Undergraduate Council Meeting

December 1, 2016

2:00 p.m.

Macon Campus, Godsey Administration Building, Room 310

The meeting of the Undergraduate Council was called to order at 2:00 p.m.

Attendance was taken.

 Members present in Macon:

 Marilyn Mindingall, Provost Office-chair Lucy Wilson, University Registrar

 Susan Malone, OIE Sarah May, OIE

 Gail Johnson, PEN Jay Pendleton, Academic Advising

 Gary Blome, PEN Vincent Youngbauer, TIFT

 Doug Hill, MUS Kelly Reffitt, TIFT

Andre’ Butler, EGR Steven McClung, SSBE

Laura Lackey, EGR Mary Mathis, CHP

Dee Bratcher, CLA Theresa Rhodes, LIB

 Ed Weintraut, CLA Leah Kelly (for Jessica Ellison), Bursar

 Jeff Denny, CLA Sybil Blalock, Athletics

 Susan Codone, CfT&L

 Members via teleconference:

 Cynthia Rubenstein, NUR Leslie Taylor, CHP

Patricia Troyan, NUR Priscilla Danheiser, PEN

 Michael Weber, SSBE

 Guests:

 Fred Bongiovanni, PEN Kevin Williams, PEN

 Kelly McMichael, OIE (teleconference) Sarah McCommon, RAC Registrar

Minutes from the October 27, 2016 meeting were reviewed. It was motioned by McClung and seconded by Blome that the minutes of the last meeting be approved. Minutes were approved as written.

**Proposals**

**A. Townsend School of Music –Doug Hill**

TSM seeks to revise one course – MUS 403, Music History Seminar II. The subtitle will change from “Topics in Baroque History and Performance” to “Music of the 20th and 21st Centuries”. Nothing else pertaining to the course will change.

Discussions/Questions: Malone asked about any changes in course content since the subtitles seem to be quite different. Hill noted that the content will remain the same, as the instructor has been teaching the course reflective of the revised subtitle and the course description already supports this.

**Motion to revise the course subtitle for MUS 403 was made by Lackey, seconded by Mathis. Unanimously approved.**

**B.** **Stetson School of Business and Economics -- Steven McClung & Michael Weber**

1. SSBE proposes to add four new Marketing courses:

 MKT 421, Social Media Marketing

 MKT 422, Public Relations

 MKT 474, Marketing and Digital Analytics

 MKT 479, Brand Management

As McClung began the proposal presentation, it was discovered that only a two-page, truncated proposal had been distributed to UC members. The corrected proposal (a 10-page proposal with course detail) was immediately e-mailed to members. They were given some time to review the new document before the group moved forward with its consideration of the proposal.

McClung noted that these courses had been running as special topics, but are now being included as regular courses to support the SSBE changes that will occur in the marketing area. Each course is 3 credit hours and the course frequencies were presented.

Discussions/Questions: Much discussion and several questions ensued. Denny asked about faculty load and who will teach these new courses. Will faculty be teaching overloads? McClung stated that the courses are in the faculty rotations as they have been taught as special topics. Also, a couple of the courses are taught on an “as needed” basis. Codone inquired about courses being taught on-line and if the Distance Learning Committee (DLC) needed to review that aspect. Mindingall and Malone both noted that the DLC has focused on programs and currently does not have a protocol for courses.

Inquiries were made regarding MKT 422, Public Relations. Penfield offers COMM 340, Public Relations, and CLA offers JMS 370, Public Relations. It was asked whether we can offer the same course or courses with the same title but different numbers. Wilson noted that we do that now and noted courses like “Introduction to Psychology” and “Introduction to Sociology” as examples offered by both Penfield and CLA. McCommon stated that RAC students can receive credit for the course regardless of where it is taken and she asked if this would be the case with the Public Relations courses. MKT 422 is an advanced level course with pre-requisites that would not allow for a substitution. Denny recommended that the course description include that JMS 370 and COMM 340 cannot be taken in place of MKT 422.

McClung noted that MKT 361, Principles of Marketing, will be a pre-req for each of these new courses. Other pre-reqs will also be included. Malone noted that the pre-reqs are not stated in the proposal and must be added to the course descriptions.

Mindingall requested a “clean” copy of the proposal to include the recommendations cited above.

**Motion to add MKT 421, 422, 474, and 479 to the SSBE curriculum was made by Blome and seconded by Hill. The motion and vote stipulate that the proposal must be revised and include the pre-reqs for each course as well as a statement that neither JMS 370 nor COMM 340 can be taken to substitute for MKT 422. Unanimously approved.**

2. SSBE seeks to add MAT 131, College Algebra: Functions and Graphs, to its business core courses. In the math core students will take 3-7 hours from the following courses: MAT 131, MAT 133, and MAT 191.

