COMMITTEE: University Curriculum Committee (2:00 pm - 3:40 pm)

MEETING DATE: October 27, 2011

PERSONS PRESIDING: Donna Kain

REGULAR MEMBERS IN ATTENDANCE: Reece Allen, Leigh Cellucci, Kanchan Das, Ron Graziani, Donna Kain, and Angela Whitehurst

EX-OFFICIO MEMBERS IN ATTENDANCE: Derek Alderman, Linner Griffin, Antonial Marshall, and Megan Perry

EXCUSED: Ron Preston

ABSENT: None

SUPPORT: Kimberly Nicholson

OTHERS IN ATTENDANCE:
College of Health and Human Performance: Karen Vail-Smith

ACTIONS OF MEETING

Agenda Item: I. Call to Order

(1.) Minutes
The 10-13-11 UCC minutes were approved as amended via an electronic vote then forwarded to the Faculty Senate for agenda placement.

Discussion:
None

Action Taken:
None

(2.) Announcements
Dr. Kain announced that the College of Business is looking for someone to nominate for the open position on UCC.

Discussion:
A committee member from the College of Business would help diversify representation on the committee.

**Action Taken:**

None

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**Agenda Item:** II. College of Health and Human Performance

(1.) Revision of Existing Course: HLTH 4800

**Discussion:**

Dr. Vail-Smith presented the revision of the summer study abroad course—the change is to enable students to take it twice for credit if the student is visiting different countries.

Dr. Allen noted that the course descriptions are different from the catalog and the course proposal form. Dr. Vail-Smith said that the catalog copy will be changed and the words “study of” will be deleted.

**Action Taken:**

Dr. Griffin moved the proposal be approved. Dr. Das seconded. Proposal passed.

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**Agenda Item:** III. Old Business

(1.) Banked courses process – report from subcommittee

**Discussion:**

Dr. Kain reported that Diane Coltraine has sent the list of banked courses to Dr. Preston.

**Action Taken:**

None

(2.) Undergraduate Curricular Action Table – review

**Discussion:**
Dr. Kain asked if anyone had comments regarding the undergraduate curricular actions. It was decided to add directions regarding prefix changes for courses and course number changes; add information regarding the banking and unbanking of courses. It was also decided to clarify titles and reorder the columns to follow the steps taken by proposers. Moreover, it was decided to add checklists for concentrations, certificates, minors, and changes in programs.

Action Taken:

Dr. Allen moved for approval, dependent upon changes. Dr. Alderman seconded. Motion passed.

(3.) Proposal justifications – draft of suggestions (provided at meeting)

Discussion:

Dr. Kain said this is pending. She is gathering information.

Action Taken:

None

(4.) Discuss review of the 2011-2012 Undergraduate Curriculum and Program Development Manual

Discussion:

Continue review.

Action Taken:

Tabled until next meeting.

(5.) Review the University Curriculum Committee Curriculum Package Submission Helpful Hints and Checklist

Discussion:

Dr. Allen recommended the ISBN be required. Dr. Griffin added that the course justification be required and should reference and draw upon program assessment activities in the discussion. Moreover, Dr. Graziani added that the collective faculty involvement be
specified in the discussion. Dr. Kain said that we could also include that details are elaborated in the manual.

Dr. Griffin also recommended that it be clarified that the course catalog description must be included and that, if they want, they may include an expanded course description.

Dr. Alderman recommended that it include the grading information, including assignments, evaluation, and grading scale.

Dr. Griffin recommended that it include that the course description be brief and in the course proposal form and marked catalog copy.

Mr. Marshall recommended that the reader be referred to the manual for any other questions, located at the end of the document.

**Action Taken:**

Dr. Allen moved that the checklist be approved pending changes. Dr. Alderman seconded. Motion passed.

(6.) Liaison communication – review draft of communication (forthcoming)

**Discussion:**

Dr. Kain will be sending the liaisons a letter with information pertaining to their responsibilities, inviting them to a committee meeting to observe the process, and the undergraduate curriculum and program development actions sheet. Dr. Allen volunteered to create a process flow map to be sent to the liaisons as well.

**Action Taken:**

By acclamation, Dr. Kain will send the letter. Dr. Allen will create the process flow map.

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**Agenda Item:** V. New Business

**Discussion:**

No new business discussed.

**Action Taken:**

None
**Curricular Actions at This Meeting:**

New Courses: 0
Revised and/or Renumbered Courses (includes title/prereq./prefix): 1
New Degrees/Programs: 0
New Minors: 0
New Concentrations: 0
New Certificates: 0
Revised Existing Degrees/Concentrations: 0
Revised Minors/Certificates: 0
Banked Courses: 0
Deletion of Existing /Banked Courses: 0

**Curricular Actions to Date:**

New Courses: 2
Revised and/or Renumbered Courses (includes title/prereq./prefix): 6
New Degrees/Programs: 0
New Minors: 0
New Concentrations: 0
New Certificates: 0
Revised Existing Degrees/Concentrations: 2
Revised Minors/Certificates: 1
Banked Courses: 0
Deletion of Existing /Banked Courses: 0

**NEXT MEETING:** October 27, 2011

**ITEMS TO BE DISCUSSED:**

Undergraduate Curriculum Manual

**ADJOURNMENT:** Dr. Alderman moved to adjourn 3:40pm. Motion passed. Meeting adjourned.

Respectfully Submitted by

Leigh W. Cellucci
Secretary of the UCC
Marked Catalog Copy:

Agenda Item II

College of Health and Human Performance

Department of Health Education and Promotion

http://www.ecu.edu/cs-acad/ugcat/CoursesH.cfm

HLTH: Health

4600. Data Analysis for Health Promotion Programming (3) (S)
C: HLTH 4700. Understanding of and skills in utilizing health-related data for planning worksite health promotion and cost-control programs.

