## Undergraduate Policies and Curriculum Committee (UPCC)  
### General Committee Meeting Agenda  
**MS Teams Virtual Meeting**

February 24, 2022

<table>
<thead>
<tr>
<th>Representing</th>
<th>First Name</th>
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<th>Present</th>
<th>Proxy Name</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Bagwell College Education</td>
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<td>King-McKenzie</td>
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<td>Bagwell College of Education</td>
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<td>Michelle</td>
<td>Head*</td>
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<td>Wansa</td>
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<td>General Education Council Liaison (1)</td>
<td>Jeanne</td>
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<td>Southern Polytechnic College of Engineering and Engineering Technology</td>
<td>Jungkyu “Justin”</td>
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<td>Proxy: A. Tekes</td>
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<td>Southern Polytechnic College of Engineering and Engineering Technology</td>
<td>Ayse</td>
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<td>Undergraduate Student Representative (SGA)</td>
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<td>Wellstar College of Health and Human Services</td>
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<td>Wellstar College of Health and Human Services</td>
<td>Johnathan</td>
<td>Steppe</td>
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### Total Voting Members in Attendance  
17 / 20

<table>
<thead>
<tr>
<th>Non-voting</th>
<th>First Name</th>
<th>Last Name</th>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Curriculum Support Office (1)</td>
<td>Amy</td>
<td>Jones</td>
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<tr>
<td>Digital Learning Innovations, Director</td>
<td>Brichaya</td>
<td>Shah</td>
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Undergraduate Policies and Curriculum Committee (UPCC)
General Committee Meeting Agenda

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<tr>
<th>Library Services (1)</th>
<th>Christin Collins</th>
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<tr>
<td>Office of Accreditation and Policy (1)</td>
<td>Leigh Funk</td>
<td>☐</td>
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<tr>
<td>Office of the Provost and Sr. Vice President for Academic Affairs or Designee (1)</td>
<td>Anissa Vega</td>
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<tr>
<td>Registrar or Designee (1)</td>
<td>Paul Parker</td>
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**For virtual meetings, attendance (and quorum confirmation) is documented and based on the individuals attending who typed their name in the chat box to be recorded.

<table>
<thead>
<tr>
<th>Guests</th>
<th>Dept</th>
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<tbody>
<tr>
<td>Brian Lawler</td>
<td>Education</td>
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<tr>
<td>Craig Brasco</td>
<td>SOAAD</td>
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<tr>
<td>Coskun Tekes</td>
<td>Elec. Eng.</td>
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<tr>
<td>Jennifer Willett</td>
<td>Ex. Science</td>
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<td>Kandice Porter</td>
<td>Wellstar</td>
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<td>Keith Tudor</td>
<td>Marketing</td>
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<tr>
<td>Kris DuRocher</td>
<td>Curriculum</td>
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<tr>
<td>Lori Scheck</td>
<td>Phys. Ed</td>
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<tr>
<td>Mari-Amanda Dyal</td>
<td>Phys. Ed</td>
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<tr>
<td>Mardi Richardson</td>
<td>Registrar</td>
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<tr>
<td>Melissa Driver</td>
<td>Bagwell</td>
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<tr>
<td>Neysa Figueroa</td>
<td>World Lang.</td>
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<tr>
<td>Rachel Cooke</td>
<td>Aca. Affairs</td>
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<tr>
<td>Raven Malliett</td>
<td>Curriculum</td>
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(Note: Attendance is documented based on those individuals who type their name in the chat box.)

QUORUM AT 17 at 12:33pm

Acceptance of Agenda

- CHANGE IN PACKAGE #4
  - Originators requested Integrated Science BS be pulled back.

  Motion to approve: Radwan Ali
  Second: Ethel King-Mackenzie
  Approved by all

Approval of Minutes from the January 27, 2022 meeting (Attached)

(Note: If there are no corrections, the minutes will stand approved as written.)
Undergraduate Policies and Curriculum Committee (UPCC)
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Motion to approve: D. Michael Franklin
Second: Prabha Padukka
Approved by all

New Business

Michelle shared some recommendations and reminders for reviewing new business.
Since the next implementation term available is Fall 2023, we have time to send things back if we need. She also reminded the body to review what items should be in consideration for our review vs. elements that are outside of our perview and between the unit and CIA.

