

UPCC Meeting Minutes
November 5, 2015
Prillaman Hall, Room 1105, Kennesaw Campus
12:30-2:00pm

Members present: Gail Scott, Gail Markle, Parminder Juneja (UPCC Co-Secretary), Anete Vásquez, Jennifer Wade-Berg (UPCC Chair, proxy for Judy Slater), Victor Wakeling (proxy for Wes Rhea), Neporcha Cone, Liza Davis, Lei Li, D. Michael Franklin, Michelle Head, Jerald Hendrix, Ana Edwards, Judy Liu (proxy for Melissa Kramschuster), Carolee Larsen, Charles Parrot (proxy for Don Robson), Christina Scherrer

Guests: Chih-cheng Hung (Computer Science), Kevin Gwaltney (Institutional Effectiveness), Jennifer Wells (Institutional Effectiveness), Scott Reese (College of Science and Mathematics), Robin Cheramie (Coles College of Business), Stacey Campbell (Coles College of Business), Christian Hardigree (Michael A. Leven School of Culinary Sustainability and Hospitality).

The meeting was called to order at 12:36 p.m.

Chair Wade-Berg announced that the proposals submitted by the Department of Health Promotion and Physical Education are tabled for discussion at a later meeting. She called for a motion to approve the current meeting's agenda with the changes, and Dr. Parrot obliged. Dr. Gail Scott seconded the motion, and the revised agenda was accepted

Approval of the Minutes from October 22, 2015

Dr. Wade-Berg distributed minutes from the October 22 meeting via email prior to today's meeting. Hearing no suggestions for changes to the minutes, she called for a motion to accept them as they were submitted. Dr. Charles Parrot motioned to accept, Dr. Gail Scott seconded, and the minutes were accepted.

UNFINISHED BUSINESS

COLES COLLEGE OF BUSINESS

Department of Management & Entrepreneurship

Course MGT 4200 - A representative from the Department of Management and Entrepreneurship came forward to discuss about the course. Dr. Wade-Berg announced that she has uploaded the revised syllabus. It includes new standards and is based on the template from the registrar's office. The representative confirmed Dr. Wade-Berg's statement regarding the revised and added that grading components were also revised to take care of the + and -. Dr. Wade-Berg asked for any questions or comments about the edits.

The next item on the agenda was the change in program for the BBA in Management in the Fall semester of 2016. Dr. Wade-Berg asked for any questions or comments about the same. Hearing no discussion, Dr. Wade-Berg called for a motion to approve the new MGT4200. Dr. Gail Scott

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motioned to approve and Dr. Gail Markle seconded. The motion passed. Motion to accept the Change of Program which will reflect the new course MGT 4200 was called. Dr. Vasquez motioned to approve, Dr. Michael Franklin seconded, and the motion passed.

UNIVERSITY COLLEGE

Michael Levin School of Culinary Sustainability & Hospitality

Dr. Wade-Berg announced that CSH 4620 and 4640 were discussed and approved in May and were held until the new proposal falls in place. These were approved during the meeting on October 22, 2015

CSH 4650 - Fundamentals of Brewing (New Course)

Dr. Wade-Berg suggested that the standard links, URL's need to be updated. Registrar statement should be added.

CSH 4660 - Event Management (New Course)

Suggestions were made to keep the catalog description as broad as possible and not restrict to particular certification to account for certification changes in the future. Catalog description was modified during meeting by Dr. Wade-Berg.

Dr. Wade-Berg suggested updating disability statement in all syllabuses, adding registrar's statement: students are responsible for management of their enrollment, and updating URL's, any other links in the syllabus as they are all changed now.

CSH 4670 - Catering (New Course)

Modify syllabus as per the instructions above.

CSH 4690 - Baking and Pastry (New Course)

As per the suggestions from the UPCC members Dr. Wade-Berg modified the catalog description to make it broader rather than specific. Suggestion was made to modify syllabus as per the instructions above.

Change to Program in B.S. in Culinary Sustainability & Hospitality was discussed. Offering was changed from Spring 2016 to Fall 2016. Dr. Wade-Berg suggested we should have a rubric for attendance grading.

Hearing no further discussions, Dr. Wade-Berg called for the motion to approve CSH 4650, CSH 4660, CSH 4670, CSH 4690 for the second reading. Dr. Parrot approved and Dr. Christina seconded.

Dr. Wade-Berg called for the motion to approve the B.S. in Culinary Sustainability & Hospitality reflecting all these new courses. Dr. Vasquez approved and Dr. Franklin seconded.

SOUTHERN POLYTECHNIC COLLEGE OF ENGINEERING AND ENGINEERING TECHNOLOGY

Department of Electrical Engineering

Second reading for EE3603 - Electric Power Conversion (New Course).

