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UCC Minutes October 24, 2013

Kutztown University Curriculum Committee

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**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

Minutes of October 24, 2013

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

PRESENT: Randy Schaeffer (Chairman), Susan Czerny, Sandy Feliz, Heather Fountain, Helen Hamlet, Michelle Hughes, Soojin Kim, Diane King, Karen Kresge, Rami Steinruck, Marilyn Stewart, John Vafeas, John Walker, and Carole Wells

ABSENT: Ellesia Blaque

ALSO IN ATTENDANCE: Nancy Cardenuto, Jason Crockett, Sudarshan Fernando, Bethany French, George Hale, Roger Hibbs, Debbie Lynch, Brian Meares, Robert Smith, and Manash Ray

GENERAL ANNOUNCEMENTS

R. Schaeffer stated that there will be a continuation meeting if needed on Thursday, October 31, 2013, in SUB 157 at 11 a.m.

MINUTES

Edits to the minutes: Remove extra line on pg. 3.

It was moved by J. Walker, seconded by H. Fountain, to approve the minutes from Sept. 26 and Oct. 3, 2013.
MOTION PASSED.

OLD BUSINESS

Current #: LAS 14007
Course: Course Revision: MAT 003, Intermediate Algebra, Spring 2014
Proposal: Change in course description and course syllabus.
Comments: No new items were submitted, proposal remained tabled.

Current #: LAS 14023
Course: Course Revision: POL 211, Public Opinion and Propaganda, Spring 2014
Proposal: Change in course syllabus.
Comments: Additional memo received by the committee for this meeting.

It was moved by J. Walker, and seconded by D. King, to consider and approve this proposal. **MOTION PASSED.**

NEW BUSINESS

College of Education

The following proposals were moved by J. Walker, and seconded by D. King, to consider and approve as a block. It was moved by J. Vafeas, and seconded by H. Fountain, to table these proposals. MOTION PASSED.

COE 1400 New Program: Education Studies Program in Mentally Physically Handicapped (MPH), Fall 2014

Proposal: Addition of new program.

Comments: D. Lynch was present to speak to this proposal. D. Lynch requested that it be tabled, so that it could be reviewed in conjunction with the Department of Social Work prior to appearing at UCC.

COE 1402 New Program: Education Studies Program in Visual Impairment (VI), Fall 2014

Proposal: Addition of new program.

Comments: D. Lynch was present to speak to this proposal. D. Lynch requested that it be tabled, so that it could be reviewed in conjunction with the Department of Social Work prior to appearing at UCC.

COE 1403 New Course: SPU 381, Internship in Special Education, Fall 2014

Proposal: Addition of course to the Master Course Listing.

Comments: D. Lynch was present to speak to this proposal. D. Lynch requested that it be tabled, so that it could be reviewed in conjunction with the Department of Social Work prior to appearing at UCC.

College of Liberal Arts & Sciences

Current #: LAS 14027

Program: Program Revision: Electronic Media Internal Transfer Credit Requirement, Spring 2014

Proposal: Change in program eligibility requirements.

Comments:

It was moved by J. Walker, and seconded by H. Fountain, to consider and approve this proposal. MOTION PASSED.

The following proposals were moved by J. Walker, and seconded by K. Kresge, to consider and approve as a block. MOTION PASSED.

LAS 14063 Course Revision: ANT 272, Human Heredity, Fall 2014

Proposal: Change in course title.

Comments: Changed effective date from Spring 2014 to Fall 2014.

LAS 14064 Course Revision: ANT 273, Primate Studies, Fall 2014

Proposal: Change in course title.

Comments: Changed effective date from Spring 2014 to Fall 2014.

LAS 14065 Course Revision: ANT 274, Human Origins, Fall 2014

Proposal: Change in course title.

Comments: Changed effective date from Spring 2014 to Fall 2014.

