

MINUTES
UNDERGRADUATE CURRICULUM COMMITTEE
JANUARY 26, 2018
230 STUDENT SERVICES BUILDING, 2:00 – 4:04 PM

Present: Mary Kasarda (Chair), Jay Burkette (CLAHS), Kris Bush (Enrollment Services), Paul Deck (COS), Bill Galloway (CAUS), Aaron Goldstein (COE), Bruce Hull (CNRE), Monica Ponder (CALs), Kerry Redican (VMCVM), Joe Sirgy (PCOB)

Absent with notification: Art Keown (UCCGE); Rachel Saville (Staff Senate), Sydney Thorpe (SGA)

Visitors: Nicole Akers, Gary Costello, Megan Coulter, Jaime De La Ree (ECE), Elaine Humphrey (MGT), Eric Jardine (PSCI), Jim Klagge (PHIL), Luke Lester (ECE), Peter Schmitthenner (RLCL), Stephanie Zick (GEOG)

The meeting was called to order at **2:01 PM** by Mary Kasarda, Chair.

A motion to adopt the agenda as amended (adjustment in order of items to accommodate presenters) was made, seconded, and approved.

Announcement of approval of minutes: December 1, 2017 – Minutes voted on electronically.

OTHER BUSINESS

M. Kasarda announced Kris Bush and Bill Galloway volunteered to serve on the UCC/UCCGE Pathways Ad Hoc Committee this semester and thanked them for their service.

NEW BUSINESS

College of Engineering

Course: AOE 3154 Astromechanics (New) Fall 2018 (CM-3650)

Motion was made and seconded to **APPROVE** AOE 3154 Astromechanics (New) Fall 2018 (CM-3650), **with modifications:**

- Please consider replacing the word “Use” with “Construct” in the 3rd learning objective.
- Please consider changing the word order of the 4th learning objective to read as follows: “Determine a satellite’s orbit, given position and/or velocity observations.”

AOE 4134 Astromechanics will be discontinued (deleted) from the catalog with the approval of AOE 3154 Astromechanics (CM-3650)

Motion passed unanimously.

Course: AOE 4105 – 4106 Experiments for Aerospace Design (New) Fall 2019 (CM-3795)

Motion was made and seconded to **TABLE** AOE 4105 – 4106 Experiments for Aerospace Design (New) Fall 2019 (CM-3795), pending Proposer having time to review and respond to preliminary feedback from the Primary and Secondary Reviewers, some of the feedback of which includes:

- Continuity/alignment between the Catalog Description, Learning Objectives, and Syllabus.
- Clarification of the written and oral presentation (focused on in the syllabus) being a formative process or a course requirement and the learning objectives related thereto.
- Consideration of minor changes to syllabus to balance the topical nature of the syllabus with an overview addressing the learning objectives.

AOE 4154 Aerospace Engineering Laboratory will be discontinued (deleted) from the catalog with the approval of AOE 4105 – 4106 Experiments for Aerospace Design (CM-3795)

Motion passed unanimously.

Course: AOE 4065 – 4066 Air Vehicle Design (Revised) Fall 2019 (CM-3801)

Motion was made and seconded to **TABLE** AOE 4065 – 4066 Air Vehicle Design (Revised) Fall 2019 (CM-3801), pending Proposer having time to review and respond to preliminary feedback from the Primary and Secondary Reviewers, some of the feedback of which includes:

- Improve alignment between the learning objectives and syllabus.
- Bridge the distinctions between the diffuse nature of the learning objectives and the more specific, topical, and specifically aircraft design focused syllabus.
- Clarification whether course is experiential and therefore whether it would benefit from requesting the Experiential scorecard metric area and amend proposal accordingly.
- Registrar Note: Please edit Effective Semester to Fall 2019 on the Coversheet.
- Learning Objectives:
 - Consider replacing the words “Provide value-added contributions” with “Contribute” in the 4th learning objective.
 - Consider replacing the words “Make effective” with “Deliver” in the 5th learning objective.
 - The eleventh learning objective seems broad and encompassing the entire course and is not immediately distinguishable from the 7th learning objective. Consider revising accordingly.
- Justification:

- Consider replacing the “must be taught to” with “will” and remove the words “successfully” and “productive” in the first sentence.
- Consider replacing the phrase “must be in the curriculum in order to” with the single word “will” in the second sentence.
- Consider removing the words “effectively” and “effective” in the third sentence.
- Texts and Special Teaching Aids:
 - Consider replacing the word “project” with “projects.”
- Syllabus:
 - Consider not splitting syllabus tables over a page break.

Motion passed unanimously.

