

**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

MINUTES OF THE FEBRUARY 28, 2008 MEETING

Randy Schaeffer called the meeting to order.

PRESENT: Randy Schaeffer (Chairperson), Vera Brancato, Susan Czerny, Johanna Forte, Karen Kresge, Debra Lynch, Kizzy Morris, Elizabeth Rogol, Brandie Smith, and Marilyn Stewart.

ABSENT: College of Business Representative, Rosemary Fliszar, Christine Lottes, Lynn Milet, Undergraduate Student Representative, and Carole Wells.

ALSO IN ATTENDANCE: Mahfuzul Khondaker, Daniel Szilagyi, and Dennis Williams.

GENERAL ANNOUCEMENTS

R. Schaeffer announced a continuation meeting scheduled for next Thursday, March 6, at 11:00 a.m. in Old Main Room 136. He asked voting members to send a designee if they are unable to attend.

R. Schaeffer reminded all UCC members that the administrative deadline to implement any course proposals for Fall 2008 is March 1st. Technically, course proposals not approved by the deadline, are not guaranteed a listing in the Fall semester course schedule.

R. Schaeffer announced that the Omnibus Course Assessments approved by UCC in Fall 2007 that had not been sent to Graduate Council, were all considered and approved by Graduate Council at their last meeting.

R. Schaeffer reported back on the question regarding BIO 050/051, Window to the Oceans, approved at the last meeting. The course may be used as a Biology Lab in General Education. After further discussion, R. Schaeffer will also contact the Department of Physical Sciences to ascertain if the course may be used as a Physical Science Lab in General Education, and will report back to UCC.

MINUTES

It was moved by K. Kresge and seconded by E. Rogol to consider and approve the minutes from the January 24 and January 31, 2008 meeting. MOTION PASSED.

OLD BUSINESS

Current #: EDU 0805
Course: Course Revision: xxx 015, College of Education: First Year Seminar
(Effective Fall 2008)

Comments: This course remains tabled until further notice.

NEW BUSINESS

College of Liberal Arts & Sciences

Current #: LAS 07096
Course: New Course: FRE 213, French Advanced Conversations (Effective Fall 2008)
Proposal: Addition of course to master course listing. and permission to use in General Education.
Comments: Concerns were expressed over the content of the course objectives; the misplaced assessment piece, what course was being replaced, and use of the course in General Education. No one from the department was present to speak to these concerns.

It was moved by D. Lynch and seconded by K. Kresge to consider and approve this proposal. It was moved by D. Lynch and seconded by K. Kresge to table this proposal until the UCC concerns were addressed. MOTION PASSED TO TABLE.

Current #: LAS 07116
Course: Course Revision: ENG 132, Contemporary Gay and Lesbian Literature (Effective Fall 2008)
Proposal: Change in course syllabus and prerequisites. Assessment was added to the course proposal after Objectives and before Course Outline. **Add** to the Course Description: Prerequisite: ENG 023.

It was moved by D. Lynch and seconded by K. Kresge to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: LAS 07117
Course: Course Revision: ENG 285, Victorian Popular Fiction (Effective Fall 2008)
Proposal: Change in course syllabus and prerequisites. Assessment was added to the course proposal after Objectives and before Course Outline. **Add** to the Course Description: Prerequisite: ENG 023.

It was moved by D. Lynch and seconded by K. Kresge to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: LAS 07118
Course: Course Revision: ENG 360, Contemporary British and Irish Literature (Effective Fall 2008)
Proposal: Change in course syllabus and prerequisites. Assessment was added to the course proposal after Objectives and before Course Outline. **Add** to the Course Description: Prerequisite: ENG 023.

It was moved by D. Lynch and seconded by K. Kresge to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: LAS 07123
Course: Title Change: PLG 120, Introduction to Paralegal Studies (Effective Fall 2008)
Proposal: Change in title.
Comments: R. Schaeffer spoke to this course. The Paralegal Program is offered through an agreement with Lehigh Carbon Community College. Since the courses belong to LCCC, this proposal is to change the title on the check-sheets for the appropriate majors. Change title **from** Parlegalism **to** Introduction to Paralegal Studies.

It was moved by M. Stewart and seconded by K. Kresgo to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: LAS 07124
Course: Title Change: PLG 220, Contract Law and Business Organizations (Effective Fall 2008)
Proposal: Change in title.
Comments: R. Schaeffer spoke to this course. The Paralegal Program is offered through an agreement with Lehigh Carbon Community College. Since the courses belong to LCCC, this proposal is to change the title on the check-sheets for the appropriate majors. Change title **from** Business Law for Paralegal **to** Contract Law and Business Organizations.