Current #: LAS 14071
Course: Course Revision: PHY 040, General Physics I, Summer I 2014
Proposal: Change in course prerequisites.
Comments: S. Fernando was present to speak to this proposal.

It was moved by J. Walker, and seconded by K. Kresge, to consider and approve this proposal. MOTION PASSED.

Current #: LAS 14072
Course: Course Revision: POL 580, Independent Study in Public Administration, Fall 2014
Proposal: Change in course description and syllabus, and change in course prerequisites.
Comments: G. Hale was present to speak to this proposal. B. Meares noted that the course prerequisites were also changed, and the committee noted that it should also be checked for a change in course prerequisites on the cover sheet.

It was moved by K. Kresge, and seconded by H. Fountain, to consider and approve this proposal. MOTION PASSED.

Current #: LAS 14073
Course: Course Revision: POL 570, Selected Topics in Public Administration, Fall 2014
Proposal: Change in course description and syllabus.
Comments: G. Hale was present to speak to this proposal.

It was moved by J. Walker, and seconded by H. Fountain, to consider and approve this proposal. MOTION PASSED.

Current #: LAS 14075
Course: Course Revision: ANT 360, History and Theory of Anthropology, Fall 2014
Proposal: Change in course prerequisites.
Comments: J. Crockett was present to speak to this proposal. It was noted that this is only a change in course prerequisites, and that the change in course description should not be checked on the cover sheet.

It was moved by J. Walker, and seconded by H. Fountain, to consider and approve this proposal. MOTION PASSED.

Current #: LAS 14077
Course: New Course: CRJ 190, Federal Law Enforcement, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: C. Wells noted that the proposal also needed semester/credit hours. R. Schaeffer stated that it should be 3 credit hours for this course.

It was moved by J. Walker, and seconded by H. Fountain, to consider and approve this proposal. MOTION PASSED.

College of Visual & Performing Arts

The following proposals were moved by J. Walker, and seconded by H. Fountain, to consider and approve as a block. MOTION PASSED.

- VPA 1411 New Course: CDE 515, Graduate Workshop: Emerging Media Campaigns, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1412 New Course: CDE 556, Graduate Workshop: Art of Humor, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal. R. Schaeffer questioned if a half semester course was appropriate, and M. Hughes responded that it is, and that is already done for other courses. M. Hughes reminded the committee that grading for half semester courses is done at the end of the semester.
- VPA 1413 New Course: CDE 557, Graduate Workshop: Typeface Design, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1414 New Course: CDE 559, Graduate Workshop: Design for Greeting Cards, Stationery and Gift Industry, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal. The committee corrected typos in the lettering of the Objectives section.
- VPA 1415 New Course: CDE 561, Graduate Workshop: Restaurant Graphics, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal. The committee corrected typos in the lettering of the sections in the syllabus.
- VPA 1416 New Course: CDE 566, Graduate Workshop: Motion Graphics, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1417 New Course: CDE 567, Graduate Workshop: Package Design, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1418 New Course: CDE 581, Graduate Design Seminar: Corporate Publications, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1419 New Course: CDE 582, Graduate Design Seminar: Identity Systems, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal. Noted that this is a half semester course only. S. Feliz noted that the resources appeared dated, and asked if there was anything more recent. K. Kresge responded that they are annuals that are updated yearly, they

just have a date that is older listed in the resources section. R. Schaeffer requested that the department please update the resources in the listing.