Discussions/Questions: Lackey asked about the course frequency. The course will be taught every semester.

**Motion to add MAT 131 to the SSBE business core of courses was made by Blome, seconded by Mathis. Unanimously approved.**

3. SSBE proposed to add the new major of Management to the BBA degree. The program will be available in Atlanta, Macon, and the Regional Academic Centers (Douglas and Henry). The major will require 21 credit hours in the major, 36 credit hours in the business core, 48 credit hours in general education, and 15 credit hours of electives. This totals to 120 credit hours for the program.

SSBE may come later to propose another management-type major (Marketing Management) but that will not be presented today. Both SSBE and Penfield currently offer human resource programs. SSBE intends to remove their Human Resource Management program from all locations.

Discussions/Questions: McMichael inquired about the student learning outcomes (SLOs). The SLOs will remain the same and this program will be addressed via sub-SLOs. Malone stated that a teach-out will be required for the Human Resource Management program and Admissions will need to be notified when HRM comes before the UC. She also asked whether more 300-level courses would be added to the program. Weber noted that several 300-level courses are required via the pre-reqs. It was also noted that a variety of areas would be incorporated into the program through BUS 347/BUS 348 (The Legal, Ethical, and Regulatory Environment of Business II/ Employment Law), MKT 475 (Marketing Management), and FIN 471 (Mergers and Acquisitions).

Mindingall noted that the proposal needed to be revised to include those points brought forward during the discussion. The deletion of the Human Resource Management program is not being considered as part of this proposal and will have to be presented separately.

**Motion to add the Management major to the SSBE curriculum was made by Blome, seconded by Johnson. The motion and vote stipulate that the proposal must be revised and include all courses in the program. Unanimously approved.**

4. **Postponed**: Add new major – Marketing Management (ATL/RAC)

**C. College of Liberal Arts-- Dee Bratcher**

1. Communication Studies

* Revise major/minor requirements

Allow 100-level courses to count toward total hours/courses.

Major requirement – “18 additional COM credit hours, nine of which must be

 numbered 300 or above”.

Minor requirement – “9 additional COM credit hours, 3 of which must be

 numbered 300 or above”

* Add course - COM 390, Environmental Communication
* Revise course – COM 398, Internship in Communication Studies

Include in course description that 6 hours may count towards the major or minor.

Discussions/Questions: The proposed course, COM 390 is 3 credit hours and will be taught every other year. It has been offered as a special topics course. COM 398 will include in the course description that 6 hours may count towards the major or minor.

**Motion to revise the major/minor requirements for Communication Studies; add a new course, COM 390; and revise the course, COM 398, was made by Lackey, seconded by McClung. Unanimously approved.**

2. Religion

* Revise course REL 353 – title change from “Christianity in America” to “Religion in America”
* Revise requirements by shifting REL 353 from Group A (Christianity) to Group B (Conversations)

Discussion/Questions: Mindingall asked if the change is a reflection of the departmental name change from Christianity to Religion. Bratcher indicated that it was. She noted that the course title reflects a broader perspective which was already being taught in the course.

**Motion to change the name of the course REL 353 to “Religion in America” and shift its grouping to B, “Conversations”, was made by Johnson, seconded by Rubenstein. Unanimously approved.**

3. Sociology

* Revise degree requirements

Increase number of credit hours in major from 27 to 30. This will be done by changing the number of SOC electives from 2 to 3.

* Revise SOC 325, Urban Ecology

Change course description and remove SOC 101 as a pre-req.

Discussion/Questions: The change in credit hours is necessary to meet the requirements of Alpha Kappa Delta, the International Sociology Honor Society.

**Motion to make the revisions to increase the number of credit hours for the major to 30 and to revise the course description for SOC 325 was made by Blome and seconded by Hill. Approved unanimously.**

4. Journalism and Media Studies

* Revise major/minor requirements

Include JMS 340, Digital Audio, among the required courses for the major/minor.

Remove JMS 370, Public Relations, from among the required courses for the

 major.

* Revise grading for JMS 290, Journalism/Media Practicum

The grading will change from S/U to traditional.

Discussion/Questions: Malone asked if JMS 290 will be removed from the catalog. Bratcher explained that the course would not be removed from the curriculum, but only from the list of required courses.

**Motion to approve the revision of the major/minor requirements and the revision of JMS 290 was made by McClung and seconded by Blome. Unanimously approved.**

5. Philosophy

* Revise course prerequisites:

PHI 301, Junior Seminar

Change to *sophomore* status or higher and add declared major in *PPE (Philosophy, Politics and Economics).*

PHI 401, Senior Seminar

 Change to *junior* status or higher and add declared major in *PPE.*

* Add new course – PHI/IGS 297, Global Ethics

3-hour, cross-listed (with International and Global Studies) course offered every

 two years.

