

2015-16 Curriculum Committee Report

Committee Chair: Karen Adsit (AA/SOE)

Committee Members: Baker, Bo LIB; Brockman, Chris FIN; Elliott, Trevor ENGR; Ennis, Bryan ENGR; Hamblen, Josh PHYS; Harriss, Chandler COMM; Kazemerskey, Phil ENGR; Kovach, Margaret BIOL; Mills, Ethan PHIL & REL; Ofoli, Abdul ENEE; Park, Seong min CRMJ; Taylor, Caryl EDUC; White, Diedri HHP; Whitson, Kristin PHYS; Whorton, Kristine ENGL; Winters, Kathy CPSC; Wu, Dalei CPSC; Katherine Swartwood (kcw968); *Linda Orth (ex officio)*; *Sandy Zitkus (ex officio)*; *David Rausch (ex officio)*; *Mike Bell (ex officio)*

Meeting dates: September 11 & 25, 2015; October 9 & 23, 2015; November 6, 20, 2015; December 2, 2015; January 8, 22, 2016; February 5, 2016; March 11, 2016; April 8, 2016

Summary of Committee Activities

The committee reviewed and approved 112 proposals (see list below). The Faculty Senate approved all of the full proposals presented to them.

The committee is currently working on several proposals related to deadlines for submitting various types of proposals, a policy that assessing courses not offered in the past 5 years and how to remove those from the catalog, how 0 credit classes should be treated on the UTC campus, and what information is needed for various types of curriculum proposals. The committee is also working with IT and Records to determine the best way to submit and review groups of proposals for new programs and major revisions to current programs. The committee is also reviewing a notification process related to what happens when courses approved for General Education are changed, and when courses that serve as pre-requisites are deleted how the notification and “teach out” process should work for programs that need those courses.

An updated report will be submitted after our last meeting on April 8, 2016.

Submitted by Karen Adsit, Chair

Proposal No.	Proposal	Date Reviewed	Vote			Full or Informa-tional Item	Date sent to Faculty Senate
			Yea	Nay	Abstain		
16-002	GEOL3220 credit description change	10/23/15	6	0	0	I	
16-003	GEOL4080 description change	10/23/15	6	0	0	I	
16-004	GEOL4800 Info Item	10/23/15	6	0	0	I	
16-005	GEOL4900 Info Item	10/23/15	6	0	0	I	
16-006	PANM 2050 update description and prerequisites	10/23/15	6	0	0	F	FS-11/19/15
16-007	GEOL 2250 - Uncrosslist	1/22/16	10	0	0	I	
16-008	ART 2900r - Prerequisite Change	10/23/2015, 11/6/15	9	0	0	F	FS-11/19/15
16-009	ENGL-WSTU 4430 Africana Womanism	11/20/15	7	0	0	F	FS-1/21/16
16-010	REL-Deactivate Courses	11/6/15	14	0	0	I	
16-011	PSY Capstone Courses	11/6/15	14	0	0	F	FS-

