ATTENDANCE:
Present: Bolon, Brannan, Broughton, Casebolt, Giesey (for Irwin), Ingram, James, Jones, Marinellie (for Leite), Moberg (for Sherman), Monwar, Palmer, Patterson (for Middleton), Ryan, Scanlon (for Frank), Shambora, Thomas, Tuck, Twilley, Uhalde, Williams

Excused: Brooks, Duvert, Marchenkov

Absent: Arch, Barbee, Behnke, Burns, Brose, Carr, Carter, Clouse, Descutner, Farley, Hartman, Henderson, Li, Martin, Mattley, Morris, Muhammad, O’Dell, Scott, Shaw, Sherrow, Shields, Stidd, Webster, White

Guests: Bulow, Paulins, Shinew

CHAIR’S REPORT: David Thomas

Thomas called the third meeting of 2012-2013 to order at 3:15 p.m. and welcomed everyone.


Thomas reported that a committee has been working on a way to work more effectively on graduate program approvals with Graduate Council. Build a balanced bridge committee of four people to be cross appointed to serve on both UCC’s Programs Committee and Grad Council. (handout attached). If the Council approves, Thomas will write a memo to Sayrs requesting a resolution to change the Faculty Handbook.

Questions arose.
- The Bridge committee will be members of UCC and will handle the Grad Council approvals.
- Hoping to reduce the length of the process by one or two months.
- The Bridge committee will work on UCC’s timeline.
- If it doesn’t work, a new process will be considered.
- First readings can happen without Grad Council approval.
- Likely go into effect next Fall.

Motion made to support this piece as a body. Motion seconded. Motion carried unanimously by voice vote.

In June the Program Review process was reviewed. There were concerns about implementation of the new process.
- Training for department and schools will be given.
• Funding by the Provost office will be given for departments to bring in an outside person from an institution that is already using outcome based assessments to work with the department to obtain outcome based material.
• Possible support from the Teaching Learning Center.
• Possible University Wide Competitive Incentive Program – grant submission for part of Program’s Action Plan.
  o Policy needs to be in place.
  o Budget amount.
Tabled motion moved to January.

REVIEW COMMITTEE: Rob Brannan, Chair

Brannan presented the completed reviews

Accounting Technology, Business Management Technology, and Office Technology (Business Cluster on Chillicothe, Southern and Lancaster campuses)

Recommendation: Viable

The Accounting Technology, Business Management Technology, and Office Technology program, located on the Chillicothe, Southern, and Lancaster campuses, is viable and plays a substantial role in the University’s overall mission.

As noted in the review, aspects of the program are to be commended, such as its excellent leadership; highly motivated and enthusiastic faculty and students; proactive administration that identifies strengths/weaknesses and acts to make improvements; proactive advisory boards that provide input concerning needs of employers and students; development of certificates that are attractive to both students and employers; outstanding program outcomes including (but not limited to) job placement or continuing education for students; and good program coordination among campuses.

The reviewers also express some concerns: Programs are highly dependent on two directors, however the Dean’s responses indicate that there are efforts being made towards the development of faculty and staff in order to maintain program quality. Programs have a limited number of formal assessments of student learning outcomes, however, the campus Dean’s have acknowledged the importance of outcomes assessment in the future.

These concerns and the recommendations in the reviews should be addressed in a meeting among regional campus Dean’s, Dr. Fonseca, and Provost Benoit by March 1, 2013.

Committee moved to approve the Seven Year Review
Motion unanimously approved by voice vote.

Medical Assisting Technology – Lancaster Campus

RECOMMENDATION: In jeopardy
The Medical Assisting Technology program is in jeopardy. As noted in the review, the program has a history of viability and success. Aspects of the program are to be commended, such as its
accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the program director serving on the accrediting agency board, and its 100% job placement for graduates.

However, the reviewers also express some concerns: The imminent retirement of both faculty (part-time December 2012, full-time May 2014) with no identified plan for replacement with qualified faculty leaves the program in jeopardy. Further, RHE Executive Dean indicated in his response that the replacement of these faculty will be conditional on enrollment in the program.