It was moved by M. Stewart and seconded by K. Kresge to consider and approve this proposal as part of a block. MOTION PASSED.

College of Visual & Performing Arts

Current #: VPA 0823
Course: Course Revision: MUS/THE 228, The History of American Musical Theatre (Effective Spring 2008)
Proposal: Change in syllabus and add the assessment piece.
Comments: D. Williams was present to speak to this course. Assessment was added to the course proposal after Objectives and before Course Outline, and the *Instructional Resources* list was updated.

It was moved by K. Kresge and seconded by J. Forte to consider and approve this proposal. MOTION PASSED.

Current #: VPA 0830
Course: Program Change: Minor Program: Musical Theatre (Effective Fall 2008)
Proposal: Change in minor program requirements.
Comments: D. Williams was present to speak to this course. Musical Theatre Minors will be required to achieve a grade of a C or better in the ir major performance to continue in this program. In addition, Musical Theatre Minors must prove continued successful progress toward minimal standards in performance to graduate.

It was moved by M. Stewart and seconded by D. Lynch to consider and approve this proposal. MOTION PASSED.

Current #: VPA 0845
Course: Course Revision: Omnibus Course Assessments for Art Education and Crafts Studio Courses (CFT, ART, and FAR)
(Effective Fall 2008)
Proposal: Change in course syllabus.
Comments: K. Kresge was present to speak to this course. Assessment was added to the course proposal after Objectives and before Course Outline.

It was moved by J. Forte and seconded by D. Lynch to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0846
Course: Course Revision: Omnibus Course Assessments for Art Education and Crafts Art Criticism (ART) Courses (Effective Fall 2008)
Proposal: Change in course syllabus.
Comments: K. Kresge was present to speak to this course. Assessment was added to the course proposal after Objectives and before Course Outline.

It was moved by J. Forte and seconded by D. Lynch to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0868
Course: Course Revision: Omnibus Course Assessment for Communication Design Courses and Workshops (CDE 022, 122, 220, 276, 277, 385, 386, and all CDE Workshops)
(Effective Fall 2008)
Proposal: Change in course syllabus and prerequisites.
Comments: K. Kresge was present to speak to this course. Assessment was added to the course proposal after Objectives and before Course Outline. Add Prerequisites: Students must earn a grade of C or better in the following courses to the Course Description.

It was moved by J. Forte and seconded by D. Lynch to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0869
Course: Course Revision: Omnibus Course Assessment for Communication Design Courses (CDE 147, 151, 241, 242, 383, 384, 252, 253, 344, 345, 387, and 388)
(Effective Fall 2008)
Proposal: Change in course syllabus and prerequisites.
Comments: K. Kresge was present to speak to this course. Assessment was added to the course proposal after Objectives and before Course Outline, piece, and prerequisites. In the assessment list, **delete** J. Electronic Files. **Add** Prerequisites: Students must earn a grade of C or better in the following courses: to the Course Description.

It was moved by J. Forte and seconded by D. Lynch to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0870
Course: Course Revision: Omnibus Course Assessment for Communication Design History Courses (CDH 150 and 151)
(Effective Fall 2008)
Proposal: Change in course syllabus.
Comments: K. Kresge was present to speak to this course. Assessment was added to the course proposals after Objectives and before Course Outline.

It was moved by J. Forte and seconded by D. Lynch to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0871
Course: Program Change: Bachelor of Fine Arts: Communication Design
(Effective Fall 2008)
Proposal: Program change requirements.
Comments: K. Kresge was present to speak to this course. Change in General Education, Humanities, Section B. Art History Elective. Change to B. Art History Elective (any ARH except 024/025/026).

It was moved by K. Kresge and seconded by J. Forte to consider and approve this proposal. MOTION PASSED.

Current #: VPA 0872
Course: Course Revision: CDE 130, Typography (Effective Fall 2008)
Proposal: Change in course syllabus and prerequisites.
Comments: K. Kresge was here to speak to this course. Assessment was added to the course proposal after Objectives and before Course Outline. Under Prerequisites in Course Description, **add** Students must earn a grade of C or better in the following courses.

It was moved by K. Kresge and seconded by M. Stewart to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0873
Course: Course Revision: CDE 141, Visual Translation (Effective Fall 2008)
Proposal: Change in course syllabus and prerequisites.
Comments: K. Kresge was present to speak to this course. Assessment was added to the course proposal after Objectives and before Course Outline. Under Prerequisites in Course Description, **add** Students must earn a grade of C or better in the following courses;

It was moved by K. Kresge and seconded by M. Stewart to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0874
Course: Course Revision: CDE 231, Advanced Typography (Effective Fall 2008)
Proposal: Change in course syllabus and prerequisites.

