

2019-03-28 - UCC Meeting Agenda/Minutes

Z - 2018-19 UCC Meeting Agendas/Minutes

Undergraduate Curriculum Committee - Meeting Agenda/Minutes

Location* Greenville Centre 1511

Date* 2019-03-28

Agenda* Agenda

Select UCC Meeting Agenda/Minutes*

UCC Meeting Agenda/Minutes

UCC Meeting Agenda/Minutes

Select East Carolina University*

East Carolina University

East Carolina University

Notice

Complete and correct proposals/packages were placed on this agenda in the order in which they were received and availability of time.

The Committee devotes the necessary time to thoroughly review each package; therefore, presentation times are approximate and may vary. Your patience is appreciated.

Minutes Approval Date:

Section I - Meeting Agenda

Agenda Items*

I.	<p>Call to Order/Announcements (Jean-Luc Scemama)</p> <ul style="list-style-type: none"> • The February 28, 2019 meeting minutes were approved via electronic vote in Curriculog. • Approval of the March 14, 2019 minutes 	2:00
II.	<p>College of Arts and Sciences Department of Geography, Planning, and Environment (Paul Gares)</p> <ol style="list-style-type: none"> 1. Memorandum of Request 2. Revision of Existing Courses: ATMO 3520, 4510, 4530, 	2:05

	4580 (Level 1)	
III.	<p>College of Education Department of Mathematics, Science, and Instructional Technology Education (Daniel Dickerson)</p> <ol style="list-style-type: none"> Memorandum of Request Proposal of a New Course: SCIE 4500 - Teaching and Learning Science for Learning Assistants (Level 1* - requires Faculty Senate review) 	2:20
IV.	<p>College of Engineering and Technology Department of Computer Science (Nasseh Tabrizi)</p> <ol style="list-style-type: none"> Memorandum of Request Proposal of Accelerated Programs: (Level 2) <ol style="list-style-type: none"> BS in Computer Science/MS in Data Science BS in Computer Science/MS in Computer Science BS in Computer Science, MS in Software Engineering 	2:30
V.	<p>New Business</p> <ul style="list-style-type: none"> Policy Change Suggestions Preparing for the Annual Report 	2:50

Section II - Meeting Minutes

Date	2019-03-28	Minutes	<input checked="" type="checkbox"/> Minutes
Attendance	<input checked="" type="checkbox"/> Bellacero, Cynthia* <input type="checkbox"/> Bowman, Josie* <input checked="" type="checkbox"/> Dembo, Jonathan* <input type="checkbox"/> Ferguson, Kenneth* <input type="checkbox"/> Jordan, Debra* <input type="checkbox"/> Kean, Linda* <input checked="" type="checkbox"/> Kidd, Susan* <input checked="" type="checkbox"/> Scemama, Jean-Luc*	Attendance	<input checked="" type="checkbox"/> Spalding, Nancy* <input checked="" type="checkbox"/> Vail-Smith, Karen* <input type="checkbox"/> Weiss, Stacy* <input checked="" type="checkbox"/> SGA Rep* <input checked="" type="checkbox"/> Baker, Rachel <input checked="" type="checkbox"/> Coltraine, Diane <input type="checkbox"/> Summey, Karen <input checked="" type="checkbox"/> Traynor, Karen
Guests/ Comments			
Meeting Adjourned	2:50 PM		

I. Call to Order/ Announcements

J-L. Scemama called the meeting to order at 2:00 PM.

The February 28, 2019 meeting minutes were approved via electronic vote in Curriculog. J-L. Scemama asked for comments on the March 14, 2019 minutes that were distributed to the members by email. A motion to approve the minutes as submitted was made by N. Spalding and seconded by K. Vail-Smith. Motion passed.

