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KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE
MINUTES OF THE NOVEMBER 23, 2004, MEETING

R. Schaeffer called the meeting to order stating there was a quorum.

Present: Randy Schaeffer (Chairperson), Vera Brancato, Charles Cullum, Susan Czerny, Mark Dinger, Robert Gray, Matthew Hess, Kim Johnston, Christine Lottes, Debra Lynch, George Paterno, David Rogers, Elizabeth Rogol, and Marilyn Stewart.

Absent: Karen Kresge.

Also in Attendance: William Bateman, James Delle, Elsa Geskus, Robert Martin, Anita Meehan, John Vafeas, and Jeff White.

GENERAL ANNOUNCEMENTS

Proposal VPA 0509 is to be removed from the agenda.

MINUTES

It was moved by R. Gray and seconded by C. Lottes to approve the Minutes of the October 28, 2004 meeting. The motion passed.

OLD BUSINESS

Curr #: GRD 0402
Course: Course Revision - COU 517, Professional Orientation and Ethics in Students Affairs (effective Fall 2004)
Proposal: Change in Course Description.
Comments: Revised proposal was submitted. R. Schaeffer stated that clock and semester hours have been added to the Course Description. The Instructional Resource list has been added to the proposal. The Required Texts have been removed from the outline. The effective date was changed to Fall 2005.

It was moved by C. Cullum, seconded by C. Lottes to remove this item from the table. MOTION PASSED.

It was moved by C. Cullum, seconded by C. Lottes to consider and approve this proposal. MOTION PASSED.

Curr #: GRD 0404
Course: Course Revision: COU 570 - Contemporary College Students (effective Fall 2004).
Proposal: Change in course title **from** The American College Student **to** Contemporary College Students.
Comments: The proposal was resubmitted as a course revision as requested by the University Curriculum Committee. The Instructional Resources List was updated, and the

Course Outline revised as requested. Effective date changed to Fall 2005.

It was moved by C. Cullum, seconded by D. Lynch to remove this proposal from the table.
MOTION PASSED.

It was moved by C. Cullum, seconded by D. Lynch to consider and approve this proposal.
MOTION PASSED.

Curr #: VPA 0415
Course: New Course – SPE/WRI 340, Research for Public Relations (effective Spring 2005) Addition of course to master course listing. SPE 170, Introduction to Public Relations, and WRI 216, Writing for Public Relations, are course prerequisites.

Remains tabled.

NEW BUSINESS

College of Liberal Arts and Sciences

Curr#: LAS 03215
Program: Program deletion: Geography Core (effective, Spring 2005).
Proposal: This program had been developed for freshman majoring in geography who had not decided on a track. In the future, freshman will be admitted into a particular track.
Comments: R. Martin was present to speak to the course. Effective date changed to Fall 2005.

It was moved by E. Rogol, seconded by G. Paterno to consider and approve this proposal.
MOTION PASSED.

Curr #: LAS 04229
Course: Course Revision: NUR308/09 – Adaptation of the Nurse in the School Environment (effective Spring 2005).
Proposal: Change in Course Description.
Comments: Added to end of course description: “A student shall not be placed for his/her clinical experience in an agency in which they are currently employed.”
Effective date changed to Fall 2005.

It was moved by G. Paterno, seconded by D. Lynch to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 04259
Program: Program Revision: B.S. Psychology/General Track (effective Fall 2005).
Proposal: Change in Department policy and Change in Major Requirements.
Comments: A. Meehan spoke to this course. Students majoring in Psychology will need a grade of “C” or better in PSY 011, PSY 200 and PSY 270 to graduate.

It was moved by C. Lottes, seconded by R. Gray to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 04260
Program: Program Revision: B.S. Psychology/Clinical-Counseling (effective Fall 2005).
Proposal: Change in Department policy and Change in Major Requirements.
Comments: A. Meehan spoke to this course. Students majoring in Psychology will need a grade of "C" or better in PSY 011, PSY 200 and PSY 270 to graduate.

It was moved by C. Lottes, seconded by R. Gray to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 04261
Program: Program Revision: B.S. Psychology/Industrial - Organizational Track (effective Fall 2005).
Proposal: Change in Department policy and Change in Major Requirements.
Comments: A. Meehan spoke to this course. Students majoring in Psychology will need a grade of "C" or better in PSY 011, PSY 200 and PSY 270 to graduate.