Discussion/Questions: These changes will create more flexibility for the students as to who can take the courses and when they can be taken.

**Motion to add a new cross-listed course PHI/IGS 297 and to revise PHI 301 and PHI 401 made by Johnson and seconded by Blome. Unanimously approved.**

6. International Affairs

* Catalog correction – number of hours to complete the major is 48

Page 238 of the catalog is incorrect and shows 57 hours. This correction will be made.

* Revise requirements for major/minor

Structure the major into 4 groupings, each with course options:

 I. Foundational courses (35 hours)

 II. Human Security, Governance, and Environment (12 hours)

 III. Regional Studies (12 hours)

 IV. International Practicum Requirement (2 items)

Minor requires 2 courses from groupings II and III (one at 300-level or above),

intermediate language (251) in CHN/FRE/GER or SPN, and participation in specific project or activity.

* Add new course – IGS/PHI 297, Global Ethics

3 hour, cross-listed (with Philosophy) course offered every two years.

 Discussion/Questions: none

**Motion made by Butler, seconded by Blome to revise and re-structure the requirements for the major/minor and to add the new cross-listed course, IGS/PHI 297. Unanimously approved.**

7. Math

* Revise courses:

MAT 141, Calculus for the Social Sciences

Include MAT 131 as a pre-req change the frequency to “occasionally”

 rather than every semester.

This course is part of the University GenEd and this change was

 approved by that committee on 11/29/2016.

MAT 225, Discrete Mathematics

Changed from topics course to regular course with tweaked description.

MAT 350, College Geometry

Description expanded to include: “This course develops the student’s

 logical reasoning and basic methods of proof.”

It will be offered “every two years” rather than “infrequently”.

* Add new courses:

MAT 360, Elementary Number Theory

 Offered every 4 years

MAT 326, Graph Theory and Combinatorics

 Offered every 4 years

MAT 380, Introduction to Complex Variables

 Offered every 2 years

* Revise requirements for major/minor

For the BS, change “3 additional courses numbered 320 or above” to “one additional course numbered 320 or above”.

Discussion/Questions: Bratcher noted that the proposed changes are the result of the department’s most recent program review. Mindingall asked if the new courses were all 3 credit hours. They are. The pre-reqs for MAT 360 and MAT 326 are MAT 260 or MAT 225. The pre-reqs for MAT 380 are MAT 260 or MAT 225 and MAT 293.

**Motion made by McClung, seconded by Blome to revise MAT 141, 225, and 350; to add three new courses, MAT 360, 326, and 380; and to revise the requirements for the major/minor. Unanimously approved.**

**D. Penfield College--Gary Blome**

1. Human Resources Administration and Development

Change degree from Bachelor of Applied Science (BASC) to Bachelor of Science

 (BS).

The BASC is confusing to students as they think that “applied” indicates a lesser

degree. Programs of this nature are often BA, BBA, or BS degrees, with considerably more BS degrees. Blome reported that this is merely a name change.

Discussion/Questions: Malone pointed out that this change is a degree change

and will require a SACSCOC consult. No changes have been made to the curriculum which might support the change from a BASC to a BS. Danheiser stated that this change more accurately reflects the curriculum that is currently in place. Malone noted that previous degree changes in Penfield were accompanied by program changes. It was also noted that a teach-out plan would be required. Mindingall stated that these kinds of issues become difficult for the UC to navigate because the differences and criteria among degrees is not always clearly defined or may vary among Colleges/Schools.

**Motioned by Butler and seconded by Hill to change the degree for the HRAD program from BASC to BS. The motion and vote are contingent upon SACSCOC approval and the addition of a teach-out plan. Unanimously approved.**

2. Organizational Leadership

* Change degree from Bachelor of Applied Science (BASC) to Bachelor of Science

(BS)

* Revise program requirements and structure

Provide 4 *concentrations* within the program:

 1. Civic Engagement and Community Leadership

 2. Change Leadership

 3. Communication for a Global Society

 4. Women and Leadership

* Add new courses (each is 3 credit hours):

ORGL 329, Leadership and Civic Engagement

 Offered “as needed”

ORGL 334, Governance and Advocacy

ORGL 339, Mentoring and Networking

ORGL 476, Experiential Leadership Project

ORGL 498, Capstone Seminar

 Offered “as needed”

* Delete courses:

ORGL 315, Communication for Effective Leadership

ORGL 475, Advanced Leadership Philosophy and Practice

Discussion/Questions: It was noted that this degree change is accompanied by changes to the curriculum which might better suggest a rationale for the change in degree. Mindingall asked about the course frequencies for ORGL 334, 339, and 476. Johnson reported that they will be offered “Every year in at least one location or on-line”. Malone asked if the deleted courses are deleted from the catalog. Blome reported that they are.