II. College of Arts and Sciences Department of Geography, Planning, and Environment (Paul Gares)

Overview: The department faculty realized that the advanced 3000 and 4000 level courses would benefit seriously from having ATMO/GEOG 2510 as a prerequisite. Faculty often had to introduce basic ideas covered in those courses because students did not take that course before taking the upper level courses. Students were struggling to grasp the concepts in the class and catch up to where they needed to be. The remaining request is to remove GEOG 3420 as a required prerequisite from 4580 because GEOG 3420 is not offered with enough regularity and it creates a registration bottleneck. If the students take the ATMO/GEOG 2510 and the other courses in the prerequisites, then they should be prepared for ATMO 4580.

1. [Memorandum of Request](#)

1. Committee members asked about the listing of a course as a recommended prerequisite, rather than simply as a prerequisite. The catalog editor explained that the course would appear in the description as recommended, but students would not be barred from registering if they had not taken the course. Other committee members explained that recommended prerequisites were such that students would benefit from them, but they are not required—much like optional readings. P. Gares noted that advisors can let students know they should take the course if it is listed as a recommended prerequisite and in their programs students are asked to pick electives in the discipline. That information can help students choose courses.

2. Revision of Existing Courses: ATMO [3520](#), [4510](#), [4530](#), [4580](#) (Level 1)

1. 3520:

1. No changes required.

2. 4510:

1. No changes required.

3. 4530:

1. No changes required.

4. 4580:

1. Prerequisites: Add MATH 1065 (done in meeting)

Motion to approve the package as amended was made by K. Vail-Smith and seconded by N. Spalding. Motion passed.

CORRECTION: Package tabled at 04/25/2019 UCC meeting because ATMO 4510, 4530, and 4580 are crosslisted with GEOG 4510, 4530, and 4580. The GEOG courses must be revised at the same time as the ATMO courses.

III. **College of Education**
Department of Mathematics, Science, and Instructional Technology
Education
(Daniel Dickerson)

1. [Memorandum of Request](#)
2. Proposal of a New Course: [SCIE 4500 - Teaching and Learning Science for Learning Assistants](#) (**Level 1* - requires Faculty Senate review**)

Motion to postpone the package until the next meeting because the originator could not attend was made by S. Kidd and seconded by K. Vail-Smith. Motion passed.

IV. **College of Engineering and Technology**
Department of Computer Science
(Nasseh Tabrizi)

Overview: The original package contained six programs, but it was reduced to three. The department believes it is very important to provide this opportunity for their undergraduate students to stay and enroll in the master's programs. Nation-wide, there is a shortage of students from the United States in PhD programs in Computer Science, and these programs could prepare students to enter PhD programs to help remedy this shortage. These programs are also needed to boost graduate enrollments for the department's graduate programs.

1. [Memorandum of Request](#)
 1. Correct two typos (program to programs; commuter to computer)
2. Proposal of Accelerated Programs: (**Level 2**)

1. [BS in Computer Science/MS in Data Science](#)

1. No changes required.

2. [BS in Computer Science/MS in Computer Science](#)

1. No changes required.

3. [BS in Computer Science, MS in Software Engineering](#)

1. No changes required.

Motion to approve the package as amended was made by J. Dembo and seconded by S. Kidd. Motion passed.

V. **New Business**

(Jean-Luc Scemama)

J-L. Scemama noted that there were areas of procedure that could be clarified or revised by the committee to benefit faculty planners:

- Thresholds of course revisions that would require a faculty planner to create a new course instead.
- Instructions for the memorandum of request to prevent faculty planners from including justifications. J-L. Scemama noted that the presence of a topic sentence for the memorandum was useful to the chair of the UCC when presenting proposals to Faculty Senate.

Both of those areas would require coordination with the Graduate Curriculum Committee (GCC) because they use the same forms and any change to the instructions would require their input as well.

J-L. Scemama noted that there had been times when it was clear that the affected units reports for courses were limited, and he asked whether DIGARC could improve the built-in impact report in Curriculog to search keywords in the title and course description in addition to the prefix and course number. K. Traynor said she would submit a ticket to DIGARC to ask whether it was possible.

J-L. Scemama noted that this year had been a lot smoother for Curriculog and he commended the people who work behind the scenes. He encouraged the committee members to consider information that should go into the Annual Report, which is due to the Faculty Senate in mid-May.

