Undergraduate Curriculum Committee
Minutes
April 04, 2018

Online Voting Only

PLEASE NOTE: All proposals approved by the Undergraduate Curriculum Committee are sent to the Provost for final approval.

Members Voting Online: Julia Finch, Flint Harrelson, Julia Ann Hypes, Michael Hypes, Tom Kmetz, Kimberely Nettleton, Shane Shope, and Tim Thornsberry.

Tom Kmetz (first responder) made the motion to accept all online proposals.

1. Minutes (online voting)
   - December 07, 2017 Meeting Minutes
2. Minor Revision to Existing Course (online voting)
   - None
3. Minor Revision to Existing Program (online voting)
   - None
4. New Course or Major Revision to Existing Course (online voting)
   - None
5. Course Deletion/Suspension/Reinstatement (online voting)
   - NURA 103 Nursing I - Approved
   - NURA 107 Nursing II – Approved
   - NURA 111 Paramedic/ADN Transition - Approved
6. Program or Minor or Certificate Deletion/Reinstatement (online voting)
   - None

FACE-TO-FACE VOTING:

1. Experimental Course
   - None
2. Creation of a Minor or Certificate
   - None
3. Revision of a Minor or Certificate
   - None
4. Major Revision of an Existing Program
   - None
5. New Program Proposal
   - None
6. Face-to-Face Proposals pulled from Online Voting
   - None

Next Scheduled Meeting
May 2, 2018
COURSE
Course Deletion/Suspension/Reinstatement
Undergraduate Curriculum Routing Form
Revised January 2018

| Course: | NURA 103 Nursing 1 |
| Department: | Nursing |
| College: | College of Science |

The proposal form language and formatting cannot be altered in any way. If the form has been altered, it will be returned to the initiator for revision.

Please note: it is the initiator’s responsibility to track a proposal through the approval process.

Signatures (Signatures must be handwritten; electronic signatures are not accepted.)

The Departmental Curriculum Committee Chair will review and complete the checklist on the next page to indicate their approval.

Departmental Curriculum Committee

Department Chair or Associate Dean (Sign and Print)

College Curriculum Committee (Sign and Print)

Dean (Sign and Print)

Teacher Ed. Council (if program is a secondary education program) (Sign and Print)

Once the proposal has been approved through the above levels, the initiator will route the FINAL paper document to Howell McDowell 204 and submit the FINAL electronic WORD document to undergraduate@moreheadstate.edu (the two documents must be exactly the same).

AVP UESS-CPE Academic Programs Liaison (Sign and Print)

Undergraduate Curriculum Committee (Sign and Print)

Vice President for Academic Affairs (Sign and Print)
**COVER SHEET**

This sheet (including the Checklist) MUST accompany the paper hard copy of the proposal that is routed through the signature process.

<table>
<thead>
<tr>
<th>Program:</th>
<th>NURA-Nursing (Associate Level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Nursing</td>
</tr>
<tr>
<td>College:</td>
<td>Science</td>
</tr>
</tbody>
</table>

**Helpful Information:**

1. Any proposal with a secondary education component must be routed through the Teacher Education Council.
2. Edits to the proposal may be requested at any level of review. Such edits should be made by the originator of the proposal. The originator also may be asked to address questions (in writing or in person) at any level of review.

**CHECKLIST**

The initiator will review the final document and complete the checkboxes on the left side of the page, sign and date the Cover Sheet, and submit the paper hard copy of the complete proposal to the Department Curriculum Committee Chair for their review.

The Department Curriculum Committee Chair will review the document and complete the checkboxes on the right side of the page, sign and date the Cover Sheet, and submit the paper hard copy of the complete proposal to the next level.

