**Undergraduate Curriculum Committee**

**Meeting Notes**

**September 10, 2014**

**Members present:** Joanna Anderson, Mark Baumgartner, Rhonda Brodrick, Shirley Cherry, T. Jason Davis, Julie Fox-Horton, J. Keith Green, Bill Hemphill, Jill LeRoy-Frazier, Shawna Lichtenwalner, Effiong Otukonyong, Kim Sell, Suzanne Smith

**Guests present:** David Champouillon, Karen King, Billie Lancaster, Jessica Miller, Evelyn Roach

The meeting was called to order at 2 p.m. by Chair Jill LeRoy-Frazier. Members introduced themselves then Jill LeRoy-Frazier gave an overview of the UCC purpose and procedures.

**Election of Secretary/Chair-Elect**

After committee discussion related to election, Suzanne Smith moved to separate chair-elect and secretary positions into two elections with no requirement for the secretary to assume the chair position the following academic year. Motion was seconded by T. Jason Davis. The motion passed unanimously.

Rhonda Brodrick was nominated by J. Keith Green to serve as secretary for the 2014-15 academic year. Mark Baumgartner seconded. The election was unanimous.

Nomination and election to fill the Chair-elect position will occur at the last meeting of the academic year, May 2015.

**Old Business**

Jill LeRoy-Frazier approved the TBR Proposal: Substantive Curriculum Revision to the Minor in Merchandising on behalf of the committee. It will be reviewed by Academic Council.

Shawna Lichtenwalner moved to approve the May 7, 2014 minutes and was seconded by Mark Baumgartner. The motion passed unanimously.

**New Business**

Dr. Marsh Grube commented the Chair of the Graduate Curriculum Committee reports back to the committee actions taken at Academic Council, and she asked if the UCC would like to adopt this practice. Jill LeRoy-Frazier will report back to the UCC actions taken at Academic Council.

Proposals considered by the UCC in this meeting were new courses in the proposed Jazz concentration in the Department of Music. Dr. David Champouillon presented the rationale for the proposed minor and new courses. The UCC reviewed 6 courses during this meeting. The TBR proposal will be reviewed at the September 24, 2014 meeting.

The new courses listed below were determined by committee members to meet the following criteria:

* They are valid for instruction.
* They have appropriate credit designation.
* They do not duplicate courses in other colleges or departments.
* The purpose, goals, and learning outcomes are appropriately aligned with one another and with the proposal’s rationale.
* The learning outcomes are appropriate for the level of the course.
* The major assignments support the learning outcomes.

MUSC 2011 (Classical Jazz and Piano 1), MUSC 2021 (Classical Jazz and Piano II), MUSC 2561 (Jazz Improvisation II), MUSC 3510 (Introduction to Music Industry), MUSC 3520 (Rhythm Section Techniques), MUSC 3560 (Jazz Improvisation III)

The following global changes were noted across all course proposals reviewed.

Snapshot:

Change the implementation date to Fall 2015.

Syllabi:

* Grading scale – Change F to read “below 65%” rather than 0-64; Add percent signs to categories.
* Attendance policy – Change wording to reflect every excused or unexcused absence after the first absence will result in an additional 5% reduction in the final grade.

*— New Course Proposal: MUSC 2011 Classical Jazz and Piano I*

<http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6654>

Snapshot:

Catalog description: Eliminate the name of the course and begin statement with “provides”; Consider breaking down one long sentence into shorter, easier to read sentences.

Syllabus:

* Purpose: Change the wording “fully prepare.”
* Major Assignments/Grade Assignments: Use consistent wording by changing “test” under Grade Assignments to “performance.” This will also match the MUSC 2021 course proposal.

Suzanne Smith moved to accept the proposal with editorial changes to be approved by the UCC chair. T. Jason Davis seconded. The motion passed unanimously.

*— New Course Proposal: MUSC 2021 Classical Jazz and Piano II*

<http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6655>

Snapshot:

Catalog description: Eliminate the name of the course and begin statement with “provides.”

Syllabus:

* Purpose: Change the wording “fully prepare.”
* Assignments: Correct the typo in the final assignment to “perform”

T. Jason Davis moved to accept the proposal with editorial changes to be approved by the UCC chair. J. Keith Green seconded. The motion passed unanimously.

*— New Course Proposal: MUSC 2561 Jazz Improvisation II*

<http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6614>

No corrections other than global changes previously noted.

J. Keith Green moved to accept the proposal with editorial changes to be approved by the UCC chair. Shawna Lichtenwalner seconded. The motion passed unanimously.

*— New Course Proposal: MUSC 3510 Introduction to Music Industry*

<http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6662>

Syllabus:

Major Assignments: Change presentation of Resource Handbook to reflect there is one handbook which contains sections then list these sections as bullet points.

Shawna Lichtenwalner moved to accept the proposal with editorial changes to be approved by the UCC chair. Bill Hemphill seconded. The motion passed unanimously.

*— New Course Proposal: MUSC 3520 Rhythm Section Techniques*

<http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6682>

Syllabus:

* Catalog Description: Change verb to “focuses” rather than focus.
* Major Course Topics: Please verify if “latin” should be capitalized.
* Purpose/Goals: Change the wording “fully prepare.” Correct the first line to read “To introduce students to. . “ rather than “introduce the students.” Edit later goal to indicate the student will lead a jazz ensemble.
* Major Assignments: In last 2 sentences, edit verbs so both verbs are plural (defines and differentiates; defines and rehearses). Change presentation of Resource Handbook to reflect there is one handbook which contains sections then list these sections as bullet points.
* Grade Assignments: Change the first two sentences and sentence 5 to read “roles and techniques **of** jazz”

Bill Hemphill moved to accept the proposal with editorial changes to be approved by the UCC chair. J. Keith Green seconded. The motion passed unanimously.

*— New Course Proposal: MUSC 3560 Jazz Improvisation III*

<http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=6615>

Snapshot:

Rationale: Edit the wording to “4 class sequence of which”

Syllabus:

* Major Assignments: In 4th assignment, change “compositions” to “composition.”
* Grade Assignment: In #4, edit to “original composition.” In #5, remove the apostrophe at the end of the sentence.
* Attendance Policy: Correct typo “countsas” to “counts as.”

J. Keith Green moved to approve the proposal. Bill Hemphill seconded. The motion passed unanimously.

**Other Discussion:**

The agenda for the September 24, 2014 meeting will include the remaining 4 MUSC courses and the TBR proposal. Other pending proposals include a French course, a Speech course, and a Non-substantive Curriculum Change from Theater.

There are major multiple course curriculum proposals coming from History, Digital Media, and Continuing Studies. Dr. Grube suggested the committee consider vetting the courses early to identify common issues that could be corrected prior to the meeting(s) at which the courses would be reviewed. This would entail using one of the weeks between meetings to review courses scheduled to be presented and the other week to work ahead on pending courses. Feedback would have to be provided in a timely manner. Recommendations would need to be returned to the originator with enough time to make changes before the meeting at which the courses will be formally reviewed. Jill LeRoy-Frazier will check the timelines for when these courses will be ready for review. Discussion followed. No formal motion was made.

Jill LeRoy-Frazier reminded committee members the UCC Attendance Policy allows only 2 unexcused absences per year.

A motion to adjourn was made at 3:40 p.m. by J. Keith Green and seconded by T. Jason Davis. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick

UCC Secretary

Approved by UCC 9/24/14