	Prerequisite Change						11/19/15
16-012	ART Revision to the Foundations Sequence	11/6/15	15	0	0	F	FS-11/19/15
16-013	CHEM – Additional Course Option for Chemistry Minor	11/6/15	15	0	0	F	FS-11/19/15
16-014	HUM 4960-Senior Capstone Project	11/6/15	14	0	1	F	FS-11/19/15
16-015	MCLL-MLNG 1050 course title change	11/6/15	14	0	0	I	
16-016	MCLL-Revision to French major and minor	10/23/2015, 11/6/15	9	0	0	F	FS-11/19/15
16-017	PHIL 4300-Nietzsche, Marx, and Freud	11/6/15	15	0	0	F	FS-11/19/15
16-018	REL 2140-New Course	11/6/15	14	0	0	F	FS-11/19/15
16-019	HIST Curriculum Information Items	2/5/16	9	0	0	I	
16-020	HIST Curriculum Full Proposal	1/8/16	9	0	0	F	FS-1/21/16
16-021	ART 2810 - Catalog Description Change	11/6/15	14	0	0	I	
16-022	ART 2820 - Catalog Description Change	11/6/15	14	0	0	I	
16-023	PHIL-Renumber PHIL 3250 as PHIL 2250	11/20/15	7	0	0	F	FS-1/21/16
16-024	PHIL 2210-Change Catalog Description	11/6/15	15	0	0	I	
16-025	PHIL 2260-Sports Ethics	12/2/15	11	0	0	F	FS-1/21/16
16-026	PHIL-Change to Philosophy Major Requirements	11/6/15	15	0	0	F	FS-11/19/15
16-027	POLS 3140 catalogue description change	11/6/15	14	0	1	I	
16-028	COMM 3400 Proposal	11/6/15	15	0	0	F	FS-11/19/15
16-029	POLS 3120 Course Proposal	11/20/15	6	0	1	F	FS-1/21/16
16-030	POLS 3130 Course Proposal	11/20/15	6	0	1	F	FS-1/21/16
16-031	PHYS Remove Five Courses That Are Not Taught	11/6/15	14	0	0	I	
16-032	PHIL-Change Philosophy Minor Requirements	1/22/16	10	0	0	F	FS-online
16-033	ETR-MKT 3600 - New Course	11/6/15	15	0	0	F	FS-11/19/15
16-034	ENCE 0100R Assembly	12/2/15	11	0	0	I	

16-036	MATH 2150 - prerequisite change	12/2/15	11	0	0	F	FS-1/21/16
16-037	ART 2050-Revise course title and description	1/8/16	9	0	0	I	
16-038	ENCE 1010-Introduction to Civil Engineering	12/2/15	11	0	0	F	FS-1/21/16
16-039	ENCE 1020-Engineering Graphics	1/22/16	10	0	0	F	FS-online
16-040	ART 2060-Revise course title and description	11/6/15	14	0	0	I	
16-041	ART 3070-Revise course title and description	11/6/15	14	0	0	I	
16-042	ART 3080-Revise course title and description	11/6/15	14	0	0	I	
16-043	ART 4070-Revise course title and description	11/6/15	14	0	0	I	
16-044	ART 4080-Revise course title and description	1/8/16	9	0	0	I	
16-045	ART 2070-Revise course description	11/6/15	14	0	0	I	
16-046	ART 2080-Revise course description	11/6/15	15	0	0	I	
16-047	ART 3120-Revise course description	11/6/15	14	0	0	I	
16-049	Early Childhood Program Changes	11/20/15	7	0	0	F	FS-1/21/16
16-050	USTU 1250 Change course title and description	1/22/16	10	0	0	I	
16-051	MATH 3820 - Communicating Mathematics	11/6/15	15	0	0	F	FS-11/19/15
16-052	MATH 4250 - Description change	11/6/15	15	0	0	I	
16-053	MATH 3250 - Description revision	11/6/15	15	0	0	I	
16-054	MATH 4310 and 4320 - Naming and prerequisite changes	11/6/15	15	0	0	F	FS-11/19/15
16-055	MATH 4280 - Analytic Number Theory	12/2/15	11	0	0	F	FS-1/21/16
16-056	MATH 4260 - Modern Algebra II	11/6/15	15	0	0	F	FS-11/19/15
16-057	SOCW 3300	11/20/15	7	0	0	F	FS-1/21/16
16-058	SOCW 4600 Remove prerequisites and change from required to elective	11/20/15	7	0	0	F	FS-1/21/16
16-059	SOE BS Middle Grades	2/5/16	9	0	0	F	FS-sent on

