

**MINUTES OF**  
**UNIVERSITY COMMITTEE ON CURRICULA**  
**September 16, 2020**

**Present:** C. Christopher, L. Fenech, M. Fienup, D. Grant, M. Hecimovich, R. Kidwell, C. Nedrow, S. O’Kane, P. Pease, G. Pohl, D. Power, G. Rhineberger-Dunn, S. Riehl, A. Schmeising, D. Shaw, D. Wallace

**Absent:** G. Gould, D. Heistad

**Guests:** R. Dieser, O. Grybovych-Hafermann, S. Min, S. Roberts-Dobie, K. Snyder, K. Scholl

The meeting was called to order by P. Pease at 3:01 p.m via Zoom.

**I. Welcome and Introductions**

P. Pease welcomed all present.

**II. Approval of Minutes – September 9, 2020**

M. Hecimovich moved to approve the September 9, 2020 minutes. M. Fienup seconded.

P. Pease asked if there were any corrections or additions to the minutes. Hearing none.

**P. Pease called for a vote on the September 9, 2020 minutes. Motion passed unanimously.**

**III. Curriculum review procedures for Consent Agenda Items – All Departments**

M. Hecimovich moved, S. Riehl seconded, to approve the consent agenda.

**Consent Agenda Items – Courses**

- ELEMECML 3100 Integrating Science, Technology, Engineering, and Mathematics in the Elementary Classroom (prefix, credit hours)
- LITED 3119 Language Development and Emergent Literacy (course description)
- AT 1018 Prevention and Care of Athletic Injuries (prerequisites)
- AT 1019 Prevention and Care Laboratory (course description, terms offered)
- AT 3040 Foundations of Orthopedic Injury Assessment Pathology I (prerequisites)
- AT 3050 Foundations of Orthopedic Injury Assessment Pathology II (prerequisites)
- AT 4070 Foundations of Therapeutic Interventions Rehabilitation (course number, prerequisites)
- AT 4130 General Medical Conditions (course number, prerequisites)
- PH 1031 Nutrition for Early Childhood Education (deleted)
- PH 2160 Basic Medical Terminology (course title, course description)
- PH 3118 Teaching Aerobics (deleted)
- PH 3220 Human Diseases for School Health Educators (deleted)
- PH 3660 Public Health Theory (course number, terms offered)
- PH 3686 Readings (course title)
- PH 3689 Seminar (course title)
- PH 4393 Epidemiological Methods, Research Design, and Analysis (deleted)

**Consent Agenda Items – Programs**

- EDUCSTUDIES-MINOR Educational Studies Minor (adding elective option)
- PUBLICHEALTH-MINOR Public Health Minor (restatement)

P. Pease asked if there was any discussion or request to remove something from the consent agenda. Hearing None.

**Chair Pease called for a vote on the motion to approve the consent agenda. Motion passed unanimously.**

#### **IV. Curriculum review procedures for the curriculum proposals of the Department of Kinesiology**

M. Hecimovich moved, S. Riehl seconded to approve the Department of Kinesiology curriculum packet.

##### **Agenda Items – Courses**

- PEMES 3127 Practicum in Sport Administration (added)

##### **Agenda Items – Programs**

- PE-MINOR Sport Administration Minor (restatement)

