Undergraduate Council Meeting

February 7, 2019

2:00 p.m.

Macon Campus, Godsey Administration Building, Room 310

The UC meeting was called to order by Mindingall at 2:00 p.m.

Attendance was taken.

 Members present in Macon:

Marilyn Mindingall, Provost Office-chair Doug Hill, MUS

Steven McClung, SSBE Mary Mathis, CHP Vincent Youngbauer, TIFT Dee Bratcher, CLA Gary Blome, PEN Achim Kopp, CLA

Pam Brewer, EGR Susan Malone, OIE

Stephen Hill, EGR Sarah May, OIE

Theresa Rhodes, LIB Alba Rodriguez-Mitchell, Registrar

 Members via teleconference:

 Leslie Taylor, CHP Arthur Kent, SSBE

 Maura Schlairet, NUR Gail Johnson, PEN

 Linda Mason Barber, NUR

 Guests:

 Kelly McMichael, OIE -- teleconference James Hunt, SSBE -- Macon

 Colleen Stapleton, PEN – teleconference Sarah McCommon, Registrar – Macon

 Sabrina Walthall, PEN -- teleconference LaShunda Walker, Registrar -- Macon

 Fred Bongiovanni, PEN – Macon Arla Bernstein, PEN – teleconference

Minutes from the October 18, 2018 meeting were reviewed. No additions or corrections were noted. McClung motioned and Blome seconded that the minutes be approved as written. The minutes were unanimously approved.

Pre-Program Policy: Financial Aid Guidelines (Hammett & Bokros)

This presentation was postponed until the March meeting as Hammett was unable to attend. Mindingall noted that the presentation was relevant to a Penfield proposal slated for discussion. This would be explained later.

Proposals

**Stetson School of Business and Economics – Steven McClung & James Hunt**

**New Program – Combined degree (Accelerated Special Consideration Program)**

Bachelor of Business Administration/Juris Doctor (BBA/JD)

This program is similar in design to the CLA 3+3 ASCP program. SSBE students would need to complete 90 Mercer credits including the general education requirements. The program would be available for Macon SSBE students only. McCommon asked if any specific SSBE major would be required. Hunt stated that the program would be available to any Macon student with any SSBE major. McCommon also inquired about the two grading systems. Law has a numerical grading system, while SSBE has a letter grading system. Hunt explained that Law uses a method of conversion to translate the number grades to letter grades. Bratcher inquired about the Law School requirement pertaining to LSAT scores. Hunt noted that Law wants to set a consistent “floor for eligibility” and states that students must “Score at or above the median Law School Admission Test score of the preceding year’s entering last school class”. [Note: Mindingall confirmed on 02/08/2019 via e-mail chains that the same requirement also applies to the CLA ASCP and this requirement was clarified in the on-line catalog in October.]

**Motioned by Blome, seconded by S. Hill to add the BBA/JD ASCP to the curriculum. Unanimously approved*.***

**Tift College of Education -- Vince Youngbauer**

*Early Childhood Special Education*

Courses

Add (2)

* EDUC 457, Teaching Math for Early Childhood Education: Number Sense, Number Operations, and Algebraic Reasoning (3)
* EDUC 458, Teaching Math for Early Childhood Education: Geometry, Measurement, and Data Analysis (3)

Youngbauer noted that EDUC 457 and 458 are part of a program change that will be presented during the March meeting. In reviewing the courses, questions were raised and comments made regarding the length of the course titles, course descriptions, and clarity in the presentation of pre-reqs.

**Mindingall recommended that the proposal for these course additions be tabled until the March meeting to allow Tift College to ponder the comments raised and to present the courses as part of the program change in Early Childhood Special Education. No objections to tabling the proposal were raised.**

**School of Engineering -- Stephen Hill**

*Biomedical Engineering*

 Courses

 Add (2)

* BME 320, Tissue and Cell Engineering (3)
* BME 420, Advanced Tissue and Cell Engineering (3)

 Revise (3)

* BME 402 – course number; pre-req.; co-req.
* BME 412 – course number; pre-req.
* BME 425 – course number, pre-req

The courses to be added, BME 320 and 420, are tissue engineering courses. BME 420 will also be offered as a 500-level course. Malone issued a reminder that the course would also have to be presented to the Graduate Council. The three courses under consideration for revision will all change to the 300-level. Hill explained that these course are typically taken during the student’s junior year which makes this revision appropriate. It was noted that the Registrar had not approved the course numbers.

