

**UNIVERSITY CURRICULUM COMMITTEE**  
**Salem State University**  
**Meeting Minutes: 17/18:06**

Date: November 29, 2017

**MEMBERS PRESENT:** Kate Amory, Greg Carroll, Lisa Chen, Regina Flynn, Jen Girgen, Rebecca Hains, Joe Kasprzyk, Peter Kvetko, Michele Louro, Megan Miller, Shannon Mokoro, Chris Schoen, Kurt von Seekamm, Cheryl Williams

**GUESTS:** Tanya Rodrigue (English), Theresa DeFrancis (English), Jian Gu (Management), Amy Smith (Communications)

<b>I.</b>	<p><b>Chair's Report</b></p> <p>Committee Chair Rebecca Hains announced that there was a quorum of UCC members present. Rebecca called the meeting to order at 3:05 p.m.</p> <ol style="list-style-type: none"> <li>1. Rebecca thanked us all for all the hard, efficient work we are doing in getting the proposals through the governance process.</li> <li>2. Rebecca reminded us that time is of the essence in reviewing the remaining proposals before the end of the semester.</li> </ol>
<b>II.</b>	<p><b>Subcommittee Reports</b></p> <p>None</p>
<b>III.</b>	<p><b>Special Business</b></p> <ol style="list-style-type: none"> <li>1. Tanya Rodrigue – Discussion regarding the order in which students are to take W-II and W-III courses, per UCC policy.             <ol style="list-style-type: none"> <li>(a) Question: Is it necessary for students to take a W-II course before taking a W-III course? UCC had decided (2013-10-23) that while a W-I course is a required prerequisite for both a W-II and a W-III, a W-II course is <i>recommended</i> as a prerequisite for W-III courses, but not required.</li> <li>(b) Tanya asks the UCC to require that course proposals seeking a W-III designation include a W-II course as a prerequisite.</li> <li>(c) Tanya is proposing that UCC adopt a new policy, to take effect on all proposals entered into governance after April 1, 2018, as follows:                A W-I course must be a prerequisite for a W-II course, and a W-II course must be a prerequisite or a co-requisite for a W-III course.               <ul style="list-style-type: none"> <li>- Lots of discussion about circumstances in which a student may not be able to take a W-II course before a W-III course and about circumstances in which students may need to take both writing requirements together.</li> </ul>               This discussion led to revised proposed language, as stated in “c,” below:             </li> <li>(d) 1. W-III requirement: W-I must be a prerequisite (can be stated as “Prerequisite: W-I” <u>or</u> as “Prerequisite: specific course that has W-I certification”)</li> <li>2. W-III: a W-II course must be a prerequisite (can be stated as “Prerequisite: W-II” <u>or</u> as “Prerequisite: specific course that has W-II certification”), <i>except</i> under exceptional circumstances (including justification and documentation to the UCC) in which case the W-II may be a pre- or co-requisite.</li> </ol> </li> </ol>

All UCC members present voted in favor of adopting the language in item (c), above, to apply to all proposals entered into governance as of April 1, 2018.

<b>IV.</b>	<b>Old Business</b> – those assigned to specific proposals discussed their status and provided updates.
	<p><b>A. CHILDHOOD EDUCATION AND CARE DEPARTMENT</b>  Megan M. made a motion to discuss and approve items 17:194 and 17:198 from the Childhood Education and Care department. Chris S. seconded the motion All UCC members present voted unanimously to discuss the items.</p> <p><b>1.</b> The UCC is requesting that the All University Committee (AUC) approve items 17:194 and 17:198 as these items were already approved by UCC at the 11/17/2017 meeting  <b>(a)</b> EDC401-Introduction to Lesson Planning-Change in Course <a href="#">17:194</a>  <b>(b)</b> BS-Early Childhood Education-M.Ed.-Change in Combined Program <a href="#">17:198</a></p> <p>Since, this item had already voted on by the UCC, no further discussion nor another vote was required.</p>
	<p><b>B. COMMUNICATIONS DEPARTMENT</b>  Joe K. made a motion to discuss and approve the Communications department packet. Shannon M. seconded the motion. All UCC members present voted unanimously to discuss the Communications department packet.</p> <p><b>1. Communications-Global Change <a href="#">18:046</a></b>  Joe K. let the UCC know that the department is in the process of undergoing a department name change, which requires several global changes...discussion about students being able to graduate with the new name of Media and Communication once the members of UCC and AUC approve the name change. Changing prefix from COM to MCO. No course descriptions or numbers will be changed under this proposed item.</p> <p><b>2. Re-Name Department of Communications <a href="#">18:047</a></b>  This is industry standard and name change has been supported by the Dean of Arts and Sciences. This change will be reflected in all the department’s Flow Sheets.</p> <p><b>3. BS-Communications-Media Studies Concentration-Change in Flowsheet <a href="#">18:081</a></b>  Change in Flow Sheet title, change in required major courses, change in concentration and support courses, change in required credits</p> <p><b>4. COM201-Introduction to Communications-Change in Course <a href="#">18:082</a></b>  Removing the statement “required of COM majors” and to add the new prefix</p> <p><b>5. COM202-Writing for Media-Change in Course <a href="#">18:083</a></b>  Removing the statement “required of COM majors” and to add the new prefix</p> <p><b>6. COM210-Communications Technology-Change in Course-PGR <a href="#">18:084</a></b></p> <p><b>7. MCO225-Media Training-New Course-OC <a href="#">18:085</a></b>  Major elective. Reviewed and approved</p> <p><b>8. COM300-Communication Research Methods-Change in Course <a href="#">18:088</a></b>  Removing the statement “required of COM majors” and to add the new prefix</p> <p><b>9. COM309-Editing-Change in Course <a href="#">18:090</a></b>  Removing the statement “required of COM majors” and to add the new prefix</p> <p><b>10. MCO504-Critical Analysis of Media and Culture-New Course-W-III <a href="#">18:091</a></b></p>

Reviewed by the W-III subcommittee, W-II course is a prerequisite. Megan asked that the cap on class size be removed from the “course description” section of the form, and that this issue should be worked out with the Dean. Megan said that desired cap number can be put in the additional course justification section of the new course form.