PEMES 3127: S. Riehl indicated the prerequisite of “Completion of all coursework in the minor” as stated for PEMES 3127 is not enforceable. She asked D. Wallace what they can do. D. Wallace answered they can list all the courses in the minor as prerequisites, but they should at least add “Sport Administration minor” to clarify the minor they are referencing. S. Min added she is fine with adding “Sport Administration” in the prerequisite to clarify, but if they list all the courses in the minor as prerequisites it would be very long. D. Wallace added since there are several elective options in the Sport Administration minor it would be very lengthy. D. Power asked if the prerequisite could just state “Consent of Practicum Coordinator”. S. Riehl added she also thinks it should be stated somewhere that PEMES 3127 should be the last course taken for the Sport Administration minor. The department needs to do the enforcing for this prerequisite. P. Pease asked if the solution would be to change the prerequisite to “Consent of Practicum Coordinator” and then every student would have to be manually registered for this course. D. Wallace asked if PEMES 3127 is only used in the Sports Administration minor. S. Min answered yes. D. Wallace added it would make sense to only allow Sport Administration minors to register for this course. S. Min indicated students would not be able to register themselves for this course. P. Pease suggests either in the description or prerequisite it should be clear that the intention of this course is to be the last course taken in the Sport Administration minor. It would be helpful so students know why they can’t register themselves for the course. D. Wallace added many times that information is in the course description, and starting the description out with that statement would bring it to the student’s attention right away. M. Hecimovich agrees to add that information at the beginning of the description. P. Pease clarified we will change the prerequisite to “Consent of Practicum Coordinator”, and change the course description to include PEMES 3127 should be the last course taken for the Sport Administration minor. P. Pease indicated the department can decide what they want the description to say, and let D. Wallace know. S. Min will work with the department and send the information to D. Wallace. S. Riehl advised to not use the word capstone in the description.

PE-MINOR: S. Riehl mentioned for the Sport Administration minor, there needs to be an asterisk on the elective course RTNL 4310 to indicate the prerequisite of three credits of RTNL 31XX or consent of instructor and junior standing.

**Chair Pease called for a vote on the motion to approve the curriculum packet from the Department of Kinesiology, pending edits discussed. The motion passed unanimously.**

#### **V. Curriculum review procedures for the curriculum proposals of the Department of Health, Recreation & Community Services**

M. Hecimovich moved, S. Riehl seconded, to approve the Department of Health, Recreation & Community Services curriculum packet.

### **Agenda Items – Courses**

- AT 4160 Evidence Based Practice in Health Care (added)
- HRCS 2100 Personal and Civic Responsibility: (insert topical content area per section) (added)
- PH 2180 Advanced Medical Terminology (added)
- PH 3240 Secondary School Health Education Methods and Curriculum (title change, credit hours, course description, terms offered)
- PH 3250 Community and Public Health for School Health Educators (added)
- PH 3260 Substance Abuse Prevention for School Health Educators (added)
- PH 3270 Mental and Emotional Health for School Health Educators (added)
- PH 3280 Sexuality Education for School Health Educators (added)
- PH 3290 Consumer Health for School Health Educators (added)
- PH 3344 Health Education Curriculum (deleted)
- RTNL 3340 Prevention Intervention Programs in Youth Work (added)
- RTNL 4998 Technology, Cross-Cultural, and Evidence-based Practices in Therapeutic Recreation (added)

### **Agenda Items – Programs**

- AT-BA Athletic Training and Rehabilitation Studies Major (restatement)
- COMMNUTRITION-CERT Certificate in Community Nutrition (added)
- CORPFITNESS-CERT Certificate in Corporate Fitness (added)
- ENVHLTH-CERT Certificate in Environmental Health (title change, restatement)
- GLHLTHDIS-CERT Certificate in Global Health and Humanitarian Assistance (restatement)
- HLTHEDTCH-MINOR School Health Education Minor-Teaching (restatement)
- WOMENHLTH-CERT Certificate in Women’s Health (added)
- YOUTHWORKREL-CERT Certificate in Youth Work in Religious Settings (added)

AT 4160: S. Riehl indicated AT 4160 is described as a culminating experience, but there are no prerequisites listed. M. Hecimovich indicated he spoke to the department and “junior standing” would best fit the course. D. Wallace will add that as a prerequisite.