	Education Mathematics						2/8/16
16-060	SOE BS Middle Grades Education English	1/22/16	10	0	0	F	FS-online
16-061	SOE BS Middle Grades Education Social Sciences	2/5/16	9	0	0	F	FS-sent on 2/8/16
16-062	SOE Middle Grades Education Natural Sciences	2/5/16	9	0	0	F	FS-sent on 2/8/16
16-063	PHYS Clarifying Co- and Prerequisites	1/22/16	10	0	0	F	FS-online
16-064	SOCW 4900 - Changing from 2 credits to 3 credits	11/20/15	7	0	0	F	FS- 1/21/16
16-065	SOCW 2010 - Changes to Course, Remove from cognate course list	11/20/15	7	0	0	F	FS- 1/21/16
16-066	SOCW Program Changes	1/22/16	10	0	0	F	FS-online
16-067	SOE Early Childhood Program Name Change	11/20/15	7	0	0	I	
16-068	ECON 1010-Prerequisite Change	1/8/16	9	0	0	F	FS- 1/21/16
16-069	ECON 1020-Prerequisite Change	11/20/15	7	0	0	F	FS- 1/21/16
16-070	ECON 3900r-New Course	11/20/15	7	0	0	F	FS- 1/21/16
16-071	SOE Exceptional Learning K-8 Interventionist	1/22/16	10	0	0	F	FS-online
16-072	ECON-Program Change	1/8/16	10	0	0	F	FS- 1/21/16
16-073	NUTR-Dietetics Program Changes Fall 2015	11/20/15	8	0	0	F	FS- 1/21/16
16-074	Phil Rel 3430 Philosophies of India	1/8/16	9	0	0	F	FS- 1/21/16
16-077	MCLL Spanish Major Requirements Change	1/8/16	9	0	0	F	FS- 1/21/16
16-078	MCLL Spanish Minor Change	1/8/16	9	0	0	F	FS- 1/21/16
16-079	ENCE 2010-Introduction to Environmental Engineering	2/5/16	9	0	0	F	FS-sent on 2/8/16
16-080	ENCE 3380-Water Resources	1/22/16	10	0	0	F	FS-online
16-081	ART-Split BA Art into three concentrations	1/8/16	9	0	0	F	FS- 1/21/16
16-082	CPSC 4180 - Programming Languages for Advanced Data	11/20/15	8	0	0	F	FS- 1/21/16
16-083	INTD Reorganization of Interior Architecture	11/20/15	8	0	0	F	FS- 1/21/16

16-084	INTD 4100 – Course Description Change	11/20/15	8	0	0	I	
16-085	INTD 3150 – Course Description Change	11/20/15	8	0	0	I	
16-086	INTD 1150 – Course Description Change	11/20/15	8	0	0	I	
16-087	ENGR BSE ENEV 4380 Pre req change	2/5/16	9	0	0	F	FS-sent on 2/8/16
16-088	ENGR BSE ENEV 4370 Pre Preq Change	12/2/15	11	0	0	F	FS-1/21/16
16-089	ENGR BSE ENEV 4350 Pre Req Change	12/2/15	11	0	0	F	FS-1/21/16
16-090	ENGR BSE ENEV 4330 Pre Req Change	12/2/15	11	0	0	F	FS-1/21/16
16-091	ENGR BSE ENEV 4300 Course Description and Pre Req Change	12/2/15	11	0	0	F	FS-1/21/16
16-093	ENCE 4480-New Course	1/22/16	10	0	0	F	FS-online
16-094	ENCE 4380 prerequisite change	1/22/16	10	0	0	I/Should be F	
16-095	ENCE Add Environmental Concentration	1/22/16	10	0	0	F	FS-online
16-096	ENGR BSE Course for Gen Ed Thought, Values and Beliefs	12/2/15	9	2	0	F	FS-1/21/16
16-097	COMM 2250 - Television and Popular Culture - New Course	1/22/16	10	0	0	F	FS-online
16-098	COMM 4750 - Photojournalism 2-New Course	1/8/16	9	0	0	F	FS-1/21/16
16-099	COB - Change in Graduation Requirements	1/22/16	10	0	0	F	FS-online
16-100	ACC 3060 Prerequisite Change	11/20/15	7	0	0	F	FS-1/21/16
16-101	HHP 4950r - Internship in Exercise Science	1/8/16	10	0	0	F	FS-1/21/16
16-102	ENEE - EE Program Changes	2/5/16	9	0	0	F	FS-sent on 2/8/16
16-103	ENEE - Pre and Corequisite Changes	2/5/16	9	0	0	F	FS-sent on 2/8/16
16-104	EDUC 3230 - Course Modification	1/8/16	10	0	0	I	
16-105	EDUC 4200 - Course Changes	1/8/16	10	0	0	I	
16-106	UHON 1000, 2000, 3000, 4000 Course Changes	2/5/16	9	0	0	F	FS-sent on 2/8/16
16-107	ENCE 2620L Add	1/22/16	10	0	0	F	FS-online

