

Bloomsburg University  
Curriculum Committee

Minutes of the  
2019 – 2020  
Academic Year

**BLOOMSBURG UNIVERSITY  
CURRICULUM COMMITTEE**

**Minutes of the 2019 – 2020 Academic Year**

**TABLE OF CONTENTS**

**Contents**

BUCC Membership Roster.....	2
BUCC Minutes September 4, 2019.....	6
BUCC Minutes September 18, 2019.....	6
BUCC Minutes October 2, 2019.....	9
BUCC Minutes October 16, 2019.....	12
BUCC Minutes October 30, 2019.....	14
BUCC Minutes November 13, 2019.....	19
BUCC Minutes December 4, 2019.....	<b>Error! Bookmark not defined.</b>
BUCC Minutes January 29, 2020.....	29
BUCC Minutes February 12, 2020 .....	32
BUCC Minutes February 26, 2020 .....	35
BUCC Minutes March 25, 2020 .....	38
BUCC Minutes April 1, 2020.....	39
BUCC Minutes April 15, 2020.....	44
BUCC Minutes April 29, 2020.....	49

## **BUCC Membership Roster 2019 - 2020**

### **Members**

### **Department**

John Riley, Chair	Math, CS, Statistics
Kenneth Hall, Co-Chair	Marketing and Professional Sales
Theodore Roggenbuck	English
Marion Mason	Psychology
Janet Bodenman Reynolds	Communication Studies
Chris Donahue	Languages & Cultures
Johan van der Jagt	Exceptionality Programs
Kristie Byrum	Media and Journalism
Karen Hamman	Academic Enrichment
Rebecca Toothaker	Nursing

### **College Curriculum Committee Representatives**

Patricia Beyer	Environmental, Geography & Geological Ed (COST)
Mykola Polyuha	Languages & Cultures (COLA)
Robin Drogan	Exceptionality Programs (COE)
Carolyn LaMacchia	Information Technology Analytics & Business Education (ZCOB)

## BUCC Meeting – September 4th, 2019

The 446<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, September 4, 2019, in the Kehr Union Multicultural Center Room 230.

### MINUTES

Present: John Riley, Rebecca Toothaker, Marion Mason, Carolyn LaMacchia, Mary Jo Larcom, Theodore Roggenbuck, Jon van der Jagt, Kristie Byrum, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Noah Wasliewski, Mark Bauman, Dr. Rogers-Adkinson

1. Approval of the Agenda of September 4th, 2019 (446th session)

Marion Mason moved to approve the agenda of September 4th, 2019; seconded by Robin Drogan.

**Motion to approve the agenda of September 4th, 2019 passed by voice vote.**

2. Approval of the Minutes of May 1st, 2019, (445<sup>th</sup> session)

Marion Mason moved to approve the minutes of May 1st, 2019; seconded by Robin Drogan.

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

3. Chair Remarks

Dr. Riley welcomed Dr. Rogers-Adkinson to the University and the BUCC and welcomed all new BUCC members. He then asked each person to introduce themselves on committee to state their name and department they are representing. Dr. Rogers-Adkinson then spoke briefly about her background and stated that she appreciates all of the BUCC's services and talked about improving programs in the university and how she is here to answer any questions and be of assistance whenever she can. Dr. Bauman then spoke and welcomed Dr. Rogers-Adkinson and welcomed all members back to BUCC.

4. Course Proposals

A. Languages & Cultures

- i. Modify Master Course Syllabus and Distance Education: CHINESE 212, China Today

Marion Mason moved to approve a Modify to Master Course Syllabus and Distance Education: CHINESE 212; seconded by Robin Drogan.

Jing Luo presented the proposal.

Angela LaValley asked that we amend this proposal due to her having slight modifications to the language in the SLO's and their assessment rubrics. She has three items she will be changing.

**Motion to approve the Amendment to CHINESE 212 passed by voice vote.**

- B. Sociology, Social Work and Criminal Justice
- i. Modify Master Course Syllabus and Distance Education: CRIMJUST 200 Criminology
  - ii. Modify Master Course Syllabus and Distance Education: CRIMJUST 230 Police & Society
  - iii. Modify Master Course Syllabus and Distance Education: CRIMJUST 300 Juvenile Delinquency
  - iv. Modify Master Course Syllabus and Distance Education: CRIMJUST 310 Penology
  - v. Modify Master Course Syllabus and Distance Education: CRIMJUST 320  
Victimology
  - vi. Modify Master Course Syllabus and Distance Education: CRIMJUST 330 White-Collar Crime
  - vii. Modify Master Course Syllabus and Distance Education: CRIMJUST 340 Criminal Investigation
  - viii. Modify Master Course Syllabus and Distance Education: CRIMJUST 400 Mass Media & Crime
  - ix. Modify Master Course Syllabus and Distance Education: CRIMJUST 410 Criminal Law
  - x. Modify Master Course Syllabus and Distance Education: CRIMJUST 420 Crime and Inequality
  - xi. Modify Master Course Syllabus and Distance Education: CRIMJUST 470 Cults and Apocalyptic Movements
  - xii. Modify Master Course Syllabus: CRIMJUST 495 Criminal Justice Internship

Kenneth Hall moved to approve items CRIMJUST 200, 230, 300, 310, 320, 330, 340, 400, 410, 420, 470, and 495; seconded by; Christopher Donahue.

Kelly Roth and Scott Duncan presented the proposals.

- Q1 needs changes made to it in the language of description to catalogue description
- Q2 cut sentence from section 10
- Make changes to SLO's mentions 6 but there are only 5
- CRIMJUST 400 SLO's delete everything before the word describe
- Effective dates all need changed

**Motion to approve all proposals for CRIMJUST 200, 230, 300, 310, 320, 330, 340, 400, 410, 420, 470 and 495 passed by voice vote.**

- xiii. New Course: CRIMJUST 350 Community Corrections
- xiv. New Course: CRIMJUST 360 Interview & Interrogation
- xv. New Course: CRIMJUST 450 American Street and Prison Gangs

Marion Mason moved to approved a New Course for CRIMJUST 350, 360, and 450; seconded by Noah Wasliewski.

Kelly Roth and Scott Duncan presented the proposals.

- Effective dates all need changed to Spring 2020

**Motion to approve proposals for CRIMJUST 350, 360 and 450 passed by voice vote.**

- xvi. Modify Program Requirements: Criminal Justice Major
- xvii. Modify Program Requirements: Criminal Justice Minor

Marion Mason moved to approve Modify Program Requirements: Criminal Justice Major and Minor; seconded by Noah Wasliewski.

Kelly Roth and Scott Duncan presented the proposals.

- Change the title of Chem 105 to Introduction to Forensic Science for the Major
- Q2 Remove retroactive language

**Motion to approve proposals for Criminal Justice Major and Minor passed by voice vote.**

C. Exceptionality Programs ASL/English Interpreting

- i. Modify Master Course Syllabus: ASLTERP 450 Advanced Simultaneous Interpreting
- ii. Distance Education Added: ASLTERP 375 ASL Literature

Marion Mason moved to approve Modify Master Course Syllabus: ASLTERP 450 & Distance Education ASLTERP 375; seconded by Ted Roggenbuck.

Jessica Bentley-Sassaman presented the proposals.

- Section 10 of ASLTERP 450 says “will be utilized” should say “utilizing”
- Section 14 Course Assessment- reword verbiage
- Q1 Item # 2 & 4 delete them
- Item # 9 in ASLTERP 375 final sentence should end sentence after semester. Another sentence should be added saying “Additional Content may be added at the instructor’s discretion.”

**Motion to approve proposals for ASLTERP 450 & 375 passed by voice vote.**

- iii. Modify Program Requirements: ASLTERP Program Sheet

Noah Wasliewski moved to approve Modify Program Requirements: ASLTERP Program Sheet; seconded by Marion Mason.

Jessica Bentley-Sassaman presented the proposal.

- Item # 6- Credit hours 6- add GEP’s
- Program sheet under Independent Study 204 put (-)

**Motion to approve ASLTERP Program Sheet passed by voice vote.**

5. Discussion

- i. Dr. Rogers-Adkinson discussed the LOI process and how this is for a new major or a new graduate program and discussed the flow chart and the expediated or full review process. She addressed how this is a work in progress and that your new degree program may or may not get passed regrettably.
- ii. PRP 3627 Second Baccalaureate Degree-Second Reading was discussed and Marion Mason stated she sees no urgency to pass it through at this time until some issues are worked out with the simultaneous degrees. Ted Roggenbuck and Christopher Donahue moved to change the language in this PRP. Dr. Riley and Dr. Bauman will be getting together to work on changing the language in this PRP.

6. Open Forum

Chris Donahue talked about how the omnibus form needs some maintenance on it. BUCC agreed and those changes will be worked on to reflect LOI process and "W" Program Completion Plan

**Motion to adjourn the meeting passed by Marion Mason; seconded by Christopher Donahue**

Adjournment 4:37 PM

**BUCC Meeting – September 18th, 2019**

The 447<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, September 18<sup>th</sup>, 2019 in the Schweiker Room of the Andruss Library.

**MINUTES**

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mary Jo Larcom, Theodore Roggenbuck, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Noah Wasliewski, Mark Bauman, Dr. Rogers-Adkinson

1. Approval of the Agenda of September 18th, 2019 (447th session)

Marion Mason moved to approve the agenda of September 18th, 2019; seconded by Kenneth Hall.

**Motion to approve the agenda of September 18th, 2019 passed by voice vote.**

2. Approval of the Minutes of September 4th, 2019, (446<sup>th</sup> session)

Marion Mason moved to approve the minutes of September 4th, 2019; seconded by Karen Hamman.

**Motion to approve the minutes of September 4th, 2019 passed by voice vote.**

3. Chair Remarks

Dr. Riley welcomed Carolyn LaMacchia as a BUCC member representing the College of Business Curriculum Committee. Dr. Rogers-Adkinson stated that we had our first LOI moved through the new process for BFA. Dr. Bauman had no comments.

4. Course Proposals

B. Teaching & Learning

i. New Course and Distance Education: EDL 532 Special Topics in Higher Education

Karen Hamman moved to approve a New Course and Distance Education: EDL 532: Special Topics in Higher Education; seconded by Marion Mason.

Denise Davidson presented the proposal.

- Q1 change ability to two times and change ability to possibility
- Q2 degree has one elective change verbiage
- Under Content didn't see anything about accreditation issues
- Section 12 Student Assessment under SLO's change to in-class/virtual activity

**Motion to approve proposal for EDL 532 passed by voice vote.**

B. Exercise Science

- i. Modify Master Course Syllabus and Distance Education: EXERSCI 453/553  
Clinical Exercise Physiology
- ii. Modify Master Course Syllabus: EXERSCI 560 Exercise Nutrition & Supplements
- iii. Modify Master Course Syllabus: EXERSCI 510 Research Methods in Exercise  
Science

Marion Mason moved to approve EXERSCI 453/553, EXERSCI 560, and EXERSCI 510 items; seconded by; Kenneth Hall.

Joseph Andreacci presented the proposals.

- Q1 needs changes made to referencing "I" throughout the description
- Q1 asking for name change and then in Q2 provide rationale for name change

- Item # 15 put supporting materials and references in alphabetical order
- Proposal EXERSCI 560 has no prerequisites
- Under content add accreditation
- Item # 11 SLO's have them numbered

**Motion to approve all proposals with modifications for EXERSCI 453/553, 560, and 510 passed by voice vote.**

- C. Exceptionality Programs ASL/English Interpreting
  - i. Distance Education Added: ASLTERP 375 ASL Literature

Marion Mason moved to approve ASLTERP 375; seconded by Karen Hamman

Bridget Klein presented the proposals. This proposal was approved at the September 4, 2019 meeting but Dr. Riley wanted it to come back to BUCC due to the wrong syllabus attached.

