program Correction needs to have Deactivate unchecked and Modify checked.
- RN-BSN-MSN Program Q2 needs to have last sentence taken out.

Motion to approve the RN-BSN Program Correction and RN-BSN-MSN Program with revisions passes by voice vote.

J. Art and Art History

- i. Modify Program Requirements: Add Arts Management Minor

Marion Mason moved to approve a New Arts Management Minor; seconded by Michael Martin.

Nogin Chung presented proposal.

- Proposed to change effective semester date from Fall 2019 to Summer 2019

Motion to pass a New Arts Management Minor passed by voice vote.

F. Political Science

- iii. Modify Master Course Syllabus: POLISCI 222, Women and Politics

Marion Mason moved to approve POLISCI 222, Women and Politics; seconded by Michael Martin

Peter Doerschler presented proposal.

- Retitle to POLISCI 422
- Curriculum hasn't been revised to gender it is all about women
- Revise methods section

Michael Martin moved to table the POLISCI 222, Women and Politics; seconded by Noah Wasliewski.

Motion to table POLISCI 222 passed by voice vote.

iv. New Course: POLISCI 325, Campaigns and Elections

Noah Wasielewski moved to approve the New Course: POLISCI 325, Campaigns and Elections; seconded by Michael Martin.

Peter Doerschler presented proposal.

- Include statement in methods section about a final research project provided you assign something of that nature.

Michael Martin moved to approve POLISCI 325; seconded by Marion Mason

Motion to approve POLISCI 325 with revisions passed by voice vote.

K. History

ii. Modify Program Requirements: History Major Program Requirements

Noah Wasliewski moved to approve History Major Program Requirements; seconded by Michael Martin

Jeff Long presented proposal.

Motion to approve History Major Program Requirements passed by voice vote.

G. Gender Studies-Minor (English)

i. Modify Program Requirements: GSM Program Change

Marion Mason moved to approve GSM Program Change; seconded by Michael Martin.

Jennifer Oast presented proposal.

Motion to approve GSM Program Change passed by voice vote.

5. Discussion

- PRP 3990 Institutional Review Board (IRB) for Human Subjects Research – Second Read

Michael Martin moved to approve PRP 3990; seconded by Marion Mason.

Sadie Hauck spoke to the changes made within the PRP.

Was suggested she put link in above Federal Linked categories.
Look at #3 Exempt review

Motion to approve PRP 3990 passed by voice vote.

- PRP 3627 Second Baccalaureate Degree – Second Reading

Noah Wasiewski moved to approve PRP 3627-Second Read; seconded by Marion Mason.

Michael Martin moved to table PRP 3627-Second Read; seconded by Marion Mason.

Tabled until Dr. Krause can be in attendance of BUCC meeting.

Motion to table the PRP 3627 passed by voice vote.

6. Open Forum

Nothing was discussed at this time

Adjournment 4:48PM

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 1, 2019

The 445th session of the BUCC was called to order at 3:00 PM on Wednesday, May 1st, 2019, in the Schweiker Exhibit Room of the Andruss Library.

MINUTES

Present: John Riley, William Hudon, Deborah Walberg, Kenneth Hall, Noah Wasielewski, Theodore Roggenbuck, Christopher Donahue, Leonard Granda, Michael Martin, Carolyn LaMacchia, Marion Mason, Robin Drogan, Janet Bodenman, Kelly Roth, James Krause, Mark Bauman

13. Approval of the Agenda of May 1st, 2019 (445th session)

Noah Wasielewski moved to approve the agenda of May 1st, 2019; seconded by Marion Mason.

Motion to approve the agenda of May 1st, 2019 passed by voice vote.

2. Approval of the Minutes of April 17th, 2019, (444th session)

Noah Wasliewski moved to approve the minutes of April 17th, 2019; seconded by Marion Mason.

Motion to approve the minutes of April 17th, 2019 passed by voice vote.

3. Chair Election

Marion Mason moved to nominate Dr. Riley as President; seconded by Christopher Donahue.

Motion to approve Dr. Riley as President passed by voice vote.

4. Chair Remarks

Dr. Riley spoke about UNC Charlotte shooting and how we are an open community and very vulnerable community and to think of those individuals and community. And thanked the BUCC for all their hard work. Dr. Krause thanked all the BUCC for their time put into reviewing proposals.

5. Course Proposals

D. Marketing and Professional Sales

i. New Degree Program: Professional Selling and Marketing BSBA

Marion Mason moved to approve a New Degree Program for Professional Selling and Marketing BSBA; seconded by Noah Wasliewski.

Monica Favia presented the proposal.

