Bloomsburg University
Curriculum Committee

Minutes of the
2010 – 2011
Academic Year
# BLOOMSBURG UNIVERSITY
## CURRICULUM COMMITTEE

Minutes of the 2010 – 2011 Academic Year

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# BUCC Membership Roster
## 2010-2011

<table>
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<tr>
<td>Carl Chimi, Chair</td>
<td>Business Education/Information Tech Mgmt</td>
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<tr>
<td>Michael Coffta</td>
<td>Library</td>
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<tr>
<td>Gloria Cohen-Dion</td>
<td>Political Science</td>
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<tr>
<td>Michelle Ficca</td>
<td>Nursing</td>
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<tr>
<td>Robert Gates</td>
<td>Educational Studies/Secondary Education</td>
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<tr>
<td>Michael Hickey</td>
<td>History</td>
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<tr>
<td>John Hranitz</td>
<td>Biological and Allied Health Sciences</td>
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<tr>
<td>Marion Mason</td>
<td>Psychology</td>
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<tr>
<td>John Riley</td>
<td>Math, Computer Science, Statistics</td>
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<tr>
<td>Toni Trumbo-Bell</td>
<td>Chemistry</td>
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**College Curriculum Committee Representatives**

<table>
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<tr>
<td>Bruce Candlish, Liberal Arts</td>
<td>Theatre/Dance</td>
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<tr>
<td>Ralph Feather, Education</td>
<td>Educational Studies/Secondary Education</td>
</tr>
<tr>
<td>Nancy Coulmas, Business</td>
<td>Accounting</td>
</tr>
<tr>
<td>Phillip Osburn, Science and Technology</td>
<td>Chemistry</td>
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BUCC Minutes September 8, 2010 Meeting
Toni Trumbo-Bell, Chair, called the 310th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:05 PM on Wednesday, September 8, 2010, in the Schweiker Exhibit Room of Andrus Library.
1. Approval of the Agenda of September 8, 2010
   A. Motion to approve the Agenda was made by Kara Shultz and seconded by John Riley.
   B. Motion to move the course proposals up just after the Academic Calendar and before General Education Discussion was made by Robert Gates and seconded by Kara Shultz. Carl Chimi indicated the course proposals were within his department. Faculty representing these proposals will arrive around 4PM for discussion. In light of this information, motion to move the course proposals was withdrawn by Robert Gates.
   C. Motion was made by Carl Chimi and seconded by Ralph Feather to begin discussing the Course Proposals at the earliest opportunity after 4PM. Motion carries.
2. Approval of Minutes of April 14, 2010 (309th session)
   A. Motion to approve the minutes was made by John Riley; seconded by Carl Chimi. Motion carries.
3. Chair Remarks
   Chair, Toni Trumbo-Bell, welcomed everyone back. Introduced and welcomed Jill Whitenight, recording secretary for today’s meeting. Major item before BUCC is the new General Education plan this semester.
4. Academic Calendar 2011-2012
   A. Motion to approve made by Gloria Cohen-Dion and seconded by Linda Neyer.
   B. Discussion followed. Academic calendar arises through Jonathan Lincoln's office as a mirror of this year’s calendar. The Spring 2012 calendar does not agree with the PASSHE common calendar.
   C. Motion to table the Academic calendar was made by John Riley and seconded by Michael Hickey. Toni Bell will revise for the next meeting.
5. General Education Presentation
   A. General Education Task Force Chair, John Riley, recognized and thanked the Task Force members for all their diligence and hard work in creating the General Education Draft.
   B. General Education requirements are no longer based on hours.
   C. New terminology: General Education Units (GEU’s) and Co-curricular Learning Experiences (CLE’s).
   D. If CLE’s are earning GEU’s, it will come through BUCC or the Provost. Academic Affairs and Student Affairs will be working together.
   F. GEU’s must come from a minimum of two disciplines and 40 credit hours.
   G. GEU’s must be assessed.
   H. CLE’s will go through the General Education Council before BUCC.
I. GED membership is: 10 faculty 2 each college, 1 library, 1 at large; 2 students; 1 student Affairs rep; Dir of Planning and Assessment and Dean of Undergraduate Studies (non-voting)

J. Open meetings on the new General Education proposal will be held on various dates in September.
   Timelines: Fall 2010 review, approval and election of the GEC (BUCC approval late Nov.)
   Spring 2011: the GEC begins reviewing proposals. Continues through 2011-12;
   New Gen Ed program will be in place by Fall 2012.

Much discussion followed on the General Education proposals. Concerns were voiced by Gloria Cohen-Dion on the lack of the opportunity for a broad exposure in different disciplines, that the General Education Council will be too bureaucratic and take too much time. Who decides the number of GEU’s a course is given? Can transfers finish general education requirements? There should be certain goals over all US history courses no matter who teaches the course.

Gen Ed Council:
   A. Establishes assessment targets for the Goals of Gen Ed Student Learning Outcomes;
   B. Receives and reviews Gen Ed assessment. General Ed Council will govern the same way the grad council rules.

John Riley responded this is a Draft and open to discussion at several open meetings in September.
Patty Beyer responded the committee didn’t want to tie the GEU to a grade. We want ideas.
Ralph: In favor of the GEC and BUCC making decisions. Still needs to go to the College Curriculum.
Linda: Will be helpful to collect a database of student outcomes for the different disciplines. What needs to be mastered in a Gen Ed course?
Carl: Use your own judgment in determining the GEU’s for your course.
Kara: Guidelines are pretty broad. You’re leaning toward BUCC being the “Supreme Court”.
John Riley: “Perfection is the enemy of very good”.
Toni: Within your own majors, work on models to determine if it is possible to take all the GEU’s within your major.
Provost: SSHE policy is 40 credits ACROSS disciplines. You cannot do it all and meet the BOG policy. That requirement would have to be there for advisors.
Carl: We need to add PASSHE in our guidelines.

6. Course Proposals
   A. Business Education – Distance Ed Versions 90.101 and 90.333
      i. Motion by John Riley to approve 90.101 and 90.333 and seconded by Ralph Feather.
      ii. Maggie O’Connor was present to discuss these two courses on-line. Looked at several online versions of this course. IUP is one. Class goes through the different aspects: verbal, non-verbal, how to write a proposal, etc. Very manageable using Wimba and virtual interactions with office hours and and online meetings at a specific point and time.
      iii. John Olivo, Chair of department also present for discussion. Teaching this course for some time. Variety of ways to get discussions. Have participated in workshops led by publishers.
iv. Ralph brought up the fact that there were no additional resources required on the Omnibus. An explanation is required by PRP3230.

Provost: CBA requires any faculty person teaching distance learning needs training. What kinds of 24-hour support will be given to students. If we are going to use IUP as a model, what kind of feedback do they have relative to online vs. face-to-face? Training is through TALE. Motion to approve Distance Education Version of 90.101 and Distance Education Version of 90.333 was approved with the friendly amendments to add additional resources and change the year typo in the description. All in favor.

B. Information and Technology Management Distance Ed Versions 94.175 and 94.302
   i. Motion to approve by Carl Chimi and seconded by Ralph Feather.

Motion to approve Distance Education Version of 94.175 and Distance Education Version of 94.302 was approved with the friendly amendments to add additional resources and change the year typo in the description. All in favor.

   A. New Policy – Student Disruptive Behavior Policy
      i. Many members voiced their support. This will be on the agenda at the next meeting as a first reading.
   B. PRP3233 – Required Format for Course Syllabi
      i. This was discussed at the last meeting but not in its entirety.
      ii. Temporary PRP. Will need to be redone at the General Education change.
      iii. Need to address what the student will walk away with after completing a course;
      iv. Objectives need to be assessable. Methods and evaluations part needs to specifically address how the goals are going to be met.

Motion by Kara to table this policy until we can revisit at the change of General Education; seconded by Carl. Motion failed. Discussion continued.

Move to strike Item 15 from the PRP was made by Michael Hickey and seconded by Diana Zoelle.

Riley: against striking 15. We need to think about moving the campus toward assessment.

Provost: When a course comes forward, we need to know why we are teaching that course and what knowledge the student is walking away with from that course. Item 15 should be generic.

Carl: Every degree program should have goals/objectives/outcomes; every course should be saying this course meets these goals of the program (not all of them), and this is how we are going to assess how they are meeting these goals?

Motion to strike item 15 by Michael Hickey is withdrawn and seconded by Diana Zoelle.

Motion to strike the first and second sentence in Item 15 and replace with: Explain how the course fits into the major or the minor for general education. All in favor, one abstention

Adjournment

Motion to adjourn the meeting made by John Riley. The meeting was adjourned at 5:15 PM.
BUCC Minutes September 22, 2010 Meeting
Toni Trumbo-Bell, Chair, called the 311th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, September 22, 2010, in the Schweiker Exhibit Room of Andruss Library.


1. Approval of the Agenda of September 22, 2010 (311th session)
   A. Motion to approve was made by Ralph Feather; seconded by Diana Zoelle.

2. Approval of Minutes of September 8, 2010 (310th session)
   A. Motion for approval of the minutes made by John Riley; seconded by Carl Chimi.

3. Chair Remarks:
   Toni announced that she intends to follow list of hands.
   Dr. Blake shared with BUCC, her conversation with representatives of other Universities who are interested in our proposed General Education Policy.

4. 2011-2012 Academic Calendar
   A. Move to approve the calendar made by John Riley; seconded by Carl Chimi.
   B. Toni Trumbo-Bell explained the Fall 2011 calendar includes the reading day for faculty but makes an uneven number of MTWRF. Labs run M&F so to balance, we have an academic Friday the Tuesday of Thanksgiving. If we take away the reading day, we would lose the Tuesday before Thanksgiving. Spring 2012 calendar – Spring break begins Monday, March 12 at 8AM. Classes resume Saturday, March 17 at 8AM. All Saturday classes are happening.
   C. Discussion followed: Ralph Feather questioned if reading day is always a Friday per PASSHE? If we designate reading day on a Friday, students don't read.
   D. Ralph Feather motioned to change the Friday reading day, Fall 2011, to a Tuesday reading day; seconded by John Riley.
   E. Further discussion: Gloria Cohen-Dion commented if we have the Tuesday at Thanksgiving as a reading day, the students will leave. Julie Kontos indicated Student Life advocated a Friday for a mental health day. Having a Friday off is less disruptive. Julie wondered how this would impact labs? Toni indicated it would not be a problem. Deb Sanders explained that Nursing is contracted with their agencies to do clinical Mondays and Tuesdays.
   F. A show of hands to move reading day from Friday, October 14th, to Tuesday, October 18th was as follows: 6 in favor, 5 opposed. Motion carries. The reading day for Fall 2011 will be Tuesday, October 18.
   G. The approval of the 2011/2012 calendar moving the reading day to Tuesday, October 18th was carried by voice vote.

5. Course Proposals
   A. Mathematics, Computer Science and Statistics
      a. Minor in Statistics, Change Requirements
         i. Motion by John riley to approve; seconded by Patricia Beyer.
         ii. Bill Calhoun represented the Math Department. He indicated the purpose of the change in requirements is to simplify the minor. The previous version had one set of requirements for math majors and
another set of requirements for those who were not math majors. Simply making one set of requirements for all students.

iii. Discussion followed. Dr. Blake is interested in the specific goals and what the student will walk away with in terms of learning outcomes. Carl Chimi pointed out that those making proposals have not been asked that question in the past so how do we, as a committee, handle this when the person creating the description did not know that information was to be included? Dr. Blake indicated the Omnibus is basic and that we should be going above the minimum to provide the person reviewing the proposal with a compelling argument. As we move to redesign the Omnibus form, more information will be required. Dr. Blake indicated she would not refrain from signing due to this missing information at this time, but wants everyone to begin thinking about moving forward.

iv. Approval of the change in Minor in Stations, Change Requirements was approved by voice vote.

B. Exercise Science
   a. Credit Reduction, Practicum in Exercise Science #05.595
      i. Motion by Bob Gates to approve; seconded by Ralph Feather.
      ii. Tim McConnell represented the Department of Exercise Science. The purpose of this requires is to reduce the current requirement of 6 credits for the graduate students to 3 credits. We are doing this to add course 05.513 for our non-thesis option people.
      iii. John Riley motioned to amend the original motion; seconded by Gloria Cohen-Dion. Motion carried to amend the motion to approve 05.513.

   b. Major Requirement, Change from elective to required, Current Issues in Exercise science 05.513
      i. Discussion followed: Dr. Blake questioned any expected relationship between 05.513 and 05.595. The practicum was 6 credit hours and now is being cut in half. As a result of this change, the practicum hours will be cut. This will not have an impact on the quality of the practicum by cutting the hours because all graduate students have done undergraduate internships. It is the feeling of the department that the graduate students be given the opportunity of current literature. This will enhance the quality of our student.
      ii. Michael Hickey suggested a change in wording from less to fewer one-credit courses.
      iii. Linda Neyer suggested a change in wording in the syllabi from library staff to librarian
      iv. Approval of the 05.595 and 05.513 was approved by voice vote.

   c. Dual List Graduate Course/Deactivate Undergraduate Course 05.453/05.553
      i. Motion by Ralph Feather to approve; seconded by Linda Neyer.
      ii. The department had one course 05.553 Exercise and the Management of Chronic Diseases and one course 05.479 Clinical Exercise Physiology. The graduate course is required. The undergraduate course was an elective. The undergraduate course
tended to be a lower volume course. The content of the two courses were extremely consistent. Therefore, the department would like to dual list these courses so that their major seniors would be able to take this course also. One major expectation is that the graduate students are expected to review and present current research literature in the field and present to class.

iii. Approval of 05.453 and 05.553 dual course and deactivate the undergraduate course was approved by voice vote.