The new method of establishing pass rate percentage on the CMA examination will affect the CMA pass rate. The required teaching load is relatively heavy for an accredited program and includes administrative tasks to respond to and ensure continued accreditation. Competition with nursing programs will affect program demand.

The committee recommends that a follow-up site visit be performed during spring semester 2014.

These concerns and the recommendations in the reviews should be addressed in a meeting among Dr. Smith, Dr. Fonseca, and Provost Benoit by March 1, 2013.

Discussion followed.
Issues with the statement that “no identified plan for replacement with qualified faculty...” The regional is waiting for approval from the Provost office for the full time position.
Issues with the statement “...RHE Executive Dean indicated in his response....” It is taken out of context. If the program is discontinued, the faculty member will not be replaced but they will be replaced as long as it’s an RHE program.

Moved to Table
Motion seconded
Motion carried unanimously by voice vote.
Tabled until January meeting for further responses from Deans.

Thomas thanked Rob for his work as Chair of the Committee.

**INDIVIDUAL COURSE COMMITTEE:** Anita James, Chair

James presented the minutes from the Individual Course Committee meetings.
Bulow informed the Council that one of the courses already exists. T3-4700 needs to be changed. Courses, as amended, approved unanimously by voice vote.

**PROGRAMS COMMITTEE:** Jim Casebolt, Chair

**FOR SECOND READING:**
- ELIMINATION: Materials Management Technology AA 5021
  - From Lancaster Dean Smith in OCEAN discussion tab: “Following the recommendations of the Campus Curriculum Committee and Professor Franco Guerriero, Science and Technology Division Coordinator, I support the curricular proposals to delete the Materials Maintenance Technology Program (MMT, AA5021) and to delete all of the
MMT courses.
The MMT program has only been offered at the Lancaster Campus. Due to lack of
demand, there have been no MMT course offerings for several years, and there are
currently no MMT majors. The MMT courses have been staffed by faculty members
from related academic subject areas. Hence the program and course deletions will have
no negative impact on faculty.
While the campus has recently sent forth a proposal to restructure the Industrial
Maintenance Technology to better align with the Engineering Technology Management
program in Athens, there is no viable demand for the MMT program and courses that
meet the needs of community and students.”

- MOTION: Approve elimination of curriculum
  - Motion unanimously approved by voice vote

- REVISION: Retail Merchandising and Fashion Product Development Minor OR 6380 –
Correction of typo in revised curriculum document
  - “Summary of change – add MIS 2011 (for non majors) to the list of requirements (MIS
    2010 OR MIS 2011). This way business majors and non majors can work toward the
    RPFD minor.”
  - MOTION: Approve change to curriculum
    - Motion unanimously approved by voice vote

- REVISION: Retail Merchandising and Fashion Product Development Major (B.S.H.C.S.)
Major code BS 6380
  - Summary of changes:
    ▪ Change ECON 1030 and 1040 to ECON 1000 (email support from R. Rossiter
      received June 5, 2012)
    ▪ Change PSY 2110 to PSY 1110 OR PSY 2110 (reason; Business minor no longer
      requires PSY 2110, so RFPD faculty support students selecting either stats course)
    ▪ Change MIS 2010 to MIS 2011 (same course title, but NONMAJOR)
    ▪ Add MDIA 1091 to the “Business, Communication, Visual Electives” options
  - MOTION: Approve change to curriculum
    - Motion unanimously approved by voice vote

- REVISION: Industrial Hygiene BS 3309
  - We propose a name change from “Industrial Hygiene” to “Occupational Hygiene &
    Safety”, to reflect perceptual shifts within the professional safety community, and
    secondarily enhance enrollment and retention. We seek to change IH course prefixes to
    “OHS”.
  - Prefix change to individual courses will require separate approval by ICC/UCC
  - Friendly amendment: Change degree to Bachelor of Science in OHS
  - MOTION: Approve change of name and creation of prefix
    - Motion approved as amended unanimously by voice vote

NEW PROGRAM: International Business Certificate CT X11U – Revised proposal, specifically
The International Business Certificate will consist of fifteen semester hours (five three-credit semester courses), including four required courses and one elective course and incorporating practical, hands-on experiential exercises and activities that are designed to internalize the capabilities and mindset required for success in international business. The International Business Certificate program will admit both students from within the College of Business (COB) and students from outside the COB.