Course: ECE 3214 Semiconductor Device Fundamentals (New) Summer I 2018 (CM-3864)

Motion was made and seconded to **APPROVE** ECE 3214 Semiconductor Device Fundamentals (New) Summer I 2018 (CM-3864), **with modifications:**

- Registrar Note: Please include letter of support from MSE Department Head or designee acknowledging their support to list MSE 3204 as a prerequisite.
- Registrar Note: Coversheet: Please edit Effective Semester to Summer I 2018.
- Please consider using other measurable action verbs in addition to the word “Determine,” which is used multiple times.

ECE 4214 Semiconductor Device Fundamentals will be discontinued (deleted) from the catalog with the approval of ECE 3214 Semiconductor Device Fundamentals (CM-3864)

Motion passed unanimously.

Course: ECE 3105 – 3106 Electromagnetic Fields (Revised) Fall 2018 (CM-3865)

Motion was made and seconded to **APPROVE** ECE 3105 – 3106 Electromagnetic Fields (Revised) Fall 2018 (CM-3865), **with modifications:**

- Justification:
 - Please insert a comma in the first paragraph, after the first occurrence of the word, “Phenomena.”
 - Please move the paragraph from the Prerequisites and Corequisites section to the Justification section.
- Texts and Special Teaching Aids: Please add the word “Required” in a header before the listed text.
- Syllabus: Please list the summed percentages to indicate “100%” at the end of the syllabus for each semester.

Motion passed unanimously.

Course: ECE 4134 Photonics (Revised) Fall 2018 (CM-3919)

Motion was made and seconded to **APPROVE** ECE 4134 Photonics (Revised) Fall 2018 (CM-3919), **with modifications:**

- Informational note only since the VT COE ABET table is included: ABET is changing their criteria, and the Criteria 3 “a-k” has changed to Criteria 3 “1-7.”
- Please consider replacing the word “gratings” with the phrase “bragg grating” in the Catalog Description.
- Learning Objectives:
 - Please consider changing the word order of the 1st learning objective to read as follows: “Calculate the propagation and dispersion constants of guided models in optical fibers by applying linearly polarized mode theory.”
 - Please consider replacing the words “frequency dependence” with “bandwidth” in the 4th learning objective to improve consistency between the two terms throughout the proposal.
- Prerequisites and Corequisites: Please add “Pre:” before ECE 3106.
- Please consider adding the phrase “including bandwidth” to the 6th Syllabus Topic.

Motion passed unanimously.

Course: CEE 4814 Risk Assessment and Reliability Analysis in Civil and Environmental Engineering (New) Fall 2018 (CM-3931)

Motion was made and seconded to **DEFER** CEE 4814 Risk Assessment and Reliability Analysis in Civil and Environmental Engineering (New) Fall 2018 (CM-3931), to allow time for review and collaboration with the College of Science’s Department of Statistics due to overall proposal content and the proposal title of “Statistics and Reliability in Civil and Environmental Engineering” listed on the second page of the proposal.

Motion passed unanimously.

Course: ECE 3714 Introduction to Control Systems (New) Fall 2018 (CM-3934)

Motion was made and seconded to **APPROVE** ECE 3714 Introduction to Control Systems (New) Fall 2018 (CM-3934), **with modifications:**

- Please move the paragraph from the Prerequisites and Corequisites section to the Justification section.

ECE 4405 – 4406 Control Systems will be discontinued (deleted) from the catalog with the approval of ECE 3714 Introduction to Control Systems (CM-3934)

Motion passed unanimously.

College of Liberal Arts and Human Sciences

Course: PHIL 4014 Special Topics in Philosophy (New) Fall 2018 (CM-3918)

Motion was made and seconded to **APPROVE** PHIL 4014 Special Topics in Philosophy (New) Fall 2018 (CM-3918), **with modifications:**

- Catalog Description:
 - Amend the 2nd sentence as follows: “Topics may include...” and ending the sentence after the last listed topic (removing “; etc.”)
 - Add “Pre:” prior to the phrase “3 Philosophy credits required.”
- For clarity, please consider changing the word “Investigate” to the phrase “Investigate and Outline” in the 1st learning objective.

PHIL 4015, 4016 Special Topics in Philosophy will be discontinued (deleted) from the catalog with the approval of PHIL 4014 Special Topics in Philosophy (CM-3918)

Motion passed unanimously.