- VPA 1420 New Course: CDE 583, Graduate Advertising Seminar: Non-profit/Corporate Institutional, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1421 New Course: CDE 584, Graduate Advertising Seminar: Consumer Product Advertisins, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1422 New Course: CDE 585, Graduate Interactive Seminar: Current Practices, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1423 New Course: CDE 586, Graduate Interactive Seminar: Internet and Web Applications, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1424 New Course: CDE 587, Graduate Illustration Seminar: Visual Essay, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1425 New Course: CDE 589, Graduate Illustration Seminar: Developing a Personal Style, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal. The committee corrected typos to the lettering order in the syllabus.
- VPA 1426 New Course: CDH 550, Graduate History of Graphic Design A, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- VPA 1427 New Course: CDH 551, Graduate History of Graphic Design B, Fall 2014
Proposal: Addition of course to the Master Course Listing.
Comments: K. Kresge was present to speak to this proposal.
- Current #: VPA 1429
Course: Course Revision: THE 210, Production & Performance for Young Audiences, Spring 2014
Proposal: Change in course status to de-archive course.
Comments: Committee discussed the effective date, and it was stated that this course was needed for Spring for students who are on schedule to graduate in May.

It was moved by J. Walker, and seconded by H. Fountain, to consider and approve this proposal. MOTION PASSED.

Current #: VPA 1432
Course: New Course: ART 331-335, Animation Studios, Fall 2014
Proposal: Addition of courses to the Master Course Listing.
Comments: H. Fountain was present to speak to this proposal. It was noted that this set of courses is already on the checksheet for the Digital Media concentration. J. Vafeas questioned if each separate course is to receive 3 credits, and K. Kresge responded that each does get 3 credits.

It was moved by J. Walker, and seconded by H. Fountain, to consider and approve this proposal. MOTION PASSED.

Distance Education Offerings

The following proposals were moved by J. Walker, and seconded by D. King, to consider and approve as a block. MOTION PASSED.

COB 1403 Distance Education Offering: FIN 350, Financial Management, Fall 2014
Proposal: Request to offer course via Distance Education.
Comments: Changed effective date from Spring 2014 to Fall 2014.

COE 1411 Distance Education Offering: EEU 325, Assessment II: Summative, Formative, Diagnostic, and Benchmark, Spring 2014
Proposal: Request to offer course via Distance Education.
Comments: N. Cardenuto was present to speak to this proposal.

COE 1412 Distance Education Offering: ELU 571, Application of Current Elementary Education Topics, Spring 2014
Proposal: Request to offer course via Distance Education.
Comments: N. Cardenuto was present to speak to this proposal.

LAS 14079 Distance Education Offering: GEL 1, Dinosaurs, Summer I 2014
Proposal: Request to offer course via Distance Education.
Comments: S. Kim noted that the listing is specific to an individual instructor, not listing what qualifications an instructor needs to teach the course.

VPA 1430 Distance Education Offering: COM 241, Public Relations: Processes & Techniques, Summer II 2014
Proposal: Request to offer course via Distance Education.

College of Business

Current #: COB 1341
Course: Course Revision: ACC 305, Cost Accounting, Fall 2014
Proposal: Change in course description and syllabus, and change in course prerequisites.
Comments: R. Hibbs and M. Ray were present to speak to this proposal. Noted that Assessment should follow Objectives in the order of the proposal. The committee questioned why the prerequisites included "or by permission of the department chair" instead of "permission of the instructor." R. Hibbs responded that students were abusing the permission of instructor, and that the instructors were not always aware of what the student's qualifications or needs were before signing off on

taking the course. R. Hibbs agreed to striking “permission of chair” if “permission of instructor” is added back in. The committee agreed to remove “permission of chair” and replace it with “permission of instructor” in the prerequisites.

It was moved by J. Walker, and seconded by H. Fountain, to consider and approve this proposal. MOTION PASSED.

ANNOUNCEMENTS

Selected Topics Courses

LAS 14089 Selected Topics in Computer Science: CSC 480, Quantitative Techniques and Applications in Software Engineering, Spring 2014

VPA 1433 Selected Topics in Art History: ARH 385, Picturing Gender, Spring 2014

ADJOURNMENT

It was moved by J. Walker, and seconded by J. Vafeas, to adjourn the meeting. MOTION PASSED.

Bethany G. French, Recording Secretary

Susan G. Czerny, Secretary

Date

Date

11-13-2011