- General education justification needs to be added back into the syllabus
- Item # 14 Course Assessment add that data will be submitted to OPA at the request of the General Education Council
- Rubrics need to be attached

**Motion to approve proposals for ASLTERP 375 passed by voice vote.**

5. Discussion

- i. PRP 3604 Undergraduate Graduation Requirements-First Reading

Discussion was about seeing some mark-ups due to the current PASSHE policy. We don't need a motion just talking about the credits needed to complete a major. Dr. Bauman will do more research. Kenneth Hall spoke of PASSHE Policy 1990-06-A and how he researched that and Theodore Roggenbuck spoke of Policies he had researched. The Provost office will help with PASSHE Policies. Talked about active duty members can finish their degree. No decision was made at this time and will come back through BUCC after further research are done.

- ii. PRP 3627 Second Baccalaureate Degree- Second Reading

The BUCC is not in position to vote on it at this time. Further talk about how nice for it is for the student to have a BA and BS and have two degrees at the same time. Clarify wording in the PRP to make sure students understand the language of the what determines two degrees and what does not. Talk of combining item #2 & #3 due to items basically stating the same information. Motion to table this PRP made by Marion Mason; seconded by Christopher Donahue.

6. Open Forum

Bob Heckrote and Bill Hudon discussed the MAC-RB Bylaws they had there presentation up to view for the BUCC. They BUCC commented on how much hard work was put into these by laws. Bill Hudon stated this process started in 2015. Bob

Heckrote spoke of bi-laws to create transparency for students, faculty, staff and the University. The MAC-RB purpose is to connect life experience with classroom learning and to gain appropriate academic credit for prior learning and experience military students have gained during their service years.

Marion Mason discussed the PRP 3516 Academic Examination Policy and there was no motion on the floor but BUCC will come back to it in the near future. There was in depth conversation from Marion about the best needs of the students. Dr. Rogers-Adkinson stated that if students have 3 finals in a day to drop the last one and take it on another scheduled day. Marion did research on what the other schools were doing with regards to this issue. The BUCC had many ideas and opinions so therefore the BUCC is not ready to vote on this at this time.

**Motion to adjourn the meeting passed by voice vote**

Adjournment 4:36 PM

Dr. Diana Rogers-Adkinson, Ph D Co-Chairperson, Provost and Senior Vice President for Academic Affairs  
Dr. John Riley, Co-Chairperson, BUCC

**BUCC Meeting – October 2nd, 2019**

The 448<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, October 2nd, 2019 in the Schweiker Room of the Andruss Library.

**MINUTES**

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mary Jo Larcom, Theodore Roggenbuck, Johan van der Jagt, Robin Drogan, Kenneth Hall, Kristie Byrum, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Noah Wasielewski, Dr. Rogers-Adkinson

1. Approval of the Agenda of October 2nd, 2019 (448th session)

Marion Mason moved to approve the agenda of October 2nd, 2019; seconded by Kenneth Hall.

**Motion to approve the agenda of September 18th, 2019 passed by voice vote.**

2. Approval of the Minutes of September 18th, 2019, (447<sup>th</sup> session)

Karen Hamman moved to approve the minutes of September 18th, 2019; seconded by Marion Mason.

**Motion to approve the minutes of September 18th, 2019 passed by voice vote.**

3. Chair Remarks

Dr. Riley talked about how the last meeting adjourned early and how the BUCC interacted after the meeting and encourages that if we adjourn early to continue to interact. Dr. Rogers-Adkinson talked about new chair training to help move the curriculum forward. Dr. Rogers-Adkinson stated this is the first committee she has been a part of that meets this often and appreciates the dedication and commitment to the University.

#### 4. Course Proposals

##### A. Exercise Science

###### i. New Course and Distance Education: HONORS 175 Training the Body and Mind

Marion Mason moved to approve a New Course and Distance Education: HONORS 175 Training the Body and Mind; seconded by Karen Hamman.

Luke Haile presented the proposal.

-Q2 states in third paragraph that is has not had SLO's or program assessment take that out.

-Item #12 Student Assessment: a research article and assignment may be completed- take that out and put will be completed.

-Content description- remove 1-5 from content description just keep under SLO'S.

-SLO #3 talks about one solution to the multiple problems change that.

-The rubric should be connected more to SLO #3.

-What is stated in Q2 paste under table.

-Item #14 Course Assessment: The Office of Planning and Assessment doesn't require assessment they support it so take out required.

#### **Motion to approve proposal for HONORS 175 passed by voice vote.**

##### B. Physics and Engineering

###### I. Modify Master Course Syllabus: ENGTECH 231 Electrical Machines and Power Systems

Marion Mason moved to approve Modify Master Course Syllabus: ENGTECH 231 Electrical and Machines and Power Systems: seconded by Karen Hamman.

Nathaniel Greene presented the proposal.

-# 9 Content Description: add (Core material)

-#13 Evaluation of Individual Student Performance: Midterm examinations add (two)

#### **Motion to approve proposal for ENGTECH 231 passed by voice vote.**

##### C. Biological and Allied Health Sciences

###### I. Modify Master Course Syllabus and Distance Education: BIOLOGY 101 Human Biology

Marion Mason moved to approve Modify Master Course Syllabus and Distance Education:

BIOLOGY 101 Human Biology: seconded by Noah Wasielewski.

Angela Hess presented the proposal.

- #10 Methods: take out Laboratory capacity
- In several areas the language of BOLT is used take that out and add Learning Management Systems

**Motion to approve proposals for BIOLOGY 101 passed by voice vote.**

5. Discussion

I. PRP 3516 Evaluation of Student Performance-Second Reading

The BUCC is not voting on this PRP at this time due to a lot of discussion still going on and research to be done. Conversation about Final Examinations and what if student would happen to have 4 final exams in one day then what do you do? Who makes decision if is not approved then it goes to Dean of Undergraduate Education Mark Bauman. The BUCC wondered if under Exceptions and Non-Compliance should this process need to occur every semester. In item #5 take into consideration of changing the verbiage to assigning due dates instead of selecting due dates.

II. PRP 3604 Undergraduate Graduation Requirements- Second Reading

The BUCC is not voting on this PRP at this time due to much needed discussion still ongoing and research to be done. The BUCC discussed how it states including required cognate courses (which are PASSHE policy) and could be a problem. PASSHE Policy 1990-06-A was discussed again which involves what constitutes cognate courses. This will need more work and cleaned up before the BUCC can vote on it and send it to forum.

6. Open Forum

Karen Hamman discussed testing accommodations for International students (protocols for extended time).

**Motion to adjourn the meeting passed by voice vote**

Adjournment 5:00 PM

Dr. Diana Rogers-Adkinson, Ph D Co-Chairperson, Provost and Senior Vice President for Academic Affairs  
Dr. John Riley, Co-Chairperson, BUCC

## BUCC Meeting – October 16th, 2019

The 449<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, October 16th, 2019 in the Kehr Union Multicultural Center Room 230.

### MINUTES

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mary Jo Larcom, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Mark Bauman, Dr. Rogers-Adkinson

#### 1. Approval of the Agenda of October 16th, 2019 (449th session)

Karen Hamman moved to approve the agenda of October 16th, 2019; seconded by Marion Mason.

#### 2. Chair Remarks

Dr. Riley expressed that this is an open meeting and how the BUCC is here to listen and for anyone who would like to add to the agenda or talk about any topic to please feel free to do so. Dr. Riley spoke briefly about PRP 3627 Second Baccalaureate Degree and how the BUCC decided to leave it and put it aside in its current form. Dr. Rogers-Adkinson and Dr. Bauman had no topics to discuss.

#### 3. Discussion

##### A. PRP 3516 Evaluation of Student Performance

There was discussion about merging PRP 3516, PRP 3264 and PRP 3670 in which Dr. Riley will work on taking care of the merging these policies. There is a lot of overlap with these PRP's so the BUCC agreed to have them put into one Policy. Looking at paragraph 3 under .2 was asked to be an addition and discussed in next meeting. Dr. Bauman will be the point of resolution for any conflicts. Chris Donahue asked to speak about proposing a friendly amendment to PRP 3516 regarding "Students' grades for the course must be comprised of at least ~~four~~ **three** evaluations, **one of which must be made available to students prior to the conclusion of the fifth week of the semester (the second week in the case of Summer and Winter sessions) and the second of which must be made available prior to the conclusion of the tenth week of the semester (the fourth week in the case of Summer and Winter sessions). Instructors must make both evaluations available to students without requiring students to meet with them in person.**" He stated how faculty should get grades/feedback back to students in a timely fashion. Suggestions were made to take out evaluations and add grades obtained on evaluations. Dr. Rogers said that faculty must comply with FERPA. This conversation was discussed in great length. These PRP's will be worked on further by Dr. Riley for a first reading at the next BUCC meeting.

##### B. PRP 3344 Evaluation of Military Experience for Academic Credit

Dr. Riley spoke of how in a prior meeting we saw the Academic Military Board worked on bi-laws. The discussion focused around how this PRP is an official brand-new policy and it is related to the MAC-RB Bill Hudon and Bob Heckrote spoke in detail to the BUCC. The purpose of MAC-RB is to give permanent

status in the university. This is a draft of the PRP and they would like some input for moving forward with this. Dr. Riley stated they are hopeful this would be official by end of the semester.

### C. Credits for Experiential Learning

Conversation was regarding students who enter Bloomsburg University being able to use this as a recruiting tool and to retain students. Students come with experience. Robin Drogan stated that there is an informal process in place where students with experience have to write about their experience and it is then evaluated. It is not a very solid practice and Karen Murtin oversees this process. The process needs to be more defined than it is currently. Dr. Rogers-Adkinson expressed how older students are our primary focus with their established experience. The BUCC asked Linda Swisher to get the current documentation in front of the BUCC to look at in an upcoming meeting.

### D. General Education Task Force Update

Angela LaValley Co-Chair of this task force presented a General Education Task Force PowerPoint presentation which was very informational and informative. She spoke of how the General Task Force surveyed Students, Faculty and Student Affairs and how many responses they received from each group, each college and class year of students. She showed a series of slides of the surveys conducted. Some of the topics surveyed were: Importance of Gen. Ed., Most Important Goals of Gen. Ed., Student Qualitative Feedback, Faculty Qualitative Feedback.

77% of faculty said Gen. Ed. is very important and 15% of students said it is very important. 6% of faculty said Gen. Ed. is slightly or not at all important to overall Education/Experience and 55% of students said Gen. Ed. is slightly or not at all important to overall Education/Experience.

Angela wanted feedback from the open meeting participants to take back to General Education Task Force. The group expressed how faculty needs to talk to the students about Gen. Ed. courses as not just getting them out of the way kind of mentality, and by the faculty/advisors block scheduling for freshman this makes them feel not in control of their experience, General Education is a way to get a well-rounded experience at the university and how they are an important part of the goal to their major. The discussion continued and Angela LaValley will be taking the comments to the Task Force.

Adjournment 4:41 PM

Dr. Diana Rogers-Adkinson, Ph D Co-Chairperson, Provost and Senior Vice President for Academic Affairs

Dr. John Riley, Co-Chairperson, BUCC

## BUCC Meeting – October 30th, 2019

The 450<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, October 30<sup>th</sup>, 2019 in the Schweiker Room of the Andruss Library.

