

**MINUTES**  
**UNDERGRADUATE CURRICULUM COMMITTEE**  
**SEPTEMBER 14, 2018**  
**230 STUDENT SERVICES BUILDING, 2:00 PM**

**Present:** Kerry Redican (Chair); Alex Brand (COE); Jay Burkette (CLAHS); Kris Bush (Enrollment Services); Paul Deck (COS); Bruce Hull (CNRE); Joe Sirgy (PCOB); Dave Winston (CALS)

**Absent with notification:** Rachel Saville (Staff Senate); Martha Sullivan (CAUS); Stacy Vogt Yuan (UCCGE)

**Visitors:** Nicole Akers; Gary Costello; Megan Coulter; Kurt Hoffman (PSYC); Rick Sparks; Victoria Soghomonian (PHYS)

The meeting was called to order at **2:00 PM** by Kerry Redican, Chair.

A motion to adopt the agenda was made, seconded, and approved.

**WELCOME AND REMARKS FROM THE CHAIR**

K. Redican welcomed new and returning members of the Committee. Committee members and guests then performed self-introductions. K. Redican then outlined the charge of the Undergraduate Curriculum Committee.

**OTHER BUSINESS**

Rick Sparks, Associate Vice Provost and University Registrar, welcomed and thanked the Committee members for their important service to the University by serving on the Committee.

Gary Costello, Associate Registrar for Classroom Scheduling and Governance, provided an overview of the Undergraduate Curriculum Committee's position within the University's governance structure. Mr. Costello also reviewed the responsibilities of and available resources for the Undergraduate Curriculum Committee.

Paul Deck volunteered to serve on the UCC/UCCGE Pathways Ad Hoc Review Committee. Another volunteer was requested.

**ANNOUNCEMENT OF APPROVAL AND POSTING OF MINUTES**

Announcement of approval of minutes: April 27, 2018 – Minutes voted on electronically.

**OLD BUSINESS**

**College of Engineering**

**Course:** ENGR 2174 Principles of Computer Systems (New) Spring 2019 (Previously Tabled on 4/13/18) (CM-4408)

Motion was made and seconded to **APPROVE** ENGR 2174 Principles of Computer Systems (New) Spring 2019 (CM-4408), **with modifications**:

- Coversheet:
  - Add the Proposal Date.
  - Update the Effective Semester to Spring 2019.
- Learning Objectives:
  - Add header as follows “II – Learning Objectives”.
  - Delete “Credit Hours: 3”.
- Syllabus: Please add an additional line with the summed percentages to indicate “100%” and “Total”.

**Motion passed unanimously.**

## **NEW BUSINESS**

### **College of Science**

**Course:** CHEM 4584 Bioorganic Chemistry (New) Spring 2019 (CM-4571)

Motion was made and seconded to **APPROVE** CHEM 4584 Bioorganic Chemistry (New) Spring 2019 (CM-4571), **with modifications**:

- Please number Learning Objectives rather than using bullets.
- List titles in italics or capital letters in the Texts and Special Teaching Aids.

**Motion passed unanimously.**

**Course:** PSYC 2014 Psychology of Social Interventions (New) Spring 2019 (CM-4570)

Motion was made and seconded to **APPROVE** PSYC 2014 Psychology of Social Interventions (New) Spring 2019 (CM-4570), **with no modifications**.

**Motion passed unanimously.**

**Course:** PHYS 2334 Waves and Sound Module (New) Spring 2019 (CM-4549)

Motion was made and seconded to **APPROVE** PHYS 2334 Waves and Sound Module (New) Spring 2019 (CM-4549), **with no modifications**.

**Motion passed unanimously.**

**Course:** PHYS 2344 Optics Module (New) Spring 2019 (CM-4548)

Motion was made and seconded to **APPROVE** PHYS 2344 Optics Module (New) Spring 2019 (CM-4548), **with no modifications**.

**Motion passed unanimously.**

**Course:** PHYS 2324 Thermal Physics Module (New) Spring 2019 (CM-4551)

Motion was made and seconded to **APPROVE** PHYS 2324 Thermal Physics Module (New) Spring 2019 (CM-4551), **with modification:**

- Remove the hyphen from “ideal-gas processes” in the Catalog Description.

**Motion passed unanimously.**

### **College of Agriculture and Life Sciences**

**Course:** ALS 3304 Physiology of Reproduction (Revised) Spring 2019 (CM-4550)

Motion was made and seconded to **APPROVE** ALS 3304 Physiology of Reproduction (Revised) Spring 2019 (CM-4550), **with modification:**

- Suggestion to consider replacing the word “investigate” with “diagram” or other measurable action verb in Learning Objective 2.

**Motion passed unanimously.**

### **College of Engineering**

**Course:** BMES 3154 Bioinstrumentation and Analysis (New) Spring 2019 (CM-4579)

Motion was made and seconded to **APPROVE** BMES 3154 Bioinstrumentation and Analysis (New) Spring 2019 (CM-4579), **with modifications:**

- Incorporate 15-Day Review comments from the Office of the University Registrar.
- Incorporate the recommendations sent directly to the Proposer regarding the following items:
  - Integrating the topic of “consumer grade medical sensors” to the Learning Objectives and Syllabus to improve alignment with this information in the Catalog Description.
  - Justification section:
    - Consider clarifying reason for course justification to include how course will be used in support of department program(s).
    - Consider strengthening level justification by moving applicable content from Section IV prerequisite justification to Section III Justification to replace and/or clarify statement, “included in the prerequisite course”.

- Change the comma to a period at the end of the text in the Texts and Special Teaching Aids section.

**Motion passed unanimously.**

**Course:** CEM 3154 Smart Construction (New) Spring 2019 (CM-4562)

Motion was made and seconded to **APPROVE** CEM 3154 Smart Construction (New) Spring 2019 (CM-4562), **with modifications:**

- Consider integrating the topic of “stakeholders” in the Learning Objectives to improve alignment with this information in the Catalog Description and Syllabus.
- It was noted that “Smart Construction” is capitalized throughout the proposal whereas terms such as “smart design” and “smart planning” are not capitalized. If this was not the intention, please consider adjusting proposal accordingly.

**Motion passed unanimously.**

### **Pamplin College of Business**

**Course:** MKTG 4604 Retail Management (Revised) Spring 2019 (CM-4553)

Motion was made and seconded to **APPROVE** MKTG 4604 Retail Management (Revised) Spring 2019 (CM-4553), **with modifications:**

- Add (3H,3C) to the end of the catalog description.
- Consider addressing how to quantify “the best” in the Learning Objectives 3 and 4 and consider replacing the word “determine” with “compare” or “evaluate” or other measurable action verbs.
- Consider integrating more about the topic of “e-retail” throughout the proposal (Learning Objectives, Justification, and Syllabus) to promote alignment with the Catalog Description and revision of the course.

**Motion passed unanimously.**

### **ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at **3:12 PM**.

Respectfully Submitted,  
Megan Coulter  
*Office of the University Registrar*