**Motion to add BME 320 and 420 to the curriculum and to revise BME 402, 412, and 425 (all pending Registrar approval of course numbers\*) was made by Bratcher and seconded by Mathis. Unanimously approved.**

**\*Note: Approval of course numbers documented on 02/19/2019.**

Program

 Revise requirements/curriculum (course sequence)

This curriculum change of course requirements reflects the added area of tissue engineering. A course in this new area will be required as the number of required courses in other areas (Biomechanics, Biofluids, and Bioinstrumentation) will be reduced. The total number of required classes taken in biomedical engineering remains the same.

**Motion to revise the requirements of the Biomedical Engineering program was made by McClung and seconded by Bratcher. Unanimously approved.**

*Engineering (General)*

Courses

 Add (1)

* EGR 251, Introduction to Professional Ethics (1)

Revise (1)

* EGR 244, Electric Circuit Analysis – credit hours from 4 to 3

The School of Engineering seeks to add an ethics course, EGR 251, to the curriculum. Although professional ethics is addressed throughout the engineering program, this course provides a structured introduction on the topic. Also, EGR 244 intends to drop from 4 credit hours to 3. This drop will make room for the new ethics course. However, EGR 244 is part of the engineering core and reflects a change in the program requirements. A program change proposal will be needed. Hill stated that it will be proposed in the March UC meeting, so in light of that, EGR 244 was considered along with EGR 251 as a course proposal.

**Motion to add EGR 251 and revise EGR 244 in the engineering curriculum was made by Mason-Barber and seconded by Blome. Unanimously approved.**

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

*International & Global Studies / Religion*

 Program

 New Minor – Religion and Public Diplomacy

 New Certificate – Faith-based Diplomacy

The departments of International and Global Studies and Religion have joined together to add this new, free-standing, interdisciplinary minor (18 credit hours) and a new credit-bearing certificate (12 credit hours). These programs were developed to address the impact and influence of religious traditions on international relations through public diplomacy. Malone inquired about the capstone seminar and which department would offer it. Bratcher explained that the capstone could be offered by either department. Malone also asked about the placement of the experiential portion of the certificate. Bratcher noted that the experiential portion would be cumulative and outlined in advance by the student and certificate program director. The program director would keep track of the completed hours and confirm completion. The number of experiential hours is 50. Student learning outcomes were confirmed for each program.

**Motion to add a new minor, Religion and Public Diplomacy, and a new certificate, Faith-based Diplomacy, to the undergraduate curriculum was made by S. Hill and seconded by McClung. Unanimously approved.**

*Computational Science*

Program

Revise requirements/curriculum for major and minor

The program revision will allow engineering students to double major or minor in computational science. This change gives students more program options.

**Motion to revise the Computational Science (CPS) curriculum to allow engineering students to double major or minor in CPS was made by Brewer and seconded by Blome. Unanimously approved.**

*History*

*Classical Studies*

*Southern Studies*

*Women’s and Gender Studies*

Program

 Revise requirements/curriculum for major and minor (HIS, CLA, SST, WGS)

Courses

 Add (5)

* HIS 225/AFR 225, Latin America and the Caribbean
* HIS 250, America at War
* HIS 307, Empires and Barbarians in Late Antiquity
* HIS 342/AFR 342, The Atlantic Slave Trade
* HIS 355, The World the Civil War Made: The U.S. from 1865 to the 1910’s

Delete (2)

* HIS 330, The First and Second World Wars
* HIS 351, The U.S. in the Industrial Era 1815-1940

Revise (12)

