

## Minutes

### Undergraduate Curriculum Committee January 19, 2021

**Call to Order – Meeting: 3:45 pm, Zoom**

**Voting Members Present:** Liz Sturgeon, Shelia Flener, Sara McCaslin, Anthony Paganelli, Melanie Autin, Mark Robinson, Trish Jagers, Angie Jerome, Andy Mienaltowski, Dana Cosby, Travis Newton, Mariah Yates

**Advisory Members Present:** Jennifer Hammonds, Rheanna Plemons, Stuart Burris, Merrall Price, Evelyn Thrasher, Dennis George, Jessica Dorris, Danita Kelley

**Guest:** Beth Dillon, Jason Wilson, Mark Cambron, Michael Carini, Qingfang Song, Stacey Forsythe, Patricia Todd, Laura McGee

**Approval of 11/19/2020 Minutes – 1<sup>st</sup>/2<sup>nd</sup> Jerome/Autin – Vote:** Approved

**Old Business:**

None

**New Business:**

None

**Curriculum Agenda:**

<b>Information</b>	<b>Proposal to Create a Temporary Course IDST 300</b> Contact: Jim Fulkerson, <a href="mailto:jim.fulkerson@wku.edu">jim.fulkerson@wku.edu</a> ; 745-6502
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<b>Bundle All Consent Items</b> <b>1<sup>st</sup>/2<sup>nd</sup>:</b> Jerome/Paganelli <b>Vote:</b> Approved <b>Discussion:</b> None	
<b>Consent</b>	<b>Proposal to Revise Course Special Requirements CE 461, Hydrology, 3 hrs.</b> Contact: Jason Wilson, <a href="mailto:Jason.wilson@wku.edu">Jason.wilson@wku.edu</a> , x2322
<b>Consent</b>	<b>Proposal to Revise Course Prerequisite/Corequisites EE 431, Introduction to Power Systems, 3 hrs.</b> Contact: Mark Cambron, <a href="mailto:mark.cambron@wku.edu">mark.cambron@wku.edu</a> , x8868
<b>Consent</b>	<b>Proposal to Revise Course Prerequisites/Corequisites EE 479, Optoelectronics, 3 hrs.</b> Contact: Mark Cambron, <a href="mailto:mark.cambron@wku.edu">mark.cambron@wku.edu</a> , x8868

<b>Consent</b>	<b>Proposal to Revise Course Prerequisites/Corequisites ENGR 360, Systems Dynamics and Modeling, 3 hrs.</b> Contact: Farhad Ashrafzadeh, <a href="mailto:farhad.ashrafzadeh@wku.edu">farhad.ashrafzadeh@wku.edu</a> , x5877
<b>Consent</b>	<b>Proposal to Revise Course Catalog Listing Item: MUS 430 Music Literature</b> Liza Kelly, <a href="mailto:liza.kelly@wku.edu">liza.kelly@wku.edu</a> , 745-2682
<b>Consent</b>	<b>Proposal to Revise Course Catalog Listing Item: PJ 333 – Lighting Technologies</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307
<b>Consent</b>	<b>Proposal to Revise Course Catalog Listing Item: PJ 336 – Picture Editing</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307
<b>Consent</b>	<b>Proposal to Revise Course Catalog Listing Item: PJ 433 – Advanced Short Form Documentary</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307
<b>Consent</b>	<b>Proposal to Revise Course Catalog Listing Item: PJ 436 – Projects in Photojournalism</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307

<b>College of Education and Behavioral Sciences</b>	
<b>Type of Action</b>	<b>Description of Item and Contact Information</b>
<b>Action Item</b> <b>1<sup>st</sup>/2<sup>nd</sup>:</b> Cosby/Yates <b>Vote:</b> Approved	<b>Proposal to Revise Course Credit Hours</b> <b>Item: MIL 490</b> Contact: Beth Dillon, <a href="mailto:Bethann.dillon@wku.edu">Bethann.dillon@wku.edu</a> ; 745-4293 <b>Discussion:</b> College name needs to be replaced in title. Dillon, indicated that they wanted this course to be repeatable and asked if this can be changed now? Autin - thought the college level needed to approve the repeatable first. Mienaltowski - currently listed as 1 hour and changing to 3 hours. George - confirmed that the college level would approve it to be repeatable. Question asked if the proponent can make a friendly amendment. Jerome – agrees to approve with a friendly amendment. Hammonds - implementation date says fall 21 but there’s a current student with the problem, so does it need to be spring 21? Dillon - no hurry. <i>Friendly Amendment – variable 1-3 hours and repeatable to the max of X number of credits. “Dillon will update and send back to UCC Chair.”</i> The department can pull the proposal at senate if they are not in agreement with the friendly ammendment.

