

CLAYTON STATE UNIVERSITY
Undergraduate Curriculum Committee (UCC)
MEETING MINUTES

Date: January 17, 2014
Presiding: Mara Mooney (Chair)
Present: Augustine Ayuk, Charlie Harris, Susan Hornbuckle, Leon Prieto, Lois Manning-Burke, Dina Swearngin, Dee Tanner, Sandra Jones, Christian Barrientos, Scott Bailey, Kay Kemp, Randall Gooden, Robert Vaughan, Rebecca Gmeiner
Visitors: Melanie Poudevigne, Vangela Humphries, Steve Spence, Randy Clark, Joe Johnson
Not Present: Mary Lamb, George Nakos, David Williams, Kara Mullen, Adam Kubik
Recorder: Sandra Jones / Mara Mooney

TOPIC	DISCUSSION	ACTION
CALL TO ORDER	<p>M. Mooney called meeting to order at 12:05.</p> <ul style="list-style-type: none"> • No changes were made to the minutes from the committee's last meeting, on November 8, 2013. A motion was made and seconded to adopt the minutes as drafted. The minutes were unanimously approved. 	<p>- The minutes from November 8, 2013 were unanimously approved.</p>
OLD BUSINESS	<p>College of Health seven HFMG Course Modification Proposals from Nov. 8 meeting:</p> <ul style="list-style-type: none"> - HFMG 1001 Group Exercise - HFMG 1003 Introduction to Basketball - HFMG 1006 Fit for Life: Jogging - HFMG 1009 Beginning Tennis - HFMG 1010 Fit for Life: Walking - HFMG 1011 Weight Training for Fitness - HFMG 1013 Beginning Beach Volleyball <p>Three proposals for these courses were considered: revising the "schedule types" in Banner for consistency, name changes and description modifications for four of the courses, and a request to increase credit hours from 1 to 2.</p> <p>Dr. Poudevigne visited the meeting to explain the proposals from the College of Health. She said that they want to have the credits align with the number of hours being taught in the courses.</p>	<p>- UCC approved updates for all seven of the following HFMG courses so that the schedule type (supervised lab) and repeatability option (courses not repeatable) in Banner are consistent. In addition, where noted below, course name and course description updates were also approved:</p> <p>HFMG 1001 – Group Exercise (name change approved from Aerobics to Group Exercise) HFMG 1003 – Introduction to Basketball HFMG 1006 – Fit for Life: Jogging HFMG 1009 – Beginning Tennis (name change approved from Beginning Golf & Tennis, and all references to golf-related items were removed from course description) HFMG 1010 – Fit for Life: Walking HFMG 1011 – Weight Training for Fitness (removed "free" weights from the course name and course description) HFMG 1013 – Beginning Beach Volleyball (name change approved from Beginning Volleyball & Badminton and revised course description to match new course title)</p>

With regard to credit hours, she said that as they are now, the USG does not allow for these courses to count for the 120 hour curriculum. Want to have a change in credit hours from one to two to match the time faculty is spending with the students. She said this is also done at GA State. Proposal is to be in synch with peers so that if the graduate school requires activity credits our students would have those with same credits as are available at our peer institutions.

She also pointed out that regarding “schedule type” there are lots of inconsistencies in Banner. Propose that all of the activities be repeatable, but it doesn’t count in GPA three times. First should count in the GPA, but any afterward will be for leisure. Some graduate schools have a physical activity requirement. They want the credits to be shown on the transcript, but only first would count in GPA. Showed us what GSU is doing with credit hours and that it is repeatable. It won’t count in 120 hours for degree. Students seem to be aware no financial aid is not available and are agreeable to pay out of pocket to use for grad school.

Discussion ensued, in which the following points were made: Becky pointed out that any course is “repeatable” in terms of GPA. Only most recent attempt counts in GPA unless the course is “Special Topics” where the topics change. Confusion lies in what we call the three attempts rule, to allow the student to repeat until they achieve a passing grade (above a D). A student cannot attempt after 3 unsuccessful attempts. The term “repeatable” is applicable in a degree program. These courses are not applicable in a degree program.

Becky: Financial aid is a concern can’t be used if the course does not count in your program. Cannot use financial aid for any course that is not required. Hope is limited to 120 hours; could be burned up for courses not allowed for credit in a program; an attempted hour is an attempted hour, regardless of the credit.

Becky examined offerings at 5 USG schools. No one has 2 hour activity courses. PE Majors, yes, but not for non-majors.

- The committee denied the proposal to increase the credit hours of these seven HFMG courses from 1 to 2 hours.

She also went to Crystal Combs for an estimate on the thousands of transcripts she evaluates. How many have 1 or more PE hours? She estimated 95% of them have only 1 hour courses.

If we deviate, we get into standards issues, we get into transferability issues going in and going out. One more piece of the puzzle.

Discussion continued regarding transferability, repeatability, and credit hours.

Melanie said that they are OK with standardizing the “schedule type” for all PE activity types with changes: make all seven courses Supervised Laboratories, and removing the repeatable option.