The Committee was concerned about the lack of specificity regarding the elective course, and the limited degree for interdisciplinarity of the curriculum. The curriculum has been revised, providing a specific list of elective that include courses outside of the College of Business (Econ and GLC).

MOTION: Approve creation of program
Motion unanimously approved by voice vote

NEW PROGRAM: Customer Service Minor OR XXX7

“The Customer Service minor, offered in the Department of Human and Consumer Sciences, is designed to complement majors programs in areas where graduates are likely to work with customers, clients, or members of the public who are served by the organizations/businesses for which graduates work. Additionally, elements of supervision of a customer service oriented workforce are emphasized in the minor program. The courses focus on consumer issues, supervision in customer service environments, execution of customer service in a variety of workplace settings, and professional development.”

18 hours is acceptable for an undergrad minor (15-24)

MOTION: Approve changes
Motion unanimously approved by voice vote

NEW PROGRAM: BS XX04 Customer Service

“The Customer Service major leads to a Bachelor of Applied Human and Consumer Sciences. This is a bachelor completion degree, appropriate for students who have earned an associate’s or technical degree and/or at least 60 semester hours at an accredited institution. Fields including, but not limited to, retail, hospitality, human services, law enforcement, utilities, nursing, health care administration, and computer technology are appropriate for this bachelor completion degree.”

The Bachelor of Applied Human and Consumer Sciences degree with a Customer Service major is specifically designed for students who have already completed an associate degree or for students who have completed a minimum of 60 semester hours. The BAHCS degree with a Customer Service major maximizes the transfer of previously-earned credits. For many students, the BAHCS degree with a Customer Service major will be a “2 + 2” option, enabling students to take only two additional years of coursework beyond the two years already spent earning the associate degree. Alternately, students with the equivalent of two years of coursework may enter the program and complete degree requirements for the major.”
The Committee had concerns about this curriculum: What differentiates this program from BSAM (an RHE major) in terms of professional opportunities? Will the new program have a genuine market in Athens, or will it really only be on the regionals? If the latter, who will get call numbers for the courses, and if Athens why would a student choose this over BSAM (which will be much cheaper)? Since it could be seen as competing with College of Business curricula as well, there should be a College-level endorsement of the proposed program. Also, the curriculum seems to lack upper division courses compared to other Bachelor’s degree programs since it is heavy on 1000 and 2000-level course numbers.

Paulins provided letters of endorsement from three regional deans

According to Chris Moberg, College of Business leadership if OK with the proposal

A requirement of 24 hours of additional 3-4000 level electives has been added to curriculum

Elective of MKT2400:

- Chris Moberg: “MKT 2400 course should not be listed under the leadership electives section. This course is only for COB Majors and is connected to our infamous cluster. The MKT 2020 and MKT 4550 course are fine - however, it should be noted that 2020 is a prereq for 4550.”

- Paulins has agreed to the deletion of MKT2400 from the leadership elective list

MOTION: Approve creation of program, with revision of deleting MKT2400 from the leadership electives list

Motion unanimously approved by voice vote

Will need Board of Regents approval

ISSUES CONCERNING MINORS:

Following up on the issue, introduced at last month’s meeting, of minors that do not meet the requirements established by UCC — We are not yet ready to make any motions, but hope to have recommendations for most if not all of these programs by the January or February UCC meeting, so that changes can be made before the next edition of the catalog is finalized.

Academic Minor programs at Ohio University

Provide a significant academic experience within a single discipline

Minimum of 15 semester credits, maximum of 24 semester credits

. Are open to any student pursuing a baccalaureate program at the University

. Must include at least 2 courses at the 3000 level or above

. Are administered by a single academic unit and generally consist of courses from that unit.


These minors list many 3000+ classes as electives, but could be completed with only 1000/2000 level courses:
Afro-American studies — Robin Muhammad: “We could make the change in our minor by requiring at least two of the electives to be at the 3000 level or above.”

Philosophy — Scott Carson: “As far as I can see your proposed solution will work fine for our program.”