Course: PSCI 3044 (IS 3044) The Politics of Internet Governance (New) Fall 2018 (CM-3957)

Motion was made and seconded to **APPROVE** PSCI 3044 (IS 3044) The Politics of Internet Governance (New) Fall 2018 (CM-3957), **with modifications:**

- Please attach the standard letter of support for a cross-list course from the home department and cross-list department.
- Learning Objectives:
 - Please consider replacing the word “Identify” with “Debate” in the 1st learning objective.
 - Please consider breaking down the 3rd learning objective into a few different objectives using measurable action verbs, such as “evaluate” and “compare and contrast.”
- Texts and Special Teaching Aids: Please add the word “Required” in a header before the listed text.
- Syllabus:
 - Please consider expanding on different areas of the syllabus. If topics will vary, can expand with “(i.e., ...)” or include specific topic items if topics will not frequently vary.
 - Please list the summed percentages total line to indicate “100%.”

Motion passed unanimously.

Course: PSCI 4074 (IS 4074) The Politics of Cybersecurity (New) Fall 2018 (CM-3958)

Motion was made and seconded to **APPROVE** PSCI 4074 (IS 4074) The Politics of Cybersecurity (New) Fall 2018 (CM-3958), **with modifications:**

- Please attach the standard letter of support for a cross-list course from the home department and cross-list department.
- Please edit the ADP Title on the Coversheet to “The Politics of Cybersecurity.”
- Please consider general rewording and keyword level matching to improve continuity and alignment between the catalog description, learning objectives, and syllabus.
- Catalog Description:
 - Please consider rewording the Catalog Description to reduce redundancy and to improve clarity (for such topics as cybercrime, cyberwar, and cybersecurity).
 - Please consider replacing the word “Analyses” with “Analyses of,” “Analysis of,” or “Analyzing” in the 1st sentence.
- Please consider expanding the learning objectives and breaking down items with multiple objectives into multiple and separate objectives.
- Justification:
 - Please consider replacing the phrase “that focus on specific component” with “that focus on specific components” in the first sentence in the 2nd paragraph.
 - Combine the 4th and 6th paragraphs.
 - Please consider replacing the word “student” with “students” or “a student” in the second sentence of the 4th paragraph.
 - Remove the 5th paragraph.
 - Consider replacing the phrase “familiarize them” with “become familiar” in the last sentence of the 6th paragraph.
- Texts and Special Teaching Aids: Please add the word “Required” in a header before the listed text.
- Syllabus:
 - Please consider expanding on different areas of the syllabus.
 - Please list the summed percentages total line to indicate “100%.”
 - Please consider formatting syllabus table so that the “Percent of Course” column is narrower.

Motion passed unanimously

New Option

Option: Establishment of New Option: Humanities for Public Service (HPS) under Degree: Bachelor of Arts (BA), Major: Religion and Culture (RLCL), effective

for students graduating in calendar year 2020; first effective date to declare option: Spring 2018; first effective date to graduate: Winter 2020 (CM-3713)

Motion was made and seconded to **APPROVE** the Establishment of New Option: Humanities for Public Service (HPS) under Degree: Bachelor of Arts (BA), Major: Religion and Culture (RLCL), effective for students graduating in calendar year 2020; first effective date to declare option: Spring 2018; first effective date to graduate: Winter 2020 (CM-3713).

Motion passed unanimously

Checksheets: Degree: Bachelor of Arts (BA), Major: Religion and Culture (RLCL); Option: Humanities for Public Service (HPS) (New); effective for students graduating in calendar year 2020 (CM-3713)

Motion was made and seconded to **APPROVE** Degree: Bachelor of Arts (BA), Major: Religion and Culture (RLCL); Option: Humanities for Public Service (HPS) (New); effective for students graduating in calendar year 2020 (CM-3713)

with modifications:

- Student Information section: Please consider removing “Graduating Year _____.”
- Please correct the word, prerequisites, in the Note under Satisfactory Progress Toward a Degree section.
- Section I: Please add a space between “Communication” and “(3 credits).”
- Section II, A: Please add a space between “at” and “least.”
- Section II, B., 1.: Please replace “Uunior” with “Junior.”
- Section VII: Please consider providing a more precise description.

Motion passed unanimously

College of Natural Resources and Environment

Course: GEOG 4514 Tropical Meteorology (New) Fall 2018 (CM-3887)

Motion was made and seconded to **APPROVE** GEOG 4514 Tropical Meteorology (New) Fall 2018 (CM-3887), **with modifications:**

- Please consider improving alignment between Catalog Description, Learning Objectives, and Syllabus, as applicable.
- Learning Objective:
 - Please consider replacing the word “Utilize” with “Analyze” in the 3rd learning objective.
 - Please consider adding the topic “convection” to a learning objective.
- Justification:

- Please consider replacing the phrase “cadets or ROTC” with the word “cadets” at the end of the 1st paragraph.
- Please consider deleting the last sentence in the 2nd paragraph.
- Please consider lining up syllabus percentages at the top of each grouping and remove the word “SUBTOTAL.”