It was moved by C. Lottes, seconded by R. Gray to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS04262
Program: Program Revision: B.S. Psychology/Paralegal Studies Track (effective Fall 2005).
Proposal: Change in Department policy and Change in Major Requirements.
Comments: A. Meehan spoke to this course. Students majoring in Psychology will need a grade of "C" or better in PSY 011, PSY 200 and PSY270 to graduate.

It was moved by C. Lottes, seconded by R. Gray to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 04263
Program: Program Revision: Revision to the Psychology Minor (effective Fall 2005).
Proposal: Change in Department policy and Change in Requirements for the Minor, and Change in Required Course Level.
Comments: A. Meehan spoke to this course. Students with a Psychology Minor will need a grade of "C" or better in PSY 011 to graduate. Minors must also take at least three courses at the 2xx level and above.

It was moved by D. Rogers, seconded by C. Lottes to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05005
Program: Program Revision: Elementary Education - Mathematics Concentration

(effective Fall 2005).
Proposal: Change in requirements for concentration.
Comments: W. Bateman was present to speak to this proposal. The entire concentration has been revised. MAT 240 is removed as an option to fulfill the geometry requirement. MAT 040 becomes a requirement and is moved to the core. In addition Required Courses are MAT 021, MAT 022, MAT 040 and MAT 140. Elective A is fulfilled by choosing one of the following: MAT 025, MAT 030, MAT 105 or MAT 115. Elective B is satisfied by one of the following: MAT 016, MAT 121, MAT 122 or MAT 171. Courses may not be cross-listed.

It was moved by D. Lynch, seconded by C. Lottes to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05006
Policy: Policy Revision: CIS 135/136 Placement Exam (effective Fall 2005).
Proposal: New Department Policy – placement examination for CIS 135/136.
Comments: W. Bateman was present to speak to this proposal. If a new student passed the programming placement test, he/she is excused from CIS 135. If the student receives a “C” or better in CIS 136, the student will receive credit for CIS 135 and CIS 136.

It was moved by E. Rogol, seconded by R. Gray to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05007
Course: Course Revision: MAT 025 - Introduction to Mathematics (effective Fall 2005).
Proposal: Change in Course Description.
Comments: W. Bateman was present to speak to this proposal. Last sentence of description is eliminated to reflect program revision allowing education majors to take MAT 025 to fulfill degree requirements.

It was moved by R. Gray, seconded by K. Johnston to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05008
Course: Course Revision: MAT 030 - Survey of Mathematics (effective Fall 2005).
Proposal: Change in Course Description.
Comments: W. Bateman was present to speak to this proposal. The last sentence of the course description is deleted. Mathematics majors are informed that MAT 030 will not count toward the major on the department checksheet, eliminating the need to state this stipulation in the course description.

It was moved by R. Gray, seconded by K. Johnston to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05009
Course: Course Revision: MAT 105 - College Algebra (effective Fall 2005).
Proposal: Change in Course Description.
Comments: W. Bateman was present to speak to this proposal. The last sentence of the course description is deleted. Mathematics majors are informed that MAT 105 will not count toward the major on the department checksheet, eliminating the need to state this stipulation in the course description.

It was moved by R. Gray, seconded by K. Johnston to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05010
Course: Course Revision: MAT 106 - Trigonometry
Proposal: Change in Course Description.
Comments: W. Bateman was present to speak to this proposal. The last sentence of the course description is deleted. Mathematics majors are informed that MAT 106 will not count toward the major on the department checksheet, eliminating the need to state this stipulation in the course description.

It was moved by R. Gray, seconded by K. Johnston to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05011
Course: Course Revision: MAT 115 – Precalculus (effective Fall 2005).
Proposal: Change in Course Description
Comments: W. Bateman was present to speak to this proposal. The last sentence of the course description is deleted. Mathematics majors are informed that MAT 115 will not count toward the major on the department checksheet, eliminating the need to state this stipulation in the course description.

It was moved by R. Gray, seconded by K. Johnston to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05012
Course: Course Revision: MAT 121 – Mathematics for Business and Information Science (effective Fall 2005).
Proposal: Change in Course Description.
Comments: W. Bateman was present to speak to this proposal. The last sentence of the course description is deleted. Mathematics majors are informed that MAT 121 will not count toward the major on the department checksheet, eliminating the need to state this stipulation in the course description.