Comments: K. Kresge was present to speak to this course. Assessment was added to the course proposal after Objectives and before Course Outline. Under Prerequisites in Course Description, **add** Students must earn a grade of C or better in the following courses;

It was moved by K. Kresge and seconded by M. Stewart to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0876
Course: Course Revision: CDE 239, Graphic Design II — Editorial Design (Effective Fall 2008)
Proposal: Change in course description, syllabus, and prerequisites.
Comments: K. Kresge was present to speak to this course. Assessment was added to the course proposal after Objectives and before Course Outline. Under Prerequisites in Course Description, **add** Students must earn a grade of C or better in the following courses;

It was moved by K. Kresge and seconded by M. Stewart to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0878
Course: Course Revision: CDE 381, Senior Design Seminar — Corporate Publications (Effective Fall 2008)
Proposal: Change in course title, syllabus, and prerequisites.
Comments: K. Kresge was present to speak to this course. Change title **from** Senior Design Seminar: Publication for Print Media to Senior Design Seminar: Corporate Publications. Under Prerequisites in Course Description, **add** Students must earn a grade of C or better in the following courses;

It was moved by M. Stewart and seconded by K. Kresge to consider and approve this proposal. MOTION PASSED.

Current #: VPA 0879
Course: Course Revision: CDE 382, Senior Design Seminar — Identity Systems (Effective Fall 2008)
Proposal: Change in course description, syllabus, and prerequisites.
Comments: K. Kresge was present to speak to this course. Assessment was added to the course proposals after Objectives and before Course Outline. Under Prerequisites in Course Description, **add** Students must earn a grade of C or better in the following courses;

It was moved by K. Kresge and seconded by M. Stewart to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0880
Course: Course Revision: CDE 394, Communication Design Internship (Effective Fall 2008)
Proposal: Change in course description, syllabus, and prerequisites.

Comments: K. Kresge was present to speak to this course. Assessment was added to the course proposals after Objectives and before Course Outline. Change prerequisites **to**: Seniors must make application for this course and have a minimum 3.0 QPA in courses in their major program. Students must be senior status and have earned a C or better in the following courses: Graphic Design II, Advertising Design II, or Interactive II as well as Print Media Production and Advanced Typography.

It was moved by K. Kresge and seconded by M. Stewart to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0881
Course: Course Revision: CDE 398, Communication Design Professional Practices (Effective Fall 2008)
Proposal: Change in course prerequisites.
Comments: K. Kresge was present to speak to this course. The change in prerequisites is being made to encourage students to attain a higher standard of work and to prevent students who have not satisfactorily met all the objectives of prerequisite courses from moving on to upper level courses.

It was moved by K. Kresge and seconded by M. Stewart to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0882
Course: Course Revision: CDE 399, Senior Exhibition (Effective Fall 2008)
Proposal: Change in course description and syllabus.
Comments: K. Kresge was present to speak to this course. There are a few editorial changes that need to be made. Under *Rationale*, in the second sentence, change broadcast **to** promote. Under *Objectives*, section A, **delete** to show only their best pieces. Section C; **delete** kinds of design. Section D, **delete** forms as necessary.

It was moved by K. Kresge and seconded by M. Stewart to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0883
Course: Course Revision: MUS 311, Music from Ancient Times to 1750 (Effective Fall 2008)
Proposal: Change in course title, number, description, syllabus, and prerequisites.
Comments: D. Williams was here to speak to this course. Change course title **from** Music from Ancient Times to 1825 **to** Music from Ancient Times to 1750. Course Description changed accordingly. Course Rationale added. **Add** Permission of the Instructor to prerequisites. Course Outline and Instructional Resources were updated.

It was moved by K. Kresge and seconded by E. Rogol to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0884
Course: Course Revision: MUS 312, Music from 1750 to the Present
(Effective Spring 2009)
Proposal: Change in title, description, syllabus, and prerequisites.
Comments: D. Williams was here to speak to this course. Change course title **from** Music from 1825 to the Present **to** Music from 1750 to the Present. Course Description changed accordingly. Course Rationale added. **Add** Permission of the Instructor to prerequisites. Course Outline and Instructional Resources were updated.

It was moved by K. Kresge and seconded by E. Rogol to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0885
Course: New Course: MUS 191, Italian Lyric Diction for Singers (Effective Fall 2008)
Proposal: Addition of course to master course listing.
Comments: D. Williams was present to speak to this course.

