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**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

Minutes of March 28, 2019

J. Vafeas called the meeting to order stating that there was a quorum.

PRESENT: Jason Crockett, Susan Czerny, Denise Darrah, Emily Murray, R. Todd Rober, Cristen Rosch, Abdul Sraihien, John Stanley, Mary Jo Stere, John Vafeas, Lisa Weckerle, Carole Wells

ABSENT: Soojin Kim, and Roseanne Perkins

ALSO IN ATTENDANCE: Allan Bäck, Todd Dodson, Jennifer Forsyth, Bethany French, Joleen Greenwood, Nicole Johnson, Sandra Leonard, John Lizza, Amy Lynch-Binieck, Brian Meares, Brad Shope, Donna Steslow, Amy Walton, John Ward, Ted Witryk

GENERAL ANNOUNCEMENTS

J. Vafeas stated that there will be a continuation meeting if needed on Thursday, April 4, 2019, in Rohrbach Library 29 at 11 a.m.

J. Vafeas also announced and presented a new routing chart that will be posted on the UCC website.

MINUTES

It was moved by T. Rober, seconded by C. Rosch, to approve the minutes from February 28 and March 7, 2019. MOTION PASSED.

OLD BUSINESS

Current #: COE 19003
Program: New Program: Special Education Visual Impairment Certification, Fall 2019
Proposal: Addition of a new certification program.
Comments: N. Johnson and J. Ward were present to speak to this proposal. Updates were submitted to the committee prior to the meeting. J. Ward requested a friendly amendment to change the title to Special Education Visual Impairment Birth-21/VI Track. The amendment was moved by D. Darrah, and seconded by C. Rosch; Motion passed.

It was moved by D. Darrah, and seconded by T. Rober to consider and approve this proposal with the amendment. MOTION PASSED.

Current #: COE 19021
Course: Course Revision: COU 538, The Addicted Family, Fall 2019
Proposal:
Comments: No updates were submitted to the committee. The proposal is still lacking a curriculum map and assessment memo.

It was moved by A. Sraiheen, and seconded by T. Rober to consider and approve this proposal. It was moved by D. Darrah, and seconded by T. Rober, to table this proposal. MOTION PASSED.

Current #: LAS 19039
Course: New Course: PSY 115, Self and Social Identities, Summer I 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: J. Vafeas noted that there was no assessment memo included with this proposal.

It was moved by T. Rober, and seconded by A. Sraiheen to consider and approve this proposal. It was moved by C. Wells, and seconded by D. Darrah, to table this proposal. MOTION PASSED.

Current #: LAS 19052
Program: Program Revision: BS Public Administration, Fall 2019
Proposal:
Comments: Updated information was provided to the committee prior to the meeting.

It was moved by T. Rober, and seconded by A. Sraiheen to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19089
Course: New Course: CMP 202, Analytical Writing, Fall 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: A. Bäck and J. Lizza were present to speak to this proposal. Updated information was provided to the committee prior to the meeting. The prerequisite was clarified to read: "ENG 023 or ENG 024 or ENG 025 or any CMP 100-level course." L. Weckerle noted that it is still primarily a philosophy class and not strictly analytical writing, despite being a CMP prefixed class. A. Bäck argued that the class should be taught primarily by faculty from the Philosophy Department. L. Weckerle responded that faculty from other disciplines should be able to have opportunities to teach the course in the future.

It was moved by T. Rober, and seconded by C. Rosch to consider and approve this proposal. MOTION PASSED.

NEW BUSINESS

College of Liberal Arts & Sciences

The following proposals were moved by C. Rosch, and seconded by D. Darrah, to consider and approve as a block. The following proposals were withdrawn by the department.