* HIS 215 – new title: Atlantic Europe in the Ages of Exploration and Enlightenment; description; frequency
* HIS 302 – new title: Ancient Rome, from Italy to Empire; description
* HIS 310 – new title: Medieval Europe and Its Neighbors; description
* HIS 317 – new title: Europe’s Bourgeois Century, 1815-1914; description
* HIS 318 – new title: Wrecked and Rebuilt: Europe from 1914-1991; description
* HIS 350 – new title: The United States in the Founding Era, 1763 to the 1840s; description
* HIS/AFR 356 – new title: The United States in the Civil War Era, 1840s-1865; description
* HIS 359 – new title: The United States in the Global Era, 1910s-2001; description
* HIS/AFR 362 – new title: Twentieth-Century South; description
* HIS/AFR 363 – description
* HIS 370 – frequency
* HIS/WGS 377 – new title: American Women’s History; description

The program revisions will impact History, Classical Studies, Southern Studies, and Women’s and Gender Studies. Two courses will be deleted, five courses will be added, and 12 courses will be revised.

**Motion to revise the program requirements for the major/minor in HIS, CLA, SST, and WGS; add 5 courses; delete 2 courses, and revise 12 courses was made by Johnson and seconded by Blome. Unanimously approved.**

*Information Science and Technology*

Courses

Add (1)

* IST 223, Cybersecurity Principles and Foundations (3)

*Computer Science*

 Courses

Revise (6)

* Change frequency of course offering to “every year” for CSC 322, 323, 330, 340, 460, 480

The Computer Science department seeks to add a new course, IST 223, to the Information Science and Technology program. This course will serve as the introductory cybersecurity course, Cybersecurity Principles and Foundations. Malone asked if the new course was part of program. Bratcher reported that it was not. The course is viewed as the first step toward a cybersecurity minor. In addition, six Computer Science courses will be revised. During the last accreditation by ABET it was determined that these courses needed to be offered more often to avoid waiving prerequisites in upper-level courses. The frequency for six courses (CSC 322, 323, 330, 340, 460, and 480) will change from “Every two years” to “Every year”.

**Motion to add IST 223 to the curriculum and revise CSC 322, CSC 323, CSC 330, CSC 340, CSC 460, and CSC 480 was made by D. Hill and seconded by Blome. Unanimously approved.**

**Penfield College** -- **Gary Blome**

*Liberal Studies*

Program

 BA Communications

* Revise requirements/curriculum and credit hours
* Add 2 new concentrations
* Organizational Communication
* Public Relations

Courses

 Add (4)

* COMM 341, Public Relations Writing (3)
* COMM 342, Public Relations Leadership (3)
* COMM 495, Public Relations Cases and Campaigns [capstone] (3)
* COMM 498, Organizational Communication Assessment [capstone] (3)

The Liberal Studies department intends to revise the core curriculum for the BA in Communications by increasing the number of credit hours in the major from 36 to 39. Also, two new concentrations in the major will be added, Organizational Communication and Public Relations. In addition, four new courses will be added: COMM 341, 342, 495, and 498. Mindingall asked Malone if it was acceptable to list an unspecified, yet to be hired, adjunct on the Faculty Roster. Malone stated that it was acceptable as long as the credentials are specified and they meet the requirements for one capable of teaching the particular course. McClung pointed out that SSBE offers a Public Relations course and asked if that would present a problem. Malone stated that the course has a marketing emphasis, while the Penfield concentration would have a communications emphasis.

**Motion to revise the BA Communications program by adjusting the requirements and increasing the credit hours, adding two new concentrations, and adding four COMM courses was made by S. Hill and seconded by Kopp. Unanimously approved.**

*Human Services and Psychology*

Program

 BS Psychology

 Revise requirements/curriculum and credit hours

Courses

 Add (2)

* PSYC 275, Learning and Behavior (3)
* PSYC 299, Careers in Psychology (3)

 Revise (3)

* PSYC 315, Research Methods I – course description
* PSYC 316, Research Methods II – course description
* PSYC 498, Capstone Research Project – course description & pre-req.

The curriculum for the BS in Psychology will be revised and the credit hours for the major will increase from 36 to 39.Two new courses will be added – PSYC 275 and PSYC 299. PSYC 299 will serve as a pre-req for PSYC 315, Research Methods I. PSYC 275 will serve as a psychology elective. Blome clarified that PSYC 358, Psychology of Religion, will be removed as a psychology elective, but it will not be dropped from the catalog. Three courses will be revised. McCommon inquired about the transfer (into Mercer) of pre-req credits for PSYC 315 and 316. Transfer credits of pre-reqs for these courses would not be accepted.