Motion to approve Professional Selling and Marketing BSBA passed by voice vote.

ii. Modify Master Course Syllabus and Distance Education: MKTG 440 Marketing Research

Marion Mason Moved to approve MKGT 440 Marketing Research; seconded by Michael Martin.

Kenneth Hall presented the proposal.

- Need 2 Impact Statements from Psychology and Economics to be included
- Change the prerequisite

Carolyn LaMacchia made a motion to amend this proposal until an impact statement is given; seconded by Christopher Donahue

Carolyn LaMacchia removed her amendment to this proposal: Seconded by Michael Martin.

Ted Roggenbuck moved to approve MKGT 440 upon getting Impact Statements; seconded by Robin Drogen

B. Mathematical and Digital Sciences

i. New Course: DIGFOR 431 Current Issues in Cybercrime

Michael Martin moved to approve DIGFOR 431; seconded by Kelly Roth.

Dr. Riley presented the proposal.

- Q4 Curt Jones needs to sign line B

Motion to approve DIGFOR 431 Current Issues in Cybercrime passed by voice vote.

ii. Modify Program Requirements: Add DIGFOR 431 to Digital Forensics Major

Michael Martin moved to approve DIGFOR 431 to Digital Forensics Major; seconded by Ted Roggenbuck.

Dr. Riley presented the proposal.

Motion to approve DIGFOR 431 to Digital Forensics Major passed by voice vote.

C. Sociology, Social Work, and Criminal Justice

Christopher Donahue moved to approve all SOCWORK proposals at once; seconded by Kelly Roth. SOCWORK 500, 502, 506/506, 511, 512, 516, 521, 522, 526, 531, 532, 533, 534, 551, 552, 556, 560 & 556

Paul Felker and Shane Jaynes presented proposals.

- SOCWORK 506/506 Social Identities and Inequalities check the 8A for Dual Listing
- Q3 change language in all courses with regards to new faculty members in order to be taught.

Motion to approve SOCWORK 500, 502, 506/506, 511, 512, 516, 521, 522, 526, 531, 532, 533, 534, 551, 552, 556, 560 & 556 passed by voice vote.

D. Interdisciplinary Studies

i. Modify Program Requirements: Revise Interdisciplinary Studies Major

Noah Wasliewski moved to approved Revise Interdisciplinary Studies Major; seconded by Marion Mason.

Mark Decker presented the proposal.

Motion to approve Interdisciplinary Studies Major passed by voice vote.

E. Academic Enrichment

ii. Modify Master Course Syllabus: ENRICH 120 College Reading and Study Skills

Marion Mason moved to approve Modify Master Course Syllabus ENRICH 120 College Reading and Study Skills: seconded by Michael Martin.

Melissa Cheese presented the proposal.

- #7 why parenthetical (or equivalent)?
- #8 ENRICH 110 is a prerequisite, so no student can decide to take those courses on their own without first taking ENRICH 110?
- #9 –Unit Six-“the Health Issues” not “Health Sciences”
- #10 “delete the phrase “and customized syllabi”
- #11 & 12- We don’t need the VALUE Rubric Column. This isn’t a MyCore class.
- #13 Will all faculty include class participation in their evaluation? Consider changing “will include” to “may”
- #14 You can use the VALUE rubrics, but don’t specify that here
- #15 Bean is a 2nd edition

Motion to approve ENRICH 120 College Reading and Study Skills passed by voice vote with revisions.

F. Exceptionality Programs

i. Modify Master Course Syllabus and Distance Education: SPECED 451/551 Effective Instructional Practices for Students with Mild Disabilities (Grades 7-12)

Noah Wasliewski moved to approve Modify Master Course Syllabus and Distance Education: SPECED 451/551; seconded by Marion Mason.

Robin Drogan presented proposal.

- #10 -1st sentence “content and students” rather than “content, students”
- #11 Where it has an asterix for graduate students for each SLO consider making a reference to the asterix down below the table.

Motion to approve SPECED 451/551 passed by voice vote.

ii. Program Moratorium: PROFSTUD 500 Graduate Professional Seminar

Marion Mason moved to approve PROFSTUD 500; seconded by Noah Wasliewski.

Robin Drogan presented proposal.

Motion to approve PROFSTUD 500 passed by voice vote pending deactivation and Dr. Krause and Robin Drogan will discuss before signing.

G. Mass Communications

- i. New Course and Distance Education: MASSCOMM 592 Strategic Communication Practicum

Michael Martin moved to approve MASSCOMM 592; seconded by Marion Mason.

Jason Genovese presented the proposal.

- #8 Catalog description- remove the word business
- #10 Methods- Take out the second entry Hybrid Online/Class Setting and change it to Hybrid Distance Education/Traditional Class Setting.

Motion to approve MASSCOMM 592 passed by voice vote.

