

**UPCC Meeting Minutes**  
**October 22, 2015**  
**Prillaman Hall, Room 1105, Kennesaw Campus**  
**12:30-2:00pm**

**Members present:** Neporcha Cone, Liza Davis, Ana Edwards, D. Michael Franklin, Andy Green (proxy for Wes Rhea), Ana Guimaraes (UPCC Co-Secretary), Michelle Head, Jerald Hendrix, Parminder Juneja (UPCC Co-Secretary), Melissa Kramschuster, Carolee Larsen, Gail Markle, Kevin McFall, Pinder Naidu, Charles Parrot, Don Robson, Christina Scherrer, Gail Scott, Anete Vásquez, Jennifer Wade-Berg (UPCC Chair), Victor Wakeling.

**Guests:** Carolyn Carlson (Communication), Sandip Das (Electrical Engineering), Bill Diong (Electrical Engineering), Stephanie Foote (First-Year & Transition Studies), Kevin Gwaltney (Institutional Effectiveness), Pauline Howes (Communication), Chien-pin Li (College of Humanities & Social Sciences), Jenna Sample (Registrar), Deborah Smith (Leadership & Integrative Studies), Jennifer Wells (Institutional Effectiveness).

**The meeting was called to order at 12:34 p.m.**

Chair Wade-Berg announced that the proposals submitted by the School of Culinary Sustainability and Hospitality would once again be tabled for discussion at a later meeting and that three PSYC courses had been added to the agenda. She called for a motion to approve the current meeting's agenda with these changes, and Professor Green obliged. Dr. McFall seconded the motion, and the revised agenda was accepted.

**Approval of the Minutes from October 8, 2015**

Dr. Wade-Berg distributed minutes from the October 8 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. Scott motioned to accept, Professor Green seconded, and the minutes were accepted.

**UNFINISHED BUSINESS**

**COLES COLLEGE OF BUSINESS**

**Department of Management & Entrepreneurship**

A representative from the Department of Management and Entrepreneurship came forward to discuss the change in program for the BBA in Management in the Fall semester of 2016. Hearing no discussion, Dr. Wade-Berg called for a motion to approve the change in program. Dr. Scott motioned to approve, Professor Green seconded, and the motion passed.

Next, the new MGT 4200 course came under discussion. The proposal presenter explained that the course had been successfully piloted on a Maymester schedule. Dr. Wade-Berg changed the date the course would be added to the Management degree to fall 2016 and asked that the formal

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enrollment policy and disability statements be added to the course syllabus; at Dr. Scott's suggestion, she also asked that the behavioral penalty statement in the syllabus be revisited and clarified. Hearing no further discussion, she called for a motion to approve the "New Course" proposal for MGT 4200 with said edits. Dr. Scott made the motion, Professor Green seconded, and the proposal was approved for second reading. Subsequently, Professor Green made a motion to approve the "Change in Program Name, Requirements, or Policies" proposal for the BBA in Management. Dr. Scott seconded, and the motion passed.

### UNIVERSITY COLLEGE

#### Michael Levin School of Culinary Sustainability & Hospitality

The discussion of CSH 4620, CSH 4640, and the B.S. in Culinary Sustainability & Hospitality has been tabled for a future meeting.

#### Department of First-Year & Transition Studies

Dr. Stephanie Foote came forward to present her department's proposal for KSU 2100, a career exploration seminar. A brief discussion ensued, and it was suggested that the proposal originators update the course syllabus to include the necessary statements. Dr. Naidu motioned to approve the new course, Dr. McFall seconded, and the motion passed.

#### Department of Leadership & Integrative Studies

Dr. Deborah Smith returned for a second reading of one new course, LDRS 3300, and two changes in existing courses, LDRS 4000 and 4490. For LDRS 3300, the proposal originators made changes to the course syllabus by adding an enrollment policy statement, updating links, and revising the course description. Hearing no further discussion, Dr. Wade-Berg called for a motion to approve the proposals on second reading. Dr. Parrott motioned to approve, Dr. McFall seconded, and the motion passed.

The Committee then reviewed changes to the Certificate in Leadership Studies, but offered no additional comments. Dr. Robson motioned to approve the changes, M. Kramschuster seconded, and the motion passed.

### COLLEGE OF HUMANITIES & SOCIAL SCIENCES

#### School of Communication & Media

Dr. Pauline Howes came forward on behalf of proposal originator Dr. Joshua Azriel, for the second reading of the new Journalism and Emerging Media Concentration major. Dr. Howes stated that course numbers have been corrected, which were distributed to the Committee by Dr. Wade-Berg prior to today's meeting. Dr. Wade-Berg then recommended the originators work with the Office of Institutional Effectiveness on the program assessment. Dr. Scott motioned to approve the new major on second reading, Dr. Parrott seconded, and the motion passed.