### MINUTES

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mary Jo Larcom, Theodore Roggenbuck, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Patricia Beyer, Kristie Byrum, Rebecca Toothaker, Mark Bauman, Dr. Rogers-Adkinson

1. Approval of the Agenda of October 30<sup>th</sup>, 2019 (450<sup>th</sup> session)

Rebecca Toothaker moved to approve the agenda of October 30<sup>th</sup>, 2019; seconded by Robin Drogan.

**Motion to approve the agenda of October 30<sup>th</sup>, 2019 passed by voice vote.**

2. Approval of the Minutes of October 2<sup>nd</sup>, 2019, (448<sup>th</sup> session)

Marion Mason moved to approve the minutes of October 2<sup>nd</sup>, 2019; seconded by Kenneth Hall.

**Motion to approve the minutes of October 2<sup>nd</sup>, 2019 passed by voice vote.**

3. Chair Remarks

Dr. Riley welcomed Patricia Beyer into the BUCC as the new College Representative for COST. Dr. Riley told the BUCC how he will be stepping back for the Spring 2020 semester at BUCC Chair but will continue to be Co-Chair. He is looking for someone on BUCC to consider being Assistant Chair with him so they will become acclimated to the process and when he steps down it will be a smooth transition. He expressed how he has really enjoyed his responsibilities as the BUCC chair and encourages someone to consider getting involved. Dr. Rogers-Adkinson stated that she looks forward to working with Dr. Riley on the Strategic Planning Leadership Group and was hopeful he would step down fully but understands it needs to be a smooth effort. She also talked how she had a Dean candidate here so she and Dr. Bauman would be taking turns at the BUCC meeting today and she apologized.

4. Course Proposals

- A. Art and Art History

- i. Modify Course Content and Title: ARTHSTRY 236 Renaissance and Baroque Art

Marion Mason moved to approve a Modify Course Content and Title: ARTHSTRY 236 Renaissance and Baroque Art; seconded by Kenneth Hall.

Deborah Walberg presented the proposal.

- On the front of the omnibus page 1 Box 4: Documentation uncheck V. Program Course Checklist

**Motion to approve proposal for ARTHSTRY 236 passed by voice vote.**

- ii. Modify Program Requirements: Modify Art History Program Requirements

Kenneth Hall moved to approve a Modify Program Requirement: Modify Art History Program Requirements; seconded by Marion Mason.

Deborah Walberg presented the proposal. No changes needed.

**B. Communication Studies**

- i. New Course: COMMSTUD 150 Impromptu Speaking
- ii. New Course and Distance Education: COMMSTUD 151 Strategies for Stress Management and Coping
- iii. New Course and Distance Education: COMMSTUD 152 Contemporary Romantic Relationships
- iv. New Course and Distance Education: COMMSTUD 153 Organizing Effective Meetings
- v. New Course and Distance Education: COMMSTUD 154 Mental Health and Health Communication

Christopher Donahue moved to approve COMMSTUD 150, 151, 152, 153, & 154 items: seconded by Carolyn LaMacchia.

Angela LaValley presented the proposals.

- Q1 revise to include reference to the courses being half-semester offerings.
- Q3 revise to indicate "No additional Resources Required"
- COMMSTUD 150 clean up Master course syllabus
- COMMSTUD 151 catalog description and methods need to be updated to include face-to-face and distance education and SLO and assessment needs language changes
- COMMSTUD 152 & 154 catalog description and methods need updated to include both face-to-face and distance education
- COMMSTUD 153 catalog description needs updated to include delivery methods.

**Motion to approve all proposals with modifications for COMMSTUD 150, 151, 152, 153 & 154 passed by voice vote.**

- vi. New Course and Distance Education: COMMSTUD 433 Patient-Provider Communication

Angela LaValley presented the proposal. No changes need to be made.

**Motion to approve proposal for COMMSTUD 433 passed by voice vote.**

**C. English**

- i. Modify Master Course Syllabus and Distance Education: ENGLISH 204  
Introduction to Creative Writing
- ii. Modify Master Course Syllabus and Distance Education: ENGLISH 280  
Poetry

Ted Roggenbuck moved to approve items ENGLISH 204 & 280; seconded by Patricia Beyer.

Jerry Wemple presented the proposals.

- Omnibus proposal front page was requested to uncheck box 4C-Student Learning Objectives

**Motion to approve proposals with modifications for ENGLISH 204 & 280 passed by voice vote.**

D. Exercise Science

- i. Modify Master Course Syllabus and General Education: EXERSCI 211 Methods  
and Materials in Elementary School Physical Education
- ii. Modify Master Course Syllabus and General Education: EXERSCI 270 Exercise  
and You

Rebecca Toothaker moved to approve items EXERSCI 211 & 270; seconded by Johan van der Jagt

Kelly Dauber and Andrea Fradkin presented the proposals. EXERSCI 270 no changes needed.

- EXERSCI 211 in the Course Title needs to say EXERSCI 311
- In the SLO's Student Assessment #4 add teaching labs.
- #14 of the syllabus Course Assessments: take off as requested by the General Education Council.

**Motion to approve proposals for EXERSCI 211 & 270 passed by voice vote.**

E. Instructional Technology

- i. Modify Program Requirements: INSTTECH for Education Track
- ii. Modify Program Requirements: INSTTECH for Corporate Track

Robin Drogan moved to approve items INSTTECH for Education and Corporate Track before the New Course INSTTECH 530; seconded by Kenneth Hall.

Lynn Hummel and Jessica Briskin presented the proposals.

- Change the Effective Semester date to Fall 2020 on Education Track and Corporate Track

**Motion to approve proposals for INSTTECH for Education and Corporate Track passed by voice vote.**

- iii. New Course and Distance Education: INSTTECH 530 Foundations of Visual Design for Learning

Marion Mason moved to approve INSTTECH 530; seconded by Carolyn LaMacchia.

Lynn Hummel and Jessica Briskin presented the proposal.

- Change the Effective Semester date to Summer 2020.
- Q3 Resources check the “No additional resources required. Explain why.
- Put \* by Content Description and put at bottom \*Indicates Core Material
- Under SLO’s for Student Assessment #3 take out exam and add design project
- Under SLO’s for Student Assessment #4 take out exam and add Research and reflection Summary
- #14 Course Assessment: take out listed in item 11b and add 12. Also delete data will be submitted to the Office of Planning and Assessment as the request of the General Education Council.

**Motion to approve proposal for INSTTECH 530 passed by voice vote.**

F. Economics

- i. Modify Master Course Syllabus and Distance Education: ECONOMICS 156 Business and Economics Mathematics

Theodore Roggenbuck moved to approve ECONOMICS 156; seconded by Marion Mason.

Aberra Senbata presented the proposal.

- Q3 Resources “Course offerings during the winter/summer breaks are based on adequate Enrollment.” needs to be added.
- Change Semester Effective date to Summer 2020

**Motion to approve proposal for ECONOMICS 156 passed by voice vote.**

G. Academic Enrichment

- i. Modify Master Course Syllabus: ENRICH 100 College Study Skills

Rebecca Toothaker moved to approve ENRICH 100; seconded by Theodore Roggenbuck.

Tara Diehl presented the proposal.

**Motion to approve proposal for ENRICH 100 passed by voice vote.**

H. Information Technology, Analytics & Business Education

- i. New Course and Distance Education: ITM 301 Information Technology and Analytics and ITM 415 Data-Driven Web Analytics

Carolyn LaMacchia moved to approve ITM 301 & 415 first before the Major and Minor; seconded by Kenneth Hall.

Carolyn LaMacchia presented the proposals.

- Recommendation was made to include suitable audience in the Catalog Description
- Replace Document Q-Summary Proposal
- Q2 the first sentence of the fourth paragraph needs to be changed
- Upon approval of ITM 301, ITM 221 will no longer be offered
- Replace Document R of the Syllabus in the content description with the word analyzes instead of emphasizes
- Justify why the class size should be taught in a computer lab setting

**Motion to approve proposals for ITM 301 & 415 with modifications passed by voice vote.**

- ii. Modify Master Course Syllabus ITM 372, Modify Program Requirements: ITM Major & Minor

Kenneth Hall moved to approved the three proposals at once; seconded by Patricia Beyer.

Carolyn LaMacchia presented the proposals.

**Motion to approve proposals for ITM 375, ITM Major & Minor passed by voice vote.**

5. Discussion

- iii. PRP 3344 Evaluation of Military Experience for Academic Credit-First Reading

Bill Hudon and Bob Hecrote we in attendance to answer any questions the BUCC had but nothing was brought up and the PRP 3344 will go to BUCC for Second Reading on the November 13<sup>th</sup> meeting.

- iv. PRP 3516 Course Requirements, Progress Information and Evolutions-First Reading

Dr. Riley spoke about this PRP and stated that we will be coming back to it at the November 13, 2019 meeting for a second reading.

6. Open Forum

- i. Proposed Calendar

Dr. Riley had the proposed calendar pulled up for Fall and Spring Semester for 2020-2021. The BUCC talked about the calendar along with Linda Swisher and the BUCC stated this calendar is for informational purposes only today but has not been approved.

- ii. PRP 3233 Required Format for Master Course Syllabi

This PRP was discussed briefly and need to come back to it in the near future.

**Motion to adjourn the meeting passed by voice vote**

Adjournment 4:57 PM

Dr. Diana Rogers-Adkinson, Ph.D. Co-Chairperson, Provost and Senior Vice President for Academic Affairs

Dr. John Riley, Co-Chairperson, BUCC

**BUCC Meeting – November 13th, 2019**

The 451st session of the BUCC was called to order at 3:00 PM on Wednesday, November 13<sup>th</sup>, 2019 in the Schweiker Room of the Andruss Library.

**MINUTES**

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mary Jo Larcom, Theodore Roggenbuck, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Patricia Beyer, Kristie Byrum, Rebecca Toothaker, Dr. Rogers-Adkinson

1. Approval of the Agenda of November 13<sup>th</sup> 2019 (451st session)

Kenneth Hall moved to approve the agenda of November 13th, 2019; seconded by Marion Mason.

**Motion to approve the agenda of November 13th, 2019 passed by voice vote.**

2. Approval of the Minutes of October 16th, 2019, (449<sup>th</sup> session)

Marion Mason moved to approve the minutes of October 16th, 2019; seconded by Carolyn LaMacchia.

**Motion to approve the minutes of October 16th, 2019 passed by voice vote.**

3. Chair Remarks

Dr. Riley stated how we have a large amount of proposals today to work through and how he broke them up into sections for the BUCC to have looked at prior to the meeting. He spoke how he wants to make sure that we get through the proposals by 4:40pm so that we can discuss and hopefully approve the PRP's that faculty have worked so hard on.

Dr. Riley talked about any proposals with a Spring 2020 effective date you cannot change as he spoke to the Registrar's office about it. Dr. Rogers-Adkinson spoke with regards to having student representation at the BUCC meetings for it is a good opportunity for them to be aware

of what the BUCC is discussing and for any feedback they may have. Kelly Force will be reaching out to the student representative CGA Mayelin Santiago to attend the upcoming meetings.

#### 4. Course Proposals

##### C. Communication Studies

- i. Modify Master Course Syllabus and Distance Education: COMMSTUD 306  
Computer Applications for Professional Communicators

Marion Mason moved to approve a Modify Course Syllabus and Distance Education: COMMSTUD 306 & 497; seconded by Karen Hamman.