Ogden College of Science and Engineering	
Type of item	Description of Item & Contact Information
<b>Action</b> 1 <sup>st</sup> /2 <sup>nd</sup> : Autin/Yates <b>Vote:</b> Approved	<b>Proposal to Revise a Program</b> <b>Ref. 318, Astronomy Minor, 20 hrs.</b> Contact: Michael Carini, <a href="mailto:mike.carini@wku.edu">mike.carini@wku.edu</a> , x6198 <b>Discussion:</b> None
<b>Action</b> 1 <sup>st</sup> /2 <sup>nd</sup> : Autin/Yates <b>Vote:</b> Approved	<b>Proposal to Revise a Program</b> <b>Ref. 534P/534, Civil Engineering Pre-Major/Civil Engineering, 66 hrs</b> Contact: Jason Wilson, <a href="mailto:Jason.wilson@wku.edu">Jason.wilson@wku.edu</a> , x2322 <b>Discussion:</b> None

College of Health and Human Services	
Type of Item	Description
<b>Action</b> 1 <sup>st</sup> /2 <sup>nd</sup> : Mienaltowski/Autin <b>Vote:</b> Approved	<b>Create a New Course</b> <b>FACS 277 Development in Middle Childhood</b> Contact; Qingfang Song, <a href="mailto:qingfang.song@wku.edu">qingfang.song@wku.edu</a> , 270-745-4229 <b>Discussion:</b> None
<b>Action</b> 1 <sup>st</sup> /2 <sup>nd</sup> : Paganelli/Autin <b>Vote:</b> Approved	<b>Create a New Course</b> <b>SPM 320 E-Sports Management</b> Contact: Dr. William Czekanski, <a href="mailto:william.czekanski@wku.edu">william.czekanski@wku.edu</a> , 270-745-4047 <b>Discussion:</b> None
<b>Action</b> 1 <sup>st</sup> /2 <sup>nd</sup> : Mienaltowski/Cosby <b>Vote:</b> Approved	<b>Create a New Certificate Program</b> <b>E-Sports Management</b> Contact: Stacey Forsythe, <a href="mailto:stacey.forsythe@wku.edu">stacey.forsythe@wku.edu</a> , 270-745-4238; Patricia Todd, <a href="mailto:patricia.todd@wku.edu">patricia.todd@wku.edu</a> , 270-745-2334 <b>Discussion:</b> Jerome – asked if the proponent had contacted the gaming certificate faculty. Forsythe - they did not because it really doesn't match but the student may be very interested. Jerome - asked Forsythe to reach out to Kristina Arnold to make them aware before it proceeds to senate.

Potter College of Arts & Letters	
Type of Item	Description of Item & Contact Information
<b>Action</b> 1 <sup>st</sup> /2 <sup>nd</sup> : Paganelli/McCaslin <b>Vote:</b> Approved	<b>Proposal to Create a New Course</b> <b>Item: GERM 369 Identity in German Cinema</b> Laura McGee, <a href="mailto:laura.mcgee@wku.edu">laura.mcgee@wku.edu</a> , 745-2763 <b>Discussion:</b> None

