

Undergraduate Curriculum Committee Minutes

April 3, 2020

8:30 a.m.

Webex Video Conference

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

Members Present: Ms. Pam Colyer (Library for Dr. David Gregory), Dr. Laurie Couch, Dr. Morgan Getchell, Dr. Mark Graves, Dr. Dirk Grupe, Dr. Flint Harrelson, Dr. Nilesh Joshi, Mr. Keith Moore, Ms. Kerry Murphy, Dr. Daryl Privott, Dr. Janet Ratliff, and Mr. Connor Tilford

Members Absent: Dr. Sara Lindsey and Ms. Lori Ann Dobson

Guests and Originators: Dr. Nathan Coker for proposal initiator, Mark Blankenbuehler (BIOC)

1. Minutes

- March 13, 2020

Motion by Mark Graves to accept the minutes as written. Seconded by Dirk Grupe. The committee voted and unanimously approved.

2. Revision of a Minor or Certificate:

- Chemistry Minor

Dr. Coker stated that the intent of the revision to the minor was to align it with the requirements of the chemistry major and to increase student enrollment. Dr. Grupe asked if the minor was new and Dr. Coker clarified that, it was not. Dr. Harrelson asked what students were typically interested in the chemistry minor. Dr. Coker stated that it was mainly students majoring in Biology & Biomedical Science and various pre-professional programs. Mr. Moore asked if students completing a chemistry major would be permitted to enroll. Dr. Coker stated that it was a University rule that they could not. Laurie Couch clarified that it was not a rule currently. Dr. Coker agreed to amend the proposal to include a statement that students majoring in chemistry would not be permitted to complete the chemistry minor. Dr. Graves made a motion to approve the proposal as amended. Dr. Grupe seconded. All members voted in favor of approving.

3. Other Business:

Upon Laurie Couch's request, Gabria Sexton, informed the committee that she was working on revising proposal forms to include additional information in the checklists to help ensure that initiators complete the correct form. The new forms would allow for electronic signatures as well. She indicated that the revision included creation of forms in Adobe pdf instead of Microsoft Word and would take considerable time but hopes to have them completed and available online by the end of the semester.

Laurie Couch informed the committee that the CPE was contemplating a statewide requirement that all degree programs include a capstone component.

Next Scheduled Meeting

May 1, 2020 (for proposals received by the University UGCC by April 17, 2020)



MINOR or CERTIFICATE
Revision of a Minor or Certificate
Undergraduate Curriculum Routing Form
 January 2019

| | |
|--|-------------------------------------|
| Minor or Certificate: (as listed in current catalog) | Chemistry |
| Department: (as listed in current catalog) | Department of Biology and Chemistry |
| College (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 (Sign and Print) _____ Date _____
Charles Lyda Charles Lyda Approved () Disapproved 3/10/20
 Department Chair or Associate Dean (Sign and Print) _____ Date _____

Lisa Wallace Lisa Wallace Approved () Disapproved 3/17/20
 College Curriculum Committee (Sign and Print) _____ Date _____

Wayne Miller WAYNE MILLER Approved () Disapproved 3/17/2020
 Dean (Sign and Print) _____ Date _____

_____ Approved Disapproved _____
 Teacher Ed. Council (if 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 (the two documents must be exactly the same).

Laurie Couch Laurie Couch Approved () Disapproved 4/6/2020
 Undergraduate Curriculum Committee (Sign and Print) _____ Date _____

[Signature] _____ Approved Disapproved 4-14-20
 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.

| | |
|--|-----------------------|
| Minor or Certificate: (as listed in current catalog) | Chemistry |
| Department: (as listed in current catalog) | Biology and Chemistry |
| College: (as listed in current catalog) | College of Science |

Helpful Information:

1. Important Definitions Used in the Curriculum Process

- Minor = a set of discipline-specific courses of at least 21 hours
- Certificate = a series of courses related to a specific topic or skill with a prescribed number of hours. For additional information contact the Office of Academic Programs at 783-2003 or email undergraduate@moreheadstate.edu.
 - More than 50% of certificate credit hours must be 300 level or above and students must have a major on file.
 - Certificate program must be completed in less than one academic year and must be completed in less than 30 credit hours.
 - Completion of a certificate does not replace a minor for program completion.
- Equated courses vs. cross-listed courses = equated courses are courses of identical content that have different prefixes (and are approved through the undergraduate curriculum process), whereas cross-listed courses have the same instructor and are offered at the same time/location.
- Pre-requisite = course(s) that a student must successfully complete prior to registering for a more advanced course.
- Co-requisite = course(s) that a student must take concurrently with another course.

2. Any proposal with a secondary education component must be routed through the Teacher Education Council.

3. The initiator is responsible for tracking a proposal through the approval process.

4. 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.

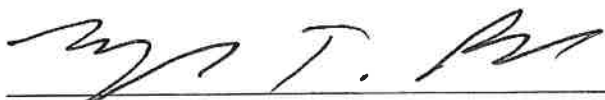
CHECKLIST

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 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 checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained. | <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"/> 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"/> Each course has been reviewed for pre-requisites, co-requisites or testing requirements. There are no hidden pre-requisites, co-requisites, or testing requirements. | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> If the proposal is a certificate, more than 50% of the credit hours are 300 level or above. | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> If the proposal is a certificate, the proposal includes language that students must have a major on file. | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> If the proposal is a certificate, there is language that the program must be completed in less than one academic year. | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> If the proposal is a certificate, it contains less than 30 credit hours. | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> If the proposal is a certificate, there is language in the proposal to indicate that it does not replace a minor for program completion. | <input checked="" type="checkbox"/> |
| <input 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.



 Originator (Sign and Print)

3/10/2020

 Approval Date

 *Kurt M. Gibbs*

 Department Curriculum Committee Chair (Sign and Print)

3/12/2020

 Approval Date

MINOR OR CERTIFICATE

Revision of a Minor or Certificate Form

The outline below is to be used for the revision of a minor or certificate. Any new course included in this minor or certificate requires a separate "New Course or Major Revision to Existing Course" proposal. A new minor or certificate should use the "Creation of a Minor or Certificate" form.

Revision of a Minor

Revision of a Certificate

- More than 50% of certificate credit hours must be 300 level or above and students must have a major on file.
- Certificate program must be completed in less than one academic year and must be completed in less than 30 credit hours.
- Completion of a certificate does not replace a minor for program completion.

I. MINOR OR CERTIFICATE REVISION INFORMATION

State the current title of the Minor or Certificate (as listed in the current catalog)

Chemistry

State the proposed revised title of the Minor or Certificate (if applicable)

Chemistry

CIP Code

40.05

Contact your department chair or associate dean to verify the correct CIP code information.

II. NEED AND JUSTIFICATION

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.

Currently the minor lists CHEM 302 and above which excludes Fundamentals of Biochemistry CHEM/BIOB 301 and this course is acceptable in the minor. BIOL 490 Advanced Biochemistry will be added as an acceptable elective. This creates a minor that is more flexible and still meets content and rigorous standards for a chemistry minor. Environmental Chemistry CHEM 131 is no longer a course that is offered and will be removed. The other core courses will remain to ensure a proper foundation. The student will now have an enhanced ability to choose advanced coursework according to their focus/interests.

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 revision may have.

None. The student will still need to take the required core and the same number of hours of advanced coursework.

C. Have admission requirements and/or limitations on enrollment changed? Yes No
If so, how?

D. If a similar program exists at MSU or in Kentucky, list the program and provide justification for the duplication.

No similar program at MSU exists. All universities/colleges have an option for a minor in Chemistry to accompany a major.

III. GOALS AND OBJECTIVES

A. Has the purpose of the program changed? Yes No
If so, how?

B. What are the goals and objectives of this proposal? How do the proposed changes impact the program's alignment with the program's mission and goals, and/or the University's mission and goals?