**Motion made by McClung and seconded by Bratcher to change the degree for the Organizational Leadership program to the BS, to revise and restructure the program requirements, to add 5 new courses, and to delete 2 courses from the catalog. Unanimously approved.**

3. Liberal Studies

* Revise degree requirements adding a new course, LBST 310, to the requirements.
* Add new course – LBST 310, Liberal Studies Thinking and Writing

Offered every year at one location or online

* Revise course – LBST 498, Liberal Studies Capstone by adding LBST 310 as a pre-req

Discussion/Questions: none

**Motion to add the new course LBST 310 and to include it as a program requirement and a pre-req. for LBST 498 was made by Bratcher, seconded by Youngbauer. Unanimously approved.**

4. Informatics

* Revise courses:

Title change -- INFM 372 from “Human-Computer Interaction and Usability

 Study” to “Human-Computer Interaction and Design”.

Remove specific pre-reqs for – INFM 110, 202, 204, 210, 212, 225, 301, 310,

 312, 321, 322, 331, 350, 355, 372, 405

Add pre-reqs for – INFM 225, 310, 312, 331, 332, 350, 355

Revise credit hours to variable “1-3” for INFM 390 and 395

* Add new course – INFM 316, Data Analytics

3 credit hours; offered every year

 Discussion/Questions: none

**Motion to add INFM 316 and revise 26 other courses (title, pre-reqs, or credit hours) made by Weintraut and seconded by Butler. Unanimously approved.**

* Revise minor

Four specific courses required: INFM 110, 204, 331, 372.

Choice of 2 from MATH 220 and any other 300/400 level INFM or INSY courses.

Delete as requirement INFM 322.

Same number of total credit hours required – 18

Discussion/Questions: Discussion ensued on how best to word “Choice of 2 from MATH 220 and any other 300/400 level INFM or INSY courses”. Several recommendations were shared, including the use of selection from a listing – “Choose 2 from the following: …”

**Motioned by Weintraut, seconded by Bratcher to revise the Informatics minor. Unanimously approved.**

* **Postponed:** Add certificates in (a) Health Informatics, (b) Human Computer Interaction and Web Development, and (c) Decision Systems

**Informational Items and Discussions:**

Status of ECN in Macon Catalog – Weintraut & McClung

The Provost, the SSBE Dean, and the past CLA Dean determined in Spring 2015 that the Economics major would move to SSBE rather than have the BA in ECN reside in CLA and the BBA in ECN reside in SSBE. Mindingall has expressed concern that changes need to be made to the catalog to help students better understand the requirements and where the degrees reside. Weintraut would like to present any catalog copy change to the CLA faculty for their approval (as this is common practice).

**ACTION**: Weintraut will move forward to revise the CLA catalog copy pertaining to ECN. This is likely to include consultation with the CLA curriculum committee, CLA faculty, and SSBE.

Impact of course requirements/offerings on other departments – Weintraut

Weintraut shared an issue that was recently brought to his attention. SSBE includes GDS 200 and 215 as part of their basic curriculum. This was never discussed with CLA curriculum representatives or the course coordinator. The course coordinator, Eimad Houry, is concerned because the Global Development Studies majors and minors are finding it difficult to get seats in these classes because they are being populated by business students.

Weintraut is asking whether there should be an agreement between Colleges/Schools when courses are offered, required, or included in a listing of course options. Consultation is necessary to ensure that the outside College/School offering the courses can meet the need. Mindingall believes that the answer is “yes”. However, how can we ensure that these conversations occur and agreements are reached? She noted that the new curriculum form speaks directly to this issue and asks specifically about consultations with other Colleges/Schools.

Minors for nursing students – Rubenstein

Nursing students who spend their first two years on the Macon Campus in CLA have not been declaring minors and some seem to think this option is not available to these students. Rubenstein noted that the nursing faculty support minors for these students and some minors nicely complement their major. Weintraut stated that this option would be easier for those students who enter the program with some existing college credit. Rubenstein asked if this would present a burden for CLA even though only some student would declare a minor.

**ACTION**: Rubenstein, Weintraut, and Carol Bokros, Assistant Director of Pre-professional Programs, will meet to discuss the possibility of offering minors to nursing student on the Macon Campus. Potential minors, number of students, and course impacts will be determined.

Criteria for an undergraduate certificate -- Mindingall

Mindingall pointed out that for this meeting the UC postponed review of three certificate programs from Penfield College. These are being postponed to give the UC some time to consider undergraduate certificates more broadly by determining the criteria for them. She is asking that the UC discuss the criteria for certificates during the next meeting.

**ACTION/HOMEWORK**: All are to think about criteria that would be relevant to an undergraduate certificate. These thoughts are be outlined in an e-mail and sent directly to Mindingall.

Adjourned: 4:00 p.m.

Submitted by: Marilyn P. Mindingall

 December 6, 2016