Modified syllabus is uploaded in Curriculog. Edits include registrar's statement, updated links, and recommended template.

Hearing no further discussions, Dr. Wade-Berg called for a motion to approve EE 3603. Dr. Franklin motioned to approve, Dr. Gail Scott seconded, and the motion passed.

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Department of Geography and Anthropology

ANTH 3375 – Engaged Archaeology (New Course)

The course was started as ANTH 4490. Uploaded syllabus was complete and up-to-date. Catalog Description was too big. Suggestions were made to make it simple and general to accommodate future changes.

Hearing no further discussions, Dr. Wade-Berg called for a motion to approve ANTH 4490. Dr. Liza Davis motioned to approve, and Dr. Gail Scott seconded. Motion to waive second reading was called. Dr. Christina Scherrer approved the motion and Dr. Gail Scott seconded, and the motion passed.

Change in B.S. in Anthropology which reflects the course. Hearing no further discussions, Dr. Wade-Berg called for a motion to approve the change in program. Dr. Franklin motioned to approve, and Dr. Christina Scherrer seconded. Motion to waive second reading was called. Dr. Parrot approved the motion and Dr. Vasquez seconded, and the motion passed.

COLLEGE OF SCIENCE AND MATHEMATICS

Department of Physics

B.A. in Physics (Program Termination) - Scott Reese from the CSM department came forward to explain why the program should no more exist.

Hearing no further discussions, Dr. Wade-Berg called for a motion to terminate the B.A. in Physics. Dr. Franklin motioned to approve, and Dr. Parrot seconded. Motion to waive second reading was called. Dr. Davis approved the motion and Dr. Gail Scott seconded, and the motion passed.

COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING

Department of Computer Science

CS 4732 Digital Image Processing (New Course) – Dr. Wade-Berg announced that the course was approved before the consolidation at UCC. A hiccup to fix from consolidation.

After discussion, Repeatable for credit was changed to NO by Dr. Wade-Berg. Dr. Wade-Berg suggested that syllabus need to be updated to fit new KSU template. The department will be informed about the same.

Hearing no further discussions, Dr. Wade-Berg called for a motion to approve CS 4732. Dr. Lei Li motioned to approve, and Dr. Christina seconded. Motion to waive second reading was called. Dr. Franklin approved the motion and Dr. Parrot seconded, and the motion passed.

HONORS COLLEGE

Undergraduate Honors Program (Change in Program)

Dr. Liza Davis stepped forward to explain about the Change in Program. She stated that a GPA of 3.5 is required for non-STEM students and a GPA of 3.25 is required for STEM students. A discussion was held to create a list STEM and non-STEM programs such that any confusion is avoided.

Hearing no further discussions, Dr. Wade-Berg called for a motion to approve for second reading. Dr. Jerald Hendrix motioned to approve, and Dr. Christina seconded. Motion to waive second reading was called. Dr. Franklin approved the motion and Dr. Parrot seconded, and the motion passed.

UNIVERSITY COLLEGE

Department of First Year Programs

ICT 2101 Information and Communications Technology (Change in Existing Course): The representative stated that the course is focused on digital literacy. The title is updated to reflect ongoing research. It is already an approved course. The change is only in the prefix to provide distinction from IT courses.

Hearing no further discussions, Dr. Wade-Berg called for a motion to approve change from IT to ICT 2101. Dr. Jerald Hendrix motioned to approve, and Dr. Markle seconded. Motion to waive second reading was called. Dr. Franklin approved the motion and Dr. Michelle Head seconded, and the motion passed.

**SOUTHERN POLYTECHNIC COLLEGE OF ENGINEERING AND
ENGINEERING TECHNOLOGY**

Department of Mechatronics Engineering

MTRE 1000 Introduction to Mechatronics Engineering (Change in Existing Course) – Dr. Christina came forward to represent the course. The changes included change in credit hours to 1-3-2.

Hearing no further discussions, Dr. Wade-Berg called for a motion to approve change in credit hours. Dr. Franklin motioned to approve, and Dr. Markle seconded. Motion to waive second reading was called. Dr. Davis approved the motion and Dr. Markle seconded, and the motion passed.

Dr. Wade-Berg raised a concern that she is not in town for the next meeting that is scheduled for Nov 18th. She suggested three possibilities. Consensus was reached to move the meeting to Dec 3rd.

Dr. Wade-Berg called for a motion to approve the change in meeting date. Dr. Franklin motioned to approve, and Dr. Davis seconded, and the motion passed.

The meeting was adjourned at 1:39pm.