

**Minutes of the October 20, 2016 UPCC Meeting**  
**Kennesaw Campus**  
**HS 1105**  
**12:30-2:00 p.m.**

**Members Present:** Chris Brown, Liza Davis (Secretary), Ana Edwards, Michael Franklin, Bill Griffiths, Michelle Head, Raynice Jean-Sigur, Judy Liu, Kevin McFall, Doug Moodie (also proxy for Debbie Benson), Rick Mosholder, Pinder Naidu, Charles Parrott, Don Robson, Gail Scott (also proxy for Gail Markle), Brian Starks, Anete Vásquez, Susan Vande Ven, Jennifer Wade-Berg (UPCC Chair)

**Guests:** Daniel Howes, MEBU Program; Keith Perissi, MEBU Program; Scott Reese, College of Science and Mathematics; Debbie Smith, School of Culinary Sustainability and Hospitality; Susan Grant Robinson, School of Music; and Amy Vasinko, Academic Affairs.

The meeting was called to order at 12:37 p.m. The first item of business was the approval of the October 6, 2016 UPCC minutes. The Chair noted that edits to the minutes requested in Curriculog had already been incorporated. Hearing no discussion, she called for a motion to approve, and Dr. Doug Moodie obliged; Dr. Gail Scott seconded. The minutes were approved.

## **UNFINISHED BUSINESS**

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

#### *Department of Systems and Industrial Engineering*

Dr. Wade-berg announced that the Department of Systems and Industrial Engineering was still working on issues related to the new course proposal for IET 2432 and had requested that all its proposals be tabled until a later UPCC meeting. Dr. Moodie made the motion to table the packet of proposals, and Dr. Scott seconded. The motion was approved.

### **COLES COLLEGE OF BUSINESS**

#### *Office of the Dean*

Dr. Wade-berg announced that the Office of the Dean in the Coles College was in the process of creating a task force to discuss issues the proposals for three separate blocks of 2000-, 3000-, and 4000-level BUSA courses, each containing six of the same courses—each course designed for a specific Coles major. Dr. Wade-berg explained that she will route the entire course package back to the college for further discussion.

## **NEW BUSINESS**

### **COLES COLLEGE OF BUSINESS**

#### *Department of Management and Entrepreneurship*

Professor Keith Perissi, the Director of the Music and Entertainment Business Certificate, stepped forward to address three new MEBU course proposals—part of a required course sequence for MEBU students. Joining him was Professor Daniel Howes, the MEBU Program’s Associate Director and the instructor designated to teach the first of the three MEBU courses proposed, MEBU 2270, “Entertainment Media Production.” Professor Howes explained that he has taught a unit on this topic as part of MEBU 3100 but that it merits its own course.

Dr. Bill Griffiths then asked why the proposed course has no pre-requisites other than permission of the MEBU Director and class instructor. Prof. Perissi responded that there are only 20 computer stations in the classroom where it will be taught; since the course requires some special skills, he indicated, teaching it in that classroom is necessary. Dr. Wade-berg suggested that he add to the “Resources” section of the proposal a statement that more computers are needed. She also asked that the course enrollment policy be added to the MEBU 2270 and that the course objectives be written using the language prescribed in Bloom’s Taxonomy (e.g., avoiding the assertion that students would “understand” specific material in the course).

Discussion then moved to the proposal for MEBU 3370, “Fundamentals of Audio Production and Technology,” and MEBU 4470, “Advanced Audio Production and Technology.” Dr. Griffiths asked why the pre-requisites for these courses included “permission of the instructor” as well as the previous course in the sequence. After some discussion, Dr. Wade-berg recommended that instructor permission be removed from the pre-requisites for MEBU 3370 and 4470 and that the syllabi be edited to address the same issue that were in the MEBU 2270 syllabus. She also reminded Professors Perissi and Howes that a “Change in Program” proposal reflecting the addition of the three new courses should be submitted to the UPCC.

Professor Parrott noted that compound adjectives such as “state of the art” and “up to date” in the proposals should be hyphenated.

Hearing no further discussion, the Chair called for a motion to approve MEBU 2270, 3370, and 4470 with suggested edits, on first reading. Dr. Moodie made the motion, and Dr. Rick Mosholder seconded. The motion was approved.

### **COLLEGE OF THE ARTS**

#### *School of Music*

Although no representative was available to address the “Change in Existing Course” proposal for MUSI 3341, “University Band,” Dr. Wade-berg indicated that the requested change was

simply to the course's grading structure: since 3341 is a zero-credit class, pass/fail grading was being proposed. Dr. Griffiths made a motion to accept the proposal on first reading, and Prof. Parrott seconded; the motion was approved. Prof. Parrott then moved to waive the second reading of the proposal, and Dr. Scott seconded. The motion passed.

### ***School of Art and Design***

Since no representative was available to speak to the "Change in Existing Course" proposal for ARH 3840, Dr. Wade-berg called for a motion to table the proposal, adding that a corresponding "Change in Program" form should be submitted as well. Dr. Pinder Naidu made the motion, Dr. Griffiths seconded, and the motion was approved.

## **UNIVERSITY COLLEGE**

### ***School of Culinary Sustainability and Hospitality***

Dr. Deborah Smith, the Assistant Director of the Leven School of Culinary Sustainability and Hospitality, came forward to speak to the "New Course" proposal for CSH 4680, "Wedding Planning," and to the accompanying "Change in Program" proposal. Dr. Smith explained that the wedding planning course had been taught as a "Special Topics" class and was ready to be made a major elective in the CSH degree. Dr. Wade-Berg noted that other CSH classes in the degree curriculum were not in the university catalog and must also be put through the UPCC as official courses. Dr. Smith noted that the courses were in DegreeWorks but that she would make sure the appropriate course proposals were submitted for approval to the UPCC.

Hearing no further discussion, Dr. Wade-berg called for a motion to approve the "New Course" and "Change in Program" proposals submitted by the Scholl of Culinary Sustainability and Hospitality on first reading. Dr. Naidu made the motion, and Dr. Mosholder seconded it. Dr. Griffiths followed with a motion to waive the second reading of both proposals; Professor Franklin seconded the motion, and it was approved.

### ***Department of Physics***

Dr. Scott Reese, the Assistant Dean for Curriculum in the College of Science and Mathematics, addressed the "New Course" proposal for PHYS 4220, "Electromagnetism II," explaining that the course had existed before consolidation and would be reinstated with the appropriate approvals. Dr. Naidu suggested that the course name be removed from the course description, and Dr. Wade-berg noted that the table of assignments was missing from the syllabus. She indicated that the course description would need to change as well and that a "Change in Program Form" be submitted to the UPCC so that the course could be added to the degree curriculum

Dr. Susan Vande Ven made a motion to approve the proposal, with said edits, on first reading; Dr. Head seconded, and the motion passed.

Dr. Wade-berg promptly called for a motion to adjourn, and Dr. Gail Markle obliged; Dr. Scott seconded, and the meeting was adjourned at 1:08 p.m.

Respectfully submitted, Liza Davis