

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

**Date:** December 7, 2012 **KEY: C = Comment; R = Response; Q = Question**  
**Presiding:** Tatiana Krivosheev (chair)  
**Present:** Scott Bailey, Virginia Bonner (non-member), Ruth Caillouet (non-member), Michelle Furlong (non-member), Randall Gooden (faculty senate), Joanna Harris, Susan Hornbuckle, Bryon Jeff (non-member), Joe Johnson (non-member), Kathryn Kemp (faculty senate), Adam Kubik, Mary Lamb, Rafik Mohamed (non-member), Mara Mooney, Erin Nagel (proxy for Joan Taylor), Leon Prieto, Chris Raridan, Sarah Stein (non-member), Joe Trachtenberg, Shontelle Thrash (non-member), Robert Vaughan  
**Not Present:** Christian Barrientos, Rebecca Gmeiner, Charlie Harris, Dina Swearngin  
**Recorder:** Joanna Harris

TOPIC	DISCUSSION	ACTION
<b>CALL TO ORDER</b>	T. Krivosheev called meeting to order at 12:04p.m. <ul style="list-style-type: none"> <li>• Motion to approve 11.2.12 minutes via email</li> </ul>	<ul style="list-style-type: none"> <li>• 11.2.12 minutes approval deferred until email vote.</li> </ul>
<b>OLD BUSINESS</b> <i>CIMS:</i> <b>CSCI 4360</b>	<ul style="list-style-type: none"> <li>• B. Jeff states the senior level course is not marked as repeatable; proposal seeks to change it to repeatable.</li> <li>• Motion to approval change in course description.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course description change.</li> </ul>
<b>ITFN 3103</b>	<ul style="list-style-type: none"> <li>• B. Jeff states this is an existing course in the software development concentration at the senior level. Propose to move it to a junior level and all students in BIT program will take the course. Semester of implementation will be Spring 2014.</li> <li>• Motion to approval course proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course proposal.</li> </ul>
<b>BIT Curriculum</b>	<ul style="list-style-type: none"> <li>• B. Jeff explains the BIT changes will be removing course in software development track and junior level sequence, and merging courses and shuffling ITFN 3103 to junior level. Reminder: currently have 4 concentrations and moving to 3 concentrations along with integrating informatics (IT minor allowing emphasis in other areas).</li> <li>• Q: Was the informatics emphasis wording corrected?</li> <li>• R: No. These are the old slides.</li> <li>• Discussion about what was stated at the last meeting.</li> <li>• C: The difficulty is looking at it in a PPT versus a memo.</li> <li>• Q: Have we seen what will be going into the catalog?</li> <li>• (Looked through documents to find memo)</li> <li>• C: I believe it was written in March, but there has been</li> </ul>	<ul style="list-style-type: none"> <li>• BIT curriculum changes tabled until final document outlining changes.</li> </ul>

	<p>numerous changes since then.</p> <ul style="list-style-type: none"> <li>• C: Need to add “in a non-IT in a single discipline”.</li> <li>• UCC requests a revised document for catalog with memo demonstrating the before and after changes/modifications prior to approval.</li> <li>• B. Jeff states there have been no substantive changes in the document for the courses to be offered. Some ancillary discussion regarding the information concentration should be a single course area; an edit to the description should accomplish this. Items already passed regarding C-NET and AASIT. The course deletions have been tabled.</li> <li>• Q: The concern lies in not knowing what has and has not been changed since there were so many changes.</li> <li>• R: The discussion has revolved around how ENGL 3900 would be integrated if the course was removed. The approval of ITFN 3103 satisfies the removal. There have not been any significant changes for course offerings other than the informatics courses and these are targeted for an IT minor and should be in one discipline.</li> <li>• T. Krivosheev states that prior to approval, a final memo would help with the approval and the vote can be electronic.</li> <li>• C: Suggestion: use each meeting minutes to draft the final memo.</li> <li>• Q: If the changes to a document are not approved, shouldn't the document be changed and resubmitted for approval?</li> <li>• R: Yes, but essentially we have approved the changes. A clearer document is needed.</li> <li>• C: All changes have been approved excepted for the BIT. The only issue is the wording with the informatics emphasis.</li> <li>• Motion to table vote until committee receive a final document accompanied by a short memo of the changes and what is the exact wording and curriculum that will be going into the catalog prior to an electronic vote.</li> </ul>	
<p><b>NEW BUSINESS</b> <i>Natural Science</i> <i>Course Proposals</i></p>	<ul style="list-style-type: none"> <li>• M. Furlong explains the proposal is to change the sequence requirement by CSU in area D1 for general science course. Allows more breadth to science without change of depth in area D1. The sequence requirement hinders non-USG transfer students who have completed their science</li> </ul>	<ul style="list-style-type: none"> <li>• Approved de-coupling sequence proposal with corrections.</li> </ul>