Angela LaValley presented the proposal.

- COMMSTUD 497 update Course Assessment to say Office of Institutional Effectiveness and change effective date to Summer 2020

**Motion to approve proposal for COMMSTUD 306 & 497 passed by voice vote.**

- ii. New Course COMMSTUD 416, 428, 434 & 491: New Course and Distance Education

Marion Mason moved to approve a New Course COMMSTUD 416, 428, 434 & 491; seconded by Kenneth Hall.

Angela LaValley presented the proposal.

-Need to include Impact Statements for 416 & 428  
-COMMSTUD 434/491 remove "completion" language from pre-requisites and Catalog description and update Course Assessment to say Office of Institutional Effectiveness  
-#7 Prerequisites take out the verbiage "completion of" and put in "successful completion of" in all courses

**Motion to approve proposal for COMMSTUD 416, 428, 434 & 491 passed by voice vote.**

- iii. New Minor: COMMSTUD Professional Communication Minor

Marion Mason moved to approve a New Minor: COMMSTUD; seconded by Robin Drogan.

Angela LaValley presented the proposal. There were no changes needed.

**Motion to approve proposal for COMMSTUD Professional Communication Minor passed by voice vote.**

- iv. Modify Program Requirements: Communication Studies Major Requirements/Checklist

Marion Mason moved to approve a Modify Program Requirements: Communications Major; seconded by Robin Drogan.

Angela LaValley presented the proposal. There were no changes needed.

**Motion to approve proposal for Communication Studies Major Requirements/ Checklist passed by voice vote.**

B. Psychology

1. Modify Master Course Syllabus: PSYCH 101, 131, 160, 210, 211, 212, 235, 253, 281 & 282

Marion Mason moved to approve PSYCH 101, 131, 160, 210, 211, 212, 235, 253, 281 & 282 items; seconded by Kenneth Hall.

Marion Mason, Julie Kontos and Mary Jo Larcom presented the proposals.

- PSYCH 131 add value rubrics to end of proposal
- PSYCH 160 update references
- PSYCH 210 under prototype text add publication date

**Motion to approve all proposals with modifications for PSYCH 101, 131, 160, 210, 211, 212 & 282 passed by voice vote.**

- ii. Modify Master Course Syllabus: PSYCH 309, 321, 335, 337, 341, 342, 360, 375 & 380

Marion Mason moved to approve PSYCH 309, 321, 335, 337, 341, 342, 360, 375 & 380 items; seconded by Karen Hamman.

Marion Mason, Julie Kontos and Mary Jo Larcom presented the proposals.

- PSYCH 321 on Syllabus change language to indicate core content
- PSYCH 360 clarify SLO #2

**Motion to approve all proposals with modification for PSYCH 309, 321, 335, 337, 341, 342, 360, 375 & 380 passed by voice vote.**

- iii. Modify Master Course Syllabus: PSYCH 401, 406, 436, 439, 434, 466, 476, & 497

Marion Mason moved to approve PSYCH 401, 406, 436, 439, 434, 466, 476 & 497 items; seconded by Robin Drogan.

Marion Mason, Julie Kontos and Mary Jo Larcom presented the proposals.

- PSYCH 406- SLO #4 clarify
- PSYCH 436 SLO #1 and #2 clarify

**Motion to approve all the proposals with modification for PSYCH 401, 406, 436, 439, 434, 466, 476 & 497 passed by voice vote.**

- iv. Modify Program Requirements: Major and Minor

Karen Hamman moved to approve Major and Minor; seconded by Patricia Beyer.

Marion Mason, Julie Kontos and Mary Jo Larcom presented the proposals. No changes needed.

**Motion to approve the proposals for the Psychology Major and Minor passed by voice vote.**

- C. Political Science

- i. Modify Program Requirements: POLISCI Major and Minor

Patricia Beyer moved to approve Major and Minor; seconded by Christopher Donahue.

Peter Doerschler presented the proposals. No changes were needed.

**Motion to approve the proposals for POLISCI Major and Minor passed by voice vote.**

- D. Academic Enrichment

- i. New Course: ENRICH 115 Pathways to Success

Marion Mason moved to approve ENRICH 115; seconded by Christopher Donahue.  
Karen Hamman presented the proposal.

- Syllabus Student Learning Objectives- Categorize and Identify strategies
- # 2 use utilize strategies in verbiage
- #14 Course Assessment change to Office of Institutional Effectiveness
- Q3 check the box for no additional resources needed
- Q2 in the verbiage explain the Academic Plan

**Motion to approve the proposal for ENRICH 115 passed by voice vote.**

- E. Exercise Science

- i. Modify Master Course Syllabus: EXERSCI 295, 351 & 454

Marion Mason moved to approve items EXERSCI 295, 351 & 454; seconded by Rebecca Toothaker.

Kyle Beyer and Noah Wasliewski presented the proposals.

- All three proposals put current title on heading of all pages

- Q3 needs to have a checklist included
- EXERSCI 351 be noted that this course is not considered a repeat for 351 add to Q1
- Change to technique training and assessment
- EXERSCI 351 prerequisites on syllabus be specific with grading
- Prototype text is outdated needs to be updated
- On all Syllabus Course Title needs to have updated title
- Q1 needs to state New Title, Course Abbreviation and Old Title properly

**Motion to approve all proposals with modifications for EXERSCI 295, 351 & 454 passed by voice vote.**

- ii. New Course: EXERSCI 255, 344, 345 & 455

Marion Mason moved to approve all proposals EXERSCI 255, 344, 345 & 455; seconded by Rebecca Toothaker.

Kyle Beyer and Noah Wasliewski presented the proposal.

- EXERSCI 455 Catalog Description add prerequisites and change effective date to Summer 2020

**Motion to approve proposal for EXERSCI 255, 344, 345 & 455 passed by voice vote.**

F. Economics

- i. Modify Master Course Syllabus and Distance Education: ECONOMICS 256 Business and Economics Statistics I

Karen Hamman moved to approve ECONOMICS 256; seconded by Rebecca Toothaker.

Aberra Senbata presented the proposal.

- On the front page of omnibus please check box 4 General Education
- In the methods section in the middle of the paragraph for face to face version move the face to face up to where you are talking about face to face

**Motion to approve proposal for ECONOMICS 256 passed by voice vote.**

G. Management and International Business

- i. Modify Master Course Syllabus and Distance Education: MGMT 370 Managerial Decision Making

Marion Mason moved to approve MGMT 370; seconded by Karen Hamman.

Lam Nguyen presented the proposal. No changes needed.

**Motion to approve proposal for MGMT 370 passed by voice vote.**

## H. Marketing and Professional Sales

- i. Modify Course Syllabus and Distance Education: MKGT 331 E-Marketing

Kenneth Hall moved to approve MKGT 331; seconded by Karen Hamman.

Kenneth Hall presented the proposals.

- Catalog Description in the Syllabus can you address who this course is designed for
- Supporting materials need to be in alphabetical order
- Under R 10 Content item L specify the use of Google and obtaining a certificate outside the University

**Motion to approve proposals for MGMT 331 with modifications passed by voice vote.**

## I. Accounting

- i. Modify Master Course Syllabus and Distance Education: ACCT 220, 223 & 358

Marion Mason moved to approve ACCT 220, 223 & 358; seconded by Karen Hamman.

Tina Clark presented the proposal.

- Under Methods section address distance education
- ACCT 220 states Modifying the Master Course syllabus but does not address the use of Distance Education
- The BUCC was not given the updated version of proposals to be looked at so they can not move forward with these proposals.

**Motion to table proposals for ACCT 220, 223 & 358 until the 12/4/2019 meeting passed by voice vote.**

## J. Art and Art History

- i. Modify Master Course Syllabus: ARTHSTRY 373 Romanesque and Gothic Art

Marion Mason moved to approve ARTHSTRY 373; seconded by Karen Hamman.

Deborah Walberg presented the proposal.

- Q2 change minor verbiage
- # 8 Catalog Description add that a field trip may be optional and may include a fee

**Motion to approve ARTHSTRY 373 passed by voice vote.**

## 5. Discussion

- i. PRP 3344 Evaluation of Military Experience for Academic Credit-Second Reading

Kenneth Hall moved to approve PRP 3344; seconded by Rebecca Toothaker.

Bob Heckrote was in attendance to answer any questions the BUCC may have.

**Motion to approve PRP 3344 passed by voice vote.**

- ii. PRP 3516 Course Requirements, Progress Information and Evolutions-Second Reading

Marion Mason moved to approve PRP 3516; seconded by Christopher Donahue.

Dr. Riley presented this PRP and thanked to all who worked on the PRP. Added FERPA in PRP. It was a discussion that this is a living breathing document and if they see there will be other changes to be made they will bring them back around to the BUCC down the road.

**Motion to approve PRP 3516 passed by voice vote.**

6. Open Forum

Dr. Riley stated he passed out midterm grades sheet to be look at by the BUCC and the discussion was ended.

Mason asked how students would be aware of Policies and possibly put out a BU Snapchat and how are students to know how policies are passed. The BUCC will need to have student representation through CGA and to let CGA be aware of any information. Also, it is important to possibly have them informed in orientation or working with Residential Life.

Adjournment 4:57 PM

Dr. Diana Rogers-Adkinson, Ph.D. Co-Chairperson, Provost and Senior Vice President for Academic Affairs

Dr. John Riley, Co-Chairperson, BUCC

**BUCC Meeting – December 4th, 2019**

The 452<sup>nd</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, December 4th, 2019 in the Schweiker Room of the Andruss Library.

**MINUTES**

Present: John Riley, Mark Bauman, Marion Mason, Theodore Roggenbuck, Kenneth Hall, Johan van der Jagt, Kristie Byrum, Karen Hamman, Mary Jo Larcom, Angela LaValley, Carolyn LaMacchia, Janet Reynolds Bodenman, Robin Drogan, Christopher Donahue.

1. Approval of the Agenda of December 4th, 2019 (452nd session)

Kenneth Hall moved to approve the agenda of December 4th, 2019; seconded by Theodore Roggenbuck.

**Motion to approve the agenda of December 4th, 2019 passed by voice vote.**

2. Approval of the Minutes of October 30th, 2019, (450<sup>th</sup> session) & Minutes of November 13<sup>th</sup>, 2019, (451<sup>st</sup> session)

Marion Mason moved to approve the minutes of October 30th, 2019 & November 13<sup>th</sup>, 2019; seconded by Robin Drogan.

**Motion to approve the minutes of October 30th, 2019 & November 13<sup>th</sup>, 2019 passed by voice vote.**

3. Chair Remarks

Dr. Riley stated that we will be moving the first course proposal of EXERSCI 161 to the bottom of the Agenda due to the proposer having a class and is unable to attend until later. Dr. Riley announced that Dr. Kenneth Hall will be co- chair of the BUCC starting Spring 2020 semester. Dr. Riley reminded the group that any proposals with a Spring 2020 effective date will be considered when possible but may need to be changed to Summer 2020. Dr. Riley stated that you must check the box on for grad council has been lost on the omnibus form so for courses 500/600 level courses must go through Grad Council. Dr. Bauman spoke about the omnibus can be found on S: Drive and Onbase from years based. He reiterated how each department should be keeping their own archives of omnibus and syllabus in the department to reference.

4. Course Proposals

- A. English

- i. New Course: ENGLISH 100: Introduction to English Studies

Marion Mason moved to approve a New Course ENGLISH 100: Introduction to English Studies; seconded by Karen Hamman.