6. Policies, Rules and Procedures
   A. New Policy – Student Disruptive Behavior Policy – First Reading
      a. Toni asked Carl Chimi to address the policy as a member of the subcommittee that developed the policy.
      b. Carl Chimi briefed BUCC members on the reason for this new policy. Faculty are charged with maintaining an atmosphere where students can learn and faculty can teach. Occasionally disruptions are minor; some are not minor. This is meant to protect the professor in class.
      c. Toni explained that at the Secretariat meeting on September 20th, Jeff Long asked that BUCC review the Student Code of Conduct Policy to determine if that policy already in place will suffice in place of adding a new policy. In light of this request, Jenn Raup, Chair of the Student Life Standing Committee is present to provide input on the commonality of the current Student Code of Conduct and this policy.
      d. Discussion followed: The subcommittee working on the Student Disruptive Behavior Policy reviewed the current Conduct in place. It does not protect the faculty. Bob Gates pointed out there is not an appeal process for faculty. Julie Kontos provided history of the birth of the Student Disruptive Behavior Policy noting that it went through University legal counsel. It was also noted that faculty cannot deny access of the student to their class. The committee requested but was not granted a meeting with legal counsel.
      e. This policy will be back for a second reading at the next BUCC meeting.

B. PRP 3522 – Grades, Quality Points and Quality Point Averages, First Reading
   a. Joseph Kissell and Dr. Blake requested BUCC make a changes; 1. E=0 failure to an F=0 failure.
   b. The striking of the statement “students will be graded solely on the basis of their courses and performance and not on the basis of their political or religious beliefs is a legal contingency and must be included. Toni Trumbo-Bell wishes to retract that strikeout.
   c. Changes in wording were made to make the language consistent.
   d. The reason for review of this policy is to discuss the withdrawal/pass and withdrawal/fail notation.
   e. Discussion followed: Julie Kontos provided history on the striking out of the ...on the basis of their political or religious belief came from Legislation. Discussion continued on the weight and effect of withdraw/fail – withdraw/pass versus a withdrawal only. With the
current withdraw process, students can go into the computer and withdraw without notifying faculty. To add a W/P or a W/F, a new procedure to withdraw would need to be in place.

f. Carl Chimi suggested change the word *earning* a failing grade to *warrants* a failing grade.

g. This will be back for a second reading at the next BUCC meeting.

7. Announcements

A. John Riley announced there is one more General Education meeting this week.

Adjournment

Motion to adjourn the meeting was made by Gloria Cohen-Dion. The meeting was adjourned at 4:55 PM.

**BUCC Minutes October 13, 2010 Meeting**

Toni Trumbo-Bell, Chair, called the 312th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, October 13, 2010, in the Schweiker Exhibit Room of Andruss Library.

Present: Mike Coffta until 4:50PM, Nancy Coulmas, John Riley, Robert Gates, Michael McCormick, Katie Daud, Phil Osburn, Ralph Feather, Toni Trumbo-Bell, Jonathan Lincoln for Ira Blake, Carl Chimi, Gloria Cohen-Dion, Bruce Candlish, Michael Hickey, Deb Sanders for Michelle Ficca, John Hranitz.

This is the first meeting for newly elected members. Everyone introduced themselves. Toni Trumbo-Bell explained the meeting rules.

1. Approval of the Agenda of October 13, 2010 (312th session)

   Motion to approve the agenda made by Ralph Feather; seconded by Gloria Cohen-Dion.

   Motion approved by voice vote.

2. Approval of Minutes of September 22, 2010 (311th session)

   Motion to approve Minutes made by Carl Chimi; seconded by John Riley.

   Motion approved with designated changes.

3. Election of the 2010-2011 BUCC Chair

   Chair, Toni Trumbo-Bell opened the floor for nominations for BUCC Chair for 2010-2011. Gloria Cohen-Dion nominated Carl Chimi; seconded by Nancy Coulmas. There were no other nominations. Ralph Feather moved that the nominations be closed; seconded by John Riley. Motion to elect Carl Chimi was approved with one abstention. Carl took the position of chair for the remainder of the meeting.

4. Chair Remarks:

   Carl Chimi thanked Toni Trumbo-Bell for a wonderful job as chair; Ralph seconded. All agreed.

5. 2012-2013 Academic Calendar

   Motion to approve was made by John Riley; seconded by Ralph Feather.

   There was a discrepancy in the proposed 2012/2013 calendar when comparing it to the PASSHE calendar. **John Riley moved to table the 2012/2013 academic calendar; seconded by Gloria Cohen-Dion. Voice vote carried to table the calendar.**

   John Hranitz questioned the origin of the summer calendar. Students in our summer session are slightly out of phase with the Marine Science Center. Students cannot take courses at BU and at the
Science Center. Members discussed the importance of the Summer Calendar to be reviewed by the BUCC. John Riley moved that the BUCC Chair have a conversation with the Provost regarding summer school; seconded by Toni Trumbo-Bell.

**Motion for the BUCC Chair to discuss Summer School Calendar with the Provost was approved by voice vote.**

6. General Education Discussion

   Carl Chimi asked John Riley, chair of the General Education Task Force, to give the BUCC an overview of where the committee is at this point. John indicated a couple things members of the General Ed Task Force have heard:
   1. Breadth experience. * suggesting two or three different disciplines; Re-examining the General Education Units for each of the categories.
   3. Physical Activities.
   4. Assessment: Value rubrics are not sufficient for the campus. Need to change the language.

   Members requested the General Education Task Force be specific in the course guidelines, mindful to departments that have guidelines for certification and to match general education accordingly, and have a specific plan for the General Education Council.

   Gloria Cohen-Dion asked if the Task Force would be open to a presentation of a different General Education proposal by faculty not on the committee. Bob Gates responded that people on the Task Force Committee represents the entire University by election. If someone has something different, they should bring it to the Task Force. In November, the Task Force will present to the BUCC, PRP 3612, General Education Bylaws, and General Education Operating Procedures.

   Carl Chimi, as Chair, ended discussion on General Education due to time constraint.

7. Course Proposals:

   None

8. Policies, Rules and Procedures

   A. New Policy – Student Disruptive Behavior Policy, Second Reading

   Motion to approve made by Gloria Cohen-Dion; seconded by John Riley. Bob Gates complimented everyone who worked on the committee. He expressed two concerns with the current policy. 1. The final body should be academic and not student affairs; and, 2. There needs to be an appeal process for faculty.

   Members discussed the inclusion of an appeals process for faculty. John Riley made a motion to amend step three of the appeals process by adding a paragraph: “In situations in which the instructor does not agree with the decision granted in the formal resolution, the instructor has the right to appeal the outcome to the Provost”; seconded by Toni Trumbo-Bell.

   Motion to amend was approved by voice vote.

   **Motion to approve Student Disruptive Behavior Policy passed by voice vote.**

   B. PRP-3522 Grades, Quality Points and Quality Point Averages

   1. Motion to change the existing PRP 3522 to change the E grade to an F grade wherever it appears in the document made by Toni Trumbo-Bell; seconded by Gloria Cohen-Dion.

   Members discussed the need to amend PRP 3454 to reflect this change, the difference between an F calculated and an F pass/fail, and the wording of the last sentence in the paragraph describing F-Failed.

   Motion made by Ralph Feather to amend the last sentence in the paragraph explaining the F-Failed to read. “The failure of a pass/fail course is not used in...”
Motion made by Bruce Candlish to amend the amendment to include the change of the last line to read “A grade of F in a pass/fail course...” typed in bold; seconded by Mike Hickey.

Motion approved by voice vote.

Motion made by John Riley to strike the phase ...and when the student has elected...; seconded by Philip Osburn.

Motion approved by voice vote.

Motion to amend the existing policy to change E grade to F grade was approved by voice vote.

Motion to approve PRP3522 as it has been amended made by Michael Hickey; seconded by Philip Osburn.

Members discussed the mechanism in assigning a withdrawal/pass or withdrawal/fail, and the reason for making the distinction between a W, W/P or W/F. Toni Trumbo-Bell explained PRP 3462 handles the mechanism, PRP3522, makes the W/P, W/F possible.

Motion to approve PRP3522 as it has been amended approved by show of hands with 8 approving; 3 opposing.

C. PRP 3462 – Undergraduate Course Withdrawal, Second Reading

Motion made by Toni Trumbo-Bell; seconded by Mike Hickey to add a 72 business hour notification to the instructor and to the advisor of the student who intends to withdrawal so that they will have an advisement period before the withdrawal is processed. The withdrawal does not depend on that advisement; the withdrawal automatically happens at the end of the 72 hour unless the student rescinds the withdrawal.

Members discussed the current withdrawal policy.

Motion approved by voice vote.

Due to lack of time, this item will be placed on the next Agenda for further discussion.

9. Announcements:

Carl Chimi thanked everyone for the opportunity to serve as Chair of the BUCC.

10. Open Forum:

Adjournment

Meeting was adjourned at 4:50PM by consensus.

**BUCC Minutes October 20, 2010 Meeting**

Carl Chimi, Chair, called the 313th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, October 20, 2010, in the Schweiker Exhibit Room of Andruss Library.

Present: Toni Trumbo-Bell, Gloria Cohen-Dion, Michael Hickey, Deb Sanders for Michelle Ficca, Marion Mason, John Hranitz, Phil Osburn, John Riley, Mark Bauman, Bruce Candlish, Mike McCormick, Bob Gates, Ralph Feather, Ira Blake, and Michael Coffita.

1. Approval of the Agenda

   Motion to approve the agenda made by John Riley; seconded by Gloria Cohen-Dion.
   Motion approved by voice vote.

2. Chair Remarks

   Chair, Carl Chimi, requested this meeting to be constructive. He indicated the General Education discussion would end at 4:15 PM.
3. General Education Discussion
John Riley updated the members that the Task Force has recently met and made minor changes.
Wendy Lee distributed a draft outline of an alternative proposal for General Education. Discussion continued on the alternative proposal. Members drafting the alternative proposals were primarily out of Liberal Arts. Fundamental issue is the feasibility in using GEU’s and not courses. Members discussed the similarity between the proposed draft and the alternative draft, how to measure the same course taught by different instructors, how to deal with our requirements of 40 general education requirement through GEU’s, and the definition of general education, the value of transferred in general education units.
Chair, Carl Chimi, ended the discussion due to time constraints at 4:15PM.

4. PRP 3233 - Master Course Syllabus
The BUCC previously reviewed the document down to item 11. Members discussed Items 11-14, the program goals. A suggestion was made to add the wording “general education” to #12. Members discussed what defines program, to add the wording and/or after item 11, before item 12, if applicable to #12, which goals it meets and what the students walk away with. They discussed striking the wording subsequent to approval in item #13. Carl Chimi will make changes based on suggestions.
Adjournment
Motion made by Gloria Cohen-Dion to adjourn at 5:00 PM.

BUCC Minutes November 3, 2010 Meeting
Carl Chimi, Chair, called the 314th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, November 3, 2010, in the Schweiker Exhibit Room of Andruess Library.

Present: Bruce Candlish, Michael Coffta, John Riley, Marion Manson, Gloria Cohen-Dion, Michael Hickey, Philip Osburn, Ira Blake, Michael McCormick, Deb Sanders for Michelle Ficca, Patricia Beyer for Robert Gates, Ralph Feather, Toni Trumbo-Bell, and John Hranitz.

1. Approval of the Agenda of November 3, 2010 (314th session)
   Motion to approve the agenda made by John Riley; seconded by Gloria Cohen-Dion. Motion approved by voice vote.

2. Approval of Minutes of October 13, 2010 (312th session)
   Motion to approve the minutes made by John Riley; seconded by Michael Hickey.
   Motion to approve minutes as amended passed by voice vote.

3. Approval of Minutes of October 20, 2010 (313th session)
   Motion to approve the minutes made by John Riley; seconded by Toni Trumbo-Bell. Motion to approve the minutes as amended passed by voice vote.

4. Chair Remarks:
Carl Chimi conveyed to the committee that he doesn’t want anyone on the committee voting on fear; vote on the merits of the proposal before you.

Carl informed the committee he will suspend all business at 4:40PM and move to open forum.

Gloria Cohen-Dion congratulated Bob Gates on his daughter’s passing of the Bar.

5. Course Proposals:
   A. 50.334 New Course – Molecular Biology Lab
      John Riley motioned to approve; seconded by Bruce Candlish. Kristen Brubaker explained to the BUCC the separation of the Molecular Biology Lab (proposed new course 50.334) from 50.333-Molecular Biology. 50.333 is currently taught as a two-hour lecture and three-hour lab. Some disciplines require this course but not the lab. Toni Trumbo-Bell questioned if this division would open the Bio Chem track, if students working in the lab are in groups or individually, and the reason behind no RNA work included. The lab is done as a project oriented semester; not individual separate labs which follows the lab book. Members questioned the text used which is dated 1997. This is the only edition printed and it is not updated. The instructor changes the content based on current information. Also discussed was the content of Q-2. Student outcomes and benefits to the University were included in Q-2 following instructions in PRP 3230.

   **Motion to approve 50.334 was passed unanimously by voice vote.**

   B. Changes to B.S. Biology Option: Molecular Biology Curriculum
      Gloria Cohen-Dion moved to consider; seconded by John Riley. Kristen Brubaker explained that they added the lab to the core with a few other changes; 50.484 Methods in Biotechnology enrollment was low so they replaced it with Research 1 or Honors Research 1 and switched Methods in Biotechnology as an elective course. They were making graduation exceptions because of the amount of students that needed it but the department wasn’t offering the course because of enrollment issues. Another change was to incorporate Current Topics as an elective and move Biochemistry 2 to an elective. Because they added the lab to the core, they were one credit off. Also changed was the elective requirement from 11 to 12 credits.

      Members questioned any impact on losing social implications of Biology from the list as a requirement, and the absence of Biochemistry 2 for students applying to graduate schools. Most Molecular Biology programs only require one semester of Biochemistry unless the student is applying to Biochemistry and Molecular Biology which then requires two semesters.

      **Motion to approve the changes to B.S. Biology Option: Molecular Biology Curriculum was passed unanimously by voice vote.**

   C. 52.333 New Course – Advanced Organic Chemistry
      Motion to approve by John Hranitz; seconded by Michael Hickey.

      Phil Osburn explained that Organic Chemistry 1 & 2 are required courses for Chemistry majors for a subset of Biology majors headed to graduate school and pre-professional schools. Many accrediting bodies prescribed the topics to be covered in Organic Chemistry 1 & 2. It was difficult to cover everything in two semesters. Felt it beneficial to offer an advanced course in Organic Chemistry to expose students to research in organic chemistry not covered in Organic Chemistry 1 & 2. Course has been offered as an experimental course twice very successfully.