	<p>requirements; non-USG students must take sequence. The major of USG schools do not have a sequence requirement. The proposal seeks to decouple the lecture and lab to help mix and match courses as needed. Highly suggested and optimal for students to take lecture and lab during the same semester, but cannot take lab prior to lecture course.</p> <ul style="list-style-type: none"> <li>• Q: For the lab, is there a pre-req?</li> <li>• R: Yes.</li> <li>• Q: Will the separation effect how the lecture is taught?</li> <li>• R: No. Lab does refer to lecture material, but not vice versa.</li> <li>• C: The schedule is structured for students to take lecture and lab during the same semester.</li> <li>• Typo noticed regarding the spelling of “principles” vs “principals”.</li> <li>• Motion to approval proposal to de-couple the sequence requirement of Area D1.</li> </ul>	
<b>CHEM 4999</b>	<ul style="list-style-type: none"> <li>• M. Furlong explains the course is for senior evaluation using surveys for SACS. Additional assessment and employment projects were proposed, but noticed the material has been covered in other areas of the curriculum. Desire to remove the duplication components and wording changes of “must be taken in the last semester prior to graduation”.</li> <li>• Q: In the description, it states “at CSU”. Does this mean the courses had to be taken at CSU?</li> <li>• R: Yes. CHEM 4999A is slightly different from 4999B. 4999A is for students who completed all coursework at CSU. There is an assessment of how well students did at CSU using a fields test for SACS. 4999B does not have the fields test if the students had more external courses.</li> <li>• Q: Are students in 4999B still being assessed? Are they recognized as CSU grads?</li> <li>• R: Yes, they are assessed using other means and CSU grads; fields test is separate for SACS.</li> <li>• Motion to approve change in verbiage of course description of CHEM 4999A and CHEM 4999B.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course changes.</li> </ul>
<b><i>Forensic Studies Course Proposals</i></b>	<ul style="list-style-type: none"> <li>• R. Mohamed explains the area shows growth potential and can attract new body of students. Dean tasked department with hiring someone to develop curriculum; lead to Dr.</li> </ul>	<ul style="list-style-type: none"> <li>• Course proposal tabled.</li> </ul>

**FRST 3XXX –  
Drug Identification**

Stein. Have been building curriculum in forensic studies, which is different from forensic science. Over the past few years, several courses have been approved and now there is an official proposal for a minor in forensic studies.

- S. Stein defines the two areas: Forensic studies is intended to be an investigative track; teaches science applicability to criminal investigation. The idea of the minor came from students expressing interest when teaching courses in the subject—must have a concentration first prior to a minor and major in the future. In the past few years, only 2 USG institutions had a forensic program and now it has jumped to 4; however none are close to CSU and do not offer what this program offers—strictly forensic science.
- FRST 3XXX Drug Identification: Course gives students a chance to understand drug identification and analysis. CSU currently does not have space to accommodate, but CSU works with Fort Gillem for space and equipment. Most work done in laboratories is related to drugs and it helps students become familiar with procedures.
- Q: This is a lab course, but not quite? Is it a dry lab?
- R: Hoping to have an agreement with Fort Gillem to use their equipment, but can do without.
- C: Fort Gillem has a state-of-the art lab and CSU currently has a working relationship.
- Q: Will there be lab fees? Will it stay ‘none’?
- R: Until lab space arranged, then none; would have to be revised.
- C: If none, then change to a fee with a new proposal.
- C: In the course outline, students with only SCI1901F are not going to understand. May need to scale back or add more CHEM as pre-req. Suggest CHEM 1211, 1212, 2411, 2412; unless more ways of identification, but if mass-spec data, students will not understand.
- Q: What percent will take place at lab?
- R: 20% at Fort Gillem.
- Q: Is it necessary to have lab fees if built into course as a field component?
- R: Yes, if it needs to be paid for and the students will be using equipment.

	<ul style="list-style-type: none"> <li>• C: Was there a problem with Fort Gillem blocking some students because of their nationality?</li> <li>• R: Yes. There was a discussion of having “loaner” equipment brought from Fort Gillem for student use to solve the issue of students not being US citizens; however, the meeting to resolve the problem has not occurred yet.</li> <li>• Q: Are there any other facilities to use if international students cannot go to Fort Gillem?</li> <li>• R: Unknown. GBI not necessarily open bringing many students; only as 1-2 interns.</li> <li>• C: This will be taught as a lecture course for now with the intention of a co-req lab course. Also, if you add all those CHEM courses as pre-req, it becomes more forensic science course.</li> <li>• (Further discussion of science courses as pre-req, etc. to help students’ understanding during course enrollment.)</li> <li>• Motion to table course proposal. Course is not essential for minor and it is an elective for the minor.</li> </ul>	
<b>FRST 4XXX – Criminal Investigative Analysis</b>	<ul style="list-style-type: none"> <li>• S. Stein explains this course is similar to another course offered; however during a CAS curriculum committee meeting was informed the course is no longer offered. The course was involving forensic psychology and it may draw away from. FRST 4XXX will focus on behavioral analysis and has a broader spectrum.</li> <li>• Motion to approve new course proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course proposal.</li> </ul>
<b>FRST 4XXX – Forensic Testimony</b>	<ul style="list-style-type: none"> <li>• S. Stein explains the course will prepare students on how to testify in court as to the evidence recovered at crime scenes, etc.; how to testify, what to testify to, how to speak, address ethical issues, etc.</li> <li>• Motion to approve new course proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course proposal.</li> </ul>
<b>FRST 3XXX – Computer Forensics and Digital Evidence</b>	<ul style="list-style-type: none"> <li>• S. Stein states the course will give students more of an understanding about what computer forensics is, what you can accomplish with it, how to handle, approach, and process digital evidence, and preservation.</li> <li>• Q: Will there be overlap with digital archiving program?</li> <li>• R: Yes, but they have expressed interest in working with us with the content.</li> <li>• Q: Would computer science department teach?</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course proposal.</li> </ul>

