

**CLAYTON STATE UNIVERSITY**  
**Undergraduate Curriculum Committee (UCC)**  
**MEETING MINUTES**

**Date:** November 2, 2012 **KEY: C = Comment; R = Response; Q = Question**  
**Presiding:** Tatiana Krivosheev (chair)  
**Present:** Scott Bailey, Christian Barrientos, Rebecca Gmeiner, Joanna Harris, Susan Hornbuckle, Bryon Jeff (non-member), Kathryn Kemp (faculty senate), Adam Kubik, Mary Lamb, Susan McFarlane-Alvarez (non-member), Mara Mooney, Leon Prieto, Chris Raridan, Sarah Stein (non-member), Dina Swearngin, Joan Taylor, Joe Trachtenberg  
**Not Present:** Randall Gooden (faculty senate), Charlie Harris, Robert Vaughan  
**Recorder:** Joanna Harris

TOPIC	DISCUSSION	ACTION
<b>CALL TO ORDER</b>	T. Krivosheev called meeting to order at 12:02p.m. <ul style="list-style-type: none"> <li>• Motion to accept 10.5.12 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• 10.5.12 minutes approved</li> </ul>
<b>OLD BUSINESS</b> <b>CIMS:</b> <b>IT: Program Revisions</b>	<ul style="list-style-type: none"> <li>• B. Jeff states the program is attempting to shift focus to informatics; reminds of completed approvals of CNET curriculum and lower division IT; courses for upper division courses were approved (ITFN 2214, ITFN 3003, ITFN 3144, ITFN 4154, ITFN 4433) during last meeting and current discussion revolves around the structure of BIT. Major concentration changes were primary focus for upper division; the lower division of IT is equivalent to AAS-IT with exception of lower division capstone. Currently have 4 concentrations (computer software development, database, e-commerce, and networking and security) and are adjusting concentrations. Software and e-commerce are discontinued. Networking and security concentration is adjusted by removing ITFN 4511 and taking ITMM 4423 from e-commerce concentration and adding it. Rationale is the types of activities for securing websites fits well. Adding informatics emphasis, which is an outside emphasis of where students will take 3 upper division classes in other disciplines and we integrate the informatics capstone at the end of the curriculum. Removing 2 concentrations, amending 1 concentration, and adding informatics concentration, database unchanged. Course adjustments are moving project management to</li> </ul>	<ul style="list-style-type: none"> <li>• BIT upper division concentration adjustments and modifications tabled.</li> <li>• Need new course proposal demonstrating emphasis of technical writing to enable deletion of ENGL 3900, and informatics emphasis wording clarified.</li> </ul>

upper division, adding web integration in informatics course, and adding professional development in ethics. Previous presentation for ENGL 3900 where outcomes based assessment of technical writing skill sets will be used.

- B. Jeff explains the course decided to focus on is the human computer interface course. Course proposal still is in the works. Would you like to look at draft?
- R: Probably not. Do you need to remove ENGL 3900 because you could not fit it in another course?
- R: It was in another concentration. It was a course already in the program. Moving course from jr. level to sr. level. We are changing pre-reqs and added a target emphasis on technical writing. Course already exists and in upper division.
- B. Jeff states the 1 item is an approval of the new BIT program and in the future, the additional course proposal since it is still in the works.
- Q: In your informatics electives, there was a mention of BIO but in Area D, they're taking non-science. Is there a BIO that they can take?
- R: I don't know. Was using BIO as an informatics example. It is possible a student could.
- Q: Have you looked at those areas suggesting informatics that there are 3 upper division electives a student could take?
- R: Have looked at some. Several minors have hidden pre-reqs. Unlikely some students would have pre-reqs to take upper division courses for informatics concentration.
- Q: If you are requiring 3 upper division courses, have you looked at schedule to see if student could complete degree in normal timeframe?
- R: No. The fit between minor and major that our students have is not exact.
- Q: For majors, you are requiring to take 3 upper level?
- R: No. It is one possible path. Students can take 1 of 3 concentrations. Not required to do all. If a student wants to do informatics emphasis, they can. If they want to do networking concentration, they can and not do informatics

emphasis. It is 3 discrete sets of 9 hours of courses. All students have the opportunity to do our items in house or seek out other majors for informatics emphasis.