4604. Applied Principles of Health Promotion (3) (SI*) (F,S)
P: BIOL 2130 or 2140; NUTR 1000 or 2105; PSYC 1000; or consent of instructor. In-depth study of the health content areas most commonly addressed in health promotion programs. Emphasis on integration of current knowledge in context of contemporary educational strategies.

4605. Community Strategies for Health Education (3) (WI) (F,S,SS)
P: HLTH 3000 or consent of instructor. Skills in community interventions for health educators based on principles of community organization. Both classroom instruction and field exposure will be utilized. Additionally, case studies and real life experiences used to greatest extent possible.

4609. Needs Assessment and Program Planning (3)
P: BIOS 1500 or MATH 2228; EHST 2110, 2111; HLTH 2000, 3010, 3011, 3020, 3030, 3050; or consent of instructor. Needs assessment, design, planning, and implementation of public health education and promotion programs.

4611. Program Evaluation (3)
P: HLTH 4609. Theory, design, and techniques to evaluate public health practice.

4700. Practicum Seminar in Worksite Health Education (3) (S)
P: HLTH 4200. Private sector health promotion programs. Based on needs and operations of local sites, student will be assigned individual projects.

4800. Field Study in International Health (6) (SS) May be repeated once for course credit with change of host country. P: Consent of instructor. Study of public health and health care delivery systems in international host countries.

4880. Capstone: Applied Principles of Health Education and Promotion (3)
P: BIOS 1500 or MATH 2228; EHST 2110, 2111; HLTH 2000, 3010, 3011, 3020, 3030, 3050, 4609, 4611; or consent of instructor.

4901, 4902. Prehealth Professions Field Experience (3,3) (F,S,SS)
P: HLTH 3010, 3020 and consent of instructor. 75 hours of documented clinically-related field experience.

4910. Prehealth Professions Internship (6) (F,S,SS)
P: Completion of all major requirements and consent of program director. Supervised learning experience in an approved clinical setting.
4991. Health Education and Promotion Internship (12) (F,S,SS)
P: Completion of all other major requirements. Professionally-supervised learning experience.
3)
<table>
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<tr>
<th>Action</th>
<th>Exploratory Memorandum of Request</th>
<th>Course Proposal of Request</th>
<th>Explanatory Memorandum of Request</th>
<th>Undergraduate Catalog Copy</th>
<th>Marquee Catalog Copy</th>
<th>E-mail from Registrar</th>
<th>Supporting Documentation Related to Affected Units</th>
<th>Banking Form</th>
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Actions that require University Curriculum Committee (CCC) approval and the required components. Please refer to the manual for additional information before submitting your package to the CCC. Prepared by Dana King, CCC Chair, and approved by the CCC on 10-27-11.

**NOTE:** Changes to 5000-6000 level courses are submitted to the CCC. Please make sure that any changes to undergraduate programs resulting from deleting, banking, or adding 5000 level courses (i.e. 5000- level courses listed as an undergraduate elective) are submitted to the CCC via memorandum, marked catalog copy, and signature forms.
University Curriculum Committee (UCC)

Curriculum Package Submission Helpful Hints and Checklist

☐ The marked catalog copy is complete, consistent with unit norms, consistent with course proposal documents, and mistake free. If in doubt, please verify with the Office of Academic Program Planning and Development (Diane Coltraine, coltrainem@ecu.edu).

☐ Course description is brief and is the same in the course proposal form and marked catalog copy.

☐ All boxes of the course proposal form are filled in. Put “N/A” if the item is not applicable. Make sure to fill in both sides of the Method(s) of Delivery checkbox. Ensure the course credit table includes the accurate number of hours and the total credit hours.

☐ The course justification should reference and draw on program assessment of the unit’s curriculum (as described on pg. 11 of the manual) and specify that a collective faculty were involved in the approval process.

☐ The generic syllabus is complete and appropriate:
  - Includes objectives that are appropriate to the course level, do not duplicate other courses (especially graduate ones), and are student centered and measurable. For writing the objectives, Bloom’s Taxonomy is helpful, but not required
  - Refers to generic “course management system,” not to Blackboard or other specific software programs, which may change in the future
  - Includes full bibliographic information for textbooks in an appropriate style and is consistent throughout the entire submission (inclusion of ISBN is required)
  - Excludes specific information about instructors or dates of class activities
  - Include the course catalog description. Additional information may be provided in an “Expanded Course Description”
  - Provide grading information including assignments, evaluation, and grading scale

☐ Correspondence with all affected units offering similar courses is included.

☐ Budgetary memorandum from the unit administrator is included.

☐ The signature form includes all required signatures, especially if a Writing Intensive or Foundations Curriculum designation is sought (Writing Across the Curriculum memorandum is acceptable in lieu of signature).

☐ The curriculum package is complete and follows UCC guidelines. If in doubt, please verify with the Office of Academic Program Planning and Development (Kimberly Nicholson, nicholsonk@ecu.edu).

☐ All required documents have been submitted together to cucsubmissions@ecu.edu at least two weeks prior to the next scheduled meeting.

For additional questions, please refer to the Undergraduate Curriculum and Program Development Manual