	Prerequisite						
16-108	ENCE 2460L Change Pre-requisite	1/22/16	10	0	0	F	FS-online
16-109	ENGL 4980 Title Change	1/22/16	10	0	0	I	
16-110	MUS - Change Prerequisites	1/22/16	10	0	0	F	FS-online
16-111	HHP 1000 prerequisite change	1/8/16	10	0	0	F	FS-1/21/16
16-112	SOCW Course Changes for Program	1/8/16	9	0	0	F	FS-1/21/16
16-113	BIOL-ESC 4520 and 4520L	1/22/16	10	0	0	I	
16-114	Rel - Deactivate Courses	1/8/16	10	0	0	I	
16-115	ENGL and WSTU 3450 - New Course	1/22/16	10	0	0	F	FS-online
16-116	ENGL 4000 Title Change	2/5/16	9	0	0	I	
16-117	NUTR 4330 - Pre-Requisite Change	2/5/16	9	0	0	F	FS-sent on 2/8/16

	<i>Number of Meetings Attended</i>	<i>Number of Meetings Missed</i>
<i>Adsit, Karen, Chair</i>	10	1
Baker, Bo LIB	7	3
Brockman, Chris FIN	5	6
Elliott, Trevor ENGR	7	4
Ennis, Bryan ENGR	2	9
Hamblen, Josh PHYS	9	2
Harriss, Chandler COMM	10	1
Kazemerskey, Phil ENGR	8	3
Kovach, Margaret BIOL	8	3
Mills, Ethan PHIL & REL	9	2
Ofoli, Abdul ENEE	1	10
Park, Seong min CRMJ	1	10
Taylor, Caryl EDUC	7	4
White, Diedri HHP	8	3
Whitson, Kristin PHYS	6	5
Whorton, Kristine ENGL	0	11
Winters, Kathy CPSC	6	5
Wu, Dalei CPSC	6	5
Katherine Swartwood (kcw968)	0	11

Curriculum Committee Agenda

March 11, 2016, 2:00 – 4:00 pm

Attending: Adsit, Karen, Chair, Baker, Bo LIB, Harriss, Chandler COMM, Kazemerskey, Phil ENGR, Mills, Ethan PHIL & REL, Winters, Kathy CPSC, Wu, Dalei CPSC, Linda Orth, Sandy Zitkus. Guests: Nikki Ownby, Jose Barbosa

The meeting purpose was to have a discussion about various issues related to undergraduate curriculum.

Should we propose a policy that automatically deletes courses from the catalog that haven't been offered in a certain number of years (5 years? 10 years?)

Consensus was reached that reports on courses that have not been offered in five years should be sent to departments (department heads) with a notification to either offer the class, "archive" it or remove it from the catalog (deactivate the course). The Curriculum Committee should create a form to allow the department to deactivate groups of courses from the catalog within the 6th year or to offer a plan to offer the course. If nothing was heard from the departments, the courses would be automatically deleted from the upcoming catalogs. The committee should also outline a process by which courses can be re-activated without necessarily going through the entire curriculum approval process.

Should UTC offer 0 credit hour courses?

The bulk of 0 credit classes are co-requisite lab courses tied to "lecture" courses. Different departments treat labs courses differently. The following departments offer 4 credit classes that require the student to register for both a lecture and a lab section: Biology, Environmental Sciences, Anthropology Computer Science, Physical Therapy, Occupational Therapy, Psychology, Military Science, Early Childhood Education. Nursing, Nutrition/Dietetics, and Engineering offer 3+1 courses that award credit for the lecture and lab separately. Physics, Geology and Chemistry have a mix of 3+1 and 4 credit classes with laboratory sections. (Note: Physical Therapy may have eliminated all their 0-hour labs effective for Fall 2016, but there may still be some 4-0 courses on the books.)

