

**UPCC Meeting Minutes**  
**September 26, 2019**  
**12:30 PM – 2:00 PM**  
**Convocation Center, Rm 2007**  
<https://kennesaw.curriculog.com/agenda:778/form>

**MEMBERS PRESENT**

Evelina Sterling, Department of Sociology and Criminal Justice	CHSS
Ryan Ronnenberg, Department of History and Philosophy	CHSS
Zeynep Kelani, Department of Economics, Finance and Quantitative Analysis	Coles
Doug Moodie, Department of Management and Entrepreneurship	Coles
Kim Loomis, Secondary and Middle Grades Education	Bagwell
Shannon Howrey, Department of Early Elementary & Childhood Education	Bagwell
William Griffiths, Department of Mathematics	CSM
Michelle Head, Department of Chemistry and Biochemistry (UPCC Vice Chair)	CSM
Janeen Amason, WellStar School of Nursing	Wellstar CHHS
Jennifer Wade-Berg, Department of Social Work and Human Services (UPCC Chair)	Wellstar CHHS
Nancy Conley, School of Music	COTA
Amanda Wansa Morgan, Department of Theatre and Performance Studies (UPCC Secretary)	COTA
Felicia Mainella, Department of Leadership and Integrative Studies	Univ. College
Carolee Larsen, Dspt. Of First year and Transition Studies	Univ. College
Lisa Adams, Associate Director	Honors College
Sandip Das, Department of Electrical Engineering	SPSEET
Susan Vande Ven, Information Technology	CCSE
D. Michael Franklin, Software Engineering and Game Design & Development	CCSE
Susan Rouse, General Education Council	Gen Ed Council
Xueying Chen, KSU Library System	KSU Library
Pam Cole, Academic Affairs (NonVoting)	Academic Affairs
Kevin Gwaltney, Accreditation and Policy (NonVoting)	Accreditation & Policy
Amy Jones, Academic Affairs (NonVoting)	Academic Affairs
Brichaya Shah, Distance Learning Center (NonVoting)	Registrar & Records
Ana Edwards, Registrar and Records (NonVoting)	Registrar & Records
Paul Parker	Enrollment Services
Kristina DuRocher, Faculty Executive Director of General Eduaction and Curriculum Development (NonVoting)	Gen Ed & Curriculum Development

**GUESTS**

Miriam Brown Spiers, ISD/English/American Studies  
Raven Knudsen, Academic Affairs  
Susan Dyess, WCHHS  
Connie Stone, Registrar  
Alice Gooding, Geo/Anthropology  
Shannon Howrey, EECE/BCOS

Yannick Post, EFQA  
Karen Ruehlman, Financial Aid  
Bretta Carithers, Financial Aid  
Chien-pin Li, CHSS

---

## **Call to Order – 12:33pm**

### **Approval of Minutes**

Review of UPCC Minutes from April 2019 and August 2019 Meetings

- **APRIL 2019 Minutes**
  - **Motion to Approve – Susan Rouse**
  - **Seconded by D. Michael Franklin**
  - **Approved by All**
  
- **AUGUST 2019 Minutes**
  - Question from Bill Griffiths regarding who should draft a proposal to the Faculty Senate regarding UPCC Executive Committee Service
  - Next meeting we will look at draft of service for UPCC Exec.
  - **Motion to Approve – Bill Griffiths**
  - **Seconded by D. Michael Franklin**
  - **Approved by All**

---

### **Consent Agenda:**

**Call to pull proposals off Consent Agenda: none.**

**Motion to approve Consent Agenda – D. Michael Franklin**

**Seconded by Bill Griffiths**

**Approve – ALL**

### **BAGWELL COLLEGE OF EDUCATION**

#### **Department of Inclusive Education**

- INED 4433 Effective Instruction for English Learners in Elementary Classrooms (Course Discontinuation)
- INED 4432 Foundations for Teaching English Learners in Elementary Classrooms (Course Discontinuation)

### **COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**

#### **Department of Geography and Anthropology**

- ANTH 2223 The Human Skeleton (New Course)
- ANTH 3301 Human Origins (Prereq/Coreq)

**Dismissal of INED reps.**

---

## **Discussion Agenda:**

### **COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**

#### **Department of Indisciplinary Studies**

- AMST 3730 Introduction to Native American Studies (New Course)

#### **DISCUSSION**

Representing – Miriam Brown Spiers – English & Interdisciplinary Studies  
Straight offering.

Putting class on the books since we have faculty to teach them.