It was moved by R. Gray, seconded by K. Johnston to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05013
Course: Course Revision: MAT 122 - Calculus for Business and Information Science

(effective Fall 2005).
Proposal: Change in Course Description.
Comments: W. Bateman was present to speak to this proposal. The last sentence of the course description is deleted. Mathematics majors are informed that MAT 122 will not count toward the major on the department checksheet, eliminating the need to state this stipulation in the course description. The following editorial change is made to correct a typographical error: under New Catalog Description, the sentence "This course is not applicable to the Secondary Education or Mathematics major" is to be eliminated.

It was moved by R. Gray, seconded by K. Johnston to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05014
Course: Course Revision: MAT 140 – Applied Statistical Methods (effective Fall 2005).
Proposal: Change in Course Description.
Comments: W. Bateman was present to speak to this proposal. The last sentence of the course description is deleted. Mathematics majors are informed that MAT 140 will not count toward the major on the department checksheet, eliminating the need to state this stipulation in the course description.

It was moved by R. Gray, seconded by K. Johnston to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 0515
Program: Program Revision: CIS Minor in Information Technology (effective Fall 2005).
Proposal: Change in Requirements and Electives for the Minor.
Comments: W. Bateman was present to speak to the proposal. CIS 112 is to be eliminated as a Required Course, and replaced with CIS 136.

It was moved by D. Lynch, seconded by D. Rogers to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05016
Course: Course Revision: CIS Major in Software Development (effective Fall 2005).
Proposal: Change in Requirements and Electives for the Major.
Comments: W. Bateman was present to speak to the proposal. CIS 243: Java Programming is moved from #3. Elective Courses to #1. Required Courses. CIS 402: File Management Techniques is moved from #1. Required Courses to #2. Elective Courses.

It was moved by C. Lottes, seconded by R. Gray to consider and approve this proposal.
MOTION PASSED.

Curr#: LAS 05017
Course: Course Revision: Combined BS/MS in Computer Science (effective Fall 2005).
Proposal: Change in Requirements and Electives for the Major.
Comments: W. Bateman was present to speak to the proposal. CIS 243: Java Programming

is moved from Elective Courses to Required Courses. CIS 402: File Management Techniques is moved from Required Courses to Elective Courses. C. Cullum asked that the proposal be referred to Graduate Council for approval since the course is a combined BS/MS degree.

It was moved by K. Johnston, seconded by D. Rogers to consider and approve this proposal.
It was moved by K. Johnston, seconded by D. Lynch to table this proposal pending approval by the Graduate Council. MOTION TO TABLE PASSED.

Curr#: LAS 04244
Course: New Course: ANT 235 – Pennsylvania Archaeology (effective Fall 2005).
Proposal: Addition of course to Master Listing, and Request for Use in General Education
Comments: J. Delle was present to speak to the proposal.

It was moved by E. Rogol, seconded by R. Gray to consider and approve this proposal.
MOTION PASSED.

College of Visual and Performing Arts

Curr#: VPA 0503
Course: Course Revision: THE 131 - Fundamentals of Acting I (effective Fall 2005)
Proposal: Change in Course Prerequisites.
Comments: Prerequisite for course was changed from THE 015 to THE 031.

It was moved by C. Lottes, seconded by D. Lynch to consider and approve this proposal.
MOTION PASSED.

College of Business

Curr#: BUS 0503
Course: New Course: FIN 371 – Selected Topics in Finance (effective Spring 2005).
Proposal: Add Course to the Master Course List.
Comments: The effective date was changed to Fall 2005.

It was moved by E. Rogol, seconded by M. Dinger to consider and approve this proposal.
MOTION PASSED.

College of Education

Curr#: EDU 0503
Program: Program Revision: Mathematics Concentration in Elementary Education (effective Fall 2005).
Proposal: Change in requirements for the concentration.
Comments: E. Giskus and W. Bateman were present to speak to the proposal.
MAT 040 is added to Required Courses (12 s.h.). Elective A category (3 s.h.) includes: MAT 025, MAT 030, MAT 105, MAT 115, or any course above MAT 115. Elective B Category (3 s.h.) includes: MAT 106, MAT 122,

MAT 122, MAT 171 or any course above MAT 171. If MAT 115 is selected under Elective A, MAT 106 cannot be selected under Elective B. MAT 122 and MAT 171 cannot both be selected under A and B since there is an overlap in content. Courses may not be cross-listed.