**Motion to revise the BS Psychology program by adjusting the requirements and increasing the credit hours, adding two new PSYC courses, and revising three was made by McClung and seconded by Mathis. Unanimously approved.**

 *Leadership Studies*

 Program

 BS Homeland Security & Emergency Management

 Revise requirements/curriculum

 BS Criminal Justice Leadership

 Revise curriculum

 Courses

 Revise (1)

* CRJS/PSYC 380, Forensic Behavior – pre-req.

Leadership Studies plans to revise the BS Homeland Security & Emergency Management program by adding CRJS 305, Contemporary Policing, to the “Core in the Major” and moving ORGL 330, Budgeting for Nonfinancial Leaders, to “Electives in the Major”. A similar revision will be made in the BS Criminal Justice Leadership program by adding CRJS 305 to the “Core in the Major” and moving CRJS 370, Current Trends in Criminal Law & Procedure to “Electives in the Major”. Also, a revision of the pre-req for CRJS/PSYC 380, Forensic Behavior, is included. PSYC 360, Psychopathology, will be removed as a pre-req and PSYC 111, Introduction to Psychology, will be added.

**Motion to revise the BS programs in Homeland Security & Emergency Management and Criminal Justice Leadership, and to revise the CRJS/PSYC 380 course was made by Mason-Barber and seconded by Brewer.**

 *Mathematics/Science/Informatics*

 Courses

 Add (9)

* CHEM 103, General Chemistry I, (3)
* CHEM 104, General Chemistry II, (3)
* CHEM 105, General Chemistry I Laboratory (1)
* CHEM **106**, General Chemistry II Laboratory (1)
* CHEM 206, Organic Chemistry I (3)
* CHEM 207, Organic Chemistry II (3)
* CHEM 208, Organic Chemistry Laboratory (2)
* CHEM 305, Biochemistry (3)
* BIOL 325, Pathophysiology (3)

Revise (11)

 Include INSY 102, Introduction to Digital Communication, as pre-req. for

 INFM 110, 202, 204, 205, 212, 301, 316, 321, 322, 335, 372

The Mathematics/Science/Informatics department seeks to add 9 courses. These courses support the pre-pharmacy and pre-nursing programs that Penfield seeks to develop. Blome reported that the pre-programs will come before the UC during the next meeting. This will require a program change form – special program. It was also recommended that Penfield confer with Maria Hammett as she is establishing policy on pre-programs. Bratcher commented on the length of the course descriptions that also seemed repetitive. Stapleton explained that the language was intentional and had to meet the requirements established by the College of Pharmacy. McCommon asked about the format and method of delivery for the courses. Stapleton stated that the lab portions would be presented face-to-face while the lectures would be presented on-line. Also, the courses would be formatted within the 8-week session. Mindingall noted that McCommon was contacted before the meeting to determine a course number for the General Chemistry II Laboratory. She assigned CHEM 106.

Eleven coursed in Informatics seek revision to include INSY 102, Introduction to Digital Communication, or equivalent as a pre-req. This change will ensure that all students in advanced informatics classes have a basic understanding of the computer and a digital communication skill set.

**Motion to add 9 new science courses and revise 11 informatics courses was made by McClung and seconded by Kopp.**

As the review of proposals concluded, Mindingall reminded the group that the next meeting is March 14th and the submission deadline is March 4th. She also asked that members be prepared to meet from 2:00 to 5:00 on that day to accommodate the number of proposals and to have the presentation on pre- programs.

It is clear that some still struggle with trying to determine which form to complete for their curricular changes – program form or course form. Malone suggested that thinking about the catalog change would help one to determine which form to use. If the only change to the catalog is in the course listing section, then the course change form is appropriate. However, if changes occur in any other portions of the catalog –requirements (major, minor, credit hours, course requirements, core, electives, etc.) then a program form is needed. Both program changes and course changes can be required.

Adjourned: 3:35 p.m.

Submitted by: Marilyn P. Mindingall, Ph.D.

 02/11/2019