Betina Entzminger presented the proposal.

**Motion to approve proposal for ENGLISH 100 passed by voice vote.**

- ii. Modify Program Requirements: ENGLISH-Literature Track

Marion Mason moved to approve Modify Program Requirements: ENGLISH-Literature Track; Seconded by Karen Hamman.

Betina Entzminger presented the proposal.

**Motion to approve proposal for ENGLISH-Literature Track passed by voice vote.**

B. Information, Technology, Analytics and Business Education

i. Modify Program Requirements: Update and separate M. Ed. in BE Requirements

Marion Mason moved to approve Modify Program Requirements: Update and separate M. Ed. in BE Requirements; seconded by Karen Hamman.

Margaret O'Connor presented the proposal.

- Need to get the current course title correct
- Get with the department on the syllabus issues and get verified

**Motion to approve proposal for Update and separate M. Ed. in BE with modifications approved by voice vote.**

C. Communication Studies

i. New Minor: COMMSTUD-Health Communication Minor

Marion Mason moved to approve New Minor: COMMSTUD-Health Communication Minor; seconded by Karen Hamman.

Angela LaValley presented the proposal.

**Motion to approve proposal for COMMSTUD-Health Communication Minor approved by voice vote.**

ii. Certificate Program: COMMSTUD-Health Communication Certificate Program

Marion Mason moved to approve New Minor: COMMSTUD-Health Communication Certificate Program; seconded by Karen Hamman

Angela LaValley presented the proposal.

**Motion to approve proposal for COMMSTUD- Health Communication Certificate Program approved by voice vote.**

D. Nicholas Guiffre Supply Chain Center

i. Modify Program Requirements: SCM Major

Carolyn LaMacchia moved to approve Modify Program Requirements: SCM Major; seconded by Karen Hamman.

John Grandzol presented the proposal.

**Motion to approve proposal for SCM Major approved by voice vote.**

- E. Accounting and Business Law
  - i. Modify Master Course Syllabus and Distance Education: ACCT 220 Financial Accounting
  - ii. Modify Master Course Syllabus and Distance Education: ACCT 223 Managerial Accounting
  - iii. Modify Master Course Syllabus and Distance Education: ACCT 358 Managerial Reporting

Christopher Donahue moved to approve ACCT 220, 223 & 358; seconded by Kenneth Hall

Mark Law presented the proposals.

**Motion to approve proposals for ACCT 220, 223 & 358 approved by voice vote.**

- F. Exercise Science
  - i. Modify Master Course Syllabus: EXERSCI 161 Introduction to Exercise Science

Kenneth Hall moved to approve EXERSCI 161; seconded by Karen Hamman

Noah Wasliewski presented the proposal.

-Marion Mason sent one typing error to Kyle Beyer which he was going to correct.

**Motion to approve proposal for EXERSCI 161 approved by voice vote.**

5. Discussion

- i. PRP 3627 Second Baccalaureate Degree-First Reading

Dr. Riley spoke about how this PRP reflects how students should be able to earn a second degree and if so how. The BUCC had some questions about this PRP with some wording on whether to use majors or programs. Dr. Riley will clean up this PRP and have it ready for second reading for January meeting.

- ii. PRP 3640 Academic Distinction- First Reading

Dr. Riley will work on this proposal and would like to run it by upper Administration and bring it back to the January meeting for a second reading. The change is by 6A & 6B they need it to say 30 credits and it aligns with 3604 which is a PASSHE policy. The thought is to get rid of Academic Distinction at Graduation.

6. Open Forum

Marion Mason brought up PRP 3516 Academic Examination Policy and wanted to know what was the status of this PRP, Dr. Riley stated it will go to Forum meeting in February 2020. Marion Mason talked about adding some Comm Study courses to the Aging Minors courses and think about how the BUCC feels about that.

**Motion to adjourn the meeting passed by voice vote**

Adjournment 4:06 PM

Dr. Diana Rogers-Adkinson, Ph.D. Co-Chairperson, Provost and Senior Vice President for Academic Affairs  
Dr. John Riley, Co-Chairperson, BUCC

**BUCC Meeting – January 29th, 2020**

The 453<sup>rd</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, January 29<sup>th</sup>, 2019 in the KUB Multicultural Center Room 230.

**MINUTES**

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mykola Polyuha, Theodore Roggenbuck, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Jason Genovese, Dr. Rogers-Adkinson, Mark Bauman

1. Approval of the Agenda of January 29<sup>th</sup> 2020 (453<sup>rd</sup> session)

Marion Mason moved to approve the agenda of January 29<sup>th</sup>, 2020; seconded by Karen Hamman.

Dr. Riley removed the MSW for Social Work proposal from the agenda for today.

**Motion to approve the agenda of January 29th, 2020 passed by voice vote.**

2. Approval of the Minutes of December 4<sup>th</sup>, 2019, (452<sup>nd</sup> session)

Marion Mason moved to approve the minutes of December 4<sup>th</sup>, 2019; seconded by Robin Drogan.

**Motion to approve the minutes of December 4th, 2019 passed by voice vote.**

3. Chair Remarks

Dr. Riley welcomed Mykola Polyuha who will be on the BUCC representing COLA Languages & Cultures. He also welcomed Jason Genovese who the Chair of Mass Communications and is substituting for today's meeting for Kristi Byrum. Dr. Riley talked about First Year Seminar and should we have this organized by the University or by the Departments. Please talk this over

with your colleagues. That seminar is to help students with their college experience. Two relevant labels are undeclared and undecided—they are not the same thing. Dr. Riley went into detail about undeclared and undecided and how we meet the needs of the students. We've received a proposal for the Commencement policy addressing when should students be able to walk if they are short of credit hours. The proposal also addresses whether to recognize the honors students at time of graduation. We need feedback from the administration and is on back burner for now.

Dr. Rogers-Adkinson thanked Ken Hall for agreeing to be assistant chair. She addressed LOI process for a new program. When a new program has its LOI approved the full proposal needs to be ready and go through the full approval process. She also spoke about LGBTQ commission with regards to name changes with PRP's to be in compliance. Dr. Bauman stated he is happy to talk about the new program changes and should you need help to reach out to him.

#### 4. Course Proposals

##### A. Mathematical and Digital Sciences

###### i. Modify Master Course Syllabus and Distance Education: MATH 113: Precalculus

Marion Mason moved to approve a Modify Course Syllabus and Distance Education: MATH 113; seconded by Karen Hamman.

John Polhill presented the proposal.

- Catalog Description in the last sentence add This course is an approved Foundational Math Course within General Education.
- Class size for online version needs to say recommended.

**Motion to approve proposal for MATH 113 passed by voice vote.**

##### B. Physics and Engineering

- i. New Course and Distance Education: PHYSICS 140 Radiological Environmental Monitoring
- ii. New Course and Distance Education: PHYSICS 150, Radiation Regulations
- iii. New Course: PHYSICS 410, Radiation Detection Laboratory

Johan van der Jagt moved to approve a New Course and Distance Education: PHYSICS 140, 150 & 410; seconded by Karen Hamman.

Peter Stine and Naz Afarin Fallahian presented the proposals.

- Content Description is very lengthy what is discretionary and what is not discretionary
- Item # 11 SLO #3 take out Careers (courses 140 & 410)

**Motion to approve all proposals with modifications for PHYSICS 140, 150 & 410 passed by voice vote.**

- iv. Modify Program Requirements: Changes to the Health Physics Program Title and Requirements

Marion Mason moved to approved Changes to the Health Physics Program Title and Requirements; seconded by Karen Hamman.

Peter Stine and Naz Afarin Fallahian presented the proposals.

- Q2 need to include changes to electives
- Q1 Item 4 Clarify the three existing courses will be removed and no longer needed.

**Motion to approve the proposal with modification for Changes to the Health Physics Program Title and Requirements passed by voice vote.**

C. Psychology

- i. New Course: PSYCH 105, Psychology First-Year Seminar

Marion Mason moved to approve New Course: PSYCH 105; seconded by Karen Hamman.

Julie Kontos presented the proposal. No necessary changes were made.

**Motion to approve the proposals for PSYCH 105 passed by voice vote.**

D. Marketing and Professional Sales

- i. Program Deletion: Specialization Marketing and Professional Selling

No need for a motion due to it being informational.

Ken Hall presented the proposal.

**Motion to approve the proposal to deactivate Specialization Marketing and Professional Selling passed by voice vote.**

E. Sociology, Social Work, and Criminal Justice

- i. New Degree Program: SOCWORK- Deleted

5. Discussion

- i. Discussion of Recommended Class Size attachment with omnibus form Document P (Theatre Proposal shown as example).  
Dr. Rogers-Adkinson talks about incorporating Document P in which we need to do in the Provost office. PASSHE is having conversations with us to assure fiscal responsibility.

6. Open Forum

- i. The BUCC talked about updating and revising the omnibus form.

Graduate Council dropped from omnibus and needs to be included in the approval sequence. The other thing that has come to our attention when a course can be repeated for credit. Registrar's Office would like a check box added to the omnibus and also put in course description in proposal. This led to discussion on revision of the current omnibus and adding an approved date upon revision. It was suggested that box 2e Content Outline should be renamed Content Description. Also, box 3 Departmental Recommended Class Size should state Departmental Class Size Justification. Dr. Riley asked if the group would have any other omnibus questions. We will be revising the omnibus form and sending it back to BUCC for review.

Adjournment 4:37 PM

Dr. Diana Rogers-Adkinson, Ph.D. Co-Chairperson, Provost and Senior Vice President for Academic Affairs

Dr. John Riley, Co-Chairperson, BUCC

**BUCC Meeting – February 12th, 2020**

The 454<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, February 12<sup>th</sup>, 2020 in the Schweiker Room of the Andruss Library.

**MINUTES**

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mykola Polyuha, Theodore Roggenbuck, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Kristie Byrum, Patricia Beyer, Dr. Rogers-Adkinson, Mark Bauman

1. Approval of the Agenda of February 12<sup>th</sup> 2020 (454th session)

Marion Mason moved to approve the agenda of February 12th, 2020; seconded by Karen Hamman.

**Motion to approve the agenda of February 12th, 2020 passed by voice vote.**

2. Approval of the Minutes of January 29th, 2020, (453<sup>rd</sup> session)

Robin Drogan moved to approve the minutes of January 29th, 2020; seconded by Karen Hamman.

**Motion to approve the minutes of January 29th, 2020 passed by voice vote.**

3. Chair Remarks

Dr. Riley spoke to the group regarding the responsibility of the department to keep track of all current master course syllabi. Dr. Riley also informed the group when submitting proposals to have all the attached impact statements/emails at the end of the proposal. Dr. Riley discussed the ongoing work of PRP 3627 Second Baccalaureate Degree it went for a second reading on 9/18/2019 and was not in position to be voted on and was tabled at that time and will continue to be worked on. He then turned it over to Assistant Chair Kenneth Hall to see this PRP through for submitting it to the BUCC.

Dr. Rogers-Adkinson reiterated how departments need to take ownership of their master course syllabi if they are asking the Provost office to take responsibility we need to find a way to close that gap. Departments are to have those in their possession. If they have a better idea of how to manage this to bring this to the Provost's attention. The chairperson is responsible for this.

Dr. Bauman offered help from the Provost Office with locating any documents and where to locate old master course syllabus on On-base.

