

# Undergraduate Curriculum Committee Minutes

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April 10, 2019

Ginger Hall 201

2:00 – 2:50 p.m.

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

**ALL PROPOSALS WERE CONSIDERED THROUGH THE ONLINE VOTING PROCESS. NO FACE-TO-FACE MEETING.**

**Members Voting Online:** Julia Finch, Morgan Getchell, Dirk Grupe, Flint Harrelson, Julia Ann Hypes, Nilesh Joshi, Tom Kmetz, Shane Shope

Morgan Getchell (first responder) made the motion to accept all online proposals.

**Members Absent:** Sara Lindsey

## 1. Minutes (online voting)

- February 27, 2019 – *approved*

## 2. Minor Revision to Existing Course (online voting)

- MATH 141: Plane Trigonometry – *approved*

## 3. Minor Revision to Existing Program (online voting)

- Bachelor of Science in Imaging Sciences – *approved*

## 4. Minor Revision to Existing Minor

- None

## 5. New Course or Major Revision to Existing Course (online voting)

- None

## 6. Course Deletion/Suspension/Reinstatement (online voting)

- None

## 7. 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. Major 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**  
**05/08/2019**



**COURSE**  
**Minor Revision to an Existing Course**  
**Undergraduate Curriculum Routing Form**  
 Revised January 2018

<b>Course</b> (as listed in current catalog)	MATH 141: Plane Trigonometry
<b>Department</b> (as listed in current catalog)	Mathematics and Physics
<b>College</b> (as listed in current catalog)	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

*Chris Schroeder*     Chris Schroeder      Approved ( ) Disapproved     3/15/19  
 Department Chair or Associate Dean (Sign and Print)     Date

*[Signature]*     DIRK GROUPE      Approved ( ) Disapproved     2019-March-26  
 College Curriculum Committee (Sign and Print)     Date

*Wayne Miller*     WAYNE MILLER      Approved ( ) Disapproved     3/27/2019  
 Dean (Sign and Print)     Date

( ) Approved ( ) Disapproved

Teacher Ed. Council (if the course is required in any secondary education program) (Sign and Print)     Date

**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](mailto:undergraduate@moreheadstate.edu) (the two documents must be exactly the same).**

*Laurie L. Couch*      Approved ( ) Disapproved     4.8.19  
 Undergraduate Curriculum Committee (Sign and Print)     Date

*[Signature]*      Approved ( ) Disapproved     4-8-19  
 Vice President for Academic Affairs (Sign and Print)     Date

# COVER SHEET

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

<b>Course:</b> (as listed in current catalog)	MATH 141: Plane Trigonometry
<b>Department:</b> (as listed in current catalog)	Mathematics and Physics
<b>College:</b> (as listed in current catalog)	College of Science

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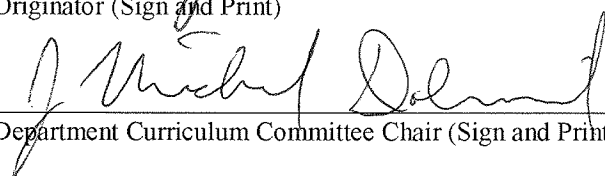
*Please note: it is the initiator's responsibility to track a proposal through the approval process.*

*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.*

Initiator	Department Curriculum Committee Chair
<input checked="" type="checkbox"/> The curriculum proposal form has not been altered (formatting, font, etc.).	<input type="checkbox"/>
<input checked="" type="checkbox"/> Grammar, spelling, punctuation, sentence structure, etc. is accurate.	<input type="checkbox"/>
<input checked="" type="checkbox"/> The course title, department, and college names correspond to the current catalog.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Course teaching workload, formula, and semesters taught are specified.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The impacted departments, programs, the individuals notified, and the method of notification are listed.  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, shares staff and/or resources.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Responses are complete and applicable for each question.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The entire proposal is saved as one Word document.	<input checked="" type="checkbox"/>

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

	Timothy O'Brien	3/15/19
Originator (Sign and Print)		Approval Date
	Michael Dobranski	15 MARCH 2019
Department Curriculum Committee Chair (Sign and Print)		Approval Date

# COURSE

## Minor Revision to an Existing Course

Use this outline to report a minor modification of a previously approved course and to equate a *current* course with a new course. Minor revisions include title, prefix, course number, catalog course description, and admission requirements (test scores, pre-requisites, or co-requisites). **Minor changes do not modify course content or the course formula.** If the course content or formula is to be modified, use the New Course or Major Revision to Existing Course Form. Terms offered should be consistent with the curriculum map.