It was moved by D. Lynch and seconded by K. Kresge to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0886
Course: New Course: MUS 192, German Lyric Diction for Singers
(Effective Spring 2009)
Proposal: Addition of course to master course listing.
Comments: D. Williams was present to speak to this course.

It was moved by D. Lynch and seconded by K. Kresge to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0887
Course: New Course: MUS 193, French Lyric Diction for Singers
(Effective Spring 2009)
Proposal: Addition of course to master course listing.
Comments: D. Williams was present to speak to this course.

It was moved by D. Lynch and seconded by K. Kresge to consider and approve this proposal as part of a block. MOTION PASSED.

College of Business

Current #: BUS 0829
Course: Course Revision: MGM 210, Principles of Management (Effective Fall 2008)
Proposal: Change in course number, description, syllabus, and prerequisites.
Comments: Change **from** MGM 300 Principles of Management **to** MGM 210, Principles of Management. The new syllabus revises student learning objectives, assessment methods, the course outline, and instructional resources.

It was moved by E. Rogol and seconded by K. Kresge to consider and approve this proposal.
MOTION PASSED.

College of Education

Current #: EDU 0807
Course: Course Revision: SPU 316, Reading & Other Language Arts for Exceptional Children (Effective Fall 2008)
Proposal: Change in course description and syllabus.
Comments: D. Lynch spoke to this course. It was suggested the *Other Policies* section be removed from the course proposal. This is not part of the course proposal, but belongs on the first day handout that is distributed to students.

It was moved by K. Kresge and seconded by D. Lynch to consider and approve this proposal.
MOTION PASSED.

Current #: EDU 0820
Course: New Course: LIB 343, Public Libraries (Effective Fall 2008)
Proposal: Addition of course to master course listing.
Comments: It was suggested the *Other Policies* section be removed from the course proposal. This is not part of the course proposal, but belongs on the first day handout that is distributed to students.

It was moved by K. Kresge and seconded by D. Lynch to consider and approve this proposal.
MOTION PASSED.

College of Graduate Studies

Current #: VPA 0847
Course: Program Change: Masters of Education: Art Education (Effective Fall 2008)
Proposal: Change in major program requirements.
Comments: D. Lynch asked for clarification on which electives students were able to take. The new check sheet reflects changes in the course numbering system in Art Education. It was noted the proposal failed to go to Graduate Council before coming to the UCC.

It was moved by K. Kresge and seconded by B. Smith to consider and approve this proposal.
It was moved by K. Kresge and seconded by B. Smith to table this proposal pending approval by the Graduate Council. MOTION TABLED.

ANNOUNCEMENTS

One-Time Only Courses

VPA 0889 SPE 208, The Rhetoric of Campaign 2008 (Effective Fall 2008)

VPA 0890 THE 2xx, Musical Theatre Acting and Scene Study (Effective Fall 2008)

Selected Topics Courses

- BUS 0830 MGM 571, Selected Topics in Management: Strategic Positioning & Executive Leadership in 21st Century Decision Making
(Effective Summer I 2008)

- LAS 08022 CRJ 370, Selected Topics in Criminal Justice: Civil Rights
(Effective Fall 2008)

- LAS 08023 CRJ 370, Selected Topics in Criminal Justice: Community Policing
(Effective Fall 2008)

- LAS 08038 GER 370, Selected Topics in German: Women s Representations of World War II and the Holocaust
(Effective Fall 2008)

- LAS 08043 CIS 580, Selected Topics in Computer Science: Revolutionary Programming
(Effective Summer I 2008)

- VPA 0867 CDE 375, Selected Topics in Communication Design: Traveler s Sketchbook: Drawing on Location in Mexico
(Effective Summer I 2008)

ADJOURNMENT

It was moved by D. Lynch and seconded by K. Kresge to adjourn the meeting. MOTION PASSED.

Lisa J. Dietrich, Recording Secretary

Susan G. Czerny, Secretary

Date

Date

**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

MINUTES OF THE MARCH 6, 2008 CONTINUATION MEETING

R. Schaeffer called the meeting to order.

PRESENT: Randy Schaeffer (Chairperson), Susan Czerny, Johanna Forte, Karen Kresge, Christine Lottes, Lynn Milet, Kizzy Morris, Elizabeth Rogol, Brandie Smith, and Marilyn Stewart.

ABSENT: Vera Brancato, College of Business Representative, Rosemary Fliszar, Debra Lynch, Undergraduate Student Representative, and Carole Wells.

ALSO IN ATTENDANCE: Kim Shively (Alternate LAS Representative) and Daniel Szilagyi.

ANNOUNCEMENTS

R. Schaeffer announced LAS 07097, BIO/MAR 050/051, Window to the Oceans. The department will be counted under General Education as a Biology Lab or Physical Science Lab.

