

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** April 13, 2005

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| <b>Present:</b> | Joy Honea<br>Debra Johnson<br>Nafi Heiat<br>Susan Gregory<br>Tim Urbaniak<br>Cheri Johannes | Tom Rust<br>Brian Gurney<br>Dixie Metheny<br>Bruce Brumley<br>Vern Gagnon |
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| <b>Absent:</b> | Mike Diede<br>Loretta Morgan – <i>excused</i> | Jason Gibson (student)<br>James Nowlin – <i>excused</i> |
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| <b>Guests:</b> | Lorrie Steerey<br>Allen Kent | Barb Pedula |
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Tim Urbaniak called the meeting to order at 4:05 p.m. on Wednesday, April 13, 2005, in room B02 at the College of Technology.

The March 16 meeting minutes were accepted as presented.

The Committee agreed to start the meeting without a College of Allied Health Professions representative, as there was nothing allied health related on the agenda.

### I. ITEMS – SECOND READING

**Item 59** AAS in Computer Systems Technology. Modification of an existing program.

**Item 59.a** CST 168 Installing, Configuring and Administering Linux. New course.

- Motion by Tom Rust, seconded by Bruce Brumley to approve Items 59 and 59.a on second reading.

Allen Kent, Computer Systems Instructor, stated that the change involves taking a course out of the plan of study but not deleting it, and adding a new course in Linux. This is a recommendation from the program's advisory board. Lorrie Steerey, Chair of Business Academic Programs, stated that the College of Business already offers a Linux course. Mr. Kent stated he was not aware of this course and would withdraw the curriculum change for re-submittal in the fall.

- Tom Rust and Bruce Brumley withdrew their motion and second.

## II. ITEMS – FIRST READING

**Item 71** Minor in Business Geographic Information Systems. Modification of an existing program.

Lorrie Steerey noted that this change removes a course in this program which has been deleted because it's no longer taught.

- Motion by Dixie Metheny, seconded by Bruce Brumley to **approve Item 71 on first reading.**

- Motion carried.

- Motion by Tom Rust, seconded by Bruce Brumley to **waive second reading of Item 71.**

- Motion carried.

**Item 66** BS in Business Administration. Modification of an existing program (online program).

**Item 66.a** BUS 485 Business Case and Simulation Capstone. New course (offered only online).

- Motion by Vern Gagnon, seconded by Tom Rust to **approve Items 66 and 66.a on first reading.**

Lorrie Steerey stated that BUS 485 (Item 66.a) is a course that was supposed to be submitted earlier and just slipped through the cracks. The online BSBA was just approved by the Board of Regents last month, and the COB was told that it should not be submitted to the UCC and Senate until it had been approved by the BOR. This is an extremely critical program for the COB, and there are already people interested in it even though it had not been advertised. There are no additional staffing needs because all the courses are existing courses and have room for more students. Dr. Steerey also noted that this is a great program for COT students to transfer into.

- Motion carried.

- Motion by Bruce Brumley, seconded by Tom Rust to **waive second reading of Items 66 and 66.a.**

- Motion carried.

**Item 72** AS Degree Program of Study in Drafting and Design. New program.

- Motion by Joy Honea, seconded by Dixie Metheny to **approve Item 72 on first reading.**

Tim Urbaniak stated that, as per the BOR, Associate of Science and Associate of Arts degrees are intended for transfer. The MSU-Billings COT has had many students who enter the Associate of Applied Science Drafting and Design program, which is not intended for transfer but it considered a terminal degree, and then have difficulty transferring to MSU-Bozeman. The COT met with Bozeman in a effort to clear this up, and Bozeman suggested the students take an AS program of study for easy transfer. This program could also be used for a foundation for other MSU-Billings programs. There will be very few students who use this route, perhaps 2 to 4 per year. The students who would take the AS program would not be prepared for employment, as the AAS students are, because the AS is intended for transfer.

It was noted that once the student completes the AS, they may go on to get the AAS, but they will have to go for at least another year. Students can also get the AAS and then continue and get the AS if they so desire.

- Motion carried with one abstention.
- Motion by Bruce Brumley, seconded by Dixie Metheny to **waive second reading of Item 72.**
- Motion carried.

**Item 73** ENGL 140 Business Writing. Change prerequisites.

**Item 73.a** ENGL 145 Technical Communication. Change prerequisites.

**Item 73.b** CTCM 210 Editing for Business Writing. Change rubric, course number, and prerequisites.

- Motion by Vern Gagnon, seconded by Dixie Metheny to **approve Items 73, 73.a, and 73.b on first reading.**

Barb Pedula, Team Leader for the Transfer & Learner Support Center of Excellence, stated that these changes are to get ENGL 100 and ENGL 102 (formerly CTCM 102) on the same level. These changes add both 100 and 102 as prerequisites for ENGL 140 and 145. CTCM 210 was missed in the earlier wave to change all of the CT rubrics.

- Motion carried.
- Motion by Vern Gagnon, seconded by Bruce Brumley to **waive second reading of Items 73, 73.a, and 73.b.**
- Motion carried.

### III. CORRECTIONS TO ERRORS IN THIS YEAR'S CATALOG ITEMS – FIRST READING

**Item 68** BA Major in Communication Arts: Mass Communication Option.

Modification of an existing program.

**Item 68.a** Minor in Communication Arts: Mass Communication Option. Modification of an existing program.

Mrs. Rabe Meduna noted that the Communication and Theatre Department rearranged their course numbers this year, and a course (COMT 340) was put into the Mass Communication Major and Minor when another course (COMT 322) should have been. This paperwork corrects that error.

- Motion by Tom Rust, seconded by Dixie Metheny to **approve Items 68 and 68.a on first reading.**

- Motion carried.

- Motion by Vern Gagnon, seconded by Joy Honea to **waive second reading of Items 68 and 68.a.**

- Motion carried.

**Item 75** Bachelor of Applied Science Degree. Modification of an existing program.

- Motion by Vern Gagnon, seconded by Bruce Brumley to have **Item 75 delivered electronically to the Committee members for review and electronic voting.**

- Motion carried.

### IV. Election of Chair for Next Year

Nominations for Chair were opened and Joy Honea was nominated.

**The Committee voted unanimously to elect Joy Honea as Chair of the UCC for 2005-2006.**

Vice Chairs will be elected in the fall when new members have arrived.

The meeting adjourned at 4:55 p.m.

rjrm