Will contribute to American Studies minor (proposal should be on the books – not up for discussion at UPCC yet). This would be a third option (they can take 2 of 3 options in required courses).

In the original proposal, it was going to serve requirements for Native American Studies minor, but that minor is still under development. This proposal doesn't reflect that.

Question from Executive Committee: Why is ENGL1102 the Prerequisite? Justified?

Shared email between Jennifer Wade-Berg and Professor Spiers.

Dr. Spiers did some research on ENGL1102 and shared her findings. She then shared her justification for how the skills taught in ENGL 1102 relate to the skills needed for this class.

Question regarding keeping the integrity of those elements as the course may pass from instructor to instructor. Another question arose regarding other 3000-level courses. Answer came from the desire to create that gate especially because this course may have a wide range of background from disciplines.

D. Michael Franklin made a point that a student signing up for a 3000-level course should implicitly have taken those basic courses. He also brought up a 3000-level course as an Introductory course.

D. Michael Franklin questioned why the narrow CIP code .

#### **Motion to Approve: D. Michael Franklin**

#### **Seconded by Amanda Wansa Morgan**

#### **Discussion:**

Bill Griffiths – do we need to modify the proposal where it says where this course will be used?

Jennifer Wade-Berg – MADE EDIT: Removed language in programs impacted regarding other programs impacted. Put in: “This is a free elective course ...”

**Approved with EDIT to programs impacted: ALL**

---

#### **Department of Geography and Anthropology**

- ANTH 3320 Lab in Physical Anthropology (Course Description, Prereq/Coreq)

#### **Discussion**

Presented by Dr. Alice Gooding

NOTE: Course name was changed at UPCC Executive Committee: “Methods in Biological Anthropology”

Dr. Gooding explained some larger shifts in the international fields of anthropology and biological anthropology that have led to some shifts into how they classify labs which in turn affect prerequisites and course description.

**Motion to Approve: D. Michael Franklin**  
**Seconded by Amanda Wansa Morgan**

**Discussion:**

Question from Kevin Gwaltney: Did all levels approve the title as it currently stands?

Answer: Yes, there was a memo to all levels of approval. Jennifer Wade-Berg showed the memo to the committee on the screen.

Question from Kevin regarding CIP Codes – why are they vague?

Answer from Dr. Gooding: current degrees awarded don't specify sub-fields.

Question from Bill Griffiths regarding removal of STAT 1401 and its decision.

Dr. Gooding clarified that the current faculty evaluated and that's a better course of action.

**Approved by All**

---

Revised UPCC Schedule:

***Executive Committee Meetings will occur on the 2<sup>nd</sup> Thursday  
from 12:30 – 2:00 p.m. (unless noted \*\*)***

**Fall 2019 Semester**

August 20	Prillaman Hall, Rm. 3200
September 12	Prillaman Hall, Rm. 3200
October 10	Prillaman Hall, Rm. 3200
October 17 (New)	Prillaman Hall, Rm. 3200
November 7**	Prillaman Hall, Rm. 3200
November 22 (New)	Online

**Spring 2020 Semester**

January 9	Prillaman Hall, Rm. 3200
January 16 (New)	Prillaman Hall, Rm. 3200
February 6**	Prillaman Hall, Rm. 3200
March 12	Prillaman Hall, Rm. 3200
April 9	Prillaman Hall, Rm. 3200

***General Meetings will occur on the 4<sup>th</sup> Thursday  
from 12:30 – 2:00 p.m. (unless noted \*\*)***

**Fall 2019 Semester**

August 29	Clendenin Bldg., Rm. 1009
September 26	Convocation Center, Rm. 2007*
October 24	Marietta-Atrium Bldg., Rm. J152
November 14 (New)	Convocation Center, Rm. 2007
November 21**	Convocation Center, Rm. 2007*
December 5 (New)	Convocation Center, Rm. 2007

## **Spring 2020 Semester**

January 23	Prillaman Hall, Rm. 1103*
February 13 (New)	Prillaman Hall, Rm. 1103
February 20**	Prillaman Hall, Rm. 1103*
March 26	
April 23	

### **D. Michael Franklin made a motion to ratify new schedule**

#### **Discussion:**

**Bill Griffiths** – would like to point out that 3 of the 11 degree counting colleges are on the Marietta campus. We have 1 meeting on that campus this semester. Can that be remedied?

