

UPCC Meeting Minutes
November 9, 2017
12:30 - 2:00 PM
Marietta Campus Building J Room 152

Members Present: Evelina Sterling (proxy: Alice Gooding) (CHSS), Gail Scott (proxy: Michelle Head) (CHSS), Debbie Benson (proxy: Doug Moodie) (Coles), Doug Moodie (Coles), Lee Langub (Bagwell), Rayniece Jean-Sigur (Bagwell), William Griffiths (CSM), Michelle Head (CSM), Jennifer A. Wade-Berg (WHHS), Charles Parrot (COTA), Amanda Wansa Morgan (COTA), Pinder Naidu (proxy: Jennifer Wade-Berg) (UC), Julia Morrissey (proxy: Charles Parrott) (HC), Kevin McFall (SPSEET), Sathish Kumar Gurupatham (proxy: Kevin McFall) (SPSEET), Susan Vande Ven (CCSE), D. Michael Franklin (CCSE), Brian Starks (proxy: Jennifer Wade-Berg) (General Education Council), Valerie Whittlesey (Academic Affairs), Carey Huddlestone (KSU Library), Ana Edwards (Registrar), Erin Delaney (SGA Representative)

Guests: Alice Gooding (Dept. of Geography & Anthropology), Amy Jones (Academic Affairs), Danielle Harrington (Registrar), Chien Pin Li (CHSS), Desha Williams (Bagwell), *illegible name* (Bagwell), Kevin Gwaltney (Office of Institutional Effectiveness), Brandan Callahan (SMGE)

Call to Order – 12:38 pm

Welcome

Edits made to Agenda:

Removed from Agenda: BS in Integrated Studies (University College) & INTS3398

Clarification on IT2290 – was approved on 10-19-17

Review of October 19, 2017 Minutes

Move to approve made by Susan Vande Ven
2nd from William Griffiths
Approved unanimously

CONSENT AGENDA

A motion to approve consent agenda made by Charlie Parrott.
2nd made by Bill Griffiths, with an accepted friendly amendment to add CIP code on HS 3970 Global Child Advocacy.
Approved unanimously

CONSENT AGENDA

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Department of Geography and Anthropology

- B.A. in Geography (Change to Program)
 - GEOG 3345 Population Geography (New Course)

School of Communication

- COM 1100 Human Communication (Change to Course Description)

COLLEGE OF THE ARTS

School of Art and Design

- ART 2150 Drawing II (Change to Prereq/Coreq)
- ART 4035 Concept Art (Change to Prereq/Coreq)
- ART 4150 Advanced Drawing (Change to Prereq/Coreq)
- ART 4255 Advanced Study of the Figure (Change to Prereq/Coreq)

COLES COLLEGE OF BUSINESS**Office of the Dean**

- BUSA 3500 Culture and International Business (Change to Prereq/Coreq)

Department of Management and Entrepreneurship

- B.B.A. in Management (Change to Program)
 - MGT 4121 Entrepreneurship and Creativity (Course Discontinuation)

WELLSTAR COLLEGE OF HEALTH AND HUMAN SERVICES**Department of Social Work and Human Services**

- B.S. in Human Services (Change to Program)
- Certificate in Nonrpofit Management and Social Innovation (Change to Certificate Program)
- Child Advocacy Studies Certificate (Embeded) (Change to Certificate Program)
 - HS 3970 Global Child Advocacy (New Course)
 - **CIP codes need to be added to proposal - will be fixed by Jennifer Wade-Berg**

UNIVERSITY COLLEGE**School of Culinary Sustainability and Hospitality**

- CSH 4620 Exploring the World of Wines (Change to Prereq/Coreq)
- CSH4630 Sprits, Beers, and Brews (Change to Prerq/Coreq)
- CSH 4640 Beer Culture (Change to Prereq/Coreq)
- CSH 4650 Funamentals of Brewing (Change to Prereq/Coreq)

**SOUTHERN POLYTECHNIC COLLEGE OF ENGINEERING AND
ENGINEERING TECHNOLOGY i****Department of Mechatronics Engineering**

- Minor in Mechantronics Enginnering (Change to Minor Program)

Department of Civil and Construction Engineering

- ENGR 1100 Survey of Enginerring Applications from Mathematics (Prereq/Coreq)
- ENGR 3250 Project Management for Engineers (Prereq/Coreq)

DISCUSSION AGENDA

Jennifer Wade Berg introduced a discussion around creation of new courses. We must ensure such proposals include specific lists of the degrees that determine who is eligible to teach the course. Proposing faculty have the choice to put the CIP code, but the Registrar's office will put that in as well. With the FIS system and SACS accreditation, we must ensure that faculty have the correct credentials to teach a course.