	<ul style="list-style-type: none"> <li>• R: No, not that technical. If someone is willing, they can.</li> <li>• Motion to approve new course proposal.</li> </ul>	
<b>FRST 4XXX – Medicolegal Investigation</b>	<ul style="list-style-type: none"> <li>• S. Stein states the course where students will be learning about autopsies not performing. The course covers history of forensic medicine, autopsy procedure, identification of human remains, etc.—anything related to death and how to identify it during the process of an autopsy.</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 Forensic Science</b>	<ul style="list-style-type: none"> <li>• Motion to approve minor in forensic science without the drug identification course.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved minor.</li> </ul>
<b><i>VPA Course Proposals</i></b>  <b>CMS 3XXX / THEA 3XXX - Screenwriting</b>	<ul style="list-style-type: none"> <li>• V. Bonner states students have already been taking courses associated with minor, but need to formalize the minor due to an increase interest in graduates possessing clearer resumes in the field. There has been a strong increase in film and television employment opportunities. The majority of the courses associated with minor are in existence; however need to add two additional.</li> <li>• S. Thrash states screenwriting is necessary when pursuing career in film; theater majors are looking into writing. There has been an increase in film in Atlanta. Both theater and CMS majors could benefit from screenwriting.</li> <li>• Motion to approve new course proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course proposal.</li> </ul>
<b>THEA 4XXX – Voiceover</b>	<ul style="list-style-type: none"> <li>• S. Thrash states majors in CMS, THEA, MUSC have expressed interest in voiceover work in areas of radio, film, television, etc.; Current push to learn this industry.</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 Film</b>	<ul style="list-style-type: none"> <li>• Q: For a minor, no need to do 4000-level courses?</li> <li>• R: None known.</li> <li>• Motion to approve film minor.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved minor in film.</li> </ul>
<b><i>FLATS Proposal</i></b>	<ul style="list-style-type: none"> <li>• J. Johnson explains CSU only has two ways to award foreign language credit: department testing (rare) and CLEP testing (only for German, French, Spanish). CLEP allows a student to test out of courses through 2002 level. Other institutions have adopted another test, FLATS, for other languages; developed by BYU. FLATS tests for other languages outside of ones by CLEP. KSU, Gainesville College administer test—no problems reported. FLATS allow a student to test out of courses</li> </ul>	<ul style="list-style-type: none"> <li>• Approved FLATS test.</li> </ul>

	<p>through 2001 level.</p> <ul style="list-style-type: none"> <li>• Q: How many hours can a student receive credit for?</li> <li>• R: Up to 9 hours depending on curricula.</li> <li>• Q: Does BYU receive a fee?</li> <li>• R: Testing Center handles fees; less expensive than CLEP.</li> <li>• Motion to approve adoption of FLATS test.</li> </ul>	
<p><i>Education Course Proposals</i></p> <p><b>EDUC 4725</b></p> <p><b>EDUC 4731</b></p>	<ul style="list-style-type: none"> <li>• R. Caillouet states undergraduate secondary education program does not currently have a practicum prior to internship; NCATE will soon require all programs to have field experience. Desire to add experience without adding hours. Proposing to take internship course (8 hours) and split hours: use 2 hours for practicum in Fall and 6 hours for internship in Spring semester, which may have variable credits. Splitting hours helps to solve problem from 2 supervisors giving 2 grades (1 in content &amp; 1 in education).</li> <li>• C: Regarding variable credit, other programs have had concerns raised.</li> <li>• (Example given pertaining to BIO and discussion about variable credit and having course recognized as full-time.)</li> <li>• R. Caillouet explains course is the secondary practicum with the 2 hours experience taken in Fall semester. Course has the supervisor from education and students placed 2 days per week for 15 weeks. Students need to be in the classroom at the beginning; students learn how to start.</li> <li>• Course is content-specific; students give credit hours to content supervisor through Banner (bookkeeping issue).</li> <li>• Q: The semester of implementation is Spring?</li> <li>• R: Should be 2014.</li> <li>• (Discussion if specific hours or variable hours should be stated in course proposals.)</li> <li>• Q: In terms of content, would variable hours work better and satisfy course hour requirement?</li> <li>• R: Yes; helps adapt course supervisor and students.</li> <li>• Motion to approve new course proposals with change of course credit to variable.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved course proposals with changes.</li> </ul>
<b>ADJOURN</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 1:40p.m.</li> </ul>	

**Next Meeting:** February 1, 2013 at 12:00p.m. University Center (UC) Room 260