**Seconded by Michelle Head**

**Approved: ALL**

---

## **POLICY UPDATES**

### **Expedited Review Process needs to be tabled.**

- **Motion to Table made by Susan Vande Ven**
- **Seconded by Bill Griffiths**
- **Approved by All**

### **Teacher Education Curriculum Revisions Coming Up**

- Possible December UPCC meeting for Teacher Education Curriculum Revisions
  - We don't know when it's coming
  - Kim Loomis asked to expand with some details
    - Changes need to happen as a result of:
      - Changes to Inclusive education courses that all teachers take
      - Told by BOR have to get down to 120 hours
      - New ratio tables in compliance
      - Audit and Curriculum Review
        - Integration of INED courses
    - We were given some deadlines – needed to launch it then hold at UPCC
    - All programs need to design math and literacy components
  - Pam: Mandate is from external source (Governor's Office)
  - Can the UPCC ask the Exec. Committee to work with this situation to create a package and help along the way.
  - Jennifer Wade-Berg is asking: Can we have a special call meeting to review this stuff?
    - If it's a Consent Agenda item, we can vote online.
    - Curriculog CAN handle a vote of the committee – but will need a quorum or majority.
    - **IN FAVOR OF A SPECIAL CALL WITH ELECTRONIC VOTE IN DECEMBER, IF NECESSARY**
      - **APPROVE – 21**
      - **OPPOSE - 1**
      - **ABSTENTIONS – 0**
      - **The motion passes**

## **Curriculog and Curriculum Review**

- Setting up Notifications in Curriculog
    - Amy Jones showed the committee how to set up Notifications settings
  - Seeing Agendas/Calendar in Curriculog
    - Amy Jones reviewed how to find and see agendas and calendars
  - Reviewing Curriculum
    - Amy Jones and Jennifer Wade-Berg reviewed how to look at a Proposal as well as reviewed some of the magic numbers required for each area.
    - Question arose from D. Michael Franklin regarding what shows up on a degree (concentration vs. track)
    - Question from Bill Griffiths: Is a Concentration 12? 15?
      - Answer from Pam Cole – we don't have a policy to establish a size, but the BOR says 12-15. You CANNOT have a Concentration larger than the actual major.
      - Discussion ensued regarding how many credits constitute a Concentration (and tracks)
        - Amy concluded that KSU will need to develop a policy around this
    - Related Electives – pointing out that what we can code and what we cannot for “Related Studies”/”Related Electives” – they should populate and not cause an issue with CPoS. If you put specifics in there, it is coded and will be covered!
      - Questions raised around “Directed Electives” vs. “Related Electives”
        - Answer – say what you mean, mean what you say
      - Just make sure you don't touch Free Electives!
      - Is there concern on consistencies in languages across the University?
        - Answer – no, but they could be clarified in the future.
    - What about hidden prerequisites within the electives?
      - We are working to eliminate them, but those are pathways for students to make it through.
- 

## **Changes to the UPCC Description in the University Handbook**

- Jennifer Wade-Berg distributed document with changes and reviewed the changes aloud
  - Special point – Honors College currently has 1 rep. If they complete a proposal for a Minor and it passes, they may get a 2<sup>nd</sup> rep. down the line.
  - Another point – Jennifer Wade-Berg has put in a request to have a representative from the EPCC
  - Reviewed term for 3 years.
  - Amy Jones asked for clarification on EPCC status in Faculty Senate
    - Doug Moodie clarified that EPCC is, like Gen Ed, a sub-committee of the Faculty Senate.
  - EDIT: Updated “distance learning innovation” to “Digital Learning...”
  - JWB clarified that the rep from Provost is designated by the Provost – hence this proposal being slightly different from Doug Moodie's
  - Bill Griffiths made a recommendation that as a voting body, we should have a voting number that is ODD. Currently, we sit at 26.
  - Edit made to add EPCC representative (1) to UPCC

- **MOTION TO ADJOURN – Bill Griffiths**
- **Seconded by Susan Rouse**
- **Discussion** – Bill Griffiths suggested that we remove the EPCC member addition off of the proposal/recommendation.
- **Approve Motion to Adjourn – 1**
- **Reject - 21**
  
- **Motion to Approve recommendation as it currently read – Amanda Wansa Morgan**
- **Seconded by Susan Rouse**
- **Approved – 0**
- **Rejected – 22**

Jennifer Wade-Berg suggested we move the suggested EPCC Representative to the UPCC a to NON voting position.

- **Motion to APPROVE Recommendation proposal with the EDIT of adding an EPCC representative to the non-voting UPCC member list - D. Michael Franklin**
- **Seconded by Nancy Conley**
- **Approved BY ALL**

**Adjournment - 2:06pm**

**Reminders:**  
**UPCC Executive Meeting**  
**October 10, 2019**  
**12:30 PM – 2:00 PM**