The rationale for the 4 credit classes is that the lab section allow students to apply the concepts learned in the lecture classes and that a student shouldn't be able to pass one and fail the other.

Some concern was expressed about the university liability for students in classes and on campus taking part in activities for which they haven't paid tuition or fees. (There have been cases where students are enrolled in only 0 credit courses and no other classes. The question then becomes: Is that student considered a UTC student or not?)

It was suggested that the "policy" on 0 credit classes should include some notion that these are only okay if the students is also enrolled in an associated course (co-requisite) with credit (for which the student is paying or has paid).

Other 0 credit classes seem to be courses that serve as placeholders, checkpoints (or hurdles) for students and perhaps should become credit classes that may allow students to enroll in for audit (in which students still pay fees, but no tuition) or sanctioned university club activities. Those classes should be reviewed to determine if they serve a curricular role (included in the courses that help student reach the student learning outcomes for the program) or an administrative role (program admission, gateway courses, etc.).

Registration in Co-op and Student Exchange Programs are registered for 0 credit. Music, UHON (Brock Scholars), and Art all offer 0 credit classes. The UHON 0-hour courses have been changed to 1-hour courses effective Fall 2016. *Co-op and Student Exchange 0 credit courses indicate students who are actually enrolled, but may not be physically on campus.*

Curriculum Committee Agenda

If the Curriculum Committee approves a policy related to 0 credit classes, (to only tie those to co-requisite classes), then the committee will also need to address what happens to courses that have already been approved for 0 credit.

The issue brings up a larger issue of who is classified as a student. Does the Bursar decide (because fees are paid) or does the Registrar determine student status (enrolled in a course)?

Adsit will pull data on the number **and types** of classes that carry 0 credit and the approximate number of students these affect each semester. (See list above incorporated into these notes.)

Should General Education be notified related to a curricular change that is processed that may impact a general education class? If so, when in the process?

It was generally agreed that the General Education Committee should be informed if changes are made to current general education courses. This should be considered when the new form is created. When general education courses are deactivated, a phase out process is put into place. In addition, the Faculty Senate Bylaws already suggest that there should be a committee member in common between the Curriculum Committee and the General Education Committee.

If a course is deactivated, should there be a blanket notification/deletion of it as a prerequisite in the catalog? How and when should other areas be notified?

The committee agreed that there should be some sort of notification of deleted courses, especially if the course serves as a pre-requisite for any other course. The Registrar's Office currently check for programs and courses that fall into this area when proposals are submitted. Any affected department is added to the review/approval list. The current problem may be that affected departments don't get to review these proposals until later in the process. The departments need to have an opportunity to review (and comment) on these proposals even before the College Curriculum Committee approves them. Programs should be able to submit blanket waivers/petitions to deal with courses no longer offered until the program can be revised to delete the required class.

Form and Due Dates Discussion

A brief discussion suggested that the curriculum proposal form should present a two-column format to illustrate the current vs. proposed information (for course changes, etc.) to make it easier for faculty and committee members to compare the changes.

The form should include some way for affected departments to comment on an action before it goes to the dean for approval.

The committee will also consider different schedules for different types of proposals. Full, new and major revisions should be submitted by September 15, with course changes and "informational" items to be due later in the fall semester. There needs to be a way to link/group all proposals connected into one proposal and to note when things should go into effect.

To be discussed at the April meeting:

- What types of information should be included as a rationale for curriculum changes?
- Proposal classification: What constitutes an Information Item vs. Full Proposal? If a course name and description are changed, is it really an information change or is it really a new course that requires a full proposal?
- What information do we need from the college curriculum committees?

Next meeting is Friday April 8, 2016, 2:00 – 4:00 pm, tentative meeting location is Signal Mountain Room.