<table>
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<tr>
<th>Initiator</th>
<th>Department Curriculum Committee Chair</th>
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</tr>
<tr>
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<td>☑</td>
</tr>
<tr>
<td>☑ The title, department, and college names correspond to the current catalog.</td>
<td>☑</td>
</tr>
<tr>
<td>☑ All impacted departments, programs, the individuals notified, and the method of notification are listed.</td>
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<td>☑ Impact is defined as any program or department that requires the course, offers the course as an elective, offers a similar course, has an equated course, has the course listed as a co-requisite or pre-requisite, or shares staff and/or resources.</td>
<td>☑</td>
</tr>
<tr>
<td>☑ Notification has been made to all departments that list this course as a required course in their program.</td>
<td>☑</td>
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<tr>
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<td>☑</td>
</tr>
<tr>
<td>☑ The entire proposal is saved as one Word document.</td>
<td>☑</td>
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**My signature verifies that I have reviewed the proposal and it is ready to go to the next level.**

Jeseca Howell

Teresa Howell

2-26-18

Originator (Sign and Print) Approval Date

Nathana Bush

3-18

Department Curriculum Committee Chair (Sign and Print) Approval Date
COURSE
Course Deletion/Suspension/Reinstatement Form

This outline is to be followed for course deletion, suspension, or reinstatement.

I. INDIVIDUAL COURSE

<table>
<thead>
<tr>
<th>Course Name: (as listed in current catalog)</th>
<th>Course prefix (Example: ENG)</th>
<th>Course Number (Example: 100)</th>
<th>Title (Example: Writing I)</th>
<th>Formula (Example: 3-0-3)</th>
<th>Intended Terms Offered (Example: Fall/Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURA</td>
<td>103</td>
<td>Nursing I</td>
<td></td>
<td>(4-6-6)</td>
<td>Fall/Spring</td>
</tr>
</tbody>
</table>

Type of Action:
- [x] Deletion - course will be removed and cannot be reinstated.
- [ ] Suspension - course will be marked as suspended; can be reinstated with a reinstatement proposal.
- [ ] Reinstatement - brings back from suspension. Cannot be used if course has been permanently deleted.

II. EXPLANATION:

A. Why is the course to be deleted/suspended/reinstated?
   This course was replaced by a new course (NURA 114).

B. Impact on Enrollment (University, Department, Program).
   Deletion of NURA 103 will not impact enrollment of students at the University or Department levels.

C. Impact on Staffing within the department and/or program.
   None

D. Impact on Students within the department and/or program.
   None

E. List all other departments and programs that could be impacted by this proposal.
   For example, any department or program that:
   a. requires the course
   b. offers the course as an elective
   c. offers a similar course
   d. has an equated course
   e. has the course listed as a co-requisite or pre-requisite
   f. shares staff and/or resources
   NA

F. Explain the potential impact on each of the other departments and programs.
   NA

G. List each of the individuals notified by the proposing department chair and define the method of contact (e-mail, phone conversation, etc.)
   NA
Course: Nursing II

Department: Nursing

College: College of Science

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The Departmental Curriculum Committee Chair will review and complete the checklist on the next page to indicate their approval.

Departmental Curriculum Committee

[Signatures and dates]

College Curriculum Committee (Sign and Print)

[Signatures and dates]

Dean (Print and Sign)

[Signatures and dates]

N/A

[Signatures and dates]

Teacher Ed. Council (if program is a secondary education program) (Sign and Print)

[Signatures and dates]

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[Signatures and dates]

AVP UESS-CPE Academic Programs Liaison (Sign and Print)

[Signatures and dates]

Undergraduate Curriculum Committee (Sign and Print)

[Signatures and dates]

Vice President for Academic Affairs (Sign and Print)

[Signatures and dates]
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<td>Science</td>
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Initiator

- ☑ The curriculum proposal form has not been altered (formatting, font, etc.).
- ☑ If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained. NA
- ☑ Grammar, spelling, punctuation, sentence structure, etc. is accurate.
- ☑ The title, department, and college names correspond to the current catalog.
- ☑ All impacted departments, programs, the individuals notified, and the method of notification are listed. NA

Impact is defined as any program or department that requires the course, offers the course as an elective, offers a similar course, has an equated course, has the course listed as a co-requisite or pre-requisite, or shares staff and/or resources.

- ☑ Notification has been made to all departments that list this course as a required course in their program. NA
- ☑ Responses are complete and applicable for each question.
- ☑ The entire proposal is saved as one Word document.