      Members discussed the importance of some courses offered needing to have a flexible content outline such as current topics. Also discussed was to list examples for the course outline to
show the depth expected in the course. The committee agreed that was acceptable and supported.

Motion to approve 52.333 was passed unanimously by voice vote.


Carl Chimi expressed his appreciation to all the voices being heard. He hopes we are moving forward to a reasonably, satisfactory end.

Dr. Blake reported that Middle States did reaccredit the University but requested a report due by April 1, 2011, documenting steps taken to strengthen the General Education including the development of learning goals stated as outcomes with the implementation and documented assessment process for General Education. In 2007, the BUCC made a recommendation to the former Provost that a task force be formed to address general education.

John Riley, Co-Chair of the General Education Task Force, thanked everyone for their input, and thanked the Task Force for their time, energy and effort. One central theme heard is that the original proposal didn’t have enough breadth. The Task Force changed the two discipline requirement to a three discipline requirement over seven categories rather than six. Added quantitative reasoning, mentioned humanities, and took a concern of physical activity and added that. Another concern heard involves the general education guidelines given to the General Education Council. The task force wanted to focus on goals, and the attention needed to our general education offering; thus, the rationale of a general education council. The Task Force also focused on the purpose of the general education in its entirety. They wanted it to be goal oriented as education occurs in many places in the University not just in courses. The Task Force wanted one general education policy for all students in the University not individual per discipline.

A. PRP 3612
B. General Education By-Laws
C. General Education Council – Operating Procedures

Members discussed the possibility of students not passing assignments relative to a certain GEU assigned to that course and what is being measured, what we expect our students to walk away with from Bloomsburg University regarding General Education. The specifics in the GEU’s will be in the Master Syllabi. They discussed the language in the division of goals and whether students need to meet all the goals mentioned within each goal. Michael Hickey addressed his concern with goal 1; Communicate effectively in writing, oral presentation, and visual argument. Some language is written as “or” some “and”. Members discussed the fact that students under the current General Education Policy can satisfy the communications goal without taking a speaking course.

Dr. Judith Kipe-Nolt voiced her concern for students in Allied Health which have very prescribed curriculum completing the general education requirement under the new policy. Some have two-year programs such as Medical Imaging. Marcus, a graduate student in the audience, spoke of his concern on how flexible this policy will in adapting to students with different learning styles and faculty with different teaching styles, and the possibility of an aptitude test before graduation to evaluate the goals.

Members discussed the content of the master syllabi and how broadly the content outline can be understood. Concerns lie within the language regarding the values rubrics.

Bill Hudon spoke of his concern with afterward in the outcomes assessment and how the General Education Council operates and how they are empowered. Bill Hudon has been hearing from faculty who are concerned that the General Education Council and the Director of Planning and Assessment are empowered through the language in examining individual syllabi of individual instructors. If this
isn’t the intent, he is requesting the Task Force take a closer look and rewording to read *master* syllabi. He would like to hear from the Director of Planning and Assessment and the Provost on what is going to happen to these courses as we move forward. Will there be recommendations to make some faculty members in some departments teach a general education course and others not because of the content of the individual syllabi? Dr. Blake explained it is the department’s decision to make the recommendation of the rubric and goals used aggregately not about a particular faculty member. Members discussed the vague wording in question. Dr. Hudon offered some examples of concerns in the wording that he has been hearing from other faculty; such as the words, *others, syllabi, unqualified, other documents* and *appropriate recommendations*. Members agreed that it is vague and would review this for more clarity. Dr. Blake clarified *other documents* to mean the 5-year review; and documents used to help with the review of whether or not students are achieving what our goals are, not the individual faculty member.

At this time, the committee moved to the Open Forum as discussed at the opening of the meeting. Items not covered today will be moved to the next Agenda of November 17, 2010.

10. 2012-2013 Academic Calendar
11. Policies, Rules and Procedures
   A. PRP-3522 Grades, Quality Points and Quality Point Averages, Second Reading (W, W/P, W/F)
   B. PRP 3462 – Undergraduate Course Withdrawal, Second Reading
   C. PRP 3233 - Master Course Syllabus
12. Announcements:
13. Open Forum:
   Marion Mason made a request of BUCC for a non-binding vote to be conducted by APSCUF asking the question: *Do you support the revised General Education Task Force Proposal? Yes, or no.* She feels through this vote, the following would be accomplished: accurate information, a gesture of good will, and one last time to voice an opinion. Ralph Feather voiced his opposition to a straw vote. It changes the mechanism of the BUCC. The purpose of BUCC is to take the information from their departments and the people we represent to come and vote after we hear the useful discussions. Toni Trumbo-Bell agreed that members of BUCC are elected and hope all faculty members are comfortable discussing issues with their peers on the BUCC. Gloria Cohen-Dion voiced her preference for more time to hear some other voices. Patricia Beyer also felt it was more important for BUCC members to talk to people face-to-face rather than a yes, no vote. Dr. Pugh reminded everyone that Dr. Tapsak has sent an invitation to the campus community to attend the Forum on November 10th to further discuss General Education.
   Dr. Jim Dalton raised his concern with the GEU system and the immense amount of time it will take to advise students and keep track of their GEU’s. He questioned whether the technology will be available to assist in this tracking. Dr. Blake replied there would be technology provided.

Adjournment
The meeting adjourned at 5PM.

**BUCC Minutes November 17, 2010 Meeting**

Carl Chimi, Chair, called the 315th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, November 17, 2010, in the Schweiker Exhibit Room of Andruess Library.
Present: Robert Gates, Michael McCormick (until 3:45PM), Toni Trumbo-Bell, John Riley, Nancy Coulmas, Philip Osburn, Marion Mason, Gloria Cohen-Dion, Ralph Feather, Bruce Candlish, Ira Blake, Michael Hickey, Michelle Ficca, Michael Coffta, John Hranitz.

1. **Approval of the Agenda of November 17, 2010 (315th session)**
   
   Motion to approve the agenda made by Toni Trumbo-Bell; seconded by John Riley.
   
   **Motion passed by unanimous voice vote.**

2. **Approval of Minutes of November 3, 2010 (314th session)**
   
   Motion to approve the minutes made by Toni-Trumbo-Bell; seconded by John Riley.
   
   **Motion passed by unanimous voice vote.**

3. **Chair Remarks**
   
   Carl Chimi rescinded his suggestion to vote by a secret ballot if the General Education Proposal reached that point at today’s meeting. The decision to vote by secret ballot was his decision alone; he did not consult with anybody else on the subject. He received several emails, including from BUCC members who indicated they would be willing to vote by raise of hand, and therefore he reconsidered and changed the decision. Dr. Chimi explained that Roberts Rules of Order allows for a motion for a secret vote which must pass by 2/3 majority, but that such a motion would have to come from the committee, not from him.

   Carl Chimi discussed the context of the General Education Task Force Proposal. Dr. Chimi projected the Charge of the Task Force from the University website. The Charge given the Task Force was to develop a new general education program. The BUCC is considering this Proposal at this time because the Task Force has submitted the documents for the BUCC’s consideration.

4. **General Education Task Force Proposal – second reading**
   
   a. PRP 3612
   
   b. General Education By-Laws
   
   c. General Education Council Operating Procedures

   **John Riley moved that the BUCC recommend the Proposal from the General Education Task Force which includes a new PRP3612 General Education Requirements, the creation of the General Education Council with the proposed By-Laws and Operating Procedures; seconded by Toni Trumbo-Bell.**

   Bruce Candlish asked the Task Force: Is it your assertion that in a credit based accounting system, courses could not be linked to goals or only that there is no link in the current program? John Riley replied it may be possible to do a course based system which meets some of the things the Task Force was trying to achieve with this system. The main focus is on the goals. Using the GEU’s tied to the goals you get away from needing another course and made it you need another GEU toward this goal. The second principal is the GEU’s also let a more things happen in general education such as a course to address more than one goal; co-curricular activities to address more than one goal; and it allows courses from non-traditional areas that have not contributed in General Education to participate in General Education.
Toni Trumbo-Bell stated she appreciates the goal driven rather than course driven policy, the ability to capture the value of the course and not just the course, (for example, the Department of Geosciences is under Group B (Social Science), however, Geography is located under this department and includes some natural science content which under the proposed system could be captured across several goals), the General Education Council to focus on General Education and bring items to the BUCC’s attention, and Co-curricular learning experiences. Dr. Bell remarked it has come to her attention that the set-up of the GEU’s as they are currently is not doable by programs that are very constricted.

**Toni Trumbo-Bell moved to make an amendment to the current motion that we move to a credit base accounting system that maintains the features of the proposed system as shown in her proposed amended PRP; seconded by Bruce Candlish.**

The amended proposal decreased the number of minimum general education credits (formally referred to as general education units) for each goal. The number of credits given to each course is the number of credits at which the course is currently listed. For example, a course currently listed at 3 credits would be given 3 general education credits but could be distributed among more than one goal. The total number of general education credits has been reduced to 50 credits because 50 are what we have now. Members discussed the impact at which 50 credits currently has on our education majors. The state is decreasing that number to 40 to enable programs with pre-requisites some flexibility. Bob Gates would like to see the work of 40 general education credits.

**John Riley moved that the credit hours specified in the amended proposal in each of the ten goals be reduced by one; seconded by Toni Trumbo-Bell.** Ralph Feather mentioned this could be handled with a friendly amendment rather than a motion. Toni Trumbo-Bell agreed. Bruce Candlish opposed realizing he did not take education and other tight programs currently struggling to meet 50 credits. We will discuss the motion to amend the amended proposal.

Chris Donahue questioned the use of the credits and their distribution. Dr. Blake indicated equating co-curricular learning experiences to seat time is taking a step backwards. Higher Education is looking at learning outcomes and what is required to achieve them. Philip Osburn pointed out that with a new policy; a new technology system is needed. Currently, our technology folks are dealing with a new database system, and releasing Windows 7. This would add another large project to their undertaking. Dr. Osburn would like to see a plan for the completion of a new General Education accounting system, and a detailed plan, by Administration, on how the burden of assessment is going to be distributed prior to a vote for a new General Education Policy. Members discussed the options of dealing with the assessment workload and the accounting tracking system. Dr. Blake stated that Administration is committed to providing resources to back this.

Jeff Davis questioned the General Education Task Force if this model of GEU’s is used anywhere else. Patricia Beyer replied the Task Force looked at several General Education models; none of which are exactly like our proposed model. Linda Neyer has compiled a list of models viewed and placed them on the website. Dr. Davis then asked the BUCC to consider Dr. Bell’s amended proposal further and not vote today on the General Education Task Force’s Proposal. Bill Calhoun spoke of his concern in locating
several courses to complete a couple of remaining goals a student may have to complete their general education requirement.

John Riley asked to move the discussion to the amendment to reduce Toni Trumbo-Bell’s proposal by one credit for each goal. Bob Gates motioned to call the question; seconded by Ralph Feather. Motion to call the question passed by a unanimous show of hands.

Motion to reduce Toni Trumbo-Bell’s proposal by one credit per goal by show of hands: 8 in favor; 4 opposed. The amendment passes.

Members discussed the distribution of general education credits. These credits can also come from courses within their major. A point raised was the difficulty of students to complete the general education requirement in disciplines we haven’t heard from. That will be the duty of the General Education Council to make recommendations if needed.

Members discussed their desire for students to complete courses outside their major to satisfy General Education.

Toni Trumbo-Bell moved to call the question: Change the name of General Education Units to General Education Credits, and some language changes to accommodate her amendment; seconded by John Riley. Motion to call the question on Toni Trumbo-Bell’s amended proposal changing the language to accommodate the amendment by show of hands: 12 in favor; 1 opposed. Motion to call the question passes.

Motion to approve Toni Trumbo-Bell’s language changes to accommodate her amendment by show of hands: 12 in favor; 0 opposed; 1 abstain. Motion passes.

Gloria Cohen-Dion made a motion to introduce some basic foundation specific courses that will present more for every student at this University including in that foundation, a basic writing requirement, a basic math requirement, a basic science requirement, a basic requirement that students must take a course which introduces them to the government under which they live; seconded by Bruce Candlish. Members discussed the motion being too vague and made a suggestion to Dr. Cohen-Dion to choose specific courses for each foundation. Dr. Cohen made a motion that there be a floor for general education that introduces Composition 1; Math Thinking course, Human Biology and US Government; seconded by Bruce Candlish.

Members discussed students having completed AP courses, etc. and testing out of the basic courses to start at a level higher. This motion takes us in a different direction; back to credit base. They discussed the options of the foundation courses be chosen by the department especially in Math. Would like to resist over-specified foundation courses.

Patricia Beyer indicated the most updated General Education Task Force PRP 3612 included a basic writing course.

Ralph Feather raised the point that he has heard from faculty that they are reluctant to give their opinions because of repercussions. Dr. Feather asked Carl Chimi, as chair, to send an email to everyone to ease the fear. The General Education website is still open for discussion threads. Perhaps that could be the means of discussing the Proposal rather than email.

Because of time constraints, the remainder of the Agenda items will be placed on the next Agenda; December 8, 2010.
5. 2012-2013 Academic Calendar
6. Policies, Rules and Procedures
   a. PRP 3522 - Grades, Quality Points and Quality Point Averages – second reading
   b. PRP 3462 – Undergraduate Course Withdrawal – second reading
   c. PRP 3233 – Master Course Syllabus
7. Announcements
8. Open Forum
The meeting adjourned at 5:05 PM.

**BUCC Minutes December 1, 2010 Meeting**

Carl Chimi, Chair, called the 316th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, December 1, 2010, in Room 170 of Centennial Hall.

Present: Gloria Cohen-Dion, Michael Hickey, John Riley, Toni Trumbo-Bell, Michael McCormick, Michael Coffta, Marion Mason, Bruce Candlish, Ira Blake, Christian Grandzol for Nancy Coulmas, Phil Osburn, John Hranitz, Robert Gates, Deb Sanders, Carl Chimi.

1. Approval of the Agenda of December 1, 2010 (316th session)
   Motion to approve the agenda made by John Riley; seconded by Toni Trumbo-Bell.
   Motion passed by unanimous voice vote.

