

**Undergraduate Curriculum Committee  
Meeting Minutes  
March 10, 2016  
University Center Room 222**

**Members Present:** Monte Atkinson, Diana Bailey, Geoff Gurka, Jennifer LaBombard-Daniels, Lisa Driskell, Jennifer Hancock, Jeremy Hawkins, Carolyn Ferreira-Lillo, Eliot Jennings, Scott Kessler, Susan Longest, Carolyn Quinn-Hensley, and Jill Van Brussel.

**Ex-officio members present:** Jeff Grossman - Library; Kurt Haas - Academic Affairs.

**Guests:** Calvin Hofer-Music; Jessica Herrick and Brian Parry–Social and Behavioral Sciences.

Chair Hawkins called the meeting to order at 3:30.

**I. Announcements**

- a. Review list of needed updates to Manual and identify additional items. Revisions will be presented to the committee for approval at the April meeting (See “Other Materials” distributed with agenda.)

Chair Hawkins announced that any feedback from the committee on additional items for revision need to be submitted to him by March 24.

The issues around SLOs for programs and courses are being addressed with Bette Schans, Director of Assessment of Student Learning.

In addition to reviewing the Policy and Procedures Manual for items requiring revision, please review the 2015-2016 Curriculum Change forms/worksheets and provide suggestions for improvement by March 24. The forms will remain online for review purposes until then and then will be taken down in order to be revised for the 16-17 year. The 16-17 forms will be posted online by approximately July 1, 2016.

**II. New Business**

- a. Review of 2016-17 Program Reviews to identify any curricular concerns (See “Other Materials” distributed with agenda.)
  - i. BS, Environmental Science and Technology
  - ii. Emergency Medical Services
  - iii. BBA and BAS, Business Administration
  - iv. AAS, Tech Cert - Culinary Arts; and AAS, Baking and Pastry
  - v. BA, Mass Communication

**Motion: To acknowledge that the committee has reviewed the curricular aspects of the program reviews listed above (Hancock/Gurka). Motion Carried.**

There were no curricular issues raised by the committee.

### III. Curriculum Proposals

Agenda Item	Proposal Type: Proposal Details	Members	Committee Action	Expected Implementation
a.i.1	Course Modification: MASS 372 Video Production II	Longest, Daniels	Approved	Fall 2016
a.ii.1	Program Modification: BA Mass Communication-Media Strategies and Applications: 3256 <b>Correction to be made:</b> On the program sheet, MASS 452 needs to be listed with the new name approved at the last meeting, which is "Designing for Brand and Message."	Bailey, Atkinson	Approved contingent upon corrections	Fall 2016
b.i.1	Program Addition: Degree: Bachelor of Music (BM) Major: Music with Elective Studies in Business and Entrepreneurship <b>Discussion/Corrections to be made:</b> There was discussion about the name of the program, standards from NASM, and the need to be consistent with how CMU lists degrees and majors in the catalog and on the program sheet. The department will promote the program as "Bachelor of Music with Elective Studies in Business and Entrepreneurship" and the program sheet, catalog and website will list the the degree type as "Bachelor of Music" and list the major as "Music with Elective Studies in Business and Entrepreneurship." The program sheet and program addition proposal will be corrected so that the major title is consistent in all places.	Bailey, Atkinson	Approved contingent upon corrections	Fall 2016
b.i.2	Program Addition: Degree: Bachelor of Music (BM) Major: Music Performance <b>Discussion/Corrections to be made:</b> There was discussion about the name of the program, standards from NASM, and the need to be consistent with how CMU lists degrees and majors in the catalog and on program sheets. It was determined that the word "In" will be removed from the name of the major on the program sheet.	Bailey, Atkinson	Approved contingent upon corrections	Fall 2016
b.i.3	Program Addition: Degree: Bachelor of Music Education (BME) Major: Music Education K-12 <b>Discussion/Correction to be made:</b> The major name is Music Education K-12 and will be noted as such in all places.	Bailey, Atkinson	Approved contingent upon corrections	Fall 2016