<b>I. COURSE</b>						
<b>Current Course Name:</b> <small>(as listed in the current catalog)</small>	<b>Course prefix</b> <small>(Example: ENG)</small>	<b>Number</b> <small>(Example: 100)</small>	<b>Title</b> <small>(Example: Writing I)</small>	<b>Faculty Load</b>	<b>Formula</b> <small>(Example: 3-0-3)</small>	<b>Intended Terms Offered</b> <small>(Example: Fall/Spring)</small>
	MATH	141	Plane Trigonometry	3	3-0-3	Fall/Spring
<b>Proposed Course Name:</b>	<b>Course prefix</b> <small>(Example: ENG)</small>	<b>Number</b> <small>(Example: 100)</small>	<b>Title</b> <small>(Example: Writing I)</small>	<b>Faculty Load</b>	<b>Formula</b> <small>(Example: 3-0-3)</small>	<b>Intended Terms Offered</b> <small>(Example: Fall/Spring)</small>
	MATH	141	Plane Trigonometry	3	3-0-3	Fall/Spring

<b>II. EXPLANATION</b>
<p><b>A. Describe the change and justify what this proposal is requesting; what are you doing and why are you doing it? Content will be listed at the end of the document.</b></p> <p>We are adding a pre-requisite option of MATH 152 or MATH 152E. As it stands now, students coming in below benchmark do not have a path to get into MATH 141, MATH 174, or MATH 175. This would allow students to get into MATH 141 after starting with MATH 152E. This proposal would also remove the MATH 093/093C and Compass Exam prerequisite options.</p>
<p><b>B. List all other departments and programs that could be impacted by this proposal. For example, any department or program that:</b></p> <ol style="list-style-type: none"> <li>a. requires the course</li> <li>b. offers the course as an elective</li> <li>c. offers a similar course</li> <li>d. has an equated course</li> <li>e. has the course listed as a co-requisite or pre-requisite</li> <li>f. shares staff and/or resources</li> </ol> <p>Any program that has MATH 152 or higher as a General Education Math Pathway or requirement could potentially be impacted. This includes the School of Business Administration, the School of Engineering and Information Systems, and all departments in the College of Science.</p>
<p><b>C. Explain the potential impact on the other departments and programs.</b></p> <p>This proposal should not have any significant impact on these departments and programs. Nevertheless, programs that have MATH 152 or higher for their General Education Mathematics Pathway or requirement have been notified so that they are aware that students who take MATH 152 or MATH 152E have a pathway to MATH 141, MATH 174, and MATH 175.</p>
<p><b>D. List each of the individuals in the other departments and programs notified by the proposing department and define the method of contact (e-mail, phone conversation, etc.)</b></p> <p>Ahmad Zargari, Assoc. Dean of Engineering and Technology; Eric Jerde, Chair of Earth and Space</p>

Science; Lynn Parsons Chair of Nursing; Edna Schack, Co-director of MSUTeach; Joyce Stubbs, Chair of Agricultural Sciences; Charles Lydeard, Chair of Biology and Chemistry; Manuel Probst, Chair of Kinesiology, Health, and Imaging Sciences; Gregory Corso, Chair of Psychology; Johnathan Nelson, Assoc. Dean of Business Administration; Michelle Barber, Director of Academic Advising and Retention.

### **III. ADDITIONAL INFORMATION**

**A. If this is a change that effects the current MSU Undergraduate Catalog content, please provide the copy that is to appear in the next catalog revision.**

MATH 141 Plane Trigonometry

(3-0-3) Trigonometric functions, trigonometric identities, inverse functions and applications.