Computer Science - GR - Nasseh Tabrizi - Accelerated Bachelor of Science in Computer Science/Master of Science in Data Science

O - New Accelerated Program Form

Section I - General Information

Need help? Please contact your [liaison](#) or consult the [Curriculog User Manual](#).

Submit **Form A - Memorandum of Request** with this Accelerated Program form.

Please consult with the [APA Officer](#).

Contact Last Name* Nasseh Tabrizi

Telephone* 252-3289691

Email* tabrizim@ecu.edu

Select Department and Level (UG)* **Computer Science - GR**

Section II - Program Justification

Justification

Include the following items in your justification:

Why you wish to offer the accelerated program

The gap you are attempting to fill

How the program responds to the assessment of student learning

If applicable, include the following:

Any accrediting bodies associated with this program, including specific accreditation standards that were included in the decision to offer the accelerated program

Student or alumni survey results

Justification* The Department of Computer Science is requesting to offer an accelerated bachelor's/master's program to recruit and retain quality CS undergraduate and graduate students. Our decision to offer the accelerated degree program is based on the demand from CS students and also CS faculty's continuous efforts to recruit and

retain quality students. The accelerated program will offer several benefits for the students that include

- **The accelerated degree will allow credits to be double-counted toward students' undergraduate and graduate degrees**

According to the graduate school policy, a maximum of 12 semester hours may be double-counted between the bachelor's and master's programs.

- **Retention of our best and brightest CS students**

We have observed throughout the years that Computer Science undergraduate students have the potential to enter and successfully complete the graduate programs, but not many choose to do so. The CS faculty believes that the proposed accelerated program will help to increase the number of our domestic CS students in our graduate program. The accelerated program will also enhance students' experience and will help to better transition them to the graduate program. The undergraduate students will establish close working relationships with their faculty, allowing them to work as a TA or RA in the master's program.

- **Reduced time to completion**

Students who are classified as juniors (80+ hours earned) can apply for the accelerated program. They will earn a bachelor's degree in Computer Science and a master's degree in Data Science. The program will allow them to start taking graduate courses in their senior year (90+ hours earned). This will reduce the total time needed to fulfill their undergraduate and graduate degree requirements.

This action impacts teacher education.* Yes No

DE Authorization (check ECU API, if needed)* Both the UG and GR degrees are authorized for DE delivery
 One of the two degrees is authorized for DE delivery
 Neither the UG nor the GR degree is authorized for DE delivery

Section III - Program Information

Read the [Graduate School Policy](#) for an Accelerated Bachelor's/Master's Program. Be sure to include all required elements in your proposal. Sample documents are available for your use.

Click Program* Program
 Shared Core

New degree title (begins with Accelerated)* Accelerated Bachelor of Science in Computer Science/Master of Science in Data Science

Existing Undergraduate (UG) Degree Information

Existing UG degree title* BS in Computer Science

Unit where existing UG degree is housed* Department of Computer Science

Existing Graduate (GR) Degree Information

Existing GR degree title* MS in Data Science

Unit where existing GR degree is housed* Department of Computer Science

Section IV - Catalog Information

I request assistance with the catalog information section of this proposal form.* Yes (strongly recommended) No

Program description* *Program Coordinator: Nasseh Tabrizi (110-C Science and Technology Building; 252-328-9691; tabrizim@ecu.edu)*

The accelerated bachelor of science in computer science/master of science in data science program allows outstanding computer science students with a minimum 3.0 GPA to apply to graduate-level study in data science after completing a minimum of 80 eligible undergraduate credit hours and to begin taking graduate courses after completion of a minimum of 90 eligible undergraduate credit hours. The bachelor's degree requires 120 credit hours for completion and students are formally admitted to the master's program after satisfactory completion of all requirements for the undergraduate degree. It is anticipated that students will complete both degrees in five years.