Curriculum Committee Notes from April 8, 2016 Meeting

Attending: Adsit, Karen, Chair, Baker, Bo LIB, Brockman, Chris FIN, Elliott, Trevor ENGR, Mills, Ethan PHIL & REL, Winters, Kathy CPSC, Wu, Dalei CPSC, Sandy Zitkus, RECORDS

The committee met to continue discussion on the remaining issues from this past academic year.

Should we ask for different information in regards to the rationale for the curriculum change request? If so, what kind of information are we looking for?

- Existing rationale entered on most of the forms are vague and generally not based on data or a rationale beyond “we want to do this.”
- Unvalidated data may be included in the proposal that may or may not be included in the annual assessment reports (How can we bring these two processes closer together)?
- Curriculum proposals should be able to be used as evidence for continuous improvement report related to program changes and updates.
- Most committee members trust the departments to know their needs, so do we need a rationale at all?

Other items we really need to include are listed below.

- If programs are discontinuing courses and/or programs, etc., ask them to include a brief “teach-out” plan. How will current majors complete their degree if the courses/programs are deactivated/discontinued?
- If new programs are being proposed, we just need to post the information needed for THEC letter of intent and New Programs proposals, which should trigger the UT/THEC approval processes (http://academicaffairs.tennessee.edu/wp-content/uploads/sites/9/2015/12/program_intent.pdf, <http://www.tn.gov/thec/article/academic-policies-and-forms>, http://academicaffairs.tennessee.edu/wp-content/uploads/sites/9/2015/12/THEC_LettersofIntent.pdf, http://academicaffairs.tennessee.edu/wp-content/uploads/sites/9/2015/12/THEC_FinancialEstimateForm.pdf)

The group also discussed the differences in information needed for an “Information Item” vs. “Full Proposal.”

Agreements were reached to try to revise the forms this summer to allow the following.

- Group related proposals into one package/one form to allow the committee to get the full scope of the changes proposed and to consider all linked items at one time.

- Three or more changes to a program should be bundled.
- Implement a quicker turnaround time for approvals from affected department. If no approval has been noted up to 14 days after the workflow has been put into someone's box, then Records can move the proposal to the next stage in workflow (and will enter some thing like "No response received from the department.")
- Set Sharepoint up to send reminder emails on a daily basis until approved/rejected/commented on to accelerate turnaround time.
- Need to consider a process by which re-activating a prior class is completed. This should have a quicker turnaround time than other proposals.
- Faculty should review the proposal before the dean's approval.

Departmental and college curriculum committees should send the committee information on the number of faculty teaching in the program, departmental vote, and a comments section to explain any for non-voting/abstentions.

Karen Adsit and Sandy Zitkus will compile revised guidelines this summer and send those to the Faculty Senate early in the fall. The directions on accessing and approving in Sharepoint also needs to be updated.

The committee recommends that all major changes (new an/or revised programs; full proposals) should be entered into Sharepoint by October 1 and have made it through the dean's approval to the committee by November 1.

Additional changes not discussed at the curriculum committee, but approved by the Provost 2016.

The Provost has requested that we consider the option of mid-year updates to the catalogs. The following types of proposals will operate on the schedules outlined.

The following will take effect for Fall semester only:

- Approved program deactivation
- Approved new programs and edits to existing programs
- Approved changes to credit hours to courses
- Certification and decertification of general education courses

Changes that can be effective mid-year (Spring Semester)

- New courses approved
- Approved edits to course titles
- Approved edits to course descriptions
- Approved edits to pre-requisites
- Approved courses for Deactivation
- Any approved fees on newly created courses (if sent to Business and Financial Affairs and approved by the UT BOT Fall meeting).

Records will review and revise the catalog disclaimer for both the Graduate and Undergraduate catalogs as needed. So that the catalog remains the official record (contractual agreement with the student), an addendum of Spring updates will be added to the Catalog online.

The deadline for including additions and changes to the Spring catalog will be the previous July 1.