2. Approval of Minutes of November 17, 2010 (315th session)
   Motion to approve the minutes made by Bruce Candlish; seconded by John Riley.
   Motion passed by unanimous voice vote.

3. Chair Remarks
   Chair, Carl Chimi, opened the meeting addressing the importance of General Education at Bloomsburg University. He displayed the current General Education policy and asked the members how we know we have a good General Education Program, how are the requirements tied to the goals. There is no point in having goals unless you’re checking progress toward those goals. We’ve had our current program for over 30 years but we need a purpose, we need to capture the student’s progress toward the goals, we don’t have a way to see the effectiveness of the general education program overall, and we need the active involvement of the entire University Community.

   Due to the time at the conclusion of Carl Chimi’s address, he announced that he would extend the time beyond 3:45 as originally stated in an email for audience members’ comments on the General Education Proposal.

   a. PRP 3612
b. General Education By-Laws

c. General Education Council Operating Procedures

Gloria Cohen-Dion withdrew her motion on the floor from the November 17th BUCC meeting that there be a floor for general education that introduces Composition 1; Math Thinking course, Human Biology and US Government. Seconder Bruce Candlish agreed.

Bruce Candlish made a motion to replace the above motion to read: *Composition 1 and a basic math course appropriate to a major should be scheduled during the freshmen year to serve as a foundation for completing the general education goals. In the event that a student fails one or both of these courses, the courses must be taken within one year following the course failure.* Gloria Cohen-Dion seconded.

Michael Hickey asked members of the English Department in the audience if there was a process for testing out of Composition 1. Ted Roggenbuck addressed the current procedure for which students can/do test out of Composition 1. If the student tests out of Composition 1, they are given three credits for Composition 1 on their transcript. Tim McConnell questioned if a student needs to retake Composition 1, will there be openings in Composition 1 for the student within the time frame required. Marion Mason requested clarification of the Motion whether the Composition 1 and the basic math course is included in the 40 general education credits or in addition to. Bob Gates indicated if it is in addition to the 40 credits, it will be very difficult for education majors with the current state requirements. Jim Dalton reminded everyone that 40 General Education Credits are not equivalent to 40 course credits. Members discussed the wording of the motion on the floor. Phil Osburn made a friendly amendment to the wording *Composition 1 or an appropriate level composition course* and a basic math course… Gloria Cohen-Dion and Bruce Candlish accepted.

Michael McCulley, chair of the English Department, announced they are working on a course titled “Foundations of University Writing”. Wendy Lee commented University students should be literate in math and composition. Dr. Tidwell suggested requiring Composition 1 as a prerequisite.

Members discussed the meaning/interpretation of “basic math”. They discussed the current quantitative requirement includes courses outside of math and whether or not this “basic math” requirement would be quantitative in nature to include courses outside of math. They discussed whether the wording should include specific goals instead of courses.

Bruce Candlish announced he would be willing to table the motion until they have had an opportunity to meet with members of the Math Department for clarity in the wording. John Riley moved to table the motion; seconded by Bruce Candlish. **The motion passed by unanimous voice vote.**

Marion Mason made a motion to eliminate footnote 3 at the bottom of Table 1; seconded by Toni Trumbo-Bell. Tim McConnell, Exercise Department Chair, is supportive of this
elimination. They currently accommodate any student. John Riley spoke on behalf of the General Education Task Force in support of the amendment. The motion to eliminate footnote 3 at the bottom of Table 1 passed by unanimous voice vote.

Members discussed the vagueness of Item 10 in the goals and the meaning of “Exhibit Responsible Citizenship” to include co-curricular or coursework, and the role of the General Education Council to define this. John Riley replied the approach of the General Education Task Force was either co-curricular or coursework. They discussed the role of the General Education Council to make adjustments as needed.

Wendy Lee raised the issue of faculty competition to attract students to their courses. They discussed what percentage of the General Education should be taken outside of one’s major. Chris Donahue suggested a temporary move to make all the General Education Credits divisible by 3 for the transition.

John Riley moved that footnote 2 be amended to read Credits for Goals 1, 3, 4, 5, 6 and 7 must come from at least three disciplines; seconded by John Hranitz. Christian Grandzol, on behalf of Nancy Coulmas, made a friendly amendment to the motion to read credits for goals 3, 4, 5, 6 & 7 must come from two disciplines; credits for goals 2, 8, 9 & 10 must come from one discipline and credits for goal 1 must come from three disciplines. Members discussed the value of breadth and how difficult a task that is for those constricted disciplines.

Motion to amend footnote 2 and the general education credits required for each goal passed by hand vote; 10 approved – 2 abstained.

Michael Hickey made a motion to amend bullet no. 7 under Description of the Program to read: The minimum number of General Education Credits required for each goal is shown in Table 1. Students may go beyond the minimum GECs. for any goal as necessary or desirable for a program of study; seconded by John Riley. Bruce Candlish is questioning the need for the sentence. The intent of the Task Force was to remind students that they can take more than the minimum. Motion to amend bullet 7 under Description of the Program passed unanimously by voice vote.

Michael Hickey made a motion to strike the last two bullets under Assignment and distribution of GECs must be appropriately supported in the course proposal under Essential Elements; seconded by John Riley.

Bob Gates raised the issue that information was important as it specifically mentions the role of the Department and the Office of Planning and Assessment. Toni Trumbo-Bell made a friendly amendment to move

- All assessment data must be collected and reviewed by the appropriate academic departments. Data must be submitted annually to the Office of Planning and Assessment.
The General Education Council, in collaboration with the Director of the Office of Planning and Assessment, determines the effectiveness of the General Education program and makes recommendations.

to the Student Learning Outcomes area after the last bullet; accepted by John Riley.

**Motion to move the two bullets currently located under Essential Element passed unanimously by voice vote.**

Members discussed the Guidelines for Assigning GEC’s, in particular, the last sub bullet under Student Work.

Gloria Cohen-Dion made a motion to amend the wording under Guidelines for Assigning GEC’s, Student Work, sub-bullet under Weighting of goals within evaluations of student work to read: Guidelines for faculty assigning GEC’s...; seconded by Toni Trumbo-Bell.

Gloria Cohen-Dion withdrew her motion in favor of Michael Hickey’s suggestion.

Michael Hickey made a motion to amend the previous motion to read: For example, if a course focuses on writing instruction, and evaluation involves papers and a percentage of the evaluation counts for clarity of writing, etc., an appropriate number of credits should be assigned to Goal 1; seconded by Gloria Cohen-Dion.

**Motion to amend the sentence passed by voice vote with one abstention.**

Toni Trumbo-Bell made a motion to amend the wording in sub bullet two under the second bullet of Student Learning Outcomes section to read: Departments and divisions must are encouraged to use assessments that can be aligned with one or more elements of the VALUE rubrics (Valid Assessment of Learning in Undergraduate Education) developed by the Association of American College and Universities. [www.aacu.org/value/rubrics](http://www.aacu.org/value/rubrics); seconded by Bruce Candlish.

Members discussed the amended wording.

**Motion to amend the wording failed by hand vote: 5 approved; 6 opposed; 1 abstention.**

The meeting adjourned at 5:05 PM.

**BUCC Minutes December 8, 2010 Meeting**

Carl Chimi, Chair, called the 317th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, December 8, 2010, in the Schweiker Room, Andruss Library.

Present: Toni Trumbo-Bell, Ralph Feather, Deb Sanders, Michael McCormick, John Riley, Nancy Coulmas, Michael Coffta, Gloria Cohen-Dion, John Hranitz, Bruce Candlish, Phil Osburn, Marion Mason, Michael Hickey, Ira Blake, Bob Gates and Carl Chimi.

1. **Approval of the Agenda of December 8, 2010 (317th session)**

Motion to approve the agenda made by John Riley; seconded by Toni Trumbo-Bell.

Chair, Carl Chimi, made a request to add a proposal presented by the Accounting Department: 91.436 Fraud Investigation. John Riley made the motion to add the course
proposal to the Agenda; seconded by Ralph Feather. Motion to add course proposal 91.436 Fraud Investigation to this Agenda passed unanimously by voice vote. 

**Motion to approve the Agenda as amended passed unanimously by voice vote.**

2. **Approval of Minutes of December 1, 2010 (316th session)**
Motion to approve the minutes made by John Riley; seconded by Deb Sanders. 

**Motion to approve the minutes with correction passed unanimously by voice vote.**

3. **Chair Remarks**
Carl thanked everyone for attending the special meeting on December 1st and for all their hard work.

4. **Course Proposals**
   A. Sociology, Social Work, Criminal Justice
      i. 43.260 & 45.260 Dual List C.J. & Sociology Statistics Courses
      ii. 43.255 & 45.255 Dual List C.J. & Sociology Research Courses

   Toni Trumbo-Bell moved to approve 43.260-45.260 and 43.255-45.255; seconded by Ralph Feather.

   Neal Slone explained the purpose of the proposals. Sociology and Criminal Justice are two programs within the same department. By dual listing these courses, students will be more prepared. 

   **Motion to approve 43.260 & 45.260; 43.255 & 45.255 passed unanimously by voice vote.**

   B. Accounting
      i. 91.436 Fraud Investigation

      Nancy Coulmas moved to approve 91.436; seconded by John Riley.

      Mike Shapeero explained the purpose of the proposal. This course has been offered on an experimental basis and has been successful. The correct effective date on the course proposal should be Spring 2011. Members discussed the informal request for a direct relationship between the evaluations to objectives. Given that the College of Business has an accreditation, they are required to assess for the accreditation. There are reviews used to tie the evaluation methods to the learning objectives.

      A motion was made by Ralph Feather requesting the department to send additional information to Carl Chimi explaining the relationship between the evaluations to the objectives; seconded by Toni Trumbo-Bell. It was suggested that the Accounting Department receive a copy of the Sociology proposals passed today as an example of the additional information BUCC is requesting. Carl Chimi asked Nancy Coulmas to get provide that information to the Accounting Department as their representative. The motion for additional information sent to Carl Chimi was passed unanimously by voice vote.
The motion to pass this proposal with the amendment was passed unanimously by voice vote.

5. **General Education Task Force Proposal – second reading - continued**
   - d. PRP 3612
   - e. General Education By-Laws
   - f. General Education Council Operating Procedures

Bruce Candlish moved to amend the amendment tabled from the previous BUCC meeting to provide foundational courses; seconded by Gloria Cohen-Dion.

**The motion to remove the amendment passed unanimously by voice vote.**

Bruce Candlish moved to replace the previous amendment to add the following to PRP 3612; seconded by Gloria Cohen-Dion:

The following shall be inserted just before Co-Curricular Learning Experiences.

**Foundation Courses**

All students are expected to complete foundational courses in English Composition and Mathematics in their first year of enrollment. Students who are not eligible for credit by examination or transfer in these courses will be scheduled into appropriate courses within their first year of study, except that students enrolled in developmental courses will be scheduled into appropriate foundational courses in the semester following their developmental enrollment. Students who receive a failing grade in a foundational course shall schedule a makeup within one year following the failed attempt.

For English Composition, the foundational course is 20.101 *English Composition*.

For Mathematics, the appropriate foundational course will be determined by the student’s major with approval of the BUCC. To receive approval as a foundational mathematics course, the course need not reside in the Mathematics, Computer Science, and Statistics Department. Students who are undeclared, or whose programs of study do not specify a foundational mathematics course, will be scheduled into 53.101 *Math Thinking*.

Foundational courses will earn General Education Credits as determined by the BUCC upon the recommendation of the General Education Council.

Members discussed the goals this amendment would meet and the need of this request. The motion does not specify these goals. These are the two foundational areas needed for students to be prepared for all other courses. Freshmen are currently block scheduled into Composition 1 if needed. Freshmen are not currently scheduled into a math course in their first semester. There are enough quantitative offerings for each student. Students in majors requiring a math course take that course within their first two years. Placement tests are currently given in writing, critical reading and math. Chairpersons of both the English and Math Departments were present.
at this meeting and agreed to commit to meeting this recommendation of requiring foundational courses and will submit courses through the general education process.

Toni Trumbo-Bell made a motion to move the question; seconded by John Riley. Motion to end discussion passed unanimously by voice vote. **The motion passed to add the foundational courses by hand vote; 11 approve, 2 oppose.**

John Riley made a motion to separate the three documents: PRP 3612; General Education By-Laws, and the General Education Council Operating Procedures, and consider PRP 3612 individually; seconded by Gloria Cohen-Dion. **The motion to consider PRP 3612 individually passed unanimously by voice vote.**

Bruce Candlish made a motion to add a footnote to goal 7 to read: Some portion of this credit shall be achieved through visual and performing art; seconded by Mike Hickey.

Members discussed getting too specific and the reason for the footnote. It was discussed that as goal 7 is written, someone can fulfill this goal by taking literature courses only. This is a living document that can be changed at a later date and time if deemed necessary.

Ralph Feather moved to question; seconded by Bob Gates. Motion to move the question was approved by hand vote; 11 in favor, 0 opposed; 1 abstention. **Motion to add a footnote to goal 7 as proposed by Bruce Candlish by hand vote: 2 in favor, 9 opposed. Motion failed.**

John Hranitz moved to amend goal 5; seconded by Mike Hickey, to read: Demonstrate knowledge and application of the natural sciences, patterns of scientific knowledge and development of scientific thought, and apply scientific methods to study problems.

Members discussed the proposed amendment. They would like to reword the goal and not rewrite.

John Riley made a motion; seconded by Toni Trumbo-Bell to amend the amendment and use the current language in goals 5 and 6 and remove the words appropriate vocabulary. **The motion to amend the rewording of goal 5 to John Riley’s motion to remove the wording appropriate vocabulary from goals 5 and 6 passed unanimously by voice vote.**

John Hranitz made a motion to consider merging goal 10 with goal 6 to reduce the total number of goals to 9. **The motion was not seconded; therefore failed.**

John Hranitz made a motion to consider merging goal 8 with goal 4; seconded by Gloria Cohen-Dion.