- Q: Why was CHEM not listed?
- R: CHEM requires pre-calculus. BIO, our students already have taken BIO sequence.
- Q: Do they have to choose all 3 classes in one area or can it be from several areas?
- R: Interesting question. It is not really addressed. How would we address that? Do you make a statement that all must be in same area? We will make that statement.
- R: If you are giving a minor, then all need to be in same area rather than a random mix.
- Q: Are we ready to approve the upper division adjustments with the understanding the new course to address ENGL 3900 will appear soon?
- Clarification for approval: Voting to remove ITFN 4511 and add the security to e-commerce?
- R: Correct.
- Q: Anything else?
- R: The courses on the next slide.
- Q: But does that depend on the additional course? Can you have this degree without this substitution?
- R: It is Human Computer Interface, which is already in the discipline.
- Q: Are you substituting ENGL 3900 with this course?
- R: No, the course that is currently offered is moved to jr. level and rewritten as a new course with emphasis in technical writing. Not a replacement for ENGL 3900.
- Q: What are we voting on?
- R: Voting on these two slides. Voting for courses to be removed and changes to concentration areas. Program proposal is to discontinue 2 concentrations and add 1.
- Q: This course that we cannot see, if not approve, would it have any effect on these two slides?
- R: Yes.
- R: Then we cannot vote.
- C: Then we need to look at course proposal to be

	<p>comfortable with removing ENGL 3900.</p> <ul style="list-style-type: none"> <li>• R: No. There is not an issue with ENGL 3900. It is a pre-req issue. The existing course will have a different set of pre-reqs in new curriculum, and will become a pre-req for courses listed.</li> <li>• Q: If it is dependent, we cannot vote and move forward.</li> <li>• Q: It seems that we cannot do anything with this slide but the other slide is fine?</li> <li>• R: It's not worth separating.</li> <li>• Q/C: When you return with new course, can you have informatics emphasis rewritten for clarification?</li> <li>• R: Yes.</li> <li>• C/Q: The course deletions were tabled before and now for upper division. When you return with the new course proposal, will you be able to delete these upper divisions courses without any issues?</li> <li>• R/Q: The issue is that some of the courses are currently offered in the Spring. Need to have a discussion with deletions with a particular start date. B. Gmeiner, can I ask for a deletion with a deletion date of Spring 2014?</li> <li>• R: Yes.</li> <li>• Q: When you return, we'll be approving the new course proposal and upper division concentration adjustments and leave courses for deletion in the catalog until ready to delete?</li> <li>• R: Yes, several cohorts under current curriculum.</li> <li>• R: As long as both as seen as active, then it can be confusing to students.</li> <li>• Motion to table approval of upper division adjustment to concentrations until new course proposal is submitted and informatics emphasis rewritten for clarification.</li> </ul>	
<p><b>NEW BUSINESS</b>  <i>New course proposals</i>  <b>POLS 4210</b></p>	<ul style="list-style-type: none"> <li>• J. Trachtenberg requests the addition of two courses to the curriculum and catalog. The objective is to create a broader concentration area/scope; current courses have specifics. Students can take courses as electives or a concentration area so students can have exposure to larger trends in the international and political arena. POLS 4210 starts in Fall '13; POLS 4430 starts in Spring '14; each taught by current faculty.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course proposal with corrections.</li> </ul>

	<ul style="list-style-type: none"> <li>• POLS 4410 provides focused experiences with globalization and economic impact of developing countries; broadens students' viewpoints; hope to interest students in current events long-term.</li> <li>• C: Course descript comma, closed " after 'world' and an 'and' between world and non-industrial.</li> <li>• Motion to approve new course proposal with corrections.</li> </ul>	
<b>POLS 4430</b>	<ul style="list-style-type: none"> <li>• POLS 4430 was not originally envisioned as a course, however, over the past several years the economy has become significant in country relationships. Students need better understanding of significance and importance of international economics viewed with a political lens.</li> <li>• Motion to approve new course proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course proposal.</li> </ul>
<b>Minor in Corporate Communication</b>	<ul style="list-style-type: none"> <li>• S. McFarlane-Alvarez states the area is taking shape as minor and courses have previously been approved. Three revisions are needed to create fit as a minor, hence the three course proposals. Courses are offered in CMIS, which offer students practical experience in communication.</li> <li>• Q: When the degree was approved, were these courses previously approved?</li> <li>• R: Yes. Courses were at 2000-level but are changing to 3000-level for minor.</li> <li>• Courses already approved are: CMS 3XXX – Media Industries; CMS 4XXX – Crisis and Change Communication; COMM 3XXX – Communication Technologies. Justification for change are students requesting courses and courses help to round out what courses are already offered. The curriculum for the minor consists of 18 hours; choose 2 courses to create understanding for communication base then take 12 hours from upper division. There are tiered options to meet student interests. Current faculty can teach in these various areas, therefore no increase in faculty for courses.</li> <li>• Q: Are there no other programs of this kind in USG? Could you find any other similar programs?</li> <li>• R: When the full-degree program went to BOR, we did course by course comparison. No courses under umbrella of communication and project management.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved minor.</li> </ul>