HRCS 2100: S. Riehl indicated HRCS 2100 is a new course. It’s planned to be used in the revised LAC, so right now it doesn’t fit into a program, which deviates from our normal practice. Otherwise no issues were noted. P. Pease asked if this course doesn’t fit into a current program, and if it doesn’t get into the revised LAC, what would the future of this course be? O. Grybovych-Hafermann indicated there would be no future for this course if it’s not a part of the revised LAC. D. Grant added that as a potential LAC course, the title seems broad. This title could apply to lots of areas of study. S. Roberts-Dobie indicated that in the revised LAC there will be a Personal and Civic Responsibility category and the idea with this course is that you can insert topical content from any area. There wouldn’t be an issue if someone from across campus wanted to teach the content in their area. It’s very similar to how the current Dimensions course is set up, where they are teaching a common core of information and then the instructor teaches to their interests. D. Wallace added for the title, we would change it to say “(topic)” instead of “(insert topical content area per section)”. D. Wallace asked if this course could be repeated for different topics. S. Roberts-Dobie indicated that is not the intention. P. Pease asked if there was a consult with undergraduate studies. S. Roberts-Dobie indicated they didn’t do a consult, however she sits on the committee for the revised LAC and as they thought about the current Dimensions course potentially being removed and what they would replace it with, they wanted to be prepared by creating this course. She is fine withdrawing this course and taking it through the proper LAC channels at that time. P. Pease asked if this course is going to be taught in the interim until it gets into the revised LAC. S. Roberts-Dobie indicated it’s not planning on being taught

unless it's accepted into the revised LAC. M. Hecimovich added it's just a holding spot until the revised LAC gets developed. D. Grant mentioned at one point there was talk that everything in the current LAC would be removed and then have to be put back in. If we approve this course now, would we have to put it back in? S. Roberts-Dobie answered no, since this course is not in the current LAC. They are working proactively since no one knows what the new system will be. P. Pease added there is a long history of trying to not have courses in the catalog that aren't in a program, especially when there is no plan for the course to be taught. S. Roberts-Dobie added we can remove this proposal now and submit it later. K. Scholl agreed to wait until there is a system in place so the course is not hanging out there. S. Riehl and S. O'Kane agree. This course will be pulled out of the approval when we vote.

PH 2180: S. O'Kane asked if there was a consult with Biology on this course. S. Roberts-Dobie answered there was not, and usually there isn't one when they work with the Medical Terminology course. S. O'Kane indicated there is a Medical Terminology course in Biology and mentioned there is overlap. S. Roberts-Dobie explained she has been teaching this course for a decade and didn't know there was overlap with another course. The point for this added PH 2180 course is to give students an option for a 3 credit Medical Terminology course. S. O'Kane added in Biology they teach it for 1 credit, and it's aimed toward freshman. P. Pease encourages there to be discussion outside of this meeting for the potential overlap in courses. M. Fienup indicated there is not a library consult for the new course. S. Roberts-Dobie mentioned they currently have PH 2160 Medical Terminology at 2 credits, and this is PH 2180 Advanced Medical Terminology at 3 credits. The library should already have the resources needed, and students wouldn't need to access library resources for this course. D. Power asked if students can take both PH 2160 and PH 2180 courses. S. Roberts-Dobie indicated no, PH 2160 is contained within the PH 2180. S. Riehl added PH 2160 is re-named to be Basic Medical Terminology. K. Scholl explained for Therapeutic Recreation students who are going for national accreditation, they have to have Medical Terminology for 3 credits. If a student mistakenly takes the wrong course, it would be a problem. All they need is medical terminology, but it has to be for 3 credits. R. Dieser added the accreditation will only accept 3 credits for one course, not combined. D. Power asked about deleting the 2 credit course, PH 2160. S. Roberts-Dobie answered no, because some students only need the 2 credit hour course. D. Power asked which students would only need the 2 credit course PH 2160. S. Roberts-Dobie answered the only students who would need this 3 credit PH 2180 course are Therapeutic Recreation and some nursing students. S. Riehl added you have to advise well so students aren't taking the wrong course. D. Wallace mentioned they can include in the course description who this course is for. S. Roberts-Dobie clarified, description could say, "recommended for students working towards...". P. Pease added they could put a prerequisite in that requires students to seek advising before taking the course, usually that would be with a program coordinator. Then it would be up to the department to decide if this course works for their program. S. Roberts-Dobie added they would only have to put that prerequisite on the 2 credit PH 2160 course, since if someone were to inadvertently take the 3 credit course it wouldn't be a problem. The committee is in agreement with the department working with D. Wallace to update description and/or updating prerequisite for PH 2160 Basic Terminology. D. Power asked if we are too late to discuss name changes for the courses. To him it sounds like the 3 credit course PH 2180 is more of a comprehensive course, and the title could be something like Comprehensive Medical Terminology. S. Roberts-Dobie explained the way the textbooks differentiate medical terminology is Basic and Advanced, so they considered naming PH 2160 Basic Medical Terminology and PH 2180 Medical Terminology which represents that Basic Medical Terminology is just a subset of Medical Terminology, she struggled with the naming of these courses. P. Pease asked if we should table PH 2160 and PH 2180 and bring them back to the cleanup meeting. S. Roberts-Dobie agrees to table these courses to have more time to think of a solution.