Members discussed the second language goal was heard repeatedly by faculty. Merging it would be a disservice to the second language requirement. Members agree these two goals are very separate and would be an injustice to merge them. **Motion to merge goal 8 with goal 4 was opposed unanimously by voice vote.**
Gloria Cohen-Dion made a motion to change the language in goal 10 to read: Demonstration an understanding of responsible citizenship through participation in activities and use knowledge of governmental forms and processes; seconded by John Hranitz. Toni Trumbo-Bell made a friendly amendment to remove *an understanding of*; accepted by Gloria Cohen-Dion.

Members discussed how one would demonstration responsible citizenship through participating in activities. Members like the simple statements. Discussion continued on what responsible activity is. An example of military service was given. A class will be required to meet goal 10; not just an activity. John Riley made a friendly amendment to reword goal 10 to read: Demonstrate an understanding of responsible citizenship; seconded by John Hranitz. Gloria Cohen-Dion accepted. Last year, our students documented 60,000 hours in community service. Over half of the hours were satisfied by a course.

Toni Trumbo Bell moved the question; seconded by John Riley. Motion to move the question was approved by hand vote; 12 approved; 1 opposed.

**Motion to amend goal 10 by hand vote; 2 in favor, 11 opposed. Motion fails.**

Mike Hickey questioned the interpretation of goal 4 as it is written. Members discussed the current wording.

Toni Trumbo-Bell made a motion to place a colon after disciplines, amended by Bruce Candlish to after the word analyze; seconded by John Riley.

Goal 4 to read: Apply knowledge from the humanities and other disciplines to analyze: the implications of diversity among human groups; their histories; cultures; and, the plurality of human experiences.

**Motion to add colon after the word analyze in goal 4 passed unanimously by voice vote.**

Motion to move the question to approve PRP 3612 by hand count: 10 approve, 2 oppose. **Motion to approve PRP 3612 as amended by hand vote: 10 in favor, 3 oppose. Motion passes by hand vote.**

John Riley moved to table the General Education By-Laws and General Education Council Operating Procedures until next meeting; seconded by Bob Gates.

**Motion passed unanimously by hand vote.**

Carl Chimi advised everyone that we have several course proposals to consider at the next meeting. He thanked everyone for their hard work on the constructive discussion of this new general education proposal.

The meeting adjourned at 5:00 PM.

**BUCC Minutes January 19, 2011 Meeting**
Carl Chimi, Chair, called the 318th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, January 19, 2011, in the Schweiker Room, Andruss Library.
Present: Toni Trumbo-Bell, Ralph Feather, Michelle Ficca, Michael McCormick, John Riley, Steve Markell for Nancy Coulmas, Michael Coffta, Gloria Cohen-Dion, John Hranitz, Bruce Candlish, Phil Osburn, Marion Mason, Michael Hickey, Ira Blake, and Carl Chimi.
Guest: Kathleen Howley, PASSHE

1. Approval of the Agenda of January 19, 2011 (318th session)
Motion to approve the agenda made by Bruce Candlish; seconded by John Riley.  
Motion to approve the Agenda as amended passed unanimously by voice vote.

2. Approval of Minutes of December 8, 2010 (317th session)
Motion to approve the minutes made by John Hranitz; seconded by Toni Trumbo-Bell.  
Motion to approve the minutes as written passed unanimously by voice vote.

3. Chair Remarks
C. Chimi announced he has two goals for the committee for the semester. He would like to finish the work on general education; and complete the master course syllabus. Carl was recently approached by a faculty member requesting a sample proposal. He asked the committee to give him an example of an exemplary proposal that includes assessment that he can forward to faculty.

Kathleen Howley suggested each proposal contain information regarding accessibility and accommodative services.

Dr. Blake thanked everyone for their hard work last semester while reminding that it’s not over yet. Keep in mind the Office of the Chancellor has an investment in all the 14 State Universities. We don’t want to throw our plan off but we need to be mindful of the BOG policies so we don’t put any student’s progress in jeopardy.

C. Chimi introduced Kathleen Howley from PASSHE who was present to speak on transfer legislation and developments to general education.

4. Dr. Kathleen Howley from PASSHE
Dr. Howley congratulated all who worked on the General Education Proposal. She suggested some minor changes to bring general education into compliance with legislation.

1. Under Description of the Program, last bullet, “Credits transferred as a BU course equivalent…” goes against the Board of Governor’s policy. She indicated there is no negotiation on this particular policy at this time. She suggests the word *may* be substituted for *do not* count toward GECs.

2. Co-Curricular Learning Experiences
   a. “For the purpose of assigning GECs…” Encourages the committee to revisit this statement to protect themselves.

Members discussed the integrity of BU degrees in following the current legislation. Dr. Howley asked the committee to keep in mind the ultimate goal is to do whatever can be done to respect
the knowledge the student is bringing and not worrying about everything looking the Bloomsburg way without affecting integrity. The intent of the passport is to prevent the student from taking additional general education credits.

ACT 50 and ACT 114 (30 credit transfer) are legislations that we must follow.

5. **Course Proposals:**
   
g. **Art and Art History**
   
i. **New Course: 32.291 Introductory Digital Art**
   Ralph Feather moved to approve 32.291; seconded by Toni Trumbo-Bell.
   Christine Sperling explained this replaces another course: Computer Graphics, to create consistency in the numbering sequence within the digital art concentration and changes in the content description.
   Motion to approve 32.291 Introductory Digital Art passed by unanimous voice vote.

   ii. **Change requirements for the Art Studio Major**
   Bruce Candlish moved to approve the change in requirements for the Art Studio Major; seconded by John Riley.
   Christine Sperling explained that this will maintain the same number of credits for the Art Studio major and assures the Art Studio student will have breadth in all areas.
   Members discussed the numbering system within the department. Most Art Studio majors take a concentration in which courses are offered in the 300 and 400 level.
   Motion to approve the change in requirements for the Art Studio major passed by unanimous voice vote.

   iii. **New Course: 32.263 Printmaking: Lithography and Relief**
   1. Changes to 32.262 Intermediate Printmaking (informational only)
   2. Changes to 32.261 Introductory Printmaking (informational only)
   John Riley moved to approve 32.263; seconded by John Hranitz.
   Christine Sperling explained the difficulty in teaching several techniques of printmaking within one semester. They have broken the techniques into three courses.
   Members discussed goals and objectives as written in the course syllabus. It was recommended that numbers 1, 3 and 5 be rephrased to show how they will be specifically assessable. It was recommended wording be used from the Evaluation Procedures area in the Goals and Objectives. Also emphasized was a change needed under the Evaluation Procedures in the paragraph “mastery of the intaglio…” to lithography. Also changing *mastery* to *master*, lithography and relief printmaking.
   Motion to approve 32.263 with changes recommended passed by unanimous voice vote.

   h. **Political Science**
i. New Course: 44.345 Democratization and Regime Change
Toni Trumbo-Bell moved to approve 44.345; seconded by Ralph Feather.
Peter Doerschler explained this is an upper level course that will introduce students to a number of examples of cultures.
Members questioned the 30 credit hour prerequisite. They asked if a motivated student with no Political Science background could do well in this course. Dr. Doerschler responded this prerequisite is sophomore status in any discipline and that a motivated student with no Political Science background could do well.
Also questioned was the numbering of this course at the 300 level. All 100 and 200 level course are considered general education.
Motion to approve 44.345 Democratization and Regime Change passed by unanimous voice vote.

i. Languages & Cultures
i. New Course: 16.397 Practicum in Teaching Pre-K-8
John Riley moved to approve 16.397; seconded by Mike Hickey.
Luke Springman explained a local high school Superintendent approached him requesting assistance in teaching languages two days a week to students after school. This has been offered at an experimental level at 0 or 1 credit and has been very successful. It’s not offered as an elective or a requirement for the major. This has been very beneficial to the students to help teach a language.
Currently they are teaching Spanish and French.
Members discussed the title of the course. It does not include the word Language. The title, as it is currently written, gives the impression this is a course offered within our Education Department. Q-4 on the Omnibus does not indicate the Elementary Education nor the Secondary Education Departments were contacted.
John Hranitz made a motion to table until the Education Departments have been contacted; seconded by Steve Markell. Motion failed by show of hands of 5 in favor and 7 opposed. Discussion continued.
The question of evaluation, record keeping, and accountability measurement was raised. M. Mason raised the point that this course would be an excellent model for the Co-Curricular Experience.
John Riley moved to table; seconded by Toni Trumbo-Bell. Motion to table was passed by unanimous voice vote.

j. Music, Theatre and Dance
i. New Course: 35.349 Applied Music Composition
ii. New Course: 35.449 Advanced Applied Music Composition
John Riley moved to approve 35.349 and 35.449; seconded by Ralph Feather.
Tracey Schmidt explained the purpose of the two new courses: 35.449 and 35.449. There are three tracks in Music: Music Education, Music Theory, and Liberal Arts. Students focusing on Music Theory do not have a way to master their composition skills. They need this opportunity to advance their composition skills privately much like students study performance privately. This will give them the opportunity to advance to graduate school in this area.
M. Mason requested the abbreviation be revised to read: App Music Composition and Adv App Music Composition. Motion to approve 35.349 and 35.449 with the change in abbreviation was passed unanimously by voice vote.

C. Chimi reminded the committee to provide him with exemplary examples of course syllabi. He also announced the Academic Calendar and other items not discussed on this Agenda because of time, will be first on the next Agenda.

Gloria Cohen-Dion moved to adjourn; seconded by John Hranitz. The meeting was adjourned at 5:13 PM.

BUCC Minutes February 2, 2011 Meeting
Carl Chimi, Chair, called the 319th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 4:00 PM on Wednesday, February 2, 2011, in the Schweiker Room, Andruss Library.

Present: Toni Trumbo-Bell, Ralph Feather, John Riley, John Hranitz, Bob Gates, Nancy Coulmas, Gloria Cohen-Dion, Bruce Candlish, Phil Osburn, Marion Mason, Michael Hickey, Jonathan Lincoln for Ira Blake, Michael McCormick, Michelle Ficca, and Carl Chimi.

Chair, Carl Chimi, announced this will be a shorter meeting today due to the compressed schedule. Due to the absence of Jill Whitenight, secretary, this meeting will be recorded for the assistance in transcribing the minutes.

1. Approval of the Agenda of February 2, 2011 (319th session)
   Motion to approve the agenda made by John Riley; seconded by Toni Trumbo-Bell.
   Motion to approve the Agenda passed by voice vote.

2. Approval of Minutes of January 19, 2011 (318th session)
   Motion to approve the minutes made by Toni Trumbo-Bell; seconded by John Riley. Toni Trumbo-Bell requested deletion of the word “unanimously” when recording the outcome of motions when oppositions and abstentions were not requested. Gloria Cohen-Dion requested an amendment to the minutes to include …legislature not being involved in curricular and the State System comprised of 14 Universities was created with the intent that they are distinctive.
   Motion to approve the minutes as amended passed by voice vote.

3. Chair Remarks
   C. Chimi thanked everyone for making it to the meeting given the weather.

   B. Gates raised the issue of safety of faculty and staff during poor weather conditions. It was suggested that the Chair of BUCC raise this issue at the next Secretariat to be discussed at the Forum.

4. Academic Calendar 2012/2013
John Riley moved for the adoption of the proposed Academic Calendar 2012/2013; seconded by Mike Hickey.

C. Chimi reported to the BUCC he received an email from George Chamuris and colleagues asking the BUCC to reconsider the approved 2011/2012 calendar. Dr. Chamuris thanked the BUCC for allowing him to speak. The concern with the approved 2011/2012 academic calendar among the Science Department Chairs is regarding the Reading Day on a Tuesday. Labs are set up on Mondays, conducted on Tuesdays, Wednesdays and Thursdays, and dismantled on Fridays. A day off on a Tuesday, Wednesday or Thursday is very disruptive to the Labs wherein they actually lose a full week.

Members discussed their decision indicating that changing a Tuesday to a Friday, such as the Tuesday before Thanksgiving, may cause someone teaching a Monday/Wednesday/Friday class to lose two days. If we only hold classes on Monday of Thanksgiving week, students go home the previous weekend and miss Monday. Toni Trumbo-Bell made a motion to move the Reading Day back to a Friday and have an academic Friday held on Tuesday of Thanksgiving week for the academic year 2011/2012; seconded by John Riley. C. Chimi ruled Toni Trumbo-Bell’s motion out of order citing he knew the previous speaker would have made a motion if he, the Chair, had not moved forward on the topic for discussion. T. Trumbo-Bell withdrew her motion. C. Chimi suggested forming a sub committee to review this issue. Members questioned if it was possible to revise the 2011/2012 academic calendar after it has been approved and if a subcommittee can be formed to review this issue. Dr. Lincoln announced the BUCC can make a recommendation for a change in the Fall 2011 calendar, however, the recommendation must be made as soon as possible.

R. Feather made a motion to form a subcommittee to review the designated Reading Day for the approved 2011/2012 academic calendar; seconded by John Riley. Toni Trumbo-Bell made a motion to call the question; seconded by John Riley. Motion to call the question passed by voice vote.

Motion to form a subcommittee failed by vote: 5 in favor; 8 opposed.

Toni Trumbo Bell moved to recommend a change to the 2011/2012 calendar that Fall Reading Day be moved to Friday, October 14 and the Tuesday of Thanksgiving, November 22, be an academic Friday; seconded by John Riley. Dr. Lincoln indicated we do not have Friday night courses so the Thanksgiving recess will begin earlier. B. Candlish posed a question on the importance of placing the Reading Day in the middle of the semester as opposed to placing it at the end of the semester. G. Cohen-Dion replied that the Fall semester is very long. The break in the Spring is a full week.

Mike Hickey moved to call the question; seconded by John Riley. Motion to call the question passed by voice vote.

Motion to recommend the change to the 2011/2012 calendar that the Fall Reading Day be moved to Friday, October 14th and the Tuesday of Thanksgiving, November 22, an academic Friday passed by voice vote with one abstention.
C. Chimi asked for input on a general rule when establishing Reading Days. G. Chamuris offered that BUCC consider the importance of the timing to programs. It isn’t always the day of the week that is affected, and to explore other programs on what they do before making the decision.

Discussion on the 2012/2013 Academic Calendar.
G. Cohen-Dion questioned if we need 14 days of study. Members discussed the need for equal courses especially Monday through Thursday because of night classes. Sciences do have labs on Fridays which makes Fridays just as important. Bruce Candlish moved to table the 2012/2013 Academic Calendar and to form a subcommittee with the charge of dealing with the issue establishing an appropriate reading day; seconded by Toni Trumbo-Bell.