- LAS 19063 Course Revision: PHI 020CT, Introduction to Logic, Fall 2019
Proposal: Change in course syllabus.
Comments: J. Lizza and A. Bäck were present to speak to this proposal. The department was reminded that the committee would only be addressing the requested course revisions, and that the General Education requests need to be submitted separately. J. Vafeas noted that the new syllabus was not correctly formatted, and T. Rober pointed out it needs Roman numerals for the outline, and it is missing sh and ch. C. Wells noted that the effective date should be changed to Spring 2020. J. Lizza stated that they were really only requesting adjustments to SLO's, and J. Vafeas stated that should be in their Gen Ed proposal, and recommended the department withdraw the proposals. J. Lizza as the department chair requested to withdraw the proposals.
- LAS 19064 Course Revision: PHI 140CTQL, Symbolic Logic, Fall 2019
Proposal: Change in course syllabus.
Comments: J. Lizza and A. Bäck were present to speak to this proposal. The department was reminded that the committee would only be addressing the requested course revisions, and that the General Education requests need to be submitted separately. J. Vafeas noted that the new syllabus was not correctly formatted, and T. Rober pointed out it needs Roman numerals for the outline, and it's missing sh and ch. C. Wells noted that the effective date should be changed to Spring 2020. J. Lizza stated that they were really only requesting adjustments to SLO's, and J. Vafeas stated that should be in their Gen Ed proposal, and recommended the department withdraw the proposals. J. Lizza as the department chair requested to withdraw the proposals.
- Current #: LAS 19087
Course: Course Revision: HIS 254, History of China and Japan since 1800, Fall 2020
Proposal: Change in course prerequisites.
Comments: J. Stanley was present to speak to this proposal. J. Stanley stated that they were adding a prerequisite to this course, and T. Witryk noted that the prerequisite was not listed on the submitted proposal. The new prerequisite for this course was clarified to be "ENG 023 or ENG 024 or ENG 025 or any CMP 100-level course." J. Vafeas stated that prerequisite changes should be listed on the summary of request with the entire old prerequisite written out, followed by the entire new prerequisite written out.

It was moved by T. Rober, and seconded by A. Sraiheen to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 19105
Course: New Course: PLG 105, Law Office Technology, Spring 2020
Proposal: Addition of a new course to the Master Course Listing.
Comments: T. Witryk announced that this course is required for KU students in the Paralegal program, but is only offered through LCCC as part of KU's consortium agreement with that school. UCC needs to approve the course, but cannot make changes to it.

It was moved by T. Rober, and seconded by D. Darrah to consider and approve this proposal. MOTION PASSED.

The following proposals were moved by A. Sraiheen, and seconded by D. Darrah, to consider and approve as a block. MOTION PASSED.

- LAS 19116 Course Revision: ENG/WRI 107, Conventions of English Grammar, Spring 2020
Proposal: Change in course number, course description, and course prerequisites.
Courses linked for repeat purposes.
Comments: A. Lynch-Binie, T. Dodson, S. Leonard, and J. Forsyth were present to speak to these proposals. T. Witryk asked if these courses should be linked for repeat purposes with their previous course numbers, and the department said they should.
- LAS 19117 Course Revision: ENG 349, Teaching Adolescent Literature, Spring 2020
Proposal: Change in course number, course description, and course prerequisites.
Courses linked for repeat purposes.
Comments: A. Lynch-Binie, T. Dodson, S. Leonard, and J. Forsyth were present to speak to these proposals. T. Witryk asked if these courses should be linked for repeat purposes with their previous course numbers, and the department said they should.
- LAS 19118 Course Revision: ENG 200, History of the English Language, Spring 2020
Proposal: Change in course number, course description, and course prerequisites.
Courses linked for repeat purposes.
Comments: A. Lynch-Binie, T. Dodson, S. Leonard, and J. Forsyth were present to speak to these proposals. T. Witryk asked if these courses should be linked for repeat purposes with their previous course numbers, and the department said they should.
- LAS 19119 Course Revision: ENG 248, Living Literacy, Spring 2020
Proposal: Change in course number and title, course description, syllabus, and course prerequisites. Courses linked for repeat purposes.
Comments: A. Lynch-Binie, T. Dodson, S. Leonard, and J. Forsyth were present to speak to these proposals. T. Witryk asked if these courses should be linked for repeat purposes with their previous course numbers, and the department said they should.

College of Visual & Performing Arts

The following proposals were moved by L. Weckerle, and seconded by A. Sraiheen, to consider and approve as a block. MOTION PASSED.

VPA 19039 Course Revision: COM216, Performance of Literature, Spring 2020
Proposal: Change in course prerequisites.
Comments: L. Weckerle was present to speak to this proposal. L. Weckerle noted this is to remove COM 10 as a prerequisite, and that the new prerequisite will read: "none".

VPA 19040 Course Revision: COM237, Women Writers in Performance, Spring 2020
Proposal: Change in course prerequisites.
Comments: L. Weckerle was present to speak to this proposal. L. Weckerle noted this is to remove COM 10 as a prerequisite, and that the new prerequisite will read: "none".