My signature verifies that I have reviewed the proposal and it is ready to go to the next level.

J. Howell

Teresa Howell

2-26-18

Originator (Sign and Print)

N. Bush

3-1-18

Department Curriculum Committee Chair (Sign and Print)
This outline is to be followed for course deletion, suspension, or reinstatement.

### I. INDIVIDUAL COURSE

<table>
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<th>Formula (Example: 3-0-3)</th>
<th>Intended Terms Offered (Example: Fall/Spring)</th>
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<tr>
<td>NURA</td>
<td>107</td>
<td>Nursing II</td>
<td>(5-9-8)</td>
<td>Fall/Spring</td>
<td></td>
</tr>
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#### Type of Action:
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- [ ] Suspension - course will be marked as suspended; can be reinstated with a reinstatement proposal.
- [ ] Reinstatement - brings back from suspension. Cannot be used if course has been permanently deleted.

### II. EXPLANATION:

A. Why is the course to be deleted/suspended/reinstated?
   This course was replaced by two new courses (NURA 115 and NURA 117).

B. Impact on Enrollment (University, Department, Program).
   Deletion of NURA 107 will not impact enrollment of students at the University or Department levels.

C. Impact on Staffing within the department and/or program.
   None

D. Impact on Students within the department and/or program.
   None

E. List all other departments and programs that could be impacted by this proposal.
   For example, any department or program that:
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   b. offers the course as an elective
   c. offers a similar course
   d. has an equated course
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F. Explain the potential impact on each of the other departments and programs.
   NA

G. List each of the individuals notified by the proposing department chair and define the method of contact (e-mail, phone conversation, etc.)
   NA
COURSE
Course Deletion/Suspension/Reinstatement
Undergraduate Curriculum Routing Form
Revised January 2018

<table>
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<tr>
<th>Course:</th>
<th>NURA 111 Paramedic/ADN Transition</th>
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[Signatures]

[Date]

[Signatures]

[Date]

[Signatures]

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Teacher Ed. Council (if program is a secondary education program) (Sign and Print)

[Signatures]

[Date]

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AVP UESE-LA Laurie Couch (Sign and Print)

[Signatures]

[Date]

Undergraduate Curriculum Committee (Sign and Print)

[Signatures]

[Date]

Vice President for Academic Affairs (Sign and Print)

[Signatures]

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Initiator: [Signature]          Department Curriculum Committee Chair: [Signature]

Originator (Sign and Print)   Approval Date

Teresa Howell               2-26-18

Approval Date

Nathalia Rush               3-1-18

Department Curriculum Committee Chair (Sign and Print)
# COURSE

## Course Deletion/Suspension/Reinstatement Form

This outline is to be followed for course deletion, suspension, or reinstatement.

## I. INDIVIDUAL COURSE

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<tbody>
<tr>
<td>NURA</td>
<td>111</td>
<td>Paramedic/ADN Transition</td>
<td>(4-6-6)</td>
<td>Fall/Spring</td>
<td></td>
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<table>
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<tr>
<td></td>
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<td></td>
<td>Reinstatement - brings back from suspension. Cannot be used if course has been permanently deleted.</td>
</tr>
</tbody>
</table>

## II. EXPLANATION:

A. Why is the course to be deleted/suspended/reinstated?
   This course was replaced by NURA 113 which has since been deleted due to lack of enrollment.

B. Impact on Enrollment (University, Department, Program).
   Deletion of NURA 111 will not impact enrollment of students at the University or Department levels.

C. Impact on Staffing within the department and/or program.
   None

D. Impact on Students within the department and/or program.
   None

E. List all other departments and programs that could be impacted by this proposal.
   For example, any department or program that:
   a. requires the course
   b. offers the course as an elective
   c. offers a similar course
   d. has an equated course
   e. has the course listed as a co-requisite or pre-requisite
   f. shares staff and/or resources
   NA

F. Explain the potential impact on each of the other departments and programs.
   NA

G. List each of the individuals notified by the proposing department chair and define the method of contact (e-mail, phone conversation, etc.)
   NA