**Motion to table the 2012/2013 Academic Calendar and referring it to a subcommittee passes with one opposition.**
Motion was made by John Riley to table the motion to adopt the 2012/2013 Calendar; seconded by Toni Trumbo-Bell.

**Motion made to table the motion to adopt the 2012/2013 Calendar passed by voice vote.**

C. Chimi suggested the creation of a subcommittee charged to review the Reading Day in the Fall, 2011. It was suggested the subcommittee be represented by one member of each college. By volunteer, members are: Ralph Feather representing the College of Education, Nancy Coulmas representing the College of Business, Toni Trumbo-Bell, representing the College of Science and Technology, and Bruce Candlish, representing the College of Liberal Arts. It was suggested to the Chair, C. Chimi, that an email be sent to all faculty indicating a subcommittee has been formed charged with reviewing the placement of the Fall, 2012 Reading Day.

5. **General Education Task Force Proposal – second reading – continued**
   a. General Education By-Laws
   b. General Education Council – Operating Procedures

Gloria Cohen-Dion moved to discuss the General Education By-Laws first; seconded by John Riley.

John Riley spoke on behalf of the General Education Task Force. He indicated the Operating Procedures was a start and not sure the BUCC needs to approve the Operating Procedures. He agrees with the BUCC addressing the By-Laws.

Gloria Cohen-Dion moved to approve the General Education By-Laws; seconded by Ralph Feather.

M. Hickey questioned the first sentence in the By-Laws under Purpose. The GEC will establish… What can be assessed if there aren’t targets set to them to be assessed? John Riley spoke on behalf of the GETF. There will be assessment as assessment is a
measurement of something you are hoping to achieve. A target is not always assessed. A target is a goal for what the assessment should result in.

Some discussion followed on concerns with the name of the General Education Council having the same acronym as the General Education Credits (GEC), there is concern that a group of people is needed to determine the relationship between credits and goals, that each department has to set the assessments for its own content and that an outside body of faculty who may not be familiar with a particular department’s program and content set the assessment processes.

Carl Chimi announced the By-Laws will be first on the next Agenda.

John Riley moved to adjourn. The meeting was adjourned at 5:00 PM.

**BUCC Minutes February 16, 2011 Meeting**

Carl Chimi, Chair, called the 320th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, February 16, 2011, in the Schweiker Room, Andruess Library.

Present: Nancy Coulmas, Marion Mason, Michael Coffta, Phil Osburn, Toni Trumbo-Bell, Michael McCormick, Michael Hickey, Robert Gates, John Riley, Bruce Candlish, Gloria Cohen-Dion, Christine Alichnie for Michelle Ficca, John Hranitz, Ralph Feather, and Carl Chimi.

1. **Approval of the Agenda of February 16, 2011 (320th session)**
   Motion to approve the agenda made by Bruce Candlish; seconded by John Riley. **Motion to approve the Agenda passed by voice vote.**

2. **Approval of the Minutes of February 2, 2011 (319th session)**
   Motion to approve the minutes made by Nancy Coulmas; seconded by Michael Hickey. Clarifications were needed on several motions from the February 2nd meeting. **Motion to approve the Minutes with said revisions passed by voice vote.**

3. **Chair Remarks**
   None

4. **Course Proposals**
   A. **Finance and Legal Studies**
      i. **Career Concentration in Personal Financial Planning**
         1. New Course: 96.401 Personal Financial Planning
         2. New Course: 96.403 Retirement and Estate Planning

   Motion to approve the Course Proposals and the Concentration in Personal Financial Planning as a package made by Nancy Coulmas; seconded by John Hranitz.
Bruce Rockwood and Victoria Geyfman spoke on behalf of the Finance Department. There is a demand for a career in certified personal financial planner helping families and individuals prepare for retirement, college saving, medical saving, and managing all their financial assets. The three courses proposed have been individually considered over the past few years. A student not a Finance Major can take these courses and complete the Concentration although it would help with the prerequisites. The goal of a student completing the Concentration would be to sit for the CFP exam and become a licensed Certified Financial Planner.

Members discussed the sustainability of the program if an additional faculty member is not approved. The department has staggered the course offerings such that a current faculty member could teach with an additional prep but they would need an additional complement within two years.

Members would like to see the following revisions to the proposals:
1. Impact Statement from the Departments of Economics and Math;
2. Word the catalog description beginning with a verb;
3. List specific titles of materials in the library.

Michael Hickey called the question; seconded by Toni Trumbo-Bell. Motion to call the question with 13 in favor passed by hand vote.

**Motion to pass the package Career Concentration and three new courses with revisions to be given to Carl Chimi as stated above, passed by voice vote.**

5. **General Education By-Laws**
This is a continuation of the previous discussion on the By-Laws. The motion to approve the By-Laws was previously made by Gloria Cohen-Dion and seconded by John Riley.

Members discussed the Purpose of the General Education Council. G. Cohen-Dion feels departments need to take the responsibility in determining what the outcomes should be and not the committee. Members discussed some wording has changed since the PRP has been revised.

Toni Trumbo-Bell moved to generate a list of what the BUCC would like the General Education Council to do and to create a subcommittee to redraft new By-Laws; seconded by Bruce Candlish.

Bruce Candlish interprets the motion to a complicated document further complicated by the changes in the PRP previously passed. Because there may be both substantial and issues of format language changes that it makes more sense to take each and determine whether or not to change. He would be happy to have the referral go back to the Task Force if it exists.

Toni Trumbo-Bell moved to reword her motion to read: the BUCC generate a list of things important of the General Education Council and to provide the list to the General Education Task Force for revising the By-Laws. Bruce Candlish, seconder to T. Trumbo-Bell’s original motion, agreed.

List of changes:
Purpose, first paragraph,...to determine whether the goals for student learning outcomes are being achieved...
Toni Trumbo Bell called the question; Phil Osburn seconded. Motion to call the question passed by show of hands with 11 in favor.

**Motion to generate a list of changes to the By-Laws and provide that list to the General Education Task Force for revising** passed by a show of hands with 11 in favor; 4 opposed.

C. Chimi stated to the committee that items to the list must be in the form of motions.

Gloria Cohen-Dion made a motion to reword/restructure the General Education Council membership to read: The voting members of the GEC will be 11 faculty members. Seconded by Toni Trumbo-Bell. Bruce Candlish offered a friendly amendment to include after *eleven faculty members*... *Two student members, a representative from the Division of Student Affairs, and the Director of Planning and Assessment are nonvoting members of the committee.* Gloria Cohen-Dion and Toni Trumbo-Bell both approved the amendment.

Toni Trumbo Bell moved to call the question; seconded by John Riley. Motion to call the question failed by hand vote; 5 approve, 8 opposed.

R. Gates stated not all members of the General Education Task Force were in favor of the inequality representation among the colleges. M. Mason questioned Dean Fritz on the parallel of the Grad Council and the proposed General Education Council. C. Chimi stated all courses on the graduate level will go through the Grad Council.

**Motion to rewrite the first sentence under membership to read:** *The voting members of the GEC will be eleven faculty members. Two student members, a representative from the Division of Student Affairs, and the Director of Planning and Assessment will be non-voting members* failed by hand count: 4 approve – 9 opposed.

Bruce Candlish moved that the document be clarified under the Purpose section, first sentence to read: *The GEC will recommend targets and not establish targets for the goals...*; seconded by Mike Hickey.

**Motion to replace the word establish with recommend** passed by hand vote; 13 approved.

Toni Trumbo-Bell moved to make it clear that the departments establish the targets for the goals of General Education Student Learning Outcomes. The GEC assists the department; seconded by Phil Osburn.

**Motion to change the wording to departments establishing targets** failed by hand vote; 1 approved, 8 opposed, 4 abstained.

J. Riley indicated he will discuss with the General Education Task Force.

Bruce Candlish moved that the Director of Planning and Assessment not be included in the faculty voting member quorum (A majority of whom must be elected faculty.); seconded by Toni Trumbo-Bell. **Motion to exclude the Director of Planning and Assessment from the faculty voting member quorum** passed by hand vote; 12 approved; 1 opposed.

Gloria Cohen-Dion moved that operating procedures will give a general outline as to the responsibilities of the committee in its workings; seconded by John Hranitz. Gloria moved to
change her motion to remove the paragraph under Operating Procedures in the By-Laws and to replace it with *Operating procedures will be established*.

Carl Chimi ended any further discussion until the next meeting. The next meeting is listed as March 16 and it is an open meeting. Carl expressed he would like to have the General Education completed and the Master Course Syllabus PRP completed by the end of this Spring semester. Bob Gates moved to call a meeting in two weeks; March 2nd; seconded by John Riley. Carl indicated the next meeting will be March 2nd 3:00 ending at 4:30 due to the Martin Luther King Banquet. The main topic on the Agenda will be the General Education By-Laws.

Meeting was adjourned at 5PM.

**BUCC Minutes March 2, 2011 Meeting**

Carl Chimi, Chair, called the 321st session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, March 2, 2011, in Room 218, Centennial Hall.

Present: John Riley, Michael McCormick, John Hranitz, Toni Trumbo-Bell, Phil Osburn, Steve Markell for Nancy Coulmas, Michael Coffta, Bruce Candlish, Marion Mason, Michelle Ficca, Robert Gates, Michael Hickey, Gloria Cohen-Dion, Ralph Feather, Ira Blake, and Carl Chimi.

1. **Approval of the Agenda of March 2, 2011 (321st session)**
   Motion to approve the agenda made by Bruce Candlish; seconded by John Riley. **Motion to approve the Agenda passed by voice vote.**

2. **Approval of the Minutes of February 16, 2011 (320th session)**
   Motion to approve the minutes made by John Riley; seconded by Toni Trumbo Bell. **Motion to approve the Minutes with revision passed by voice vote.**

3. **Chair Remarks**
   Carl Chimi thanked everyone for attending this special meeting. It shows dedication.

4. **General Education Task Force Proposal - second reading - continued**
   A. General Education By-Laws
   B. General Education Council – Operating Procedures

   John Riley reviewed recommended changes to the General Education By-Laws by members of the BUCC at the last meeting held on February 16.

   Bruce Candlish made a motion that the Task Force address the ambiguity between the initials GEC between the two documents; seconded by Toni Trumbo-Bell. **Motion to address the initials GEC (General Education Credits and General Education Council) passed by voice vote.**

   Steve Markell made a motion to revise the sentence in the By-Laws under Changes to Bylaws to read: Changes to these bylaws become effective when approved by the BUCC and Provost following consideration by the Meet and Discuss Committee; seconded by Bob Gates. Members discussed where the changes to the bylaws generate for the BUCC approval. BUCC bylaws were reviewed in this discussion.

   Bruce Candlish offered a substitute motion: that the Task Force be instructed to consider the language relative to the change in bylaws to include the possibility that *other units beyond the GEC* may create amendments. S. Markell and R. Gates accepted this amendment; seconded by
Michael Hickey. **Motion that the Task Force include units beyond the GEC to create amendments passed by hand count: Approve – 9; Opposed – 3; Abstention – 1.**

Michael Hickey made a motion to clarify the flow by which proposals are approved; first to the college curriculum committee, then to the GEC, then to BUCC or whether the path is to go to the GEC, the College Committee, then BUCC; seconded by Steve Markell. Members discussed this should be a part of the Operating Procedures of the BUCC. John Riley called the question; seconded by Toni Trumbo-Bell. Motion to call the question passed by voice vote. **M. Hickey withdrew his motion to clarify the flow of proposals; approved by the seconder, S. Markell.**

No further motions were raised on the General Education By-Laws. The General Education Task Force will revise and submit to the BUCC for approval.

B. **General Education Council – Operating Procedures**
Motion to approve the Operating Procedures made by Toni-Trumbo-Bell; seconded by John Hranitz. Gloria Cohen-Dion raised the issue the BUCC cannot move to pass the Operating Procedures before the By-Laws. John Riley agreed.

M. Hickey questioned the clarity of the sentence under General Education Program Review beginning with the paragraph: Starting in 2014...sentence beginning with: In particular, the council will review...to ensure they have been reviewed and updated within the last five years. Is the intent the GEC will ensure documents are up-to-date in their review? J. Riley will raise this issue at the next General Education Task Force meeting. Suggestions were made the General Education Task Force review this sentence.

John Hranitz made a motion to compose a list of recommended amendments for the Task Force’s consideration; seconded by Toni Trumbo-Bell. **Motion to compose a list passed by voice vote.**

John Riley made a motion to move the General Education Task Force review the sentence beginning with *In particular, the council will review...*; seconded by Bruce Candlish. **Motion that the Task Force review the sentence passed by voice vote.**

Gloria Cohen-Dion made a motion to review the Operating Procedures for recommendations to the Task Force from the top; seconded by Toni Trumbo-Bell. It was determined by consensus that the previous motion covers this motion.

Marion Mason questioned what constitutes a substantial enough change to the master course syllabi or proposal that it should go before the BUCC. Members discussed the difficulty in measuring the change.

Toni Trumbo-Bell moved to change GEU’s to GEC’s; seconded by John Hranitz. It was discussed this motion already exists. Motioner T. Trumbo-Bell and seconder J. Hranitz withdrew motion.
Mike Hickey made a motion to modify the language in the third bullet point under the General Description covers the first bullet point is recommended; seconded by Toni Trumbo-Bell. **Motion to modify the third bullet passed by voice vote.**

Mike Hickey made a motion the Task Force carry over the same language concerns as recommended in the By-Laws; seconded by John Hranitz. **Motion the Task Force review the language concerns/recommendations made by the BUCC in the By-Laws be consistent with language in the Operating Procedures passed by voice vote.**

Marion Mason made a motion the Task Force clarify what would happen if recommendations weren’t followed as stated in a sentence in the paragraph starting with: *Starting in 2014..., the sentence: When appropriate, the council will make recommendations;* seconded by John Hranitz. Members discussed. M. Mason withdrew the motion; agreed upon by J. Hranitz.

