

## MINUTES

University Wide Undergraduate Curriculum Committee

Tuesday, October 1, 2013

16A Leonard Hall

### I. Call to Order

In attendance: Deckert, Fair, Greenawalt, Killam, Knight, Kim, Lewis, McCracken, McDevitt, McKee, Muchtar, Pistole, Sechrist

Excused: Clewell, Minnick, Mocek, Moerland

### II. Approval of Minutes from September 24, 2013 Curriculum Committee Meeting

On a Knight/McDevitt motion the minutes were approved as presented.

### III. Co-Chairs Report

Reminder that we have Senate next week, our portion of the agenda is about 9 pages.

### IV. Liberal Studies Committee Report

September 19, 2013 Minutes- **See X Drive for Minutes.**

September 26, 2013 Minutes- **See X Drive for Minutes.**

### V. Items for Review/Possible Action:

- a. 13-10 HPED 341 Evaluation in Health and Physical Education, distance education
  - Provide more detail in module and explain how the flow of the module will go.
  - Include the actual slides for the PowerPoint
  - On a Lewis/Muchtar motion the distance education proposal was provisionally approved. McKee abstains.
- b. 13-75 NURS 202 Foundations of Child Health, distance education
  - Number pages.
  - Add member to faculty to make "faculty member" in the answer to question 1. Also throughout the document.
  - Page 4, correct: "Pick a hot childhood topic that would can..."
  - Distance Education Questions objectives section could use more on how the course objectives can be accomplished online. For example, Objective D and E especially, how will the students present to the class in an online environment? Objective C: How will you do treasure hunt activities in the DE environment?
  - Page number 12. Evaluation methods. Need to include points or percentages. Include how many points will be lost for late work in the evaluation section.
  - On page 13 remove the word "based" on 2 & 3 under Grade is
  - Need a module to show example lesson (content).
  - On a Kim/Knight motion the distance education proposal was returned. Greenawalt abstained.
- c. 13-76 ENGL 281 Special Topics: Nautical Film and Literature, distance education
  - Edit the description. Start out with examines. Remove the last sentence on description. Page 8 has a description that does not match the one earlier.
  - When you submit this as a course proposal you will need to expand the bibliography
  - ")" missing on the top of page 13.
  - Page 4. Objective C: Students will critique not criticize?
  - Page 14 has listed English 121 not 281.
  - How do these paintings fit in with the class outline, the course title and the objectives?
  - Fill in column heading in table on page 12... make less confusing. Explain better how items will be graded. Move example from module into syllabus about how assignments will be evaluated.
  - On a Greenawalt/McKee motion the distance education proposal was returned. Deckert abstained.

- d. 13-77 HPED 351 Managing Budgets and Technology in Sport, distance education
  - Need correct syllabus of record. Located on web.
  - Need correct course description to match actual course description.
  - Objectives to do not match syllabus of record.
  - Provide a complete overview of how module will proceed. Include slides with your sample module.
  - Online syllabus does not include anything online sounds too much like the brick and mortar version of the course. The course still looks like a face to face course. Any forums etc.?
  - On a Fair/Lewis motion the distance education proposal was returned. McKee abstained.
- e. 13-78a JAPN 101 Elementary Japanese I, distance education
  - Co-chair will check to ensure that this meets the definition of a distance education course.
  - On a Lewis/Deckert motion the proposal was provisionally approved pending this confirmation that it needs DE approval. Killam abstained.
- f. 13-78b JAPN 281 Elementary Japanese II, distance education
  - Co-chair will check to ensure that this meets the definition of a distance education course.
  - On a Lewis/Deckert motion the proposal was provisionally approved pending this confirmation that it needs DE approval. Killam abstained.
- g. 13-80 MKTG 440 Direct Marketing, distance education
  - Course description should be updated to meet that as listed in the catalog.
  - Page number 7, evaluation methods. Below 60% for an F, not 70%.
  - Include the downloadable PowerPoint as an example module (page 10).
  - Need to include information about class procedures in distance education format in the syllabus so that students can see it. This information can be cut/pasted from distance education proposal.
  - Explain how a student can do the synchronous portions that have an excused absence.
  - Page 5, top bullet, please edit for clarity.
  - Page 6, in online syllabus. Fix the hanging indents and line up percentages.
  - On a Knight/Lewis motion the proposal was returned.
- h. 13-81 FRNC 281 Provence, Je t'aime, distance education
  - Co-chair will check to ensure that this meets the definition of a distance education course.
  - Condense the course description and make more descriptive of what the students will do.
  - On a Fair/Lewis motion the proposal was provisionally approved. Killam abstained.

The meeting was adjourned at 5:14PM.

Respectfully submitted,

Justin Fair