M. Hecimovich motioned to pull PH 2160 Basic Medical Terminology from the consent agenda to move to the cleanup agenda, S. Riehl seconded. Motion approved unanimously.

PH 3240: S. Riehl mentioned two 2-hour classes are combining to create this 4-hour PH 3240 course (PH 3344 and PH 3420 2 credit course). There should be a new course number. The department already knows about this situation and D. Wallace is taking care of the cleanup. PH 3245 will be the new course number.

PH 3250: S. Riehl mentioned the next 5 courses are all new courses (PH 3250, PH 3260, PH 3270, PH 3280, and PH 3290), and they are all being created for Continuing Education. They are not in a specific program leading to a degree, but they are being used for practicing teachers to get further credentialing. S. Roberts-Dobie explained these course have been taught for a decade for in-service teachers, they have been guided independent study (GIS) courses with 4186 course numbers, and now they are putting course numbers on them. They exist for an endorsement that the state requires. M. Fienup asked how pre-service teachers get this endorsement. S. Roberts-Dobie indicated students in their minor in Health Education can get this endorsement, but not with these courses. They teach versions of these types of courses for their teacher education students. These new courses have flexibility with GIS for current teachers. S. Roberts-Dobie added there is not a lot of opportunity to get this endorsement online. S. Riehl asked about the enrollment in these courses. S. Roberts-Dobie added they have 5-20 students at any given time. There are students all over the country who take these courses. These courses are offered through GIS, so there is pay per student. If they have just one student at a time taking a course, that is fine with Continuing Education. S. Riehl mentioned she likes that the courses are going through the curriculum process so we can take a look at the courses.

PH 3344: S. Riehl indicated this is the other half of the new 4-hour PH 3240 course. The plan was to stop teaching the two 2-hour courses (PH 3344 and PH 3240 2 credit course). Does the department want to keep this course on the books for students who need the 2<sup>nd</sup> half of the course? S. Roberts-Dobie indicated she spoke with the instructor, she isn't against leaving the course open, but if a student needs to take the 2<sup>nd</sup> half of the course, she would do a Studies In course. S. Riehl mentioned this was more of an FYI as there may be students still looking to take this course. D. Wallace added she is thinking about students who declared the program prior to this catalog, if they don't have someone to teach the course the student can do a Studies In course and do substitutions, but if they do have someone to teach the course, they could leave it on the books. S. Roberts-Dobie indicated they don't have someone to teach the course. K. Scholl asked if the student can just take the new course and not do a Studies In, and use the new course as a substitution. S. Roberts-Dobie mentioned the question was if a student took the first half already. If a student had already taken the 1<sup>st</sup> half of the course, it would be unfair to have the student take 4 hours instead of only the 2 hours they need, and the content would be duplicative.