**11. COM505-Internship in Communications-Change in Course [18:092](#)**

Revision of course description and Change in the re-take credit policy for this course

**12. Media and Communications-New Minor [18:093](#)**

**13. Critical Media Studies-New Minor [18:094](#)**

**14. Communication Studies-Deletion of Minor [18:095](#)**

Three proposals re: COM/MCO minors. Committee discussed deletion of current minor and confirmed that other existing minors are not being deleted at this time. Peter K. asked if the new minors would impact other departments. Consensus of sponsor committee was that the new minors should have no impact other departments.

Question raised: What will happen to students in process of completing current Communication Studies minor? Amy Smith explained that the new Media & Communications Minor was created with these students in mind, and that all courses students minoring in Communication Studies have taken will apply to the Media & Communications minor. Megan also noted that Communication Studies minors could complete the current minor with chair-approved substitutions as needed.

**15. BS-Communications-Advertising Communications-Change in Flowsheet [18:106](#)**

**16. BS-Communications-Journalism Concentration-Change in Flowsheet [18:108](#)**

**17. BS-Communications-Media Studies Concentration-Change in Flowsheet [18:110](#)**

**18. BS-Communications-Public Relations Concentration-Change in Flowsheet [18:112](#)**

- Items 18:106, 18:108, 18:110, and 18:112 all reflect a change in the course prefix from COM to MCO.

**19. COM501-Practicum in Print and Digital Journalism-Change in Course [18:194](#)**

Change in prerequisites

**20. BS-Communications-Advertising Communications-Grad. Cert. Strategic Communications-Change In Flowsheet [18:107](#)**

**21. BS-Communications-Journalism-Grad. Cert. in Strategic Communications-Change in Flowsheet [18:109](#)**

**22. BS-CommunicationsMedia Studies-Grad. Cert. in Strategic Communications-Change in Flowsheet [18:111](#)**

**23. BS-Communications-Public Relations-Grad. Cert. in Strategic Communications-Change in Flowsheet [18:113](#)**

- Items 18:107, 18:109, 18:111, and 18:133 were all located under “VI. – Bachelor’s to Master’s Program,” item B on today’s agenda. They reflect changes in course prefix from COM to MCO for the department’s 4+1 combined programs.

- Megan asked if COM has processed the name change and MCO change with Grad Ed Council for the graduate courses? Megan suggested that the sponsors reach out to Jeremy Bubier to ask if this could be accomplished with a global change course for all COM/MCO grad courses, or if individual course change forms should be submitted for each of the five COM/MCO graduate

	<p>courses. Amy Smith as department representative will relay this to department chair Peter Oehlkers.</p> <p>There being no further discussion, Rebecca H. called for the vote, all UCC members present voted unanimously to approve the items included in this Communications department packet.</p>
	<p><b><u>C. MANAGEMENT DEPARTMENT</u></b></p> <p>Jen G. made a motion to discuss and approve the items presented by the Management department. Megan M. seconded this motion. All UCC members present voted unanimously to discuss the Management packet.</p> <p><b>1. BS-Business Administration-International Business Conc.-Change in Flowsheet <a href="#">17:187</a></b></p> <p>(a) Changing International Business course requirements – changes in the required concentration courses and adding 2 additional courses as options for students to take</p> <p>(b) Double major in international business &amp; world languages and culture = footnote about being able to use 6 credits in advanced foreign language to meet the IBC concentration</p> <p>There being no further discussion, Rebecca H. called for the vote, all UCC members present voted unanimously to approve the items included in this Management packet.</p>
	<p><b><u>D. SOCIOLOGY DEPARTMENT</u></b></p> <p>Greg C. made the motion to discuss and approve the items presented by the Sociology department packet. Megan M. seconded this motion. All UCC members present voted unanimously to discuss the Sociology packet.</p> <p><b>1. SOC240-Contemporary Social Problems-Change in Course-DPDS <a href="#">18:021</a></b></p> <p>This course has been approved by the DPDS subcommittee. The department wants to drop the course's WC designation (Megan noted that the designation may have to stay for the fall, given that the fall schedule has already been set in motion). There is a change focus to American issues</p> <p><b>2. SOC345-Race and Ethnicity in Society-Change in Course-DPDS <a href="#">18:022</a></b></p> <p>This course is being submitted by the department for DPDS designation and has been approved by the DPDS subcommittee. No other changes are being made to this course.</p> <p>There being no further discussion, Rebecca H. called for the vote, all UCC members present voted unanimously to approve the items included in this Sociology packet.</p>

As the time allotted for the meeting had expired, Megan moved to adjourn the meeting. Regina seconded this motion. The vote to adjourn was unanimous, and the committee adjourned at 4:35 p.m.

Respectfully submitted by  
*Shannon A. Mokoro*