	<ul style="list-style-type: none"> <li>• Q: What are the majors the minor is designed for?</li> <li>• R: Any major can take a minor (i.e. VPA, music, nursing, etc.). Any student who has an interest especially areas needing promotion.</li> <li>• Q: Concern about change from 2000 to 3000 level. What do you do with a student who has 2000 level?</li> <li>• R: None of the courses have been offered. Intro course was rejected by BOR. Decided to create minor at 3000-level.</li> <li>• C: Will need to deactivate 2000-level.</li> <li>• C: Regarding course substitutions, wording is unclear. Seems like setting up for paperwork issues.</li> <li>• R: Page 6: Wording for ‘substitution’ needs to be ‘recommend’ in choosing courses from tiers.</li> <li>• C: State something ‘of course from these, take X from this and X from this’. Help with automations.</li> <li>• R: Do not like program set-up with substitutions from start. Set-up as you want from start.</li> <li>• C: Clarify word “substitution”; drop word, redistribute hours, and add ‘from these courses from above’...similar to CHEM major wording.</li> <li>• C: Correction for library resources: #4 – change from NetLibrary to EBSCO.</li> <li>• Clarification discussion about if course proposals should be new or changes to existing courses.</li> <li>• Motion to approve minor.</li> </ul>	
<p><i>New Course Proposals for Minor</i>  <b>CMS 3XXX</b>  <b>CMS 3XXX</b>  <b>COMM 3XXX</b></p>	<ul style="list-style-type: none"> <li>• CMS 3XXX – Intro to Advertising; focuses on advertising, industry, roles, and practice in media; in the future will hire faculty focused on production aspect of advertising.</li> <li>• Q: There are no pre-reqs?</li> <li>• Discussion about pre-reqs. Need something under pre-reqs to prevent freshman from taking course (i.e. ENGL 1101/1102, jr./sr. standing, tie to major, etc).</li> <li>• R: Recommend at least jr. standing as pre-req.</li> <li>• Q: Did the content change when moved from 2000 to 3000?</li> <li>• R: Yes. Edited to make more rigorous; added depth with advertising strategy, theory, and design vehicles.</li> <li>• C: If you change pre-reqs, will also need to change in B4.</li> <li>• Q: What is the reason for 16 for enrollment?</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course proposals with corrections.</li> </ul>

	<ul style="list-style-type: none"> <li>• R: Relates to labs.</li> <li>• CMS 3XXX – Introduction to Public Relations</li> <li>• C: Same comments as for CMS 3XXX.</li> <li>• Q: For semester for implementation, are you planning on offering Spring '13.</li> <li>• R: No, need to change to Fall '13.</li> <li>• C: Under A3g, should list 2000-level courses for deletion.</li> <li>• Q: When you delete a course, does it need to be done on banner form?</li> <li>• R: Yes, banner. No mechanism currently to remove an old course. Need to send email to deactivate course.</li> <li>• C: But 2000-level may not exist.</li> <li>• Discussion about the new banner forms.</li> <li>• COMM 3XXX – Principles of Project Management. Course will give students experience with developing individual tactics, timeline, and budget. Gives students opportunity to manage.</li> <li>• Q: Does this experience lead to certification?</li> <li>• R: No.</li> <li>• C: Nothing on transcript states certification in area.</li> <li>• C: All courses will need corrections to A3a. jr./sr. standing, A3g deletion of 2000-level courses, A5 for Fall 2013, and B4 jr./sr. standing as pre-req.</li> <li>• Motion to approve new course proposals with corrections.</li> </ul>	
<b>ADJOURN</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 1:04p.m.</li> </ul>	

**Next Meeting:** December 7, 2012 at 12:00p.m. University Center (UC) Room 260