It was moved by E. Rogol, seconded by K. Johnston to consider and approve this proposal
MOTION PASSED.

Curr#: EDU 0504
Program: Program revision: Psychology Concentration in Elementary Education (effective Fall 2005).
Proposal: Change in electives for the concentration.
Comments: E. Geskus was present to speak to the proposal. Remove PSY 255 and PSY 260 from list of electives. Add PSY 125, PSY 200, PSY 202, PSY 217, PSY 220, PSY 250, PSY 265, PSY 310, PSY 312, PSY 325, PSY 333 to list of electives. A maximum of 6 credits from PSY 110, 120 and 125 may be applied toward graduation.

It was moved by D. Lynch, seconded by C. Lottes to consider and approve this proposal.
MOTION PASSED.

Curr#: EDU 0505
Program: Program revision: Urban Concentration in Elementary Education (effective Fall 2005).
Proposal: Change in Requirements and Change in Electives.
Comments: E. Geskus was present to speak to this proposal. The change is the notation that the Electives need to cross list in General Education in the appropriate categories to allow the concentration to be completed in 120 credits. It was noted that changes to notations on the department check sheets are not required to be voted on by the University Curriculum Committee. This type of revision is an announcement.

It was moved by K. Johnston, seconded by C. Lottes to consider and approve this proposal.
It was moved by E. Rogol, seconded by D. Lynch to move this proposal to the announcement section of the agenda. MOTION TO MOVE ITEM TO ANNOUNCEMENTS PASSED.

Curr#: EDU 0506
Course: Course Revision: Pennsylvania Department of Education Assessments in Elementary Education Courses (effective Fall 2005)
Proposal: E. Geskus was present to speak to this proposal. Change in Syllabus: Addition of Assessment section to be inserted before the Objectives section in the course syllabi for the following courses:
ELU 130 – Introduction to Early Childhood Education
ELU 201 – Fundamentals of Reading Instruction
ELU 205 – Science for Elementary and Middle Schools
ELU 207 – Health and Physical Education for Elementary School
ELU 233 – Integrate Curriculum for the Early Learner
ELU 236 – Arts in Early Childhood Curriculum

ELU 243 – Teaching in Urban Elementary and Middle Schools
 ELU 251 – Teaching Reading to the Culturally Different Child
 ELU 301 – Fundamentals of Reading Instruction II
 ELU 302 – Children’s Literature
 ELU 303 – Language Arts
 ELU 304 – Social Studies for Elementary Schools
 ELU 306 – Materials and Methods of Instructions
 ELU 308 – Mathematics for Elementary Schools
 ELU 321 – Assessment of Children: Birth through Middle Years
 ELU 323 – Classroom Management
 ELU 334 – Instructional Strategies in Early Childhood Education
 ELU 338 – Internship in Early Childhood Education
 ELU 351 – Diagnostic and Remedial Reading
 ELU 370 – Selected Topics in Elementary Education
 ELU 390/391 – Student Teaching
 ELU 412 – Education and Care of Infants and Toddlers
 ELU 415 – Building Partnerships for Educating Young Children:
 Families, Schools and Communities
 ELU 420 – Administration of Programs for Young Children
 ELU 452 – Current Trends in Reading Instruction

Comments: The Pennsylvania Department of Education is requiring an assessment section in all course syllabi.

It was moved by D. Lynch, seconded by R. Gray to consider and approve this proposal.
 MOTION PASSED.

Curr#: EDU 0508
 Program: Program Revision: Concentration in Instructional Technology
 (effective Fall 2005).
 Proposal: Addition of new program to master listing.
 Comments: J. White was present to speak to this proposal. This is a new 18 credit
 concentration for Library Science Majors. Required Courses (12 credits)
 are ITC 125, ITC 331, ITC 340 and ITC 347. Elective Courses (6 credits)
 include ITC 336, ITC 380, ITC 425 and ITC 435.