NEW BUSINESS

College of Graduate Studies

Current #: EDU 0821
Course: Course Revision: Omnibus Course Assessment for Counseling (COU and CPY) Courses (Effective Fall 2008)
Proposal: Change in course syllabus. Assessment was added to the course proposal after Objectives and before Course Outline for all courses that do not already have an assessment section.

It was moved by C. Lottes and seconded by E. Rogol to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 07064
Course: New Course: SWK 5xx, The Organization and Practice of Family Group Decision Making I (Effective Spring 2009)
Proposal: Addition of course to master course listing.
Comments: Concern was raised on the format of the *Course Outline*. It does not follow UCC guidelines. In addition, copies of the proposal contained only every other page of the proposal.

It was moved by C. Lottes and seconded by E. Rogol to consider and approve this proposal as part of a block.

It was moved by M. Stewart and seconded by E. Rogol to table this proposal as part of a block until the UCC concerns were addressed. MOTION PASSED TO TABLE.

Current #: LAS 07065
Course: New Course: SWK 5xx, The Organization and Practice of Family Group Decision Making II (Effective Spring 2009)
Proposal: Addition of course to master course listing.
Comments: Concern was raised on the format of the *Course Outline*. It does not follow UCC guidelines. In addition, copies of the proposal contained only every other page of the proposal.

It was moved by C. Lottes and seconded by E. Rogol to consider and approve this proposal as part of a block.

It was moved by M. Stewart and seconded by E. Rogol to table this proposal as part of a block until the UCC concerns were addressed. MOTION PASSED TO TABLE.

Current #: LAS 07066
Course: New Course: SWK 5xx, The Organization and Practice of Family Group Decision Making III (Effective Spring 2009)
Proposal: Addition of course to master course listing.
Comments: Concern was raised on the format of the *Course Outline*. It does not follow UCC guidelines. In addition, copies of the proposal contained only every other page of the proposal.

It was moved by C. Lottes and seconded by E. Rogol to consider and approve this proposal as part of a block.

It was moved by M. Stewart and seconded by E. Rogol to table this proposal as part of a block until the UCC concerns were addressed. MOTION PASSED TO TABLE.

Current #: LAS 07088
Course: Course Revision: ENG 455, Seminar in Major Modern Poets (Effective Fall 2008)
Proposal: Change in course title, description, syllabus, and prerequisites.
Comments: Change prerequisites **from** ENG 023 or its equivalent **to** ENG 023 and ENG 364 or its equivalent.

It was moved by K. Kresge and seconded by J. Forte to consider and approve this proposal. MOTION PASSED.

Current #: LAS 07109
Course: Course Revision: CSC 402, Data Structures II (Effective Fall 2008)
Proposal: Change in course title, description, and syllabus.

It was moved by M. Stewart and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: LAS 07110
Course: Course Revision: CSC 421, Web-based Software Design and Development
(Effective Fall 2008)
Proposal: Change in course title, description, and syllabus.

It was moved by M. Stewart and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: LAS 07111
Course: Course Revision: CSC 520, Advanced Object Oriented Programming
(Effective Fall 2008)
Proposal: Change in course title, description, and syllabus.

It was moved by M. Stewart and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: LAS 07112
Course: Course Revision: CSC 521, Advanced Web-based Software Development
(Effective Fall 2008)
Proposal: Change in course title, description, and syllabus.

It was moved by M. Stewart and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: LAS 07113
Course: New Course: CSC 554, Project Management (Effective Fall 2008)
Proposal: Addition of course to master course listing.
Comments: There is a typographical error under Course Description. Change Csc 354
to CSC 354.

It was moved by K. Kresge and seconded by L. Milet to consider and approve this proposal. MOTION PASSED.

Current #: VPA 0844
Course: Course Revision: ARC/ARU/CFT/ARH 410, British Arts and Crafts
(Effective Fall 2008)
Proposal: Change in course prefix. Change **from** RAR/ARH 410 to ARC/CFT/ARU/
ARH 410.

It was moved by L. Milet and seconded by M. Stewart to consider and approve this proposal. MOTION PASSED.

Current #: VPA 0847
Course: Program Change: Masters of Education: Art Education (Effective Fall 2008)
Proposal: Change in major program requirements.

It was moved by M. Stewart and seconded by K. Kresge to consider and approve this proposal. MOTION PASSED.

ADJOURNMENT

It was moved by K. Kresge and seconded by J. Forte to adjourn the meeting. MOTION PASSED.

Lisa J. Dietrich, Recording Secretary

Susan G. Czerny, Secretary

Date

Date