RTNL 3340: S. Riehl asked if RTNL 3340 needs to be added to a program. On the proposal it indicates this is an elective in the Recreation, Tourism and Nonprofit Leadership (RTNL) BA, but that program wasn't edited. R. Dieser explained there is currently only one course in youth work that is a foundational course, so they are adding this second course to help students with advanced issues. This course should have been added as an elective option in the RTNL BA major. O. Grybovych-Hafermann explained this may have been an oversight, the course was originally proposed for a joint certificate with department of Philosophy and World Religions (Certificate in Youth Work in Religious Settings). In conversations with S. Hill and other faculty, we developed a structure so the certificate is an even split with both departments. We only had one youth work course to offer the students, so that is how this course was developed. It was an experimental course and now we are giving it a number. It should have been added as an elective for the RTNL BA major. P. Pease mentioned we have allowed a course to get approved with an encouragement for the department to bring the program proposal forward next curriculum cycle. M. Fienup added the certificate they are talking about is the Certificate in Youth Work in Religious Settings, and this course is listed as an experimental course number, so it needs to be changed to RTNL 3340 in the certificate. P. Pease recommends they bring the RTNL BA major in next year to add this course as an elective option.

RTNL 4998: S. Riehl indicated this course has the same issue with not being in a program. O. Grybovych-Hafermann mentioned this course should also be an elective in the RTNL BA major. K. Scholl added one of the reasons they proposed this course is because their national certification is requiring this course. They have to make sure this course meets the deadline, the course needs to be on the books by January 2022. R. Dieser explained for students in Therapeutic Recreation, there is a credentialing process that is ran by the National Council for Therapeutic Recreation Certification, and if a student isn't credentialed they won't be

working in Therapeutic Recreation. If this course is not on the books by January 2022, our students cannot sit for their credentialing. P. Pease explained they can bring the RTNL program in next year for edits, which would put the course in the program as an elective in Summer 2022, but if this course is approved now it will be on the books Summer 2021. R. Dieser indicated as long as this course can be on the students' transcript by January 2022, that works for the department. P. Pease added they can also do substitutions to put the course in the major.

AT-BA: S. Riehl mentioned elective course PH 2420 needs an asterisk to show prerequisite of PH 1410. D. Wallace will add that. M. Fienup asked about AT 2000 and the number of credit hours required for that course since there is a range. K. Snyder explained each student in the program has to take AT 2000 at least once, but they can take it every semester for up to 8 semesters if they choose. M. Fienup asked if they only need one hour for this program. K. Snyder answered yes, only 1 credit is required. K. Snyder further explained in this course students get credit to go out into the field to get clinical experience, so they leave the choice up to the student if they want to do one single semester or several. M. Fienup added the way the hours are listed is confusing. D. Power agrees, and asked if they take 8 credits would that be substituting for other required courses? S. Riehl indicates it does list the required courses, so students would have to take those regardless of how many hours they take AT 2000, but she agrees that clarifying would be helpful. P. Pease asked if we just listed 1 credit for AT 2000, which is required, and just leaving the course description to indicate the course can be taken up to 8 hours. K. Snyder mentioned they wanted to be forthright with students, but can see how this can be confusing. D. Wallace added she agrees that this is different than how we typically note hours. We could indicate only 1 hour required for AT 2000 and add parenthesis to indicate up to 8 hours can be taken. K. Snyder added that is fine with them.

COMMNUTRITION-CERT: M. Fienup asked about the psychology electives for this certificate, as they both require PSYCH 1001, which means PSYCH 1001 is actually a required course. P. Pease asked if the department is okay with putting PSYCH 1001 in as a required course. S. Roberts-Dobie indicated she doesn't see any issue with that. K. Scholl added if it's a hidden requirement it would be good to make it transparent, which would bring the certificate up to 17 hours. S. Roberts-Dobie clarified PSYCH 1001 would go in the required section, and then list the other psychology course as electives. D. Grant added PSYCH 1001 is in the LAC, so the department could advise students to take PSYCH 1001 as their LAC option if they are pursuing this certificate. S. Riehl mentioned we have used italics to identify LAC courses in programs, and D. Wallace mentioned in the past we have noted when courses fulfill an LAC category. She can add that. S. Roberts-Dobie mentioned if we add the LAC notation, we are just going to have to edit this program again when the revised LAC is approved. P. Pease added there will be a lot of cleanup that will need to happen when the revised LAC is up and running.