Students accepted into the accelerated program must earn a grade of B or above in graduate coursework being double-counted to continue in the accelerated program. Students who earn a C in any graduate course being double-counted will still be able to count that course toward the bachelor's degree, but will not be eligible to take additional graduate courses in the accelerated program. Students will be able to reapply to the graduate program.

Only on-campus (undergraduate and graduate) courses will be allowed to satisfy the requirements for the accelerated program.

Undergraduate students accepted into the accelerated program may count up to 12 semester hours from the following graduate courses towards completion of both the bachelor's and master's degrees:

- DASC 6010 - Big Data Analytics and Management (for CSCI 4180)
- DASC 6020 - Machine Learning (for CSCI 4120)
- DASC 6030 - Information Extraction and Retrieval (for CSCI 4130)
- DASC 6040 - Computational Analysis of Natural Languages (for CSCI 4140)
- DASC 6050 - Digital Image Analysis and Understanding (for CSCI 4150)

To set up admissions standards, click "View Curriculum Schema" (center icon) of the Proposed Curriculum Field, and then "Add Core." Name the core "Admission" in the "Title" field. Then add your admission standards in the "Description" field. Under "import courses," import graduate courses to be used in lieu of undergraduate courses for the accelerated program. Save your work.

Need help? [Instructions for setting up admission standards in the Proposed curriculum section.](#)

Proposed curriculum*

Admission Process

Students applying to the accelerated bachelor of science in computer science/master of science in data science program will go through the regular graduate application process with the following exceptions: - On the online graduate application form students will indicate that they are applying to an "Accelerated program". - A supplemental form will be completed with a faculty advisor listing the graduate courses to be counted towards both degrees, the intended date of completion of the undergraduate degree requirements, and the intended semester of assistantship eligibility. - Personal statement should address applicant's specific interest in data science graduate education and the accelerated program.

Section V - Additional Resources and Support

Select a block if your proposal requires additional resources - be sure to mention them in the Memorandum of Request. If no new resources are required, select "none required."

Note: Include only resources needed as a result of establishing an accelerated degree - not resources needed for either of the existing degrees for a different purpose.

Identify additional resources requested with Add'l Personnel Add'l Facilities

ITCS Mainframe Statistical Services

Section VI - Impact Report

List programs and courses in other units impacted by this accelerated program (REQUIRED). Impacts may include added/removed courses, potential content overlap, etc.

The proposing unit is responsible for demonstrating due diligence in notifying all impacted units. Failure to satisfy due diligence may result in delays to package placement on agendas for review.

Note: the Curriculog Impact Report function is not available in this form.

Need help? [Instructions for determining program and course impacts.](#)

List Program Impacts (if none, enter N/A)* N/A

List Course Impacts (if none, enter N/A)* N/A

Section VII - Launch and Approve Your Form

Launch your proposal. When the rest of your package is ready, approve.

Need help? [Instructions for launching and approving your proposal.](#)

[Top of Form](#)

Computer Science - GR - Nasseh Tabrizi - Accelerated Bachelor of Science in Computer Science/Master of Science in Computer Science

O - New Accelerated Program Form

Section I - General Information

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Submit **Form A - Memorandum of Request** with this Accelerated Program form.

Please consult with the [APA Officer](#).

Contact Last Name* Nasseh Tabrizi

Telephone* 252-3289691

Email* tabrizim@ecu.edu

Select Department and Level (UG)* **Computer Science - GR**

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Justification

Include the following items in your justification:

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The gap you are attempting to fill

How the program responds to the assessment of student learning

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Justification* The Department of Computer Science is requesting to offer an accelerated bachelor's/master's program to recruit and retain quality CS undergraduate and graduate students. Our decision to offer the accelerated degree program is based on the demand from CS students and also CS faculty's continuous efforts to recruit and

retain quality students. The accelerated program will offer several benefits for the students that include

- **The accelerated degree will allow credits to be double-counted toward students' undergraduate and graduate degrees**

According to the graduate school policy, a maximum of 12 semester hours may be double-counted between the bachelor's and master's programs.