<b>Action</b> <b>1<sup>st</sup>/2<sup>nd</sup>:</b> Mienaltowski/Cosby <b>Vote:</b> Approved	<b>Proposal to Create a New Course</b> <b>Item: MUS 330 Introduction to Music as Therapy</b> Catherine Wilson, <a href="mailto:catherine.wilson@wku.edu">catherine.wilson@wku.edu</a> , 745-5925 <b>Discussion:</b> None
<b>Action</b> <b>1<sup>st</sup>/2<sup>nd</sup>:</b> Mienaltowski/Paganelli <b>Vote:</b> Approved	<b>Proposal to Create a New Course</b> <b>Item: MUS 400 Advanced Music Theory</b> Matthew Herman, <a href="mailto:matthew.herman@wku.edu">matthew.herman@wku.edu</a> , 745-5400 <b>Discussion:</b> None
<b>Bundle PJ-131 through PJ-439</b> <b>1<sup>st</sup>/2<sup>nd</sup>:</b> Jerome/Cosby <b>Vote:</b> Approved <b>1<sup>st</sup>/2<sup>nd</sup>:</b> Cosby/Autin <b>Discussion:</b> None <b>Vote:</b> Approved Bundle	
<b>Action</b>	<b>Proposal to Make Multiple Revisions to a Course</b> <b>Item: PJ 131 – Introduction to Digital Photography</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307
<b>Action</b>	<b>Proposal to Make Multiple Revisions to a Course</b> <b>Item: PJ 261 – Introduction to Multimedia</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307
<b>Action</b>	<b>Proposal to Make Multiple Revisions to a Course</b> <b>Item: PJ 330 – Introduction to Short Form Documentary</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307
<b>Action</b>	<b>Proposal to Make Multiple Revisions to a Course</b> <b>Item: PJ 334 – Picture Stories</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307
<b>Action</b>	<b>Proposal to Make Multiple Revisions to a Course</b> <b>Item: PJ 432 – Photojournalism Practicum</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307
<b>Action</b>	<b>Proposal to Make Multiple Revisions to a Course</b> <b>Item: PJ 439 – Advanced Studio Lighting</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307
<b>Action</b> <b>1<sup>st</sup>/2<sup>nd</sup>:</b> Jerome/Cosby <b>Vote:</b> Approved	<b>Proposal to Revise a Program</b> <b>Item: 750 – Major in Photojournalism</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307 <b>Discussion:</b> Autin - did they submit a four year plan? They did not, but should send for Rheanna.
<b>Action</b> <b>1<sup>st</sup>/2<sup>nd</sup>:</b> Jerome/Paganelli <b>Vote:</b> Approved	<b>Proposal to Revise a Program</b> <b>Item: 433 – Minor in Photojournalism</b> James Kenney, <a href="mailto:james.kenney@wku.edu">james.kenney@wku.edu</a> 745-6307

	<b>Discussion:</b> None
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<b>Gordon Ford College of Business</b>	
<b>Type of Item</b>	<b>Description of Item &amp; Contact Information</b>
<b>Action</b> <b>1<sup>st</sup>/2<sup>nd</sup>:</b> Cosby/Autin <b>Vote:</b> Approved	<b>Create a Course</b> <b>FIN334: Financial Mathematics</b> Contact: Alex Lebedinsky, <a href="mailto:alex.lebedinsky@wku.edu">alex.lebedinsky@wku.edu</a> , 53150 <b>Discussion:</b> None

**Courseleaf Policy for Proposal Submissions to UCC**

(Drafted by Shelia Flener and Merrall Price)

- Jerome asked if we were really going to be strict on grammatical errors. Price stated that she was really just trying to encourage people from submitting errors.
- Much conversation took place about the process.
- Plemons suggested that we should wait until we can see how course leaf works first.
- Flener asked for clarification – Do we do Course inventory form? Rheanna say we don't but the instructions in UCC need to be updated.

**Steering Committee Report**

None

**Academic Policy Report**

None

**Announcements**

None

**Adjourn** 5:00 pm

Respectfully Submitted  
 UCC Recorder  
 Jessica Steenbergen

## Courseleaf Policy for Proposal Submissions to UCC

For the curriculum process at WKU to work smoothly, it is very important that all forms are filled out completely and accurately. Given the change to Courseleaf and the volume of submissions to the University Curriculum Committee, the committee will not be able to edit proposals in real time. The committee will return any incomplete or incorrect proposals to the proponent for required changes. If such changes are not made correctly on resubmission, the proposal will be suspended and considered the following term when the proposal is in proper format. To avoid delaying proposals by at least one term, please make certain that all forms are filled out correctly, and that all committee suggestions for changes to a proposal are carefully followed.

Proposals can be returned for the following reasons:

- Grammatical errors
- Incomplete or inaccurate information
- Failure to follow proper procedures