Randy said changing the language of the proposal muddies the waters, and asked if the proposal will need to go back to lower level to officially change wording.

Mara suggested the group direct their focus on making a decision on the three overarching proposals:

HFMG Name Changes

Following are the proposed name changes:

HFMG 1001 – Group Exercise (Change to Group Exercise instead of Aerobics)

HFMG 1009 – Beginning Tennis (CSU cannot offer golf due to added expenses, so remove golf from the name)

HFMG 1011 – Weight Training for Fitness (Remove “Free” from Weight Training to be in line with the course description)

HFMG 1013 – Beginning Beach Volleyball (Can no longer offer indoor volleyball and badminton due to changes in places of instruction. Will plan to use the public beach VB court next to the dorms.)

Following a brief discussion, Susan moved that the committee pass the proposal to change the names of the HGMG courses; the motion was seconded. The motion to changes the names of

	<p>the HFMG courses was passed by the committee.</p> <p><u>Schedule Types in Banner</u> Proposed changing the 7 courses to be consistent in Banner. To accomplish, change all courses to reflect they are supervised labs and uncheck the repeatable option.</p> <p>Susan moved; Christian seconded.</p> <p>The motion to synchronize schedule types and uncheck the repeatable box was approved by the majority of the committee.</p> <p>Randall opposed. He suggested if we change these items with our vote, doesn't it have to be re-approved at a lower level?</p> <p><u>Credit Hours</u> Proposal to increase credit hours from 1 to 2; contact hours would remain 2.</p> <p>Mara asked for a motion to approve the credit hours proposal, or a withdrawal of the proposal, or a motion to decline approving the proposal.</p> <p>Susan moved we deny. Kay seconded. Proposal to increase credit hours of the HFMG courses from 1 to 2 was denied by the committee.</p>	
<p>NEW BUSINESS</p>	<p>Legal Studies Program/College of Arts & Sciences</p> <p>Mara Mooney spoke on behalf of the Department of Social Sciences. She explained that this is a SACS issue and the B.S. degree in Legal Studies upper division hours need to be resolved. When the major was originally approved, they selected a number of upper division required courses for majors. At the time, they were allowed to create four new courses, but other courses had to come from courses across campus. That was restrictive because students were not always able to take the courses because they were taught outside of the department and not offered every semester or at workable times for the students. Revised the curriculum, making more things</p>	<p>- UCC approved restoring the upper division required courses for the B.S. degree in Legal Studies from 15 hours to 21 hours. No net change in total degree hours (120) was made, since a decrease in the upper division elective hours from 33 to 27 was also approved.</p>

	<p>electives, and now there are too many. To be compliant, the program needs to go back to original in terms of required upper division courses.</p> <p>Proposal is to increase Upper Division Required courses from 15 to 21 hours and decrease Upper Division electives from 33 to 27 hours. Net hours in the major do not change.</p> <p>No new courses are being created in this proposal. Instead, they have identified existing courses with a legal focus (POLS 4426/CRJU 4426 Civil Liberties, HSEM 4700 Legal Issues in Homeland Security, TECH 3115 Legal Issues for Administrative Managers, CRJU 3400 Courts in the United States, CRJU 4420 Law and Society, and POLS 4424/CRJU 4424 Judicial Process) to be added to the required list.</p> <p>This proposal will restore the Legal Studies degree to its original SACS approved format while providing majors with a revised menu of required courses that are compatible with student schedules and course offerings and are taught by faculty members within the department.</p> <p>Motion to approve the proposal to make the changes to the Legal Studies program was made and seconded, and passed by the committee.</p>	
	<p>College of Arts & Sciences/Communication and Media Studies Program Proposals</p> <ul style="list-style-type: none"> - Eliminate the pre-CMS major - Revise the “minor/guided electives” in the CMS major - Permit students to take a maximum of four CMS Special Topics courses (with different topics) - New course proposal for CMS 4610 Social Media - New course proposal for CMS 4820 Media, Rhetoric, & Social Movements 	<p>UCC approved several changes to the CMS program:</p> <ul style="list-style-type: none"> -Elimination of pre-CMS major -Revision of minor guided electives in the CMS major -Increased repeatability of Special Topics courses in the major to four -Approval of two new courses: CMS 4610 Social Media; and CMS 4820 Media, Rhetoric, & Social Movements