- ii. Modify Master Course Syllabus and Distance Education: MASSCOMM 498 Capstone

Marion Mason moved to approve MASSCOMM 498 Capstone; seconded by Michael Martin.

Jason Genovese presented the proposal.

- Omnibus-Short title says only add distance ed, but the boxes checked indicate much more that. If those boxes are correct then Q2 needs to discuss that as well.
- #10 Why have three descriptions when the second two are verbatim? Make the second heading Hybrid/Online.
- Syllabus change prerequisite

Motion to approve MASSCOMM 498 Capstone passed by voice vote.

H. Political Science

- i. Modify Master Course Syllabus and Distance Education: POLISCI 260 Introduction to Comparative Politics

Michael Martin moved to approve POLISCI 260; seconded by Marion Mason.

Peter Doerschler presented the proposal.

- #9 Inconsistent heading capitalization. A is title case, B sentence case, C title case again, D sentence case again.

Motion to approve POLISCI 260 passed by voice vote.

- ii. Modify Master Course Syllabus: POLISCI 222 Women and Politics

Marion Mason moved to approve POLISCI 222; seconded by Michael Martin.

Jessy Defenderfer presented the proposal.

- Q2 Take out final sentence.

Motion to approve POLISCI 222 passed by voice vote.

I. Philosophy

- i. New Course: PHIL 298 Environmental Ethics

Marion Mason moved to approve PHIL 298; seconded by Michael Martin.

Wendy Lee presented the proposal.

Motion to approve PHIL 298 passed by voice vote.

J. Environmental, Geographical, Geological Sciences

- i. Modify Master Course Syllabus and Distance Education: EGGG 106 The Planets

Kelly Roth moved to approve EGGG 106; seconded by Marion Mason.

Michael Shepard presented the proposal.

Motion to approve EGGG 106 passed by voice vote.

- ii. New Course and Distance Education: EGGG 108 Climate Change

Marion Mason moved to approve EGGG 108; seconded by Michael Martin.

Michael Shepard presented the proposal.

- #8 Don't separate compound verb phrases with commas where it says "audience, and changes," take out commas

Motion to approve EGGG 108 passed by voice vote.

K. Exercise Science

- i. Modify Master Course Syllabus: EXERSCI 575, 576, 595, 596 & 599

Michael Martin moved to approve all the EXERSCI 575, 576, 595, 596 & 599; seconded by Marion Mason.

Noah Wasliewski presented proposals.

- In all the proposals change the writing style in document Q from the 1st person.
- In all the proposals Item R-9 should be titled, "Content Description" as opposed to "Content Outline."
- In the proposals that had name changes (556 and 595). Be explicit in Q-1 and Q-2 that the title of the course changed. Also, on those proposals, change the effective date to Spring

2020, since there was not a curricular change that was submitted along with these changes. You will need to have a proposal to “modify program requirements” before these changes can show up in the curriculum.

- EXERSCI 595-R-8: Indicate that the course may be repeated, and if there is a limit to the number of times that it can be repeated.
- EXERSCI 595-R-9: change “practical” to “practicum”
- EXERSCI 595-R-12, 6th SLO: Change from “possesses” to “possess”
- EXERSCI 596-SLO 1: Change to “Develop an exercise science related research question”

Motion to approve EXERSCI 556, 575, 576, 595, 596 & 599 passed by voice vote.

L. Innovation, Technology, and Supply Chain

- i. Modify Program Requirements: M. ED. in Business Education Hybrid Requirements

Noah Wasliewski moved to approve M. ED. in Business Education Hybrid Requirements: seconded by Marion Mason.

Margaret O’Connor presented the proposal.

Motion to approve M. ED. in Business Education Hybrid Requirements passed by voice vote.

M. Academic Enrichment / Army ROTC

- i. Modify Program Requirements: Army ROTC Program

Michael Martin moved to approve Army ROTC Program; seconded by Noah Wasliewski.

Bob Heckrote presented proposal that were previously tabled on 4/17/19.

- Q1 in the program proposal had the old title so update Q1- change “American Military History” to reflect change in course title

Motion to approve Army ROTC Program passed by voice vote.

- ii. New Course: ARMY 331 U. S. Military Science and History

Noah Wasliewski moved to approve ARMY 331 U.S. Military Science and History: seconded by Marion Mason.

Bob Heckrote presented proposal that was previously tabled on 4/17/19.

- 12- 2nd sentence no comma after “include” “which include quizzes...”

Motion to approve ARMY 331 U.S. Military Science and History passed by voice vote.

6. Discussion

- PRP 3627 Second Baccalaureate Degree- Second Read will be discussed at 9/4/19 meeting.

7. Open Forum

Nothing was discussed at this time

Adjournment 5:07PM

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