CORPFITNESS-CERT: S. Riehl mentioned for elective course PEMES 3157 there is a prerequisite of PEMES 2053, we just need to add an asterisk. S. Roberts-Dobie has no problem with that, and students who take this course would have taken that prerequisite.

ENVHLTH-CERT: S. Riehl mentioned the required course PH 3730 has a prerequisite of one course in Biology and one course in Chemistry. The instructor of the course agreed to remove the prerequisites for PH 3730. D. Wallace added they did change their prerequisite to only junior standing. K. Scholl asked about the PH 4667 course number change to 3730, and how will that change happen in other programs that use that course. D. Wallace answered that will be handled editorially during catalog review.

GLHLTHDIS-CERTL: S. Riehl indicated PH 3320 is listed in the catalog as variable credit, so we need to list in the certificate how many credits are required. S. Roberts-Dobie indicated it should say 3 credits.

HLTHEDTCH-MINOR: S. Riehl indicated there was incorrect formatting for this minor. D. Wallace mentioned she updated the formatting to include requirements for both endorsements. D. Wallace met with S. Roberts-Dobie and B. Baker to give them a copy of the re-formatting and posed the question about the PH 3240 course that should be renumbered to PH 3245. D. Wallace indicated they are striking FAM SERV

4157 from this proposal for both the K-8 and 5-12 endorsement requirements. She mentioned there should be a consult with SAHS, and K. Scholl indicated they have sent the consult to SAHS. They have not heard back from SAHS, but the committee felt their vote wouldn't be held up by this consultation. They are dropping FAM SERV 4157 from the certificate since the prerequisite is also an elective option. S. Riehl indicated the program is not changing, but the formatting is cleaned up. She has seen the re-formatting, it makes it longer but clearer rather than having so many footnotes.

WOMENHLTH-CERT: No discussion.

YOUTHWORKREL-CERT: S. Riehl indicated the certificate refers to RTNL 3159, and RTNL 3340 is the correct number. There also needs an asterisk on elective course RELS 3103 to indicate prerequisites. For RTNL 3120, M. Fienup asked if they are waiving the prerequisites. S. Riehl indicated she thinks it's only for certain majors. O. Grybovyh-Hafermann clarified the prerequisites are for RTNL majors, for non-RTNL majors it is waived.

**Chair Pease called for a vote on the motion to approve the curriculum packet from the Department of Health, Recreation & Community Services, pending edits discussed and excluding the added HRCS 2100 course. The motion passed unanimously.**

## **VI. Next meeting – Wednesday, September 30, 3:00pm via Zoom**

CHAS-FA curriculum packet will be reviewed.

D. Power asked if there was a certificate proposed that was only 3 credits. P. Pease confirmed there is no certificate with only 3 credits required. D. Power asked if there is a standard length for a certificate, S. Riehl indicated 12 is typically the minimum we have seen. There isn't a firm definition for minors and certificates. P. Pease explained the definition of a certificate is "generally shorter than a minor". D. Power added we don't want a student to get a minor and certificate that have a lot of overlap. D. Wallace indicated departments have minors and certificates that have overlap, but they have to specifically state it in the catalog if they don't want them to declare both the minor and certificate.

The meeting adjourned at 4:40 pm.

## **VII. Items for Clean Up Meeting**

- COMMBANK-CERT Commercial Banking Certificate (added)
- APPBUSCONCEPTS-CERT Applied Business Concepts Certificate (added) – tabled at September 2 meeting.
- DATAANALYSIS-CERT Data Analysis Certificate (added) – tabled at September 9 meeting.
- PUBADMIN-BA Public Administration Major (restatement of major) – tabled at September 9 meeting.
- PH 2160 Basic Medical Terminology (course title, course description) – tabled at September 16 meeting.
- PH 2180 Advanced Medical Terminology (added) – tabled at September 16 meeting.

Respectfully submitted,

Rachelle Kidwell  
Office of the Registrar

cc: UCC  
GCCC  
Guests  
Record Analysts