**Department of Psychology**

Dr. Wade-Berg announced that several proposals had already been approved by UPCC in a previous online meeting, but requested that the Committee ratify the votes for documentation in today's minutes. She then called for a series of votes. Professor Green motioned to discontinue PSYC 2300L, Dr. Scherrer seconded, and the motion passed. Dr. Davis motioned to discontinue PSYC 3301L, Dr. Markle seconded, and the motion also passed. Dr. Scott then motioned to approve the new course PSYC 3205, Dr. Markle seconded, and the motion passed. Dr. Naidu motioned to approve the new course PSYC 3315, Dr. Scott seconded, and the motion passed.

Dr. Wade-Berg then raised a concern with the course description for PSYC 3398, and a brief discussion ensued about the use of abbreviations. Dr. Scott motioned to accept the new course as written, with the caveat that the Registrar's Office would review the description, Dr. McFall seconded, and the motion passed. Dr. Scott also motioned to approve new course PSYC 4460, Professor Green seconded, and the motion passed.

Finally, the changes in program for the B.S. in Psychology were raised. Dr. Scott motioned to approve, Dr. McFall seconded, and the motion passed.

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

**Department of Electrical Engineering**

As stated at the start of today's meeting, EE 2200 and EE 4490 were withdrawn from consideration.

Dr. Bill Diong came forward for to present the proposals for the Department of Electrical Engineering. EE 4400 is a new course, similar to a directed study currently offered, which was previously approved by Southern Polytechnic State University's undergraduate curriculum committee. This course is being resubmitted due to the consolidation. Questions were discussed pertaining to the flexibility of the credit hours and the repeatability of the course.

Next, Dr. Sandip Das presented on behalf of Dr. Hosean Lee on EE 4605. Dr. Das acknowledged that the syllabus is not in the recommended KSU template format, so the Committee reviewed the syllabus for accuracy. A brief discussion ensued pertaining to the course's grades appeal process. Dr. Wade-Berg also noted that the Academic Integrity Statement on the syllabus is inaccurate, and recommends the proposal originator revise it. She then called for a motion to approve on second reading, with the noted corrections, courses EE 4400 and 4605. Dr. Scott motioned to approve, Dr. Markle seconded, and the motion passed. Dr. Parrott then motioned to waive second reading on EE 4400, Dr. Robson seconded, and the motion passed.

**NEW BUSINESS**

**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**

**School of Communication & Media**

Dr. Carolyn Carlson came forward to present one new course and four changes to existing courses. The new course, JOUR 4412, is currently taught as a special topics course. Given its popularity, and the fact that it is the only sports reporting course offered by the program, this course will fill a necessary gap. Questions were raised and discussed regarding the student requirement of attendance at a Cobb County sporting event. Dr. Carlson also discussed changes to the title of JOUR 4450, intended to emphasize the content of the course. Dr. Robson motioned to approve on first reading, Dr. Scott seconded, and the motion passed. Dr. Naidu then motioned to waive second reading for both Journalism courses, Dr. Head seconded, and the motion passed.

Dr. Carlson also presented changes to the B.S. in Communication, which reflect the migration of certain communication courses to journalism courses. Dr. Scherrer motioned to approve the changes to the program, Dr. Hendrix seconded, and the motion passed. Dr. Naidu then motioned to waive second reading, Dr. Scott seconded, and the motion passed.

In addition, changes to the Certificate in Multi-Platform News Reporting and the B.S. in Public Relations were presented. Dr. Wade-Berg requested a comprehensive list of the Journalism courses affected by the changes, to ensure none are missed. Dr. Larson then motioned to approve the first reading of both, Dr. McFall seconded, and the motion passed. Dr. Naidu then motioned to waive second reading, Dr. Scott seconded, and the motion also passed.

**WELLSTAR COLLEGE OF HEALTH AND HUMAN SERVICES**

**Department of Social Work & Human Services**

Dr. Jennifer Wade-Berg spoke on behalf of the proposal originators regarding HS 2400, HS 3300, and HS 3400. The proposal for HS 2400 cleans up errors previously made, and reflects new prerequisite and GPA requirements. HS 3300 also reflects new minimum GPA requirements for majors. The change to HS 3400 pertains to the prerequisites. A discussion then ensued regarding the use of GPA requirements to gate certain courses. Several programs are affected by this practice. Dr. Wade-Berg recommended perhaps a future conversation within UPCC to address this issue that affects so many departments. She called for a motion to approve on first reading these three changes. Dr. Scherrer motioned to approve, Dr. Head seconded, and the motion passed. Dr. Scherrer then motioned to waive second reading, Dr. McFall seconded, and the motion passed.

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

**Department of Electrical Engineering**

Dr. Bill Diong returned to the front of the room to present new course EE 3603, and elective currently offered as a special topics course. Discussion then ensued about streamlining the course's description for the catalog. It was noted that the syllabus does not match the recommended template, but Dr. Wade-Berg offered to send the proposal originators a copy for revision. Dr. Parrott then motioned to approve the first reading, Dr. Robson seconded, and the motion passed.

**The meeting was adjourned at 1:54pm.**