Bob Gates made a motion the Task Force revise the first and second sentences under Proposals; seconded by Bruce Candlish. **Motion the Task Force review the first and second sentences under Proposals passed by voice vote.**

Carl Chimi announced the Task Force is charged to review these items recommended by the BUCC. A timeline was discussed for the Task Force to complete its work on the By-Laws and Operating Procedures documents.

Toni Trumbo Bell made a motion to set the date for completion of the Task Force for the March 30th BUCC meeting; seconded by Michael Hickey. J. Riley replied there is a substantial amount of work to be done in two weeks. T. Trumbo-Bell and M. Hickey agreed to withdraw their motion with the understanding the Task Force revise the documents as soon as possible.

J. Riley explained the effective date on the PRP as Fall 2012 was with the understanding that the General Education Council would be operating now. This has been relayed to the Provost.

Carl Chimi announced the discussion of the General Education By-Laws and Operating Procedures are concluded for today until the Task Force submits the revised documents.

G. Chamuris asked if the BUCC has an idea of how many General Education proposals will be submitted and if the General Education Council can get all the proposals through in one academic year. Surveying Department Chairs as to how many proposals they may be recommending was suggested.

Toni Trumbo-Bell moved the Chair of BUCC ask the Deans of the Colleges to survey the Department Chairs to get a non-binding estimate of the initial courses to be submitted for general education approval; seconded by John Hranitz. John Hranitz offered a friendly amendment to include, in the survey, departments categorize their submissions into first priority, second priority or something similar and report the number of courses in each category; course names are not necessary. T. Trumbo Bell approved amendment. C. Chimi will draft letter and send to BUCC members for their approval. **Motion to survey the Deans passed by voice vote.**
John Riley made a motion the BUCC chair convey, to the Provost, concerns of the BUCC concerning the implementation date of General Education; seconded by Bruce Candlish. **Motion to convey concern to the Provost passed by voice vote.**

5. **Policies, Rules and Procedures**
   A. PRP 3233 – Master Course Syllabus – Second Reading
   Due to time constraints, this agenda item will be discussed at the next BUCC meeting. Meeting was adjourned at 4:25PM.

**BUCC Minutes March 16, 2011 Meeting**

Carl Chimi, Chair, called the 322nd session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, March 16, 2011, Schweiker Room, Andruss Library.

Present: Robert Gates, Ralph Feather, Michael McCormick, Toni Trumbo-Bell, John Riley, Nancy Coulmas, Michael Coffta, Bruce Candlish, John Hranitz, Marion Mason, Gloria Cohen-Dion, Michael Hickey, and Carl Chimi.

1. **Approval of the Agenda of March 16, 2011 (322nd session)**
   Motion to approve the agenda made by Toni Trumbo-Bell; seconded by Nancy Coulmas. **Motion to approve the Agenda passed by voice vote.**

2. **Approval of the Minutes of March 2, 2011 (321st session)**
   Motion to approve the minutes made by John Riley; seconded by Toni Trumbo Bell. **Motion to approve the Minutes passed by voice vote.**

3. **Chair Remarks**
   Carl Chimi reported he has written to all Deans to get a non-binding estimate of the initial courses to be submitted for general education approval. Carl will collate the numbers for the next BUCC meeting. Carl expressed his appreciation to the Deans for taking the time to gather this information. C. Chimi also wrote to the Provost requesting an extension on the implementation date on the General Education PRP to 2013. Toni Trumbo-Bell asked if the Provost has mentioned anything regarding the software implementation to support the General Education.

4. **Discussion on Name Change of the Department of Exercise Science and Athletics**
   Tim McConnell addressed members of the BUCC on the decision to drop the words and Athletics from the Department name. At one time, all athletic faculty appointments were in the Department of Exercise Science. Some taught general education courses and were provided release time to coach. At present, all coaches are within the Department of Athletics. Including the word Athletics has caused some confusion when applying for grants. Those responsible for awarding the grants have questioned the association with athletics and if the money will be used to support athletics. Members discussed any impact for the department/university in omitting and Athletics from their department name. Bob Gates questioned if courses are still taught on how to coach? The department has not taught such classes in over six years. B. Gates indicated the request for athletic administration by others studying in educational certificate areas and the possibility of initiating that certification program. This was an informational item only; no motion for approval is needed by the BUCC.

5. **Policies, Rules and Procedures**
   A. PRP 3233 – Master Course Syllabus – Second Reading
Toni Trumbo-Bell reviewed their previous work on this PRP. The introduction through and including item 10 has been approved and passed by the BUCC. Discussion will begin with item 11.

Members discussed linking course goals and program goals on course syllabi especially if an individual course is used by several programs. Toni Trumbo-Bell discussed using a checklist sheet to make sure students are fulfilling graduation requirements. She feels how the course fits into the program needs to be done from the program point of view and not the course point of view.

Members discussed learning objectives and skills in methodology and how they differ from the learning objectives and skills in content. They discussed the language should be broad so that it covers upper level courses, not just general education, which also includes a means for assessment. Members discussed the meaning of content outline and learning objectives and their relationship to each other, the difference of the meaning of the words goals and objectives. They discussed the need for the word outcomes in the Master Course Syllabus.

Item #12 was discussed with some partial examples: If the program was to explain how the course fits into the specific major/minor/specialization within the department and into the general education. State the goals of the major this course applies to, if any, of the minor, if any, general education, or a course designed by that department to meet the needs of other programs. Also discussed was the need for #12 to be included in the PRP. A suggestion was made to prepare a program checklist from document V so students are aware of the goals for each program and not in the syllabus.

Members requested a vocabulary list be defined for common language, to include those vocabulary words in the beginning of the PRP and to work with the Assessment office to be sure the vocabulary is common to theirs.

Members discussed there are two types of assessment: 1. Student (as an individual); 2. Course
There are assessments that assess the individual student and assessments that assess the course. Is the function of the master course syllabus to establish the success of the course or is it done through the broader assessment process?

6. Announcements
Carl Chimi thanked everyone for their discussions. The agenda for the March 30th BUCC meeting will include the revised General Education Council Bylaws and Operating Procedures, the Master Course Syllabus PRP and several Omnibus forms.

John Hranitz asked the subcommittee reviewing the Reading Day placement to consider moving it back to the last Friday of classes in each semester. There is a group coordinating a state campus wide research day and it would be helpful to have the reading day on the last Friday of classes in each semester.

7. Open Forum:
Adjournment
Motion made by John Hranitz to adjourn at 5:02 PM.
BUCC Minutes March 30, 2011 Meeting
Carl Chimi, Chair, called the 323rd session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, March 30, 2011, Schweiker Room, Andrus Library.

Present: Ralph Feather, Jonathan Lincoln for Ira Blake, Toni Trumbo-Bell, Michael McCormick, Nancy Coulmas, Robert Gates, Michelle Ficca, John Riley, Michael Coffta, Michael Hickey, John Hranitz, Phil Osburn, Marion Mason, Bruce Candlish, Gloria Cohen-Dion.

1. Approval of the Agenda of March 30, 2011 (323rd) session
Motion to approve the agenda made by Michael Coffta; seconded by Toni Trumbo-Bell. John Riley made a motion to amend the Agenda – Discussion and voting on the General Education Bylaws and Operating Procedures to end at 3:40; discussion and voting on the PRP3233 to end at 4:20 to allow time for Course Proposals; seconded by Nancy Coulmas. If the vote has not taken place by the time limit, the item will be tabled. Motion to approve the Agenda as amended passed by voice vote with two abstentions. Motion to approve Agenda passed by voice vote.

2. Approval of the Minutes of March 2, 2011 (321st session)
Motion to approve the minutes made by John Riley; seconded by Bruce Candlish. Motion to approve the Minutes passed by voice vote.

3. Chair Remarks
Carl Chimi indicated to the committee he would like to discuss the General Education Bylaws and Operating Procedures today as well as the Master Course Syllabus. He reported to the committee he spoke with Bill Calhoun regarding election of members to the General Education Council. In order for a General Education Council to be elected this semester, the vote on the General Education Bylaws and Operating Procedures must occur today to allow for the election process.
C. Chimi reported his goal this semester is to complete the Master Course Syllabus and all Course Proposals.

4. A. General Education Council Bylaws
John Riley moved the BUCC recommend the Bylaws to the Provost; seconded by Michael Hickey.
John Riley reported the most significant change in the Bylaws was replacing the word credits in general education credits with the word points to distinguish between General Education Council (GEC) and general education credits (GEC). Members discussed the advising adjustments needed in following both credits and points. There was a suggestion each BUCC member meet with their department to discuss the advisement needed. Technology support is very much needed. Motion to approve Bylaws as amended by the Task Force passed by voice vote.

B. General Education Council Operating Procedures
John Riley moved the BUCC recommend the Operating Procedures to the Provost; seconded by Toni Trumbo-Bell.
Members discussed any need to revise the date under General Education Program Review starting in the fall of 2011 to provide the council with data. It is the intent of the Task Force for the GEC to begin reviewing data already collected and available as soon as possible.
Gloria Cohen-Dion questioned the use of the word Outcomes in the paragraph beginning Academic Year 2014-2015 Outcomes 1, 2 & 3. Toni Trumbo-Bell made a motion to replace the word Outcomes with Goals; seconded by John Riley. Motion to change Outcomes to Goals passed by voice vote. Motion to approve the General Education Council Operating Procedures passed unanimously by voice vote.

John Riley moved the Chair of the BUCC ask the Provost to change the word General Education Credits to General Education Points in PRP3612; seconded by Bruce Candlish. Motion passed unanimously by voice vote.

John Riley moved the Chair of the BUCC indicate the need for the election of the General Education Council to APSCUF leadership and that it be done as expeditiously as possible. Carl Chimi made a friendly amendment that the Chair of the BUCC pursue the election through the means needed. Motion to refer the election matter to APSCUF passed unanimously by voice vote.

Robert Gates moved the chair of the BUCC to congratulate the Task Force on a job well done and they are disbanded; seconded by Michelle Ficca. Motion is passed unanimously by voice vote.

Bruce Candlish reported as past chair of the APSCUF election committee the time frame to elect a Council is not of requirement but custom as this is not technically an APSCUF election.

Carl Chimi thanked everyone on the BUCC for their work on a new General Education Program.

5. PRP 3233 – Master Course Syllabus
Toni Trumbo-Bell made a motion to define terms for the words goals, outcomes, and objectives to be included in PRP 3233; seconded by John Hranitz. John Riley motioned to table the definitions until everyone has an opportunity to see the definitions; seconded by Gloria Cohen-Dion. Upon further clarification of T. Trumbo-Bell’s motion, J. Riley withdrew his motion; agreed upon by seconder Gloria Cohen-Dion. John Riley moved to add an addendum of definitions to PRP3233; seconded by John Hranitz. Motion to add an addendum of definition terms passed by voice vote.

Toni Trumbo-Bell made a motion for Carl Chimi to state his previously announced definitions of the words goals, outcomes and objectives for discussion and inclusion as the addendum to PRP3233; seconded by Gloria Cohen-Dion. John Riley moved for a 5-minute recess for the Chair of BUCC to construct definitions; seconded by Ralph Feather. Motion passed by voice vote.

Program Goals – the general end towards which effort is directed, what you want to have happen; it is not necessarily measurable or assessable directly. Programs have goals.

Course Objectives – because the goals are not necessarily themselves assessable and measurable, we set objectives which are proxies for the goals. Objectives are stated in a way such that they are directly measurable or assessable. Courses have student learning objectives.

Expected Outcomes – the actual results of the course and cannot be specified in advance. The outcomes are used to determine how well the objectives are met.
Members discussed the proposed glossary terms and made changes reflected above. John Riley moved to table discussion of the definitions; seconded by Robert Gates. **Motion to table passed by voice vote.**

6. **Course Proposals:**

A. **Early Childhood and Adolescent Education**
   i. **63.540 Introduction to the Teaching of Reading**
   
   Toni Trumbo-Bell moved to approve 63.540; seconded by Bruce Candlish. David Walker was available for questions and concerns.

   Members made the following recommendations:

   1. Correct typo under Q1 incorporates;
   2. Check item #6 on first page;
   3. Q1 sentence beginning with “For new courses ...needs to be moved up one box;
   4. Class version added to the Methodology above Class Lectures on first page of the Course Syllabus;
   5. Catalog Description; add an action verb (Focuses on reading...)
   6. Q3 for distance learning courses needs a statement whether or not the person teaching has distance learning experience
   7. Course Text in Catalog Description: Add word suggested required – suggested recommended
   8. Course Goals #2, missing verb (relate them to current best practices..)
   9. Table: Framework, INTASC, IRA references for more clarity

   **Motion to accept 63.540 with amendments passed by voice vote.**

B. **Art and Art History**
   i. **Art Education Certification Program**
   
   Toni Trumbo-Bell moved to approve the Art Education Certification Program; seconded by Nancy Coulmas. There was no representation from the Art Department.

   John Riley moved to table the proposal; seconded by ______.

   **Motion to table passed by voice vote.**

C. **Nursing**
   i. **82.492 HIS1 in Nursing**
   ii. **82.493 HIS2 in Nursing**

   Motion to approve 82.492 and 82.493 as a bundle made by Toni Trumbo-Bell; seconded by Michelle Ficca.

   Christine Alichnie explained the Nursing Department was under the College of Professional Studies and all Honors Nursing students taking HIS1 and HIS2 used the course number under Professional Studies. Nursing is now located under the College of Science and Technology and needs their own course numbers.

   Members suggested:

   1. Catalog Description 82.492: Replace *Consists of* with *Applies the*
   2. Examples of the ways in which evaluation methods are connected with course objectives (ex. Because of the nature of the course, the objectives of this course will be assessed through a variety of methods such as....)
   3. Catalog Description 82.493: Replace *A continuation of*

   **Motion to pass 82.492 and 82.493 with amendments passed by voice vote.**
D. **Audiology and Speech Pathology**
   i. **Place Minor in Audiology and Speech Pathology in Moratorium**
      (informational only)
      Pamela Smith was available from the department for any questions.
      The BUCC Committee did not have any questions.