The changes are being made to include appropriate courses that are not currently allowed which will increase accessibility for students without sacrificing rigor. The changes do not impact how the minor aligns with the mission of the university.

C. State the revised program outcomes or competencies to be achieved by students.

The student will understand and apply principles and theories of chemical systems, obtain ability to analyze and solve problems in chemistry, gain scientific knowledge through scientific reading and effectively present scientific information in written form.

D. How do the specific goals and objectives relate to the mission statement of the University?

The mission statement listed below is related to the coursework in chemistry by educating them in a core science essential for understanding leading to wide variety of careers. Advanced coursework would give them the opportunity to do a research project and present/publish results. Creative thinking is essential in solving problems in chemistry and understanding how chemistry relates to the other hard sciences and biology.

- Educate students for success in a global environment;
- Engage in scholarship;
- Promote diversity of people and ideas;
- Foster innovation, collaboration and creative thinking; and
- Serve our communities to improve the quality of life.

E. List the methods of program assessment to be used, other than course grades, to ensure that the desired outcomes or competencies are attained by students. Indicate the frequency of assessment and how results will be made available to program faculty.

Regular written exams, quizzes and ACS style formatted lab reports will be given in each chemistry course and will determine the level of competency for each student.

IMPACT

A. How will the program changes affect transfer students?

None

B. List all departments and programs that could be impacted by this proposal. For example, any department that:

- offers required courses for this minor or certificate
- offers elective courses for this minor or certificate
- offers similar courses contained in this minor or certificate
- has an equated course
- has courses in this proposal listed as a co-requisite or pre-requisite
- shares staff and/or resources

Biology and Chemistry

C. Explain the potential impact on the other departments and programs.

None

D. List each of the individuals in the other departments and programs notified by the proposing department chair and define the method of contact (e-mail, phone conversation, etc.).

None

E. Will this change impact personnel resources? Yes No If so, how?

IV. ADDITIONAL INFORMATION

A. Please list enrollment and number of students completing the minor/certificate for the past four years.

One currently enrolled student and three students that completed the minor in the last 4 years.

A. Anticipated enrollment and number of graduates from this program for the next four years.

30 - based on student inquiries it is anticipated as many as 7-10 students a year will choose to add a CHEM minor.

B. Explain and include a cost for any additional or remodeled facilities that will be required as a result of the change.

None

| |
|--|
| C. List and provide a cost for any additional equipment required. None |
| D. State the desired implementation date for the minor or certificate. Fall 2021 |

V. PROPOSED PROGRAM REQUIREMENTS

Please use the template below to list all Program courses. To create additional lines, tab while cursor is in the last "Course Hours" field.

Example of different types of entries. Not all programs, minors or certificates will have each type of entry.

| Course Prefix (Example: ENG) | Number (Example: 100) | Course Name | Course Hours |
|---------------------------------|--------------------------|----------------------|--------------|
| MSU | 300 | Upper level course | 3 |
| MSU | 400 | Variable hour course | 1-3 |
| | | Free Electives | 9 |

List each specific course required in the minor or certificate. To create additional lines, place the cursor in the last "Course Hours" field and tab.

| Course Prefix (Example: ENG) | Number (Example: 100) | Course Name | Course Hours |
|---------------------------------|--------------------------|--|--------------|
| CHEM | 111 | General Chemistry I | 4 |
| CHEM | 112 | General Chemistry II | 4 |
| CHEM | 326 | Organic Chemistry I | 4 |
| CHEM | 360 | Analytical Chemistry I | 3 |
| | | Electives CHEM 301 or higher and/or BIOL 490 | 6 |

| | |
|----------------------------------|----|
| Total Minor or Certificate Hours | 21 |
|----------------------------------|----|

Students completing a Chemistry Major may not choose to complete a Chemistry Minor to fulfill degree requirements