

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** March 29, 2006

**Present:** B.J. Harrold  
Maggie McBride  
Tom Rust  
Barbara Wheeling  
Cindy Dell  
Trisha Biggs  
Ernie Randolfi  
Joy Honea  
Brian Gurney  
Dixie Metheny  
Vern Gagnon

**Absent:** Loretta Morgan – *excused*  
Kathy Kelker – *excused*  
Cheri Johannes – *excused*  
Pat Holman – *excused*  
Becky Richardson – *excused*

**Guests:** Gary Acton  
Gwen Braun  
Leanne Frost



Joy Honea called the meeting to order at 4:08 p.m. on Wednesday, March 29, 2006, in the Bridger room of the SUB.

The March 15 meeting minutes were accepted as presented.

It was noted that the end of the semester is approaching quickly.

- Motion by Tom Rust, seconded by Vern Gagnon that the UCC meet **only once more this semester, on April 19**, at which time **the chair for 2006-2007 will be elected.**

- Motion carried.

### I. ITEM – SECOND READING

**Item 53** ENGL 301 Business Communications. Change course number to 201.

- Motion by Cindy Dell, seconded by Dixie Metheny to **approve Item 53 on second reading.**

Gary Acton, Chair of English and Philosophy, stated that this course was submitted for Academic Foundations. This course was traditionally a sophomore (200) level course. In the 1990's, the College of Business which had been teaching this course asked the Department of English and Philosophy to take over teaching it. At that time the course

had to be 300-level because of COB accreditation. That accreditation requirement is no longer an issue, so the course could have been moved back to 200-level, but there was never a compelling reason to do so. Now, since the Academic Foundations Committee will only accept 100- and 200-level courses, there is a compelling reason to change the course. The only way this change will affect students is if the course (at either level) is not accepted into Academic Foundations. If the course is not accepted, COB students will have to take ENGL 226 Research Writing as their second writing course.

It was noted that there were no red flags raised on the change from 300- to 200-level at the COB faculty meeting. This course is not part of COB upper division requirements or majors.

It was noted that the second justification page of the form is missing. Dr. Acton stated it disappeared somewhere along the way. He will forward a copy to the Committee.

- Motion by Cindy Dell, seconded by Dixie Methey to **amend** the previous motion that **Item 53 is approved on second reading contingent on receiving paperwork from English and Philosophy.**

- Motion carried.

- Amended motion carried.

## II. ITEMS – FIRST READING

**Item 66** Certificate in Automobile Collision Repair and Refinishing Technology. Delete Program.

**Item 66.a** Certificate in Automobile Collision Repair Technology. Modification of an existing program.

**Item 66.b** Certificate in Automobile Refinishing Technology. Modification of an existing program.

- Motion by Tom Rust, seconded by B.J. Harrold to **approve Items 66, 66.a, and 66.b on first reading.**

Vern Gagnon stated that the program to be deleted, the Certificate in Automobile Collision Repair and Refinishing Technology (Item 66), was created prior to the other two programs (66.a and 66.b). Essentially, the student can get the same content by taking both the Certificate in Automobile Collision Repair Technology (Item 66.a) and the Certificate in Automobile Refinishing Technology (Item 66.b). The Certificate in Automobile Collision Repair and Refinishing Technology was a duplication. Also, there is an AAS in Automobile Collision Repair and Refinishing Technology, and the only differences between the AAS and the Certificate to be deleted are the math and English requirements.

Items 66.a and 66.b are changing the math and English requirements for those two programs to meet Board of Regents requirements.

- Motion carried.
- Motion by Tom Rust, seconded by Ernie Randolfi to **waive second reading of Items 66, 66.a, and 66.b.**
- Motion carried.

**Item 67** RD 101 Reading Improvement for College Students. Change credits and course description.

- Motion by Dixie Metheny, seconded by Vern Gagnon to **approve Item 67 on first reading.**

Leanne Frost and Gwen Braun of the Academic Support Center stated that this course is already on the books, but it had not been updated since the mid 1990's. This change will update the course description as well as the course objectives. Ms. Frost and Ms. Braun worked with the Department of Special Education, Counseling, Reading, and Early Childhood and the College of Education to get this course updated. They noted that one third of all incoming students at the COT are reading below the 12<sup>th</sup> grade level, which is affecting their other studies. This course will also be available to main campus students. The Advising Center has been working on this course since last fall, and they are very excited to teach it.

Ms. Frost noted that there technically are no "teeth" to this course—students are not required to take it. However, advisors will steer the students toward this course if they score low on the Compass test.

- Motion carried.
- Motion by Dixie Metheny, seconded by Cindy Dell to **waive second reading of Item 67.**
- Motion carried.

The meeting adjourned at 4:31 p.m.

rjrm