Agenda Item	Proposal Type: Proposal Details	Members	Committee Action	Expected Implementation
b.ii.1.	Course Addition: MUSA 365 Entrepreneurship for Creatives	Atkinson, Ferreira- Lillo	Approved	Fall 2016
b.ii.2	Course Addition: MUSA 437 Advanced Singer's Diction - Romance Languages	Atkinson, Ferreira- Lillo	Approved	Fall 2016
b.ii.3	Course Addition: MUSA 438 Advanced Singer's Diction - German and Russian	Atkinson, Ferreira- Lillo	Approved	Fall 2016
b.iii.1	Course Modification: MUSP 145 Instrumental Ensembles, Sections A - F	Driskell, Gurka	Approved	Fall 2016
b.iii.2	Course Modification: MUSP 245 Instrumental Ensembles, Sections A - F	Driskell, Gurka	Approved	Fall 2016
b.iii.3	Course Modification: MUSP 345 Instrumental Ensembles, Sections A - F	Driskell, Gurka	Approved	Fall 2016
b.iii.4	Course Modification: MUSP 445 Instrumental Ensembles, Sections A - F <b>Correction to be made:</b> In the title "Ensemble" will be changed to "Ensembles" to match the other courses.	Driskell, Gurka	Approved contingent upon corrections	Fall 2016
b.iv.1	Program Deletion: BA Music-Elective Studies in Business: 3208 Deletion <b>Correction to be made:</b> The teach-out plan will be corrected with the correct name of the new degree and major.	Atkinson, Gurka	Approved contingent upon corrections	Fall 2016
b.iv.2	Program Deletion: BA Music-K-12 Education: 3217 Deletion <b>Correction to be made:</b> The teach-out plan will be corrected with the correct name of the new degree and major.	Atkinson, Gurka	Approved contingent upon corrections	Fall 2016
b.iv.3	Program Deletion: BA Music-Performance: 3249 Deletion <b>Correction to be made:</b> The teach-out plan will be corrected with the correct name of the new degree and major.	Atkinson, Gurka	Approved contingent upon corrections	Fall 2016

c.i.1	<p>Course Addition: SOCI 390 GRE Preparation</p> <p><b>Discussion/Corrections to be made:</b> It was noted that this course is open to students from any major not just Psychology. It was decided to use the more general prefix of "SOCI" instead of "PSYC." There was also discussion about the possibility of using the new "UNIV" prefix for this type of course, but this possibility needs to be discussed further with the VPAA. At this time, the course will be added as "SOCI 390." The word "Prep" will be spelled out as "Preparation" for the official course title.</p>	Longest, Jennings	Approved contingent upon corrections	Fall 2016
c.ii.1	<p>Program Modification: BA Psychology: 3724</p> <p><b>Correction to be made:</b> The course prefix for the new course will be changed to SOCI from PSYC on the program sheet.</p>	Hancock, Longest	Approved contingent upon corrections	Fall 2016
c.ii.2	<p>Program Modification: BA Psychology-Counseling Psychology: 3726</p> <p><b>Correction to be made:</b> The course prefix for the new course will be changed to SOCI from PSYC on the program sheet.</p>	Hancock, Longest	Approved contingent upon corrections	Fall 2016
d.i.1	<p>Program Modification: AAS Culinary Arts: 1350</p>	Ferreira- Lillo, Hancock	Approved	Fall 2016
d.i.2	<p>Program Modification: Tech Cert Culinary Arts: 1351</p>	Atkinson, Kessler	Acknowledged	Fall 2016
d.ii.1	<p>Program Deactivation: AAS Process Systems Tech: 1320</p> <p><b>Note:</b> The teach-out plan states that the students remaining in the program will graduate in the spring of 2017. According to current policy, the program's status is required to be examined the following fall, which will be fall 2017. A report should be submitted to the Chair of the UCC by September 2017, at which point the program can remain on deactivated status for up to two additional years at the most.</p>	Kessler, Hancock	Approved	Fall 2016

IV. Old Business

V. Other

- a. Acknowledgment of memo received from WCCC which requests continued deactivation status for the AAS, Construction Technology – Craft, and Technical Certificate, Construction Technology. As these programs were deactivated in November, 2013, they must be either deleted or reactivated by November, 2017. (See “Other Materials” distributed with agenda.)

Chair Hawkins noted that the AAS, Construction Technology – Craft, and Technical Certificate, Construction Technology will remain deactivated until November, 2017 at the latest.

**Adjournment:**

With no objections from the committee, Chair Hawkins adjourned the meeting at 4:13

Respectfully submitted,  
Jessie Barnett, Recording Secretary