	<ul style="list-style-type: none"> - Revise the catalog description, including the prerequisites, for CMS 4500 Global Contexts in CMS - Add newly-approved Corporate Communication Minor classes to relevant CMS concentrations - Course modifications in conjunctions with special topics and/or pre-CMS elimination (as listed in the Appendix of the CMS memo submitted for this meeting): COMM 3310 Communication in Context COMM 2420 Introduction to Field Production CMS 3410 Lighting for Motion Pictures CMS 3420 Audio Recording and Sound Design COMM 3015 Research Design in Human Communication CMS 3101 Media and Culture CMS 3020 Research Methods CMS 3340 National Cinemas CMS 3500 Writing and Editing for Mass Media CMS 4330 Film Genres CMS 4800 Selected Topics in CMS <p>Steve Spence visited to briefly go over the proposals</p> <ol style="list-style-type: none"> 1) After implementation of CMS, created a pre-CMS to make sure majors had pre-requisites and skills to move onto CMS major. The process has become unwieldy for students and administrators. Can streamline with the writing assessment before taking CMS core classes. 2) Increase and be more specific to what our students can apply for electives and minor. Specifying course prefixes that will be shown as allowed in DegreeWorks. Change will be transparent to students. 3) Increases the number of times students can take CMS 4800 and some of the other special topics 4 times which makes more sense because of the interest of some students and different offerings. 4) Change to capstone course. Program capstone was 	<ul style="list-style-type: none"> - Addition of Corporate Communication Minor classes to relevant CMS concentrations -Revision of course descriptions for the following courses in conjunction with special topics and/or pre-CMS elimination changes: CMS 4500 Global Contexts in CMS; COMM 3310 Communication in Context; COMM 2420 Introduction to Field Production; COMM 3410 Lighting for Motion Pictures; CMS 3420 Audio Recording and Sound Design; COMM 3015 Research Design in Human Communication; CMS 3101 Media and Culture; CMS 3020 Research Methods; CMS 3340 National Cinemas; CMS 3500 Writing and Editing for Mass Media; CMS 4330 Film Genres; and CMS 4800 Selected Topics in CMS
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originally created for program assessment. Due to growth and diversification of the program, it is no longer to cap this in one course. Propose demote 4500 to a regular senior level course make catalog description more accurate.

5) Create two new courses and align newly approved courses with appropriate concentrations.

Mara asked for questions on the components of the proposal:

1) Elimination pre-CMS major.

Is the writing assessment specific to the CMS program? Steve responded yes, it is designed and evaluated by CMS.

Susan moved for approval, Randy seconded.

Motion to approve the elimination of the pre-CMS major was approved by the committee. Impacted courses were also included in the memo and changes to prerequisites will be made as listed in the memo.

2) Revise the “minor/guided electives” in the CMS major
This will allow for students to take courses in other schools and exclude certain prefixes.

Motion to approve Lois, Susan seconded.

The committee approved to Revise the “minor/guided electives” in the CMS major.

Becky wanted clarification on #2 regarding 1000 level requirement. If you say it is 1000 level, could have a core class approved as a pre-requisite and use also for electives. Need to address. If it is counted a-e, cannot be counted elsewhere. This is not a change, but something that may need to be thought through at the department level in the future.

3) Permit students to take a maximum of four CMS Special Topics courses (with different topics) CMS 4800 class.

In some cases, students wish to take a 4th special topics course, with different topics. Becky questioned special topics should

be used for when major is being created. Do we need to create courses to replace “special topics”? Steve pointed out that 2 of the course proposals are courses that have been converted from former special topics.

Motion to permit students to take a maximum of 4 CMS Special Topics (with different topics).
Susan moved to approve, seconded by Dee.
Motion was approved by the committee.

4) Revise the catalog description, including the prerequisites, for CMS 4500 Global Contexts in CMS

Rationale is for program assessment that was focused on capstone; they are now assessed in many of the courses, so its role in assessment is no longer needed. The pre-requisites are not changing, course is just no longer a capstone.

Motion to change former capstone course CMS 4500
Lois moved to approve
Kay seconded
The committee approved the change.

5) Add newly-approved Corporate Communication Minor classes to relevant CMS concentrations.

There are 3 concentrations in CMS now. Each of the newly approved courses is appropriate for the concentrations. Need to update the catalog to reflect that they relate to their respective concentration. Following courses: CMS 3310, 2420, 3410, 3420.

Susan moved to approve, Dina seconded
The committee approved the Motion to Add newly-approved Corporate Communication Minor classes to relevant CMS concentrations

Two new course proposals

Both are elective, not major-restrictive, junior level.

	<p>CMS 4610 – Social Media Respond to changes in media landscape. Focuses on major platforms and their ability to use them. Formerly a Special Topics course, typically maxed out, 100% online, 2 textbooks. Other schools offer GA Southern and GA Tech.</p> <p>Motion to approve made by Augustine, seconded by Leon. Motion to approve CMS 4610 as a new course passed by the committee.</p> <p>CMS 4820 - Media, Rhetoric, and Social Movements Also former Special Topics. Focuses on civil rights movement and television and mobilization of records. Steve has taught it 4 times. Written to be rotating topics to reflect areas of research interests how groups use media. New name and number, but keep the repeatability of it. Becky said this would be challenging in Banner. If you take as a special topics and, then this course, she can't pick up as repeat.</p> <p>Motion to approve was made and seconded. Motion to approve CMS 4820 as a new course passed by the committee.</p>	
ADJOURN	<ul style="list-style-type: none"> • A motion to adjourn the meeting was made and seconded • Meeting adjourned at 1:44 p.m. 	

Next Meeting: Friday, February 14, 2014 at 12:00 p.m. University Center (UC) Foundation Board Room