Theater — Kjersten Lester-Moratzka: “The Theater curriculum committee looked at this issue and resolved that it can easily be brought into compliance with the additional requirement of including at least 2 courses at the 3000 level or above, as you suggest. If there is a standard line of text that is being used for all minors that states this, that will be fine with us.”

*History was initially placed on this list in error*

These minors could be completed with only one 3000+ course:

Applied nutrition — David H. Holben: “You may add the line to take at least two courses at 3000 or above.”

Business (specifies MGT3000) — Ken Cutwright is investigating

Communication studies — Anita James: “As a follow-up, the School of Communication Studies will be adding the statement: “Two of the three electives must be at the 3000 level or above.”

Interdisciplinary Arts — William Condee – “I do now have approval for a line to be added to the effect that at least two courses at the 3000 level or above are required for the minor in Interdisciplinary Arts.”

Music — Allyn Reilly: “I have taken the liberty of forwarding your e-mail to Chris Hayes, Matthew James, and Elizabeth Sayrs (director, associate director, and curriculum committee chair, respectively) of the School of Music, since I am now on early-retired status.”

*All of these could be fixed by simply adding a line to the description of the minor that at least two 3000+ courses are required*

Psychology minor allows for no 3000+ courses: the only classes a student is allowed to choose from are 1000/2000 courses (though a couple of them used to be 300-level courses under quarters). — Susan Tice-Alicke: “We plan to add the 2 courses at the 3000 level. We will change the 4 courses out of the 5 areas to 3 courses out of the 5 areas. Thus, the minor will be a minimum of 21 semester hours…. wouldn’t be until January when the faculty voted on the changes.”

---

**FOR FIRST READING:**

- **REVISION: BS8117 Athletic Training**
  - The senior students need to continue to be engaged in clinical education. In order to continue to appropriately credit this experience, the curriculum needs to add a “Senior Practicum” (AT 4921 Fall or Spring).
  - Originally, AT 4600 Manual Therapy in Rehabilitation was an elective within the curriculum, however we are transitioning this to a senior year requirement.

- **REVISION: BS8122 Exercise Physiology** – Two separate change proposals have been submitted to OCEAN for this program
  - Within the Exercise Physiology program, under “Skills Development” requirements, there are three categories. I am requesting changes to two of these categories.
The first change is under the “Aquatics” category. We need to delete PESS 1030 and PESS 1040, since these no longer exist, and add the choices of PED 1301, 1302, 2301, 2302, or 2801, which are the new semester swimming courses.

The second changes is under the “Sports Skills and Life Time Activities” category (lifetime should be one word, by the way). We would like to allow our students to have the option of taking any PED course to fulfill the requirement, aside from the aquatics category PED classes which would be in the aquatics category. The list should include: PED 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1099, 1100, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1200, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1401, 1402, 1403, 1410, 1411, 1412, 1430, 1431, 2201, 2212, 2209, 2210, 2204, 2213, 2214, 2215, 2216, 2103, 2202, 2200, and 2225.

We would like to add Aqua Aerobics (PED 1300) to the list of classes under the choice of Skill Development, Aquatics. We inadvertently left this class off the list of Aquatics skills from which our students can choose one class. We would like to add it back onto this list of choices. This should not impact the credit hours since this is one of five choices in that category. The only department affected by the change would be the School of Recreation and Sport Pedagogy, and the PED courses such as PED 1300 are open to the entire student body of Ohio University, so the impact may be minimal.

NAME CHANGE: ME6226 – Cultural Studies of Education

We are seeking a minimal name change to our academic program. Our program is currently called, “Cultural Studies in Education.” We are proposing that the program name be changed to “Critical Studies in Educational Foundations.” We are making this request for reasons we feel are substantive as it relates to our recruitment of graduate students in particular, as well as being a more accurate representation of what the original focus of our academic program was, and still continues to be.

Discussion followed

- This does not appear to be a minimal change.
- The degree is not about learning about cultural in general but about education in culture.
- Critical perceptive and Cultural perceptive are two different things.

GENERAL EDUCATION: Dave Thomas, Chair

The committee heard a report from Dr. Tuck and the committee is looking into it.

NEW BUSINESS

None

There being no further business, Thomas adjourned the meeting at 4:22p.m.