- **Retention of our best and brightest CS students**

We have observed throughout the years that Computer Science undergraduate students have the potential to enter and successfully complete the graduate programs, but not many choose to do so. The CS faculty believes that the proposed accelerated program will help to increase the number of our domestic CS students in our graduate program. The accelerated program will also enhance students' experience and will help to better transition them to the graduate program. The undergraduate students will establish close working relationships with their faculty, allowing them to work as a TA or RA in the master's program.

- **Reduced time to completion**

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This action impacts teacher education.* Yes No

DE Authorization (check ECU API, if needed)* Both the UG and GR degrees are authorized for DE delivery
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Existing Undergraduate (UG) Degree Information

Existing UG degree title* BS in Computer Science

Unit where existing UG degree is housed* Department of Computer Science

Existing Graduate (GR) Degree Information

Existing GR degree title* MS in Computer Science

Unit where existing GR degree is housed* Department of Computer Science

Section IV - Catalog Information

I request assistance with the catalog information section of this proposal form.* Yes (strongly recommended) No

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Only on-campus (undergraduate and graduate) courses will be allowed to satisfy the requirements for the accelerated program.

Undergraduate students accepted into the accelerated program may count up to 12 semester hours from the following graduate courses:

- CSCI 6020 - Machine Learning (for CSCI 4120)
- CSCI 6030 - Information Extraction and Retrieval (for CSCI 4130)
- CSCI 6040 - Computational Analysis of Natural Languages (for CSCI 4140)
- CSCI 6050 - Digital Image Analysis and Understanding (for CSCI 4150)
- CSCI 6600 - Database Management Systems (for SENG 3700)

To set up admissions standards, click "View Curriculum Schema" (center icon) of the Proposed Curriculum Field, and then "Add Core." Name the core "Admission" in the "Title" field. Then add your admission standards in the "Description" field. Under "import courses," import graduate courses to be used in lieu of undergraduate courses for the accelerated program. Save your work.

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Proposed curriculum*

Admission Process

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Section V - Additional Resources and Support

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Identify additional Add'l Personnel

ITCS Mainframe

- resources requested with this proposal*
- Add'l Facilities
 - Library Services
 - Add'l Computer
 - None Required

- Statistical Services
- Netwk Connection
- Computer Lab

Section VI - Impact Report

List programs and courses in other units impacted by this accelerated program (REQUIRED). Impacts may include added/removed courses, potential content overlap, etc.

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List Program Impacts (if none, enter N/A)* N/A

List Course Impacts (if none, enter N/A)* N/A

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[Top of Form](#)

Computer Science - GR - Nasseh Tabrizi - Accelerated Bachelor of Science in Computer Science/Master of Science in Software Engineering

O - New Accelerated Program Form

Section I - General Information

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Submit **Form A - Memorandum of Request** with this Accelerated Program form.

Please consult with the [APA Officer](#).

Contact Last Name* Nasseh Tabrizi

Telephone* 252-3289691

Email* tabrizim@ecu.edu

Select Department and Level (UG)*

Computer Science - GR

Section II - Program Justification

Justification

Include the following items in your justification:

Why you wish to offer the accelerated program

The gap you are attempting to fill

How the program responds to the assessment of student learning

If applicable, include the following:

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Student or alumni survey results

Justification*

The Department of Computer Science is requesting to offer an accelerated bachelor's/master's program to recruit and retain quality CS undergraduate and graduate students. Our decision to offer the accelerated degree program is based on

the demand from CS students and also CS faculty's continuous efforts to recruit and retain quality students. The accelerated program will offer several benefits for the students that include

- **The accelerated degree will allow credits to be double-counted toward students' undergraduate and graduate degrees**

According to the graduate school policy, a maximum of 12 semester hours may be double-counted between the bachelor's and master's programs.