#### 4. Course Proposals

##### A. Exercise Science

- i. Modify Master Course Syllabus: EXERSCI 411/511 ECG, Exercise Testing & Cardiac Rehabilitation
- ii. Modify Master Course Syllabus: EXERSCI 577 Exercise Program Design

Marion Mason moved to approve to Modify Course Syllabus and Distance Education: EXERSCI 411/511 ECG, Exercise Testing & Cardiac Rehabilitation and Modify Master Course Syllabus EXERSCI 577 Exercise Program Design; seconded by Christopher Donahue.

Kyle Beyer presented the proposal.

- Q2 eliminate Master Course Syllabus cannot be located.
- Item #8 Catalog Description change verbiage include for undergraduate and graduate.
- Item N. ECGs add letter d. and put in geriatrics.
- SLO numbering (Additional Requirements for 511 students only) add those items as #'s 4 & 5
- SLO #1 under (Additional Requirement for 511 students only) eliminate word prognosticate and add evaluate
- SLO #1 for 577 start verbiage from Successfully complete a needs analysis.
- SLO #3 for 577 start verbiage from Integrate a variety of trainings into a comprehensive and periodized exercise training program.
- Prototype text states 2012 please update to new version coming available.

**Motion to approve with modifications proposals for EXERSCI 411/511 & EXERSCI 577 passed by voice vote.**

##### B. Exceptionality Programs

- i. New Course and Distance Education: SPECED 453/553 Effective Instruction and Transitions for Students with Disabilities (Grades 7-12)

Marion Mason moved to approve a New Course and Distance Education: SPECED 453/553; seconded by Karen Hamman.

Maureen Walsh presented the proposal.

- SLO's change from alphabetizing them to numbering them.
- Identify graduate SLO's

**Motion to approve proposal with modifications for SPECED 453/553 passed by voice vote.**

- ii. Modify Program Requirements: Special Education (Pk-12) Early Childhood Education (Pk-4) Program

Marion Mason moved to approved Modify Program Requirements: Special Education (Pk-12) Early Childhood Education (Pk-4) Program; seconded by Karen Hamman.

Maureen Walsh presented the proposal. There were no changes needed at this time.

**Motion to approve proposal for Special Education (Pk-12) Early Childhood Education (Pk-4) Program passed by voice vote.**

5. Discussion

- i. Discussion of MASSCOMM name change and prefix spreadsheet just an informational item not a curricular matter for the BUCC.
- ii. Omnibus Form updated Spring 2020. Dr. Riley proposed numerous changes to the form based on recent discussions of the BUCC. He added a box for repeat for credit and the approval sequence, numbering to the form had to be changed to add these items. On page 5 of the omnibus added was a Q5 which reflects Recommended Class Size along with proper signatures required. The BUCC and individuals who attended the meeting had a great deal of input which will be taken into consideration for changes and Dr. Riley will discuss with the Provost in further detail and will bring it back to the BUCC for approval.
- iii. PRP 3233 Required Format for Course Syllabi was discussed and is affected by the omnibus being altered. Several changes to this Policy will have to be made once the omnibus is altered. The audience had some grammatical errors they noticed in the policy and also had input as to additions.

6. Open Forum

Adjournment 4:46 PM

Dr. Diana Rogers-Adkinson, Ph.D. Co-Chairperson, Provost and Senior Vice President for Academic Affairs

**BUCC Meeting – February 26th, 2020**

The 455<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, February 26<sup>th</sup>, 2020 in the Schweiker Room of the Andruss Library.

**MINUTES**

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mykola Polyuha, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Kristie Byrum, Jeremy Jeffery, Mark Bauman

1. Approval of the Agenda of February 26<sup>th</sup> 2020 (455th session)

Dr. Riley address the BUCC that INSTTECH 228 & INSTTECH Minor will be removed from the agenda.

Marion Mason moved to approve the agenda of February 26th, 2020; seconded by Karen Hamman.

**Motion to approve the agenda of February 26th, 2020 passed by voice vote.**

2. Approval of the Minutes of February 12th, 2020, (454<sup>th</sup> session)

Marion Mason moved to approve the minutes of February 12th, 2020; seconded by Karen Hamman.

**Motion to approve the minutes of February 12th, 2020 passed by voice vote.**

3. Chair Remarks

Dr. Riley welcomed Jeremy Jeffery who is filling in for Carolyn LaMacchia and our student BUCC representative Mayelin Santiago. Dr. Riley spoke about the importance of talks about Strategic Planning and for everyone to get involved. He then discussed that the next meeting on March 18, 2020 will be an open meeting and to bring all your discussions to that meeting and we will be covering General Education Task Force. He stated if individuals on BUCC or in the audience to have any documents needed for that meeting to get them to him prior to the meeting.

Dr. Hall had no further comments. Dr. Bauman had no further comments.

4. Course Proposals

A. Sociology, Social Work, and Criminal Justice

- i. New Course and General Education: SOCWORK 270, Exploring LGBTQ+ Experiences

Marion Mason moved to approve New Course and General Education: SOCWORK 270; seconded by Karen Hamman.

Andy Dunlap presented the proposal.

- Methods section don't limit class size to 25.

**Motion to approve SOCWORK 270 passed by voice vote.**

B. Philosophy

- i. Modify Master Course Syllabus and General Education: PHIL 270: Deductive Logic

Marion Mason moved to approve Modify Master Course Syllabus and General Education: PHIL 270; seconded by Karen Hamman.

Wendy Lee presented the proposal.

- No changes needed

**Motion to approve SOCWORK 270 passed by voice vote.**

C. English

- i. Modify Program Requirements: ENGLISH Creative Writing Track

Marion Mason moved to approve Modify Program Requirements: ENGLISH Creative Writing Track; seconded by Karen Hamman.

Betina Entzminger presented the proposal.

- No changes needed

**Motion to approve ENGLISH Creative Writing Track passed by voice vote.**

- ii. Modify Program Requirements: Revise the Professional and Technical Writing Minor

Marion Mason moved to approve Modify Program Requirement: Revise the Professional and Technical Writing Minor; seconded by Karen Hamman.

Betina Entzminger presented the proposal.

- No changes needed

**Motion to approve Revise the Professional and Technical Writing Minor passed by voice vote.**

D. Marketing and Professional Sales

- i. Modify Program Requirements: Business Marketing Specialization BSBA

Mykola Polyuha moved to approve Modify Program Requirements: Business Marketing Specialization BSBA; seconded by Marion Mason.

Monica Favia and Rhonda Mariani presented the proposal.

- In the new checklist add Intro to PSYCH
- Q1 list specifically what is being modified

**Motion to approve modifications to Business Marketing Specialization BSBA passed by voice vote.**

5. Discussion

i. Omnibus- Second Reading

The BUCC looked at the changes that Dr. Riley had made and had minimal suggestions. Look at Distance Education lengthy approval sequence. Suggested that the Distance Education box is taken off and added to the methods section. The BUCC also suggested that for an Experimental Course to have less signatures and Include (C2) for approval sequence. In Document P it states Office of Planning and Assessment change it to reflect current name of Office of Institutional Effectiveness. BUCC suggested in Q3 to include a justification.

**Motion to approve omnibus with modifications passed by voice vote.**

ii. PRP 3233 Required Format for Course Syllabi

The BUCC recommended to start from the beginning of the Policy and go through the PRP section by section. The Introduction needed some verbiage added in to incorporate The Master Course Syllabus is a binding document and permanent record. Reference to PRP 3230.

In the Glossary of Terms move them to the last page and take out Distance Education Course terminology and Blended Education Course.

Under section Required Format take out Date Prepared and under #8 title change to Catalog Description and incorporate bullet points from catalog description and content Description into one. Discussion about the Methods section was lengthy and Marion Mason will be combining some of the bullet points to simplify. The SLO section got

an extensive overhaul and the chart were updated as well. Evaluation of Individual Student Performance now contains a, b and c descriptions. Supporting Materials and References was simplified and name changed to References. Marion Mason will be Modifying this PRP and this will be brought back to the BUCC for final approval.

- iii. PRP 3230 Course and Academic Program Development Policy and Proposal Requirements we did not discuss this at this time due to time constraints.

6. Open Forum

Adjournment 4:58 PM

Dr. Diana Rogers-Adkinson, Ph.D. Co-Chairperson, Provost and Senior Vice President for Academic Affairs

Dr. John Riley, Co-Chairperson, BUCC

**BUCC Meeting – March 25th, 2020**

The 456<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, March 25<sup>th</sup>, 2020 via zoom.

**MINUTES**

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mykola Polyuha, Theodore Roggenbuck, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Kristie Bryrum, Rebecca Toothaker, Patricia Beyer, Dr. Rogers-Adkinson, Mark Bauman

1. Chair Remarks

Dr. Riley stated we would be talking solely about the Proposal to allow Pass/Fail grading and turned the meeting directly over to Dr. Diana Rogers-Adkinson for discussion. Dr. Riley placed the proposal on the screen for all to view.

2. Discussion

- i. Pass/Fail Proposal- Dr. Rogers-Adkinson addressed the situation going on at the national level due to the Covid-19 and how this effects our Institution locally. She then shared her recommendation as to how Faculty should assign grades for the semester. Students will be given the option to keep the assigned grade or change to pass/fail. The student’s transcripts will state in the Spring 2020 of Covid-19 with grading flexibility in place. Dr. Rogers-Adkinson then spoke of rationale of faculty being able to deliver online instruction, the accessibility of the students with their technology situation and how this could negatively affect

their overall learning, the continuation of a potential letter grade may help the student with motivation. The Provost also presented how she would like to see a two-year window be available to students who would like to reverse the exercise of the Pass/Fail. The Provost then open it up to the BUCC for questions.

Ken Hall made a motion to recommend the proposal to the Provost; seconded by Johan van der Jagt.

Motion approved by voice vote to recommend the proposal.

Ted Roggenbuck asked to amend the wording on the two-year window be available to students who would like to reverse the exercise of the Pass/Fail to three-year window.

**Motion approved by voice vote with modifications to support this proposal.  
Motion passes.**

Adjournment 4:01 PM

Dr. Diana Rogers-Adkinson, Ph.D. Co-Chairperson, Provost and Senior Vice President for Academic Affairs  
Dr. John Riley, Co-Chairperson, BUCC

### **BUCC Meeting – April 1st, 2020**

The 457<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, April 1st, 2020 held via Zoom.

### **MINUTES**

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mykola Polyuha, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Kristie Byrum, Theodore Roggenbuck, Patricia Beyer, Rebecca Toothaker, Mark Bauman, Dr. Rogers-Adkinson

1. Approval of the Agenda of April 1st 2020 (457th session)

Marion Mason moved to approve the agenda of April 1st, 2020; seconded by Karen Hamman.

**Motion to approve the agenda of April 1st, 2020 passed by voice vote.**

2. Approval of the Minutes of March 18th, 2020, (455<sup>th</sup> session)

Robin Drogan moved to approve the minutes of March 18th, 2020; seconded by Marion Mason.

**Motion to approve the minutes of March 18th, 2020 passed by voice vote.**

### 3. Chair Remarks

Dr. Riley thanked Ken Hall for projecting the proposals during the BUCC meeting. He thanked Kelly Force for making meeting run smoothly behind the scenes. Dr. Riley thanked all of the BUCC and faculty for working diligently with the students to make this unfortunate situation run fluently for our students here at BU.

Dr. Rogers-Adkinson expressed her dedication to all for working with the students and for everyone to help advise the students with regards to the Pass/Fail procedures.

Dr. Bauman wanted to also include he has spoken to a lot of students during these times and they have stated they have had positive feedback from faculty and staff.