VPA 19044 Course Revision: COM212, Introduction to Mass Communication, Spring 2020
Proposal: Change in course prerequisites.
Comments: L. Weckerle was present to speak to this proposal. L. Weckerle noted this is to remove COM 10 as a prerequisite, and that the new prerequisite will read: "none".
B. Meares noted that the effective date should be changed from Fall 2019 to Spring 2020.

Current #: VPA 19047
Course: Course Revision: ARC 300, Visual Culture: Critical Practice, Spring 2020
Proposal: Change in course prerequisites.
Comments: The effective date was changed from Fall 2019 to Spring 2020. It was noted that the prerequisite was not included under the Course Description on the new syllabus that was submitted.

It was moved by T. Rober, and seconded by A. Sraiheen to consider and approve this proposal.
MOTION PASSED.

College of Business

Current #: COB 19080
Program: New Program: B.S. in Business Administration, General Business Track, Spring 2020
Proposal: Addition of a new major program.
Comments: D. Steslow was present to speak to this proposal. J. Vafeas reminded faculty that the Gen Ed side of the check sheet is also needed when providing any new check sheet. B. Meares noted that the 8 semester planner is also not attached to the proposal. C. Wells asked if the department is planning to submit this to PASSHE, and D. Steslow responded that they thought they did not need to since it is a track; C. Wells responded that a track does need to be submitted to PASSHE and to contact her to work on this. The effective date was changed from Fall 2019 to Spring 2020.

It was moved by A. Sraiheen, and seconded by D. Darrah to consider and approve this proposal.
MOTION PASSED.

Distance Education Offerings

Current #: COB 19086
Course: Distance Education Offering: BUS 571, Selected Topic Distance Ed Proposal, Summer I 2019
Proposal: Request to offer course via Distance Education.
Comments: S. Czerny believed this course does not look like a Selected Topics course but like a life-long learning course, with no college credit given or grades. A. Sraiheen stated this is a course that is to be open to the public based on discussions between the President and the COB Dean. J. Vafeas noted that it does not meet the requirements of a Selected Topics course, and suggested tabling this proposal until more information is provided from the administration on how to proceed and what to call it.

It was moved by A. Sraiheen, and seconded by T. Rober to consider and approve this proposal. It was moved by C. Wells, and seconded by T. Rober, to table this proposal. MOTION PASSED.

The following proposals were moved by T. Rober, and seconded by S. Czerny, to consider and approve as a block. MOTION PASSED.

COE 19029 Distance Education Offering: LLT 547, Selected Topics in Library Science: Gamification in Education, Summer I 2019

Proposal: Request to offer an existing course via Distance Education.

LAS 19107 Distance Education Offering: SOC 128, Domestic Abuse, Spring 2020

Proposal: Request to offer an existing course via Distance Education.

LAS 19108 Distance Education Offering: SOC 201, Quantitative Analysis in Sociology, Spring 2020

Proposal: Request to offer an existing course via Distance Education.

LAS 19109 Distance Education Offering: SOC 310, Foundations of Sociological Theory, Spring 2020

Proposal: Request to offer an existing course via Distance Education.

LAS 19110 Distance Education Offering: SOC 350, Methods of Social Research, Spring 2020

Proposal: Request to offer an existing course via Distance Education.

LAS 19111 Distance Education Offering: SOC 380, Senior Seminar in Sociology, Spring 2020

Proposal: Request to offer an existing course via Distance Education.

LAS 19136 Distance Education Offering: BIO 130, Environmental Issues: Global Perspectives, Spring 2020

Proposal: Request to offer an existing course via Distance Education.

ANNOUNCEMENTS

Selected Topics Courses

COB 19085 Selected Topics in Business Administration: BUS 571, Top Ten Secrets to Great Project Management, Summer I 2019

Comments: S. Czerny believed this course does not look like a Selected Topics course but like a life-long learning course, with no college credit given or grades. A. Sraiheen stated this is a course that is to be open to the public based on discussions between the President and the COB Dean. J. Vafeas noted that it does not meet the requirements of a Selected Topics course, and suggested tabling this proposal until more information is provided from the administration on how to proceed and what to call it.

It was moved by C. Wells, and seconded by T. Rober, to table this proposal. MOTION PASSED.

COE 19028 Selected Topics in Library Science: LLT 547, Gamification in Education, Summer I 2019

ADJOURNMENT

Bethany G. French, Recording Secretary

Susan G. Czerny, Secretary

Date

Date