Motion passed unanimously

Rename Minor

Checksheet: Minor: Urban and Community Forestry (UACF) (Revised); effective for students graduating in calendar year 2020 (CM-3858)

With approval of new minor name, “Urban and Community Forestry (UACF),” discontinue minor name, “Urban Forestry (URBF);” last term and year to graduate: Fall 2019 (CM-3858)

Deferred to February 9, 2018 meeting.

Revised Minor

Checksheet: Minor: Natural Resource Recreation (NRR) (Revised); effective for students graduating in calendar year 2020 (CM-3859)

Deferred to February 9, 2018 meeting.

Pamplin College of Business

Course: MGT 3804 Topics for Cadet Global Leadership Studies (New) Summer I 2018 (CM-3877)

Motion was made and seconded to **APPROVE** MGT 3804 Topics for Cadet Global Leadership Studies (New) Summer I 2018 (CM-3877), **with modifications:**

- Coversheet:
 - Please edit the ADP Title on the Coversheet to “Topics Cadet Global Ldrshp Sts.”
 - Registrar Note: Please edit Effective Semester to Summer I 2018.
- Catalog Description:
 - Strike the word “Provides” and begin with “Travel to relevant...”
 - Update ADP Title to Topics Cadet Global Ldrshp Sts.”
- Texts and Special Teaching Aids: Use header to present whether text is “Required” or “Recommended” for each Topic.
- Syllabus:
 - Please consider rephrasing the 4th item to: “Country specific course subject material”

- Please consider striking the word “Experience” and begin phrase with “Culture of relevant...” in the last item.

Motion passed unanimously

Course: FIN 3254 Credit Risk Analysis (New) Fall 2018 (CM-3901)

Deferred to February 9, 2018 meeting.

Course: ACIS 4654 Accounting Analytics (New) Fall 2018 (CM-3902)

Motion was made and seconded to **APPROVE** ACIS 4654 Accounting Analytics (New) Fall 2018 (CM-3902), **with modifications:**

- For clarity, please consider using other measurable action verbs in addition to the word “Create,” which is used multiple times.
- Please consider adding the following to the end of the last sentence in the 2nd paragraph, “tax related courses, as taught in ACIS 2504 and ACIS 3504.”
- Texts and Special Teaching Aids:
 - Please clarify whether listed texts are “Required” or “Recommended,” notating this in a header before the text accordingly. If no required text, please include justification/reason that a text is not required.
 - Please list texts in a standardized format (MLA or APA).

Motion passed unanimously

New Option

Option: Establishment of New Option: Real Estate Finance (RELF) under Degree: Bachelor of Science in Business (BSBUS), Major: Finance (FIN); effective for students graduating in calendar year 2019; first effective date to declare option: Spring 2018; first effective date to graduate: Winter 2019 (CM-3836)

Checksheet: Degree: Bachelor of Science in Business (BSBUS), Major: Finance (FIN), Option: Real Estate Finance (RELF) (New); effective for students graduating in calendar year 2019 (CM-3836)

Deferred to February 9, 2018 meeting.

Discontinue Option

Checksheet: Discontinue Option: Information Systems (ISO) under Degree: Bachelor of Science in Business (BSBUS), Major: Accounting and Information Systems (ACIS); last term and year to graduate: Fall 2020 (CM-3939)

Deferred to February 9, 2018 meeting.

Virginia-Maryland College of Veterinary Medicine

Course: PHS 4014 Public Health Program Planning and Evaluation (New) Spring 2019 (CM-3908)

Motion was made and seconded to **APPROVE** PHS 4014 Public Health Program Planning and Evaluation (New) Spring 2019 (CM-3908), **with modifications:**

- For clarity, please consider replacing the word “Describe” with “Discuss” or “Evaluate” or other higher order measurable action verb in the 3rd learning objective.
- Please list required text in all capital letters or italics consistent with MLA or APA standardized format, as applicable.

Motion passed unanimously

College of Science

Course: PHYS 4254 Quantum Information Technologies (New) Fall 2018 (CM-3849)

Deferred to February 9, 2018 meeting.

Course: MATH 1614 Numbers and Operations for Teachers (Revised) Fall 2018 (CM-3929)

Deferred to February 9, 2018 meeting.

Course: MATH 1624 Geometry for Teachers (Revised) Fall 2018 (CM-3930)

Deferred to February 9, 2018 meeting.

Course: NEUR 3844 Computational Neuroscience and Neural Engineering (New) Fall 2018 (CM-3937)

Deferred to February 9, 2018 meeting.

A motion was made and seconded to adjourn the meeting at **4:04 PM**.

Respectfully Submitted,
Megan Coulter
Office of the University Registrar

Last Revised: 1/31/18