### 4. Course Proposals

#### A. Instructional Technology

##### i. New Course and Distance Education: INSTTECH 228 Designing Immersive and Interactive Experiences

Karen Hamman moved to approve New Course and Distance Education: INSTTECH 228; seconded by Marion Mason.

Jessica Briskin presented the proposal.

- In syllabus and content outline, indicate what is required and what is optional.
- SLO #3 change verbiage-suggestion: "Design a project that illustrates their understanding"
- SLO #9 to keep with the format "Analyze learning"
- SLO #10 "Discuss the consequences"
- Q4 there are two signatures take out the second signature

**Motion to approve INSTTECH 228 passed by voice vote.**

##### ii. New Minor: INSTTECH Minor in Immersive and Interactive Technology

Karen Hamman moved to approved New Minor: INSTTECH Minor in Immersive and Interactive Technology.

Helmut Doll presented the proposal.

- Add Document R Master Course Syllabus on the top of page 5
- Content Outline please indicate what is required and what is optional
- Q44 has two signatures take out the first signature

Motion to approve INSTTECH Minor passed by voice vote.

B. Philosophy

i. New Course: PHIL 590: Professional Bioethics

Karen Hamman moved to approve New Course: PHIL 590; seconded by Marion Mason.

Brandon Lang presented the proposal.

- Q2 usually do not include a name.
- Content Description, mover first sentence to the end, start with "Provides"
- SLO #3 instead of saying access improvement suggest "Demonstrates their"
- SLO #4 also seems hard to assess too, suggest "Provide examples of ways they have integrated"
- Item #13 and Item #12 seem redundant consider reflection on how you will evaluate the assessment
- 

**Motion to approve PHIL 590 passed by voice vote.**

C. Communication Studies

i. New Course: COMMSTUD 591: Health Care Management and Leadership & COMMSTUD 592: Improving Quality in Health Care with Physician/Patient Communication

Marion Mason moved to approve COMMSTUD 591 & 592; seconded by Karen Hamman.

Brandon Lang presented the proposal.

- SLO #2 seems hard to access, suggest, "Provide examples of ways they have applied ...", and the same with SLO #4
- There was a request for Distance Ed but box not checked on 591 and 592. Even if you are requested blended you should check the box for Distance Ed
- Under Q3, Resources, leave to the Provost to comment
- SLO #1 typing error, also hard to access suggest "Provide examples of ways they have integrated"

**Motion to approve COMMSTUD 591 & 592 with revisions passed by voice vote.**

D. Sociology, Social Work and Criminal Justice

i. New Course: SOC 505: Statistics for Healthcare Professionals

Karen Hamman moved to approve New Course: SOC 505: Statistics for Healthcare Professionals; seconded by Marion Mason.

Brandon Lang presented the proposal.

- Q1, Course abbreviations needs to be 20 characters or less

- Catalog Description should start with a verb and is missing some elements (see PRP 3233).
- SLO #3 suggest replacing “navigate the IRB process” with “submit appropriate IRB documents”
- Catalog Description remove first sentence. Remove informatics supporting doc.
- R11-SLO verbs (recognize, understand) are vague it is recommended to use active, measurable SLO’s

**Motion to approve with modifications SOC 505 passed by voice vote.**

- ii. Certificate Program: Graduate Certificate in Medical Leadership

Karen Hamman moved to approve Certificate Program: Graduate Certificate in Medical Leadership; seconded by Marion Mason.

Brandon Lang presented the proposal.

- No changes necessary

**Motion to approve Graduate Certificate in Medical Leadership passed by voice vote.**

- E. Management and International Business

- i. Modify Master Course Syllabus and Distance Education: MGMT 456:  
International Management
- ii. Modify Master Course Syllabus and Distance Education: MGMT 497:  
Business Policies

Karen Hamman moved to approved MGMT 456 & MGMT 497: seconded by Marion Mason.

John Okpara presented the proposal.

- Box #3 Recommended Class size should be checked
- Box #5 and Q4 no signatures

**Motion to approve MGMT 456 & 497 approved by voice vote.**

- iii. Program Deletion: MNGT-BSBA with MTSCM-BSBA Subplan  
Information item only

**F. Gender Studies (English)**

- i. Modify Program Requirements: Gender Studies Minor Program Change

Karen Hamman moved to approved Gender Studies Minor Program Change; seconded by Marion Mason.

Christina Francis presented the proposal.

- No changes necessary

**Motion to approve Gender Studies Minor Program Change; seconded by Marion Mason.**

G. Political Science

- i. New Minor: Political Science International Studies Minor

Karen Hamman moved to approved Political Science International Studies Minor;  
Seconded by Marion Mason.

Peter Doerschler presented the proposal.

- No changes necessary

**Motion to approve Political Science International Studies Minor approved by voice vote.**

H. Media and Journalism

- i. New Minor: MEDIA Public Relations Minor

Karen Hamman moved to approve MEDIA Public Relations Minor; seconded by Marion Mason.

Kristie Byrum presented the proposal.

- No changes necessary

**Motion to approve MEDIA Public Relations Minor approved by voice vote.**

I. Art and Art History

- i. New Course: ARTSTDIO 413, BFA Drawing Portfolio
- ii. New Course: ARTSTDIO 423, BFA Fabric Design Portfolio
- iii. New Course: ARTSTDIO 433, BFA Painting Portfolio
- iv. New Course: ARTSTDIO 443, BFA Sculpture Portfolio
- v. New Course: ARTSTDIO 463, BFA Printmaking Portfolio
- vi. New Course: ARTSTDIO 483, BFA Photography Portfolio
- vii. New Course: ARTSTDIO 495, BFA Graphic Design Portfolio
- viii. New Course: ARTSTDIO 498, BFA Seminar

Karen Hamman moved to approve ARTSTDIO 413, 423, 433, 443, 463, 483, 495 & 498; seconded by Marion Mason.

Vincent Hron presented the proposals.

- Content outline items on 413 read more like SLO's

**Motion to approve ARTSTDIO 413, 423, 433, 443, 463, 483, 495 & 498 passed by voice vote.**

- ix. Degree Program: Art and Art History Bachelor of Fine Arts in Art

## Studio

Karen Hamman moved to approve Degree Program Art and Art History Bachelor of Fine Arts in Art Studio; seconded by Marion Mason.

Vincent Hron presented proposal.

- No changes necessary

**Motion to approve Degree Program Art and Art History Bachelor of Fine Arts in Art Studio passed by voice vote.**

## 5. Discussion

The BUCC expressed their concerns for not liking how we can't see each other on the Zoom meetings. Some stated how they were having trouble with the fillable document to Omnibus and getting access to the One-Drive spreadsheet. Some members stated the need of having the proposals on the screen during the entire meeting. Karen Hamman asked Dr. Riley to add her discussion on Fall breaks be implemented on the next 4/15/2020 BUCC meeting.

## 6. Open Forum

Adjournment 4:42 PM

Dr. Diana Rogers-Adkinson, Ph.D. Co-Chairperson, Provost and Senior Vice President for Academic Affairs

Dr. John Riley, Co-Chairperson, BUCC

## **BUCC Meeting – April 15th, 2020**

The 458<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, April 15th, 2020 held via Zoom.

## **MINUTES**

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mykola Polyuha, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Kristie Byrum, Theodore Roggenbuck, Patricia Beyer, Rebecca Toothaker, Dr. Rogers-Adkinson

## 1. Approval of the Agenda of April 15th 2020 (458th session)

Patricia Beyer moved to approve the agenda of April 15th, 2020; seconded by Karen Hamman.

**Motion to approve the agenda of April 15th, 2020 passed by voice vote.**

2. Approval of the Minutes of March 25, 2020, (456<sup>th</sup> session)

Robin Drogan moved to approve the minutes of March, 25<sup>th</sup>, 2020; seconded by Karen Hamman.

**Motion to approve the minutes of March 25th, 2020 passed by voice vote.**

3. Chair Remarks

Dr. Riley discussed there will be chair elections for 2020-2021 at the April 29, 2020 BUCC meeting. He reminded the BUCC that this will be our last BUCC meeting for the semester.

Dr. Rogers-Adkinson gave an update on resources regarding proposals and that eleven million in losses due to Covid-19. She stated that Dr. Hanna will address this issue at Forum and urges all to listen to that meeting. The Chancellor has a two-year plan for student to faculty ratio and we are in a critical time and needs everyone to dig deep in these times.

4. Course Proposals

D. Exercise Science

i. Modify Program Requirements: BS in EXERSCI

Patricia Beyer moved to approve Modify Program Requirements: BS in EXERSCI; seconded by Karen Hamman.

Andrea Fradkin and Noah Wasliewski presented the proposal.

- No changes needed.

**Motion to approve EXERSCI passed by voice vote.**

B. Teaching and Learning

i. New Course: EDFOUND 518: Teaching Writing for Grades 4-12

Karen Hamman moved to approve New Course: EDFOUND 518; seconded by Robin Drogan.

Molly Marnella presented the proposal.

- Content Description- what is required and what is optional
- Methods section needs clarification to distance education only?
- In item #9 nothing is specified about ELL's, language diversity, or language as a social construct.
- The presenter addressed all of the BUCC's issues on spreadsheet prior to meeting

**Motion to approve EDFOUND 518 passed by voice vote.**

ii. Modify Program Requirements: Update all Undergraduate Checklist for Teaching and Learning

Karen Hamman moved to approve Undergraduate Checklist for Teaching and Learning; seconded by Ted Roggenbuck.

Molly Marnella presented the proposal.

- Modification to goal #8 was done prior to BUCC meeting and addressed on spreadsheet.

**Motion to approve Undergraduate Checklist for Teaching and Learning passed by voice vote.**

C. Chemistry and Biochemistry

- i. Modify Master Course Syllabus: CHEM 321 Analytical Chemistry 1

Karen Hamman moved to approve CHEM 321; seconded by Robin Drogan.

Greg Zimmerman presented the proposal.

- Some work with the Registrar's Office needs to be done between department and Registrar on this proposal.

**Motion to approve CHEM 321 passed by voice vote.**

D. Nursing

- i. Modify Master Course Syllabus: NURSING 217: Alcohol Use and Abuse

Karen Hamman moved to approve NURSING 217; seconded by Marion Mason.

Mindi Miller presented the proposal.

- Q3 is not addressed in the box, title and short title are left off of page 4
- Item #15- first entry delete the space prior to the colon "Theroux" Some entries seem to be APA and some like the 7<sup>th</sup> Edition MLA

**Motion to approve NURSING 217 passed by voice vote.**

- ii. Modify Program Requirements: MSN/MBA Program Requirements

Karen Hamman moved to approve MSN/MBA Program Requirements; seconded by Robin Drogan.

Lori Metzger presented the proposal.

- Q4 not signed

**Motion to approve MSN/MBA Program Requirements passed by voice vote.**

E. Media and Journalism

- i. Modify Master Course Syllabus: MEDIA 220: Introduction to Multimedia

Karen Hamman moved to approved MEDIA 220: seconded by Robin Drogan.

Dennis Frohlich presented the proposal.

- Items were addressed to proposer on the spreadsheet and already fixed before BUCC meeting not further modifications detected.
- Effective date may potentially need changed.

**Motion to approve MEDIA 220 approved by voice vote.**

F. Communication Studies

- i. Modify Master Course Syllabus and Distance Education: COMMSTUD 102: Introduction to Communication Studies
- ii. Modify Master Course Syllabus: COMMSTUD 103: Public Speaking
- iii. Modify Master Course Syllabus: COMMSTUD 104: Interpersonal Communication
- iv. Modify Master Course Syllabus: COMMSTUD 106: Small Group
- v. Modify Master Course Syllabus: COMMSTUD 309: Gender Issues in Communication

Christopher Donahue moved to approved COMMSTUD 102, 103, 104, 106 & 309; seconded by Karen Hamman.