If a faculty member has an unlisted degree but wishes to teach a course, a justification must be written, moved on, and approved. When creating a new course proposal, it is important that originators list ALL degrees that could be applied to a course.

When we consider a proposal, the name of the degree program needs to match what the BOR says the name of the degree is. In the past, proposal originators have used shorthand, causing the names to not match with the BOR. We have to do due diligence to make sure this is corrected. Use the "Import" feature (even though we are cleaning up the catalog) is encouraged. Jennifer Wade Berg is going to send an email that needs to be forwarded to Associate Deans, Dept. Chairs, and faculty, and also place this pertinent information on the UPCC website. Departments need to get used to doing their own editing.

Charlie Parrott asked how we can know what the BOR wants for the names of degrees. Kevin McFall offered to send you a link with all the degrees as the BOR lists them. The Registrar's Office representative requested the link be put on the UPCC site in Resources. Jennifer Wade-Berg stated that once we get the CIP codes cleaned up, we can do that. Kevin McFall noted that there was an intent to have a manual that publishes all of that.

Discussion closed with a decision to have the Registrar's Office send an email to all department chairs and college deans and asked them to clean up current courses in the system, and to ensure all new proposals have the required information.

BAGWELL COLLEGE OF EDUCATION

Department of Secondary and Middle Grades Education

- MAED 3295 Mathematics for Middle Grades and Secondary Teachers (Prefix)
- MAED 3395 Geometric Proofs and Applications (Prefix)
- MAED 3495 Advanced Perspectives on School Mathematics I (Prefix)
- MAED 4416 Methods of Teaching Secondary Mathematics II (Title, Description, Prerequisite)
- MAED 4495 Advanced Perspectives on School Mathematics II (Prefix)
- MAED 4650 Yearlong Clinical Experience I (Credit Hours, Prereq/Coreq)
- MAED 4660 Yearlong Clinical Experience II (Credit hours, Prereq/Coreq)

Discussion led by Brendan Callahan from SMGE:

These courses are moving from other colleges to Bagwell because a number of faculty moved to Bagwell. The course prefix changes from MATH to MAED is to reflect the correct prefix for the credit hours moving with the faculty.

Edits suggested by the Executive Committee included:

MAED 4414: There was a field not filled out describing how often the course will be offered. This issue is consistent throughout the MAED proposals. We need those questions answered.

MAED 4414 vs 4416: These two courses do not match as to which degrees allow a faculty member to teach them. These courses should agree on those degrees.

MAED 4650: Verification on what the credit hour distribution should be is required. These should be consistent across other education disciplines.

It was explained that when the department did designed the MAED 4650, they were too rigid with the guidelines. The department learned they didn't have to be identical, as programs can distribute those credit hours as they wish as long as it reflects how long the students are in the field. Programs commonly desire a 3 and 9 credit hour distribution instead of 6 and 6.

Jennifer Wade Berg requested the department provide a table that shows this as well as a formula to show how credit is calculated. There is a university group looking at Internship hours, so we need clear guidelines.

Carey Huddleston asked whether this is more of a change to the program than a change of resources. It was stated that this is more of a change to the program.

- EDSM 3360 Classroom Management in Middle Grades and Secondary Education (Chg Course Title, Description, Prereq, Prefix)
- EDSM 4414 Teaching Secondary Math and Science Practicum I (New Course)
- EDSM 4416 Teaching Secondary Math and Science Practicum II (New Course)
- EDSM 4418 Methods of Teaching Secondary Math (New Course)

It was mentioned that these EDSM courses occur before students go out for their year-long clinical experience.

A number of questions have been raised about these proposals. As these courses are moving to Bagwell, we need a statement that the resources are being re-directed (it currently says no additional resources required). It was requested that the college add it under "Resources & Funding" in the proposals.