- **Retention of our best and brightest CS students**

We have observed throughout the years that Computer Science undergraduate students have the potential to enter and successfully complete the graduate programs, but not many choose to do so. The CS faculty believes that the proposed accelerated program will help to increase the number of our domestic CS students in our graduate program. The accelerated program will also enhance students' experience and will help to better transition them to the graduate program. The undergraduate students will establish close working relationships with their faculty, allowing them to work as a TA or RA in the master's program.

- **Reduced time to completion**

Students who are classified as juniors (80+ hours earned) can apply for the accelerated program. They will earn a bachelor's degree in Computer Science and a master's degree in Software Engineering. The program will allow them to start taking graduate courses in their senior year (90+ hours earned). This will reduce the total time needed to fulfill their undergraduate and graduate degree requirements.

This action impacts teacher education.* Yes No

DE Authorization (check ECU API, if needed)* Both the UG and GR degrees are authorized for DE delivery
 One of the two degrees is authorized for DE delivery
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Section III - Program Information

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Click Program* Program
 Shared Core

New degree title (begins with Accelerated)* Accelerated Bachelor of Science in Computer Science/Master of Science in Software Engineering

Existing Undergraduate (UG) Degree Information

Existing UG degree title* BS in Computer Science

Unit where existing UG degree is housed* Department of Computer Science

Existing Graduate (GR) Degree Information

Existing GR degree title* MS in Software Engineering

Unit where existing GR degree is housed* Department of Computer Science

Section IV - Catalog Information

I request assistance with the catalog information section of this proposal form.* Yes (strongly recommended) No

Program description* Program Coordinator: Nasseh Tabrizi (110-C Science and Technology Building; 252-328-9691; tabrizim@ecu.edu)

The accelerated bachelor of science in computer science/master of science in software engineering program allows outstanding computer science students with a minimum GPA of 3.0 to apply to graduate-level study in software engineering after completing a minimum of 80 eligible undergraduate semester hours and to begin taking graduate courses after completion of a minimum of 90 eligible undergraduate semester hours. The bachelor of science degree requires 120 semester hours for completion, and students are formally admitted to the master of science program after satisfactory completion of all requirements for the undergraduate degree. It is anticipated that students will complete both degrees in five years.

Students accepted into the accelerated program must earn a grade of B or above in

graduate coursework being double-counted to continue in the accelerated program. Students who earn a C in any graduate course being double-counted will still be able to count that course toward the bachelor's degree, but will not be eligible to take additional graduate courses in the accelerated program. Students will be able to reapply to the graduate program.

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Undergraduate students accepted into the accelerated program may count up to 12 semester hours from the following graduate courses towards completion of both the bachelor's and master's degrees:

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- CSCI 6030 - Information Extraction and Retrieval (for CSCI 4130)
- CSCI 6040 - Computational Analysis of Natural Languages (for CSCI 4140)
- CSCI 6050 - Digital Image Analysis and Understanding (for CSCI 4150)
- CSCI 6600 - Database Management Systems (for SENG 3700)
- SENG 6230 - Software Engineering Foundations (for CSCI 3030)

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Proposed
curriculum*

Admission Process

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Section V - Additional Resources and Support

Select a block if your proposal requires additional resources - be sure to mention them in the Memorandum of Request. If no new resources are required, select "none required."

Note: Include only resources needed as a result of establishing an accelerated degree - not resources needed for either of the existing degrees for a different purpose.

Identify additional resources requested with this proposal*

- Add'l Personnel
- Add'l Facilities
- Library Services
- Add'l Computer
- None Required

ITCS

- Mainframe
- Statistical Services
- Netwk Connection
- Computer Lab

Section VI - Impact Report

List programs and courses in other units impacted by this accelerated program (REQUIRED). Impacts may include added/removed courses, potential content overlap, etc.

The proposing unit is responsible for demonstrating due diligence in notifying all impacted units. Failure to satisfy due diligence may result in delays to package placement on agendas for review.

Note: the Curriculum Impact Report function is not available in this form.

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List Program Impacts (if none, enter N/A)* N/A

List Course Impacts (if none, enter N/A)* N/A

Section VII - Launch and Approve Your Form

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[Top of Form](#)