Angela LaValley presented the proposal.

- Change needed on COMMSTUD 309 Q1- first sentence has syntax issue. Missing "to"? Proposer will make changes reference on the spreadsheet.
- Item #15 most current supporting text is 2008.

**Motion to approve COMMSTUD 102, 103, 104, 106 & 309 approved by voice vote.**

G. Finance

- i. Modify Master Course Syllabus: FIN 120: Personal Finance Decisions
- ii. Modify Master Course Syllabus: FIN 405: Estate Planning
- iii. Modify Master Course Syllabus: FIN 413: International Finance

Karen Hamman moved to approve FIN 120, 405, & 413; seconded by Robin Drogan.

Charlie Jun presented the proposals.

- It would be helpful to add GEPs fulfilled by the course under the credit hour listing on the Master Syllabus (AGL)
- Prototype text 2014 seems old for FIN 405 please update

**Motion to approve FIN 102, 405 & 405 approved by voice vote.**

- iv. Modify Program Requirements: Finance Specialization BSBA

Christopher Donahue moved to approve Finance Specialization BSBA; seconded by Ted Roggenbuck.

Charlie Jun presented the proposal.

- No changes necessary.

**Motion to approve Finance Specialization BSBA approved by voice vote.**

- H. Management and International Business

- i. Modify Master Course Syllabus: MGMT 325 Entrepreneurship

Karen Hamman moved to approve MGMT 325; seconded by Marion Mason.

Steve Welch presented the proposal.

- No changes necessary

**Motion to approve MGMT 325 approved by voice vote.**

- I. Accounting

- i. Modify Master Course Syllabus: ACCT 511 Financial & Managerial Accounting

Karen Hamman moved to approve ACCT 511; seconded by Robin Drogan.

Dina Clark presented the proposals.

- Content Description has some formatting issues and was addressed on the spreadsheet and will be completed by the proposer.

**Motion to approve ACCT 511 passed by voice vote.**

## 5. Discussion

Karen Hamman discussed reinstating a fall break that was brought to her attention from APSCUF in October. The Provost stated that this is not a good time to be discussing this topic with the current state of affairs and that she will gladly address this topic next fall.

Dr. Rogers-Adkinson addressed the language waiver request that the Director of UDS have the ability to initiate the waiver process. This includes the appropriateness when a student needs accommodation with disabilities. She discussed the process it currently takes with sending all paperwork to faculty but faculty isn't qualified to handle this paperwork. The advisor should start the process and

the UDS would complete the waiver. Dr. Riley asked Dr. Rogers-Adkinson if she wouldn't mind starting the ball rolling with the UDS. Dr. Rogers-Adkinson gladly stated she would.

## 6. Open Forum

Marion Mason spoke on behalf of the Psychology Department and how they discussed the Pass/Fail option. She asked would it be possible for a student that takes the Pass to also have a grade located next to it? Linda Swisher talked about a query that they would be able to run in real time. The reason for the Pass/Fail was for students to adjust to the situation which we are facing and managing the obstacles some face with online learning. Kara Shultz spoke with regards to this conversation that adding a grade on the transcript battles everything they set out to do with this process.

Ted Roggenbuck had a concern brought to him where a faculty member was broadcasting students grades to the entire class. Dr. Rogers-Adkinson stated this faculty member is violating FERPA breach and this needs to be brought to Dr. Mark Bauman's attention immediately.

Adjournment 4:32 PM

Dr. Diana Rogers-Adkinson, Ph.D. Co-Chairperson, Provost and Senior Vice President for Academic Affairs  
Dr. John Riley, Co-Chairperson, BUCC

### **BUCC Meeting – April 29th, 2020**

The 459<sup>th</sup> session of the BUCC was called to order at 3:00 PM on Wednesday, April 29th, 2020 held via Zoom.

### **MINUTES**

Present: John Riley, Marion Mason, Carolyn LaMacchia, Mykola Polyuha, Johan van der Jagt, Robin Drogan, Kenneth Hall, Janet Bodenman, Angela LaValley, Christopher Donahue, Karen Hamman, Kristie Byrum, Theodore Roggenbuck, Patricia Beyer, Rebecca Toothaker, Mark Bauman, Dr. Rogers-Adkinson

1. Approval of the Agenda of April 29th 2020 (459th session)

**Consensus moved to approve the agenda of April 29th, 2020.**

2. Approval of the Minutes of April 1st, 2020, (457<sup>th</sup> session)

**Consensus moved to approve the minutes of April 1<sup>st</sup>, 2020.**

3. Approval of the Minutes of April 15<sup>th</sup>, 2020, (458<sup>th</sup> session)

**Consensus moved to approve the minutes of April 15<sup>th</sup>, 2020.**

4. Chair Election for 2020-2021

Carolyn LaMacchia nominated Kenneth Hall for Chair; seconded by Ted Roggenbuck.

**Motion to approved Kenneth Hall for BUCC Chair for 2020-2021 approved by voice vote.**

5. Chair Remarks

Dr. Riley expressed his sincere gratitude for many years of being the BUCC chair and for having the privilege to work with so many wonderful individuals. He showed his appreciation for Marion Mason as a colleague and a friend.

Dr. Rogers-Adkinson thanked everyone for all of their diligent work and service to the BUCC. She also gave a big thank you to Dr. Riley for all his years of service and for all of the faculty who will be retiring and will be greatly missed. Dr. Rogers-Adkinson is also looking forward to working with Dr. Kenneth Hall as we move forward and knows he will do a wonderful job.

Dr. Bauman thanked Dr. Riley for all of his many years of service to the BUCC and the many years of working closely with Dr. Bauman on various committees and his privilege to call him a wonderful friend. He stated he will really be missed and wished him luck in his new endeavors.

6. Course Proposals

E. Exceptionality Programs

- i.* New Course/Dual Listing: SPECED 446/546 Assessment Practicum

Karen Hamman moved to approve New Course/Dual Listing: SPECED 446/546; seconded by Robin Drogan.

Brooke Lylo presented the proposal.

- Catalog Description needs to state “for repeated for credit”
- #14 Course Assessment please clarify
- 

**Motion to approve SPECED 446/546 passed by voice vote.**

- ii. Modify Master Course Syllabus: ASLTERP 155 ASL 1
- iii. Modify Master Course Syllabus: ASLTERP 330 Deaf Culture

Karen Hamman moved to approve ASLTERP 155 & 330; seconded by Robin Drogan.

Dean Fridley presented the proposals.

- ASLTERP 155 ASL 1 in the Catalog Description on pre-requisites note that on online version is for Gen Ed only and doesn't count for ASL/English interpreting majors
- Item #13 Evaluation of individual student performance and proctoring exams may need additional resources to proctor exams
- Catalog Description add in proctoring of exams

**Motion to approved ASLTERP 155 ASL 1 & ASLTERP 330 passed by voice vote.**

B. Teaching and Learning

- iii. Modify Program Requirements: ED TECH Minor Modifications

Karen Hamman moved to approve Modify Program Requirements: ED TECH; seconded by Robin Drogan.

Mike Ruffini presented the proposal.

- Add a delete statement for EDFOUND courses 320 & 321 in section Q.

**Motion to approve ED TECH Minor Modification passed by voice vote.**

C. Media and Journalism

- iii. Modify Master Course Syllabus: MEDIA 320 Applied Multimedia

Karen Hamman moved to approve MEDIA 320; seconded by Robin Drogan.

Dennis Frohlich presented the proposal.

- No changes at this time.
- Class size will be monitored by the Provost and she can overrule it

**Motion to approve MEDIA 320 passed by voice vote.**

- iv. Modify Program Requirements: Media and Journalism Major Requirements/ Checklist

Karen Hamman moved to approve Media and Journalism Major Requirements/Checklist; seconded by Robin Drogan.

- Minor changes need to be made to Q2, clarifying that the course names have already previously been approved

**Motion to approve Media and Journalism Major Requirements/Checklist passed by voice vote.**

- v. Modify Program Requirements: Emergent Media Minor Checklist

Karen Hamman moved to approve Emergent Media Minor Checklist; seconded by Robin Drogan.

- Minor changes need to be made to Q2, clarifying that the course names have already previously been approved.

**Motion to approve Emergent Media Minor Checklist passed by voice vote.**

- D. Instructional Technology
  - i. Degree Designation: INSTTECH

Karen Hamman moved to approve INSTTECH; seconded by Robin Drogan.

Lynn Hummel presented the proposal.

- Q1, you don't need the New Title and the Old Title as those course-level changes.
- On Box 4, Item V. Program Course Checklist is checked and those were not provided.
- Check with PASSHE to inform about Degree Designation.

**Motion to approve INSTTECH passed by voice vote.**

- E. Biological and Allied Health Sciences
  - iv. New Course: Biology, 436/536, Medical Genomics

Karen Hamman moved to approve Biology, 436/536; seconded by Robin Drogan.

Abby Hare-Harris presented the proposal.

- Effective Semester-says Fall 2020.
- SLO's don't tie into Course Content
- Take Undergraduate out of Graduate and Graduate out of Undergraduate.
- Prototype text dates need reworked.

**Motion to approve Biology, 436/536 passed by voice vote.**

- v. Modify Program Requirements: BIOLOGY

Karen Hamman moved to approve BIOLOGY; seconded by Robin Drogan.

Abby Hare-Harris presented the proposal.

- No changes needed at this time

**Motion to approve BIOLOGY passed by voice vote.**

- F. Accounting and Business Law
  - vi. Modify Master Course Syllabus and Distance Education: LAW 340  
Law and Literature

Karen Hamman moved to approve LAW 340; seconded by Robin Drogan.

Loren Selznick presented the proposal.

- No changes were needed at this time.

**Motion to approve LAW 340 passed by voice vote.**

G. Chemistry and Biochemistry

- v. New Course with General Education Points: CHEM 114: Quantitative Foundations in Chemistry

Karen Hamman moved to approve CHEM 114; seconded by Robin Drogan.

Mike Borland presented the proposal.

- Box 6 should be checked will majors who have the math placement/SAT scores be allowed to take this course for the GEP's and additional preparation if they would like to?
- The proposer has changes to make with regards to signature pages and other formatting issues and we will have a clean final copy once signed by BUCC chair and the Provost.

**Motion to approve CHEM 114 passed by voice vote.**

- vi. Modify Master Course Syllabus: CHEM 115: Chemistry for the Sciences 1
- vii. Modify Master Course Syllabus: CHEM 116: Chemistry for the Sciences 2

These two courses do not need BUCC approval and will not be voted on they were placed on the agenda to aid with the discussion of CHEM 114.

## 5. Discussion

Dr. Riley discussed PRP 3233 and the detailed work Marion Mason has put into this PRP and would like to see this be on the first BUCC agenda for the Fall. The hopes are to get this passed. Dr. Riley also asked anyone who would like to stay on the zoom call to say good-bye to Marion Mason after we adjourn the meeting. We also asked that they pay tribute to Dr. Riley as well for all of his years of service to the BUCC.

## 6. Open Forum

Adjournment 5:07 PM

Dr. Diana Rogers-Adkinson, Ph.D. Co-Chairperson, Provost and Senior Vice President for Academic Affairs

Dr. John Riley, Co-Chairperson, BUCC