Package #1

*College of the Arts*
*Art and Design – Craig Brasco*

- ART 2990 (prereq/coreq)

Motion to approve: Doug Moodie
Second: D. Michael Franklin
Approved by all

Package #2

*Wellstar College and Health and Human Services*
*Health Promotion and Physical Education – Lori Scheck*

- Coaching Education Certificate (new certificate)

EC had a question about the curriculum proposed included HPE 3395 as a Core course AND an elective course. The Elective course should be listed as HPE 3095. Amy made the change in the proposal live.
Also asked – There’s a minor on the books. Why have a Certificate AND a Minor?
Kandice Porter stated that the minor was being affected by CPoS. They decided to create the Certificate and it’s possible that they might discontinue the Minor in the future but for now, we’d like to launch this and see how it goes. Lori Scheck added that they’d like to offer students options.

Motion to approve: Doug Moodie
Second: D. Michael Franklin
Approved by all

Package #3

*Wellstar College and Health and Human Services*
*Health Promotion and Physical Education – Brian Culp*

- HPE 1235 (Title, description, prereq/coreq)
With this many changes, does this warrant a new course? 
Mari-Amanda Dyal chimed in: This course has been on the books since 2019. They gave more background on additional courses. This course is giving students a 2nd, more advanced option based on growth.

Motion to approve: Doug Moodie  
Second: D. Michael Franklin  
Approved by all

Package #4

Wellstar College and Health and Human Services  
Health Promotion and Physical Education – Brian Culp

- IHS 2290 (new course)  
- IHS 3398 (new course)  
- IHS 4400 (new course)  
- IHS 4490 (new course)  
- Integrated Health Science, B.S. (Area F, electives)

First discussion was suggesting that repeatable courses indicate as such in their course description. Amy Jones pointed out that this is not necessary if the repeatable courses are clear in the program outline.

Michelle brought up the Credit Hour Distribution for the IHS 4400 Directed Studies. They submitted for a “3-0-3” but if the description indicates it experiential, they should make the credit hours variable. This proposal currently doesn’t allow for that.

Amy indicated that we can either pass this now as written and they can amend it later or send it back.

Michelle pointed out that if the numbers are in the “Lecture” field, then it’s not a “Lab” so the description and the CHD don’t really line up.

Kandice Porter pointed out that 4400 SHOULD have variable numbers in Lab and Lecture. Looks like an error.

Kandice Porter agreed that we should fix this.

Mari-Amanda stated that they modeled these proposals off of classes already in the system. Amy Jones pointed out that courses already in the system don’t really get reviewed (even if they have errors from years ago) until they are up for review themselves. Some may serve as accurate examples that fall in line with policy, some may not.

Motion to approve: Doug Moodie  
Second: D. Michael Franklin  
Amendment: Remove IHS 4400 from Package Four / Motion to Approve Package 4 without IHS 4400.  
Second: D. Michael Franklin  
Package Four SANS IHS 4400 approved.

Motion to Reject IHS 4400: Doug Moodie  
Second: Amanda Wansa Morgan  
Approved to Reject IHS 4400 - ALL
Undergraduate Policies and Curriculum Committee (UPCC)
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Package #5

Wellstar College and Health and Human Services
Health Promotion and Physical Education – Brian Culp, Tiffany Esmat, Jennifer Willett

- PHE 2000 (prereq/coreq)
- PHE 4700 (description, prereq/coreq)
- PHE 3850 (prereq/coreq)
- SM 3650 (new course)
- SM 3700 (title, description)
- SM 3750 (new course)
- SM 3800 (new course)
- SM 3850 (new course)
- SM 4100 (new course)
- SM 4650 (prereq/coreq)
- SM 4900 (prereq/coreq)
- SM 4950 (credit hour distribution, repeat for credit)
- Sport Management, BS (program study requirements, electives)

Jennifer Willett pointed out that PHE courses got mixed in. It’s not a problem if the entire package passes. It did.