It was moved by R. Gray, seconded by E. Rogol to consider and approve this proposal.
 MOTION PASSED.

ANNOUNCEMENTS

College of Education

Curr#: EDU 0505
 Program: Program revision: Urban Concentration in Elementary Education
 (effective Fall 2005)
 Proposal: Change in Requirements and Change in Electives.
 Comments: The change is the notation that the Electives need to cross list in
 General Education in the appropriate categories to allow the concentration
 to be completed in 120 credits.

R. Schaeffer announced the following courses. All are three credit, one week, graduate courses for the Educator's Workshop program to be offered Summer 2005.

College of Liberal Arts and Sciences

- Curr#: LAS 04251
Course: EDW 5xx: Selected Topics for Educators – Desktop Publishing with Adobe InDesign 2.0.
- Curr#: LAS 04255
Course: EDW 5xx: Selected Topics for Educators – Shakespeare Controversies.
- Curr#: LAS 05032
Course: EDW 5xx: Selected Topics for Educators – Seminar in Diversity Studies: Making Diversity Work.
- Curr#: LAS 05033
Course: EDW 5xx: Selected Topics for Educators – Fanning the Flame: Reigniting Your Social Studies Classroom.

College of Visual and Performing Arts

- Curr#: VPA 0513
Course: EDW 5xx: Selected Topics for Educators - Learning from Historical Objects.
- Curr#: VPA 0514
Course: EDW 5xx: Selected Topics for Educators – Understanding the Museums and Historic Site Resources in Berks, Lehigh and Northampton Counties.
- Curr#: VPA 0518
Course: EDW 5xx: Selected Topics for Educators – Renaissance Perspective on a Tabletop.
- Curr#: VPA 0519
Course: EDW 5xx: Selected Topics for Educators – Art of Ancient History.
- Curr#: VPA 0520
Course: EDW 5xx: Selected Topics for Educators – Doing Documentary Work: a Photo Workshop for Educators.
- Curr#: VPA 0521
Course: EDW 5xx: Selected Topics for Educators – Art and Art History in a Global Perspective.

College of Business

- Curr#: BUS 0505
Course: EDW 5xx: Selected Topics for Educators – Technology Decisionmaking for Educators and Administrators.

College of Education

Curr#: EDU 0515
Course: EDW 5xx: Selected Topics for Educators – From Digital Cameraas to Digital Photo Albums.

Curr#: EDU 0516
Course: EDW 5xx: Selected Topics for Educators – From iMovie to iDVD: Creating Educational DVD.

College of Graduate Studies

Curr#: GRD 0501
Course: EDW 5xx: Selected Topics for Educators – Introduction to College Students Services for Secondary School Counselors.

R. Schaeffer also announced that because of publishing deadlines the following titles from the Department of Criminal Justice and Social Work that will be included in the printed list of Educators' Workshops. These workshops will be officially announced when the full proposals are submitted at the next meeting of the University Curriculum Committee.

Curr#: LAS 05034
Course: EDW 5xx: Selected Topics for Educators - Victims of Crime and Victims' Rights.

Curr#: LAS 05035
Course: EDW 5xx: Selected Topics for Educators - An Overview of Child Maltreatment for Professional Educators.

Curr#: LAS 05036
Course: EDW 5xx: Selected Topics for Educators – Public Education, Hispanic Children and Their Families.

Curr#: LAS 05037
Course: EDW 5xx: Selected Topics for Educators – Adolescent Substance Abuse: Classroom Strategies for Teachers.

Curr#: LAS 05038
Course: EDW 5xx: Selected Topics for Educators – Children in Poverty: Implications on Their Social and Behavioral Functioning

Curr#: LAS 05039
Course: EDW 5xx: Selected Topics for Educators – Women and the Criminal Justice System.

Curr#: LAS 05040
Course: EDW 5xx: Selected Topics for Educators – Dealing with Grief and Death in the Classroom.

Curr#: LAS 05041
Course: EDW 5xx: Selected Topics for Educators – Skills for Working with the New African Immigrant and the Family.

ADJOURNMENT

It was moved by D. Rogers, seconded by E. Rogol to adjourn the meeting at 11:53 a.m.

Susan G. Czerny, Secretary

Date

Claudia DeLong, Recording Secretary

Date