Prerequisite: 1. ACT Math score of 22 or 2. MATH 152 or MATH 152E

**Please insert (paste) any supporting documentation here. If you have no supporting information, please remove this section from your proposal.**



**PROGRAM**  
**Minor Revision to an Existing Program**  
**Undergraduate Curriculum Routing Form**  
Revised January 2019

<b>Program:</b> (as listed in current catalog)	Bachelor of Science in Imaging Sciences
<b>Department:</b> (as listed in current catalog)	Kinesiology, Health, and Imaging Sciences
<b>College</b> (as listed in current catalog)	Science

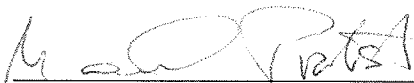
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**Signatures (Signatures must be handwritten; electronic signatures are not accepted.)**

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

Departmental Curriculum Committee

  Approved ( ) Disapproved 3-15-19  
Department Chair or Associate Dean (Sign and Print) Date

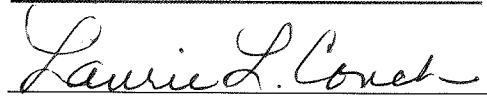
 **DIRK GROUPE**  Approved ( ) Disapproved 2019-March-26  
College Curriculum Committee (Sign and Print) Date

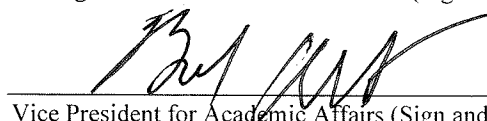
 **WAYNE MILLER**  Approved ( ) Disapproved 3/27/2019  
Dean (Sign and Print) Date

( ) Approved ( ) Disapproved

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

***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](mailto:undergraduate@moreheadstate.edu) (the two documents must be exactly the same).***

  Approved ( ) Disapproved 4.8.19  
Undergraduate Curriculum Committee (Sign and Print) Date

  Approved ( ) Disapproved 4-8-19  
Vice President for Academic Affairs (Sign and Print) Date

# COVER SHEET

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

<b>Program:</b> (as listed in current catalog)	Imaging Sciences - Bachelor of Science
<b>Department:</b> (as listed in current catalog)	KHIS
<b>College:</b> (as listed in current catalog)	Science

## 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.


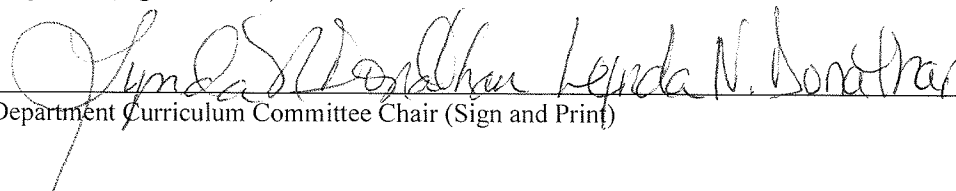
## CHECKLIST

*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.*

Initiator	Department Curriculum Committee Chair
<input checked="" type="checkbox"/> The curriculum proposal form has not been altered (formatting, font, etc.).	<input checked="" type="checkbox"/>
<input type="checkbox"/> If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Grammar, spelling, punctuation, sentence structure, etc. is accurate.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The title, department, and college names correspond to the current catalog.	<input type="checkbox"/>
<input checked="" type="checkbox"/> The impacted departments, programs, the individuals notified, and the method of notification are listed.	<input type="checkbox"/>
<input checked="" type="checkbox"/> Responses are complete and applicable for each question.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Each course pre-fix, number, and title is consistent with the current undergraduate catalog (or with revisions made in supporting curriculum proposals).	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The entire proposal is saved as one Word document.	<input checked="" type="checkbox"/>

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

 Mawal Prebst	3-18-19 Approval Date
 Lynda N. Donathan	3-18-19 Approval Date
Originator (Sign and Print)	Approval Date
Department Curriculum Committee Chair (Sign and Print)	Approval Date

**PROGRAM**  
**Minor Revision to an Existing Program**

The following outline is to be used to report a minor modification of a previously approved program. *If the program content or method of instruction is to be modified, use the "Major Revision of an Existing Program" form.* Minor changes may include a change in program title or minor admission or completion requirements which *do not modify program content*. Please list each program change on a separate proposal form.