Motion to approve: Doug Moodie
Second: D. Michael Franklin
Approved by all

Package #6

Southern Polytechnic College of Engineering and Engineering Technology
Electrical and Computer Engineering – Sandip Das

- CPE 4202 (new course)

Motion to approve: Doug Moodie
Second: D. Michael Franklin
Approved by all

Package #7

Southern Polytechnic College of Engineering and Engineering Technology
Electrical and Computer Engineering – Sandip Das

- CPE 4202-CPE 6202 (cross-leveling)

Motion to approve: Doug Moodie
Second: D. Michael Franklin
Approved by all
Undergraduate Policies and Curriculum Committee (UPCC)
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Package #8

Southern Polytechnic College of Engineering and Engineering Technology
Electrical and Computer Engineering – Sandip Das

- EE 2301 (prereq/coreq)
- EE 2305 (prereq/coreq)
- EE 2401 (prereq/coreq)
- EE 3405 (description, prereq/coreq)

Motion to approve: Doug Moodie
Second: D. Michael Franklin
Approved by all

Package #9

Norman Radow College of Humanities and Social Sciences
Foreign Languages – Brian Olovson, Neysa Figueroa

- FL 2306 (new course)
- FLED 4410 (prereq/coreq, credit hour distribution)
- FLED 4650 (prereq/coreq)
- FLED 4660 (title, description, prereq/coreq)
- Modern Language and Culture, BA (catalog description, Area F, Concentration or Track, Electives, Program of Study Credit Hour Total)

FLED 4410 – Field Experience – The syllabus stated that there are hours in the field, but that’s not reflected in the Lab hours of Credit Hours Distributed.
They spend from 10-15 hours in the field … that’s fine / if the total is less than 30 hours, then it doesn’t need to be represented.
Confirming that there are no prerequisites, concurrent, etc.
The syllabus is wrong / the proposal is right.

Program Change to Modern Language & Culture:
There are currently some hidden pre-requisites. EDUC 2110 and 2120.
There is room in the curriculum but it is not transparent to the student.
Amy suggested that you put a note in Area F Schema so it’s clear in Degreeworks where those courses fall. They are going to fix that with Amy.

Motion to approve: Doug Moodie
Second: D. Michael Franklin
Approved by all

Amendment: Motion to approve given the Unit changes Curriculum Schema to include EDUC courses in Area F.

Approved by All
Package #10

Bagwell College of Education
Secondary and Middle Grades Education – Brendan Callahan and Brian Lawler

☐ MAED 4414 (title, prereq/coreq)
☐ MAED 4415 (title, description, prereq/coreq, credit hour distribution)
☐ MAED 4416 (title, prereq/coreq, credit hour distribution)
☐ MAED 4417 (title, description, prereq/coreq, credit hour distribution)
☐ MAED 4418 (new course)
☐ MAED 4650 (prereq/coreq)
☐ MAED 4660 (prereq/coreq, credit hour distribution)
☐ SCED 4414 (prereq/coreq)
☐ SCED 4415 (title, description, prereq/coreq, credit hour distribution)
☐ SCED 4416 (prereq/coreq)
☐ SCED 4417 (title, description, prereq/coreq, credit hour distribution)
☐ SCED 4650 (description, prereq/coreq, credit hour distribution)
☐ SCED 4660 (description, prereq/coreq, credit hour distribution)
☐ Secondary Education, BSED (Area F, Program of Study Requirements, Program of Study Credit Hour Total)

SCED courses are truly new courses but they were on the books from years ago (and not offered). Curriculum Office made the recommendation that they do Course Change forms and not “new courses”. They wanted the sequential course numbering. The intention is that these courses are different than their previous iterations from years ago. The UPCC should look at these like New Courses. To reiterate, the forms that were completed was recommended by the Curriculum Office and the Registrar.

Motion to approve: Doug Moodie
Second: D. Michael Franklin
Approved by all

Package #11

Coles College of Business
Marketing and Professional Sales – Keith Tudor

☐ International Business Minor (new minor)

Motion to approve: Doug Moodie
Second: D. Michael Franklin
Approved by all

II. Announcements
   I. Next UPCC Executive Committee meeting: March 17, 2022
   II. Next UPCC General Committee meeting: March 24, 2022

Meeting schedules with links, agendas, and minutes can be found on the https://cia.kennesaw.edu website under Curriculum Committees, UPCC, Schedule/Agenda/Minutes.

Adjournment – 1:22