On EDSM4414, 4416, 4418:

It was noted that, in the co-requisites to a course, Banner does not accept the use of "OR" statements. Discussion ensued as to what the department wants to achieve with the corequisites. A solution was offered by William Griffiths to move both courses to "Concurrent prerequisites". This change was further recommended for the SCED courses as well.

The decision was made to custom route the EDSM proposals back to the department to make the suggested edits for review at the next Executive Committee meeting.

There was a brief discussion about concerns for students currently registered for the EDSG courses. The effective term for these proposals was clarified to be Fall 2018.

- SCED 4414 Methods of Teaching Secondary Science I (New Course)
- SCED 4416 Methods of Teaching Secondary Science II (Change to Course Title, Credit Hours, and Prereq/Coreq)
- SCED 4650 Yearlong Clinical Experience I (Credit Hours, Prereq/Coreq, Prefix)
- SCED 4660 Yearlong Clinical Experience II (Credit Hours, Prereq/Coreq), Prefix

SCED 4414 & 4416:

William Griffiths pointed out again that the same issues with the EDSMs will apply to the SCED proposals.

Discussion ensued around the difference between the graduate student experience and requirements in SCED 4414. Jennifer Wade Berg pointed out that the SCED 4414 Faculty Qualifications need to be clarified as well. The Registrar's Office representative pointed out that, in regards to faculty qualifications, concentrations wouldn't be in the matching system, because there is no CIP Code for concentrations.

William Griffiths moved to table all these proposals (MAED, EDSM, & SCED PROPOSALS) in order to review at Exec. Committee.

Seconded by Mike Franklin

Approved unanimously

Department of Elementary and Early Childhood Education

- ECE 2303 Instructional Technology in Schools (Course Discontinuation)
- ECE 3303 Curriculum and Instruction I: Contexts for Learning (Course Discontinuation)
- ECE 3304 Curriculum and Assessment II: Planning Effective Instruction (Course Discontinuation)
- ECE 4401 Teaching Mathematics in Early Childhood Education (Change to Prereq/Coreq)
- ECE 4402 Teaching Science in Early Childhood Education (Change to Prereq/Coreq)
- ECE 4650 Yearlong Clinical Experience I (P-5) (Change to Prereq/Coreq, Credit Hours)
- ECE 4660 Yearlong Clinical Experience II (P-5) (Change to Prereq/Coreq, Credit Hours)

The Executive Committee suggested an edit: Make ECE4401 & 4402 have effective term Summer 2018.

Motion to approve ECE course proposals with suggested edit (change effective term) made by William Griffiths

2nd by Susan Vande Ven

Approved unanimously

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- B.S. in Elementary Education (Change to Program)

Motion to approve made by Charlie Parrott

2nd by Doug Moodie

Approved unanimously

Department of Secondary and Middle Grades Education

- Bachelor of Science in Education in Secondary Education (Mathematics, Broad Field with Biology Emphasis, Chemistry, Physics) (New Program)

This proposal moves tracks from within the major fields in the College of Science and Mathematics to the Bagwell College of Education. All of these different tracks are being placed into one program. Although Curriculog is calling this a new program, BOR is calling it a change to existing programs. Jennifer Wade Berg suggested the college needs to verify this with the BOR website. Val Whittlesey has been working with Bagwell on this and should be consulted

Kevin McFall pointed out that B.S. in Education is a new degree offering at Kennesaw State University. While it may exist at other institutions, it is new to us. Discussion ensued around the name of the degree, and whether this name reflects the content of the degree. This was unresolved.

An edit was suggested for the proposal: "Physics Emphasis" (spelling)

- Bachelor of Science in Middle Grades Education (Language Arts, Mathematics, Sciences, Reading, Social Studies Concentrations) (Change to Program)

An edit was made: The program name should be “B.S. with a major in Middle Grades Education”. Discussion ensued regarding what benefits the students about a “Broad field” education degree.

Michelle Head made a motion to table program changes (because course proposals have to be changed first)

Seconded by Mike Franklin

Approved to table by all

Adjournment –

Motion to adjourn made by Charlie Parrott

2nd – Doug Moodie

Meeting Adjourned 1:58pm