<b>I. PROGRAM INFORMATION</b>
<p><b>State the current title of the program</b> (as listed in the current catalog)</p> <p>Bachelor of Science Imaging Sciences</p>
<p><b>State the proposed revised title of the program</b> (if applicable)</p> <p>NA</p>
<p><b>CIP Code</b> - <i>Contact your department chair or associate dean to verify the correct CIP code information.</i></p> <p>B51-0907</p>
<b>II. EXPLANATION</b>
<p><b>A. Describe the change and justify what this proposal is requesting; what you are doing and why are you doing it? Content will be listed at the end of the document.</b></p> <p>We would like to change the wording of the application procedures for the CTMR and DMS program tracks to reflect the new procedures: There will no longer be a 1st and 2nd choice of either CTMR or DMS, instead there will be two separate applications, one for CTMR and one for DMS. This makes for a "cleaner" procedure. In addition, students must now provide a copy of the ARRT certification prior to summer II instead of prior to fall.</p>
<p><b>B. Program coherence refers to 1)appropriate sequencing of courses, not a mere bundling of credits, so that 2)student learning is progressively more advanced in terms of assignments and scholarship required and 3) demonstrates progressive advancement in a field of study that allows students to integrate knowledge and grow in critical skills. The expectation that a program embodies a coherent course of study applies regardless of the mode of delivery. Describe any impacts to coherence that the proposed revisions to the program may have.</b></p> <p>NA</p>
<p><b>C. Do the proposed changes impact the program's alignment with the program's mission and goals and/or the University's mission and goals? If yes, explain.</b></p> <p>NA</p>
<p><b>D. List all departments and programs that could be impacted by this proposal. For example, any department or program that:</b></p> <ul style="list-style-type: none"> <li>a. offers required courses for this program</li> <li>b. offers elective courses for this program</li> <li>c. offers similar courses in their program</li> <li>d. has an equated course</li> <li>e. has courses in this proposal listed as a co-requisite or pre-requisite</li> <li>f. shares staff and/or resources.</li> </ul> <p>NA</p>
<p><b>E. Explain the potential impact on the other departments and programs.</b></p> <p>NA</p>
<p><b>F. List each of the individuals in the other departments and programs notified by the proposing department and define the method of contact (e-mail, phone conversation, etc.)</b></p> <p>NA</p>
<p><b>G. If this is a change that affects the current MSU Undergraduate Catalog content, please provide the copy that is to appear in the next catalog revision.</b></p>



#### Application Procedure

Applications for the CTMR and DMS programs will be accepted between January 1 and the first Monday in April.

1. Submit a complete application packet with the following required materials:
    - a. Imaging Sciences Admission Application, Bachelor of Science Degree in Imaging Sciences. Applicants may apply for one or both programs, however, each program has a separate application process.
    - b. Official transcript(s) documenting all courses required for admission. Note: this official transcript for the department is in addition to transcripts submitted for admission to MSU. Students currently enrolled are required to submit spring midterm grades for consideration. Students attending institutions that do not provide midterm grades must submit a letter from the radiography program coordinator or individual faculty in general education courses stating the student's letter grade at mid-semester for each course. All letters must be submitted on official institutional letterhead. Students must complete required courses with a "C" or better and maintain a GPA of 2.5 or higher.
    - c. Copy of course description(s) if course equivalencies are not listed on the transfer credit website located at [www.moreheadstate.edu/registrar](http://www.moreheadstate.edu/registrar).
    - d. Copy of the current AART registration card for radiography. Applicants who are not registered, but are registry eligible must obtain certification prior to the beginning of the summer II term.
    - e. Copy of the current AART CT or MR registration card (if applicable).
    - f. Copy of the current ARDMS registration card (if applicable).
- Note: Qualified applicants will be ranked by GPA in the BSIS pre-admission courses.