E. **Educational Studies and Secondary Ed**
   i. **New Course: 60.540 Data Driven Decisions for 21st Century Schools**
      Motion to approve 60.540 made by Toni Trumbo-Bell; seconded by Ralph Feather.
      Robert Gates explained the PDE made changes to the Principal Certification Program at the graduate level. The creation of this course is in response to those changes.
      Members suggested:
      1. Q-3 description: The proposed change does **not**
      2. Catalog description: Begin with an action verb
      3. Clarify Table Titles under Goals and/or Objectives
      **Motion to approve 60.540 with amendments passed by voice vote.**
   
   ii. **Program changes to Principal’s Certification Program**
      Motion to approve the changes to the Principal’s Certification Program made by Toni Trumbo-Bell; seconded by Gloria Cohen-Dion.
      Robert Gates explained the changes in requirements mandated by PDE.
      Members suggested:
      1. Q3 – second sentence ….change is in regards
      **Motion to approve with amendments passed by voice vote.**

   iii. **Distance Education version of 60.204 Educational Technology for Teaching and Learning**
      Motion to approve 60.204 Educational Technology for Teaching and Learning made by Ralph Feather; seconded by Bruce Candlish.
      Raymond Pastore explained the changes being made to the title and content at the same time they are proposing the course as a distance education offering.
      Members suggested:
      1. Checking box 6 on front page for content change
      2. Q-3 statements needs to explain why no additional resources are required in adding a distance education component to the course; that the instructor(s) is experienced/trained in teaching distance education version
      3. Catalog description: needs to begin with an action verb
      4. How replacing lecturing component (ex. Webcam, etc.)
      5. Q-1 Course abbreviation: Educ Technology
      6. Q-1 indicate distance education
      John Riley moved to table the motion and see the revisions at the next meeting; seconded by _____.
      **Motion to table passed with 1 opposition; 1 abstention.**

F. **Languages and Cultures**
   i. **Service-Learning in Languages and Cultures**
      Motion to approve motion made by Gloria Cohen-Dion; seconded by Bruce Candlish.
Luke Springman thanked the BUCC for their comments on the previous proposal that strengthened this version.  

**Motion to pass 16.397 passed by voice vote.**

Adjournment – Bruce Candlish moved to adjourn at 5:05 PM.

**BUCC Minutes April 6, 2011 Meeting**

Carl Chimi, Chair, called the 324th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, April 6, 2011, Multipurpose B Room of the Kehr Union Building.

Present: Ralph Feather, Jonathan Lincoln for Ira Blake, Toni Trumbo-Bell, Nancy Coulmas, Robert Gates, Michelle Ficca, John Riley, Michael Coffta, Michael Hickey, John Hranitz, Phil Osburn, Marion Mason, Bruce Candlish, Gloria Cohen-Dion.

1. **Approval of the Agenda of April 6, 2011 (324th session)**  
   Motion to approve the agenda made by John Riley; seconded by Michael Coffta. **Motion to approve Agenda passed by voice vote.**

2. **Approval of the Minutes of March 30, 2011 (322nd session)**  
   Motion to approve the minutes made by John Riley; seconded by Nancy Coulmas. **Motion to approve the Minutes with amendments passed by voice vote.**

3. **Chair Remarks**
   Carl Chimi informed BUCC members the Provost has signed the updated PRP3612, the General Education Council Bylaws and Operating Procedures. The Provost has notified appropriate APSCUF officials to begin the election of the General Education Council.

4. **Policies, Rules and Procedures**
   A. **PRP 3233 – Master Course Syllabus**  
      Members continued discussing the definitions of three terms to be included in the PRP 3233. Sheila Dove-Jones presented a glossary of similar terms used by the Planning and Assessment Office for TracDat. By consensus, members decided to discuss the definitions drafted at the last BUCC meeting. **Motion was made by John Riley to incorporate the definitions drafted at the last BUCC meeting into the PRP3233 with appropriate editorial changes; seconded by Toni Trumbo-Bell.**  
      **Motion to incorporate the said definitions with any editorial changes to be made into PRP3233 passed by voice vote.**

      Toni Trumbo-Bell moved to strike Item 12; seconded by John Riley. **Motion to strike item #12 passed by voice vote.**

      Toni Trumbo-Bell moved to strike item 11 Purpose of the Course; seconded by Michelle Ficca. **Motion to strike item 11 passed by voice vote.**

      Toni Trumbo-Bell moved to replace item 13 with the definition of Learning Objectives; seconded by Michael Hickey. **Motion passed by voice vote.**

      Michael Hickey made a motion to reword a portion of a sentence in item #13 to read: ...but the intent here is that the Student Learning Objectives in this Master Course Syllabus should **apply to all sections of the course.**
Motion to reword a portion of item #13 passed by voice vote.

John Riley moved to table the discussion on PRP3233; seconded by John Hranitz. **Motion to table discussion on PRP 3233 passed by voice vote.**

5. Course Proposals
   A. **Education Studies**
      a. Revised 60-204 New Course: Educ Tech for Tchg and Lrng
         Toni Trumbo-Bell made a motion to approve 60-204; seconded by John Riley. Raymond Pastore was available to answer any questions. It was requested to add the 5-digit cost code on the top of page 2. Department will provide information to Jill to include. **Motion to pass 60-204 with the 5-digit cost code passed by voice vote.**

   B. **Art and Art History**
      a. Certificate Program in Art Education
         Toni Trumbo-Bell moved to accept the Certificate Program in Art Education; seconded by Gloria Cohen-Dion. Vincent Hron was available to answer any questions. **Motion to pass the Certificate Program in Art Education passed by voice vote.**

   C. **Economics**
      a. New Course: 40-340 Economics of the Middle East
         Michael Coffta moved to approved 40-340; seconded by Bruce Candlish. Hossein Abbasi reported to the committee this proposal is in response to the increasing demand to learn more about the Middle East. Members suggested the following change: No. 2 under evaluation, “For example, in place of Written assignments”. **Motion to approve 40-340 passed by voice vote.**

   D. **History**
      a. Minor in Middle East Studies
         Bruce Candlish moved to approve the minor in Middle East Studies; seconded by Gloria Cohen-Dion. Safa Saracoglu was available for any questions. Members suggested adding a “P” to BU under Brief Summary of Proposed Program. **Motion to approve the Minor in Middle East Studies passed by voice vote.**

   E. **Early Childhood and Adolescent Education**
      a. **Early Childhood and Adolescent Education**
         i. DE/Maj/Min Rqmts: 62.334 Teaching Rdg in EC 1-4
         ii. DE/Maj/Min Rqmts: 62.336 Teaching Soc Stud PK-4
         iii. DE/Maj/Min Rqmts: 62.338 Diagnostic & Inclusion Prac in Literacy PK-4
         iv. DE/Maj/Min Rqmts: 62.340 Teaching Math in EC 1-4
         Motion made by Gloria Cohen-Dion to discuss 62.334, 62.336, 62.338 and 62.340 as a bundle; seconded by John Hranitz. **Motion to approve as a bundle passed by voice vote.**
         Frank D’Angelo reported to the committee the courses were approved recently to be taught in a traditional classroom. As a result of the Articulation Agreements with Community Colleges and in conjunction with the phasing out of the old programs and
integrating with the new programs, the Provost recommended to the Department that they offer these courses as distance education. Members suggested the following revisions:
1. Describe what is being requested in Q1.
2. List any additional resources needed or if none needed, explain why in Q3.
3. Attach Program Check Sheets as indicated in proposal.
4. Uncheck Item 10 on cover sheet.
5. Effective Semester date needs updating.
6. Remove blank pages
7. Correct Title on 62.334 Teaching Reading...
8. 62.340 pg. 6 under Course Syllabus replace space age with visual
9. Course syllabus chart, very confusing to find linkage between objectives and evaluation procedures. Table with rows was suggested.
11. Course abbreviation consistencies among all proposals.

John Riley moved to table the bundled proposals; seconded by Toni Trumbo-Bell.

**Motion to table passed by voice vote.**

v. **DE: 62.121 Intro to ECE**
Michael Hickey moved to return 62.121 be returned to the originating faculty for the same corrections to be made as in the previous four courses; seconded by Bruce Candlish. **Motion to return 62.121 for corrections passed by voice vote.**

b. **Finance and Legal Studies**

i. **New Course: 98.475 Negotiation and Alternative Dispute Resolution**
Toni Trumbo Bell moved to approve 98.475; seconded by Nancy Coulmas. Laura Davis explained to the committee this class will teach students what alternatives there are to litigation arising out of disputes and negotiation skills.

Members discussed whether this course would be used as a major or minor requirement or an elective. Document V is required if it is to be considered as an elective. Suggested by the members was to generalize the evaluation procedure so that any instructor can teach the course and

Members suggested:
1. Check Box 10
2. Remove title of the course under Catalogue Description
3. Generalize Content Outline
4. Generalize Evaluation Procedures
5. Q2 – business-related; problem-solving.
6. Sentence in Q2 beginning with Knowledge (reword)
7. Sentence in Q2 beginning with The development, alternative
8. Sentence in Q-2 cost-effective
9. Last sentence in Q-2 correct spelling – Prerequisite
Toni Trumbo Bell moved to table 98.475 in lieu of corrections; seconded by John Hranitz. **Motion to table passed by voice vote.**

ii. New Course: 98.120 Personal Legal Decisions

Michael Hickey moved to approve 98.120 as a new course; seconded by John Hranitz. Laura Davis spoke to the committee to explain this is a general education course in values and ethics. Teach all students basic legal things from cradle to grave; marriage, adoption, wills, trusts, etc. The class has been taught as an experimental course and has done very well.

Members suggested:

Michael Hickey moved to table 98.120 for similar corrections as requested in 98.475; seconded by Toni Trumbo Bell. **Motion to table passed by voice vote.**

6. Academic Calendar 2012/2013

   A. Report from ad-hoc Committee

   Toni Trumbo-Bell moved to hear the report of the ad-hoc committee; seconded by John Hranitz. Bruce Candlish spoke on behalf of the ad-hoc committee. The committee recommended Reading Day in the Fall semester occur on the Tuesday before Thanksgiving. The committee’s second choice would be to use a Friday earlier in the semester as a Reading Day. John Riley moved to accept the recommendation of the ad-hoc committee and thanked them for their work; seconded by Michael Hickey. **Motion to accept the recommendation passed by voice vote.**

Adjournment – John Riley moved to adjourn at 5:03 PM.

**BUCC Minutes April 13, 2011 Meeting**

Carl Chimi, Chair, called the 325th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, April 13, 2011, in the Schweiker Room of the Andruss Library.

Present: Marion Mason, John Riley, Bruce Candlish, Toni Trumbo-Bell, Nancy Coulmas, John Hranitz, Gloria Cohen-Dion, Phillip Osburn, Michael Hickey, Michael Coffta, Ralph Feather, Ira Blake, Michelle Ficca, Robert Gates, and Carl Chimi, Chair.

1. Approval of the Agenda of April 13, 2011 (325th session)

   Motion to approve the agenda made by John Riley; seconded by Nancy Coulmas. **Motion to approve Agenda passed by voice vote.**

2. Approval of the Minutes of April 6, 2011 (324th session)

   Motion to approve the minutes made by John Riley; seconded by Toni Trumbo-Bell. **Motion to approve the Minutes with amendments passed by voice vote.**

3. Chair Remarks

   Carl Chimi announced at the Secretariat meeting on April 11th, they discussed the start date of the new General Education program. The effective date of 2012 was indicated on the recent report sent to Middle States. Dr. Blake indicated the date can be revisited if needed as we move forward in the process of identifying and approving courses for the Program.

4. Academic Calendar 2012/2013

   Toni Trumbo-Bell moved to approve the calendar; seconded by Ralph Feather.
Members discussed the implications of Reading Day and its effect on Residence Life/dorms, etc. John Hranitz reminded members of the attempt to have a PASSHE wide research day. Ralph Feather moved to rename Reading Day to Reading/Research Day on Tuesday, November 20th; seconded by Nancy Coulmas. **Motion to rename Reading Day to Reading/Research Day passed by voice vote.**

**Motion to approve the 2012/2013 academic calendar with the amendment of renaming Reading Day to Reading/Research Day passed by voice vote.**

5. **Numbering of Honors Courses**

Steve Kokoska addressed the difficulty with the University wide course software recognizing the actual course taught due to the current numbering system. All honors courses have 08 prefix. Every honors humanities course has the same number; all social science courses have the same number, etc. This numbering system, as it is posted on students’ transcripts, can appear the student took the same course more than once. In addition, standard University courses taught in honors such as Principles of Economics 1, cannot be recognized by the computer system as that specific course, therefore, students cannot register for courses in which Economics 1 is a prerequisite.

Members, Jonathan Lincoln and Joseph Kissell provided recommendations on course numbering. It was recommended that departments submitting proposals for their courses to general education, they would also submit a proposal for the course as an honors course if offered on a regular basis for honors, such as Economics 1. Proposals for special topics in humanities, social science, etc. should also be prepared and submitted. Someone from Honors should be present at the BUCC meeting to endorse/answer any questions the committee may have. General courses will be prepared by the Honors Program and channeled through the proper college.

6. **Course Proposals**

**A. Languages and Cultures**

i. 16.397 New Course: Service Learning in Languages and Cultures

Ralph Feather moved to approve 16.397 that contains changes to the previously approved document and replaces it; seconded by Nancy Coulmas. Luke Springman explained the two changes from the proposal recently passed by BUCC but not through the Provost yet. The first change was to remove the dollar amount in Q3, the second was an addition to the catalog description that this course may be repeated for credit. **Motion to approve 16.397 with changes and replaces the previously approved proposal passed by voice vote.**

**B. English**

i. Program Policy Change for English Majors

Toni Trumbo Bell moved to approve the Program Policy Change for English Majors; seconded by Gloria Cohen-Dion.

Mike McCulley indicated the reason for this is to raise the standards that students must earn a C in place of a C-. This change will also align with the College of Education. Members discussed the ramifications to students who fall below a C. **Motion to approve the Policy Change passed by voice vote.**

ii. Program Policy Change for English Minors

John Riley moved to approve the Program Policy Change for English Minors; seconded by Robert Gates. **Motion to approve the Policy Change passed by voice vote.**
C. Music, Theatre & Dance

i. New Course: 26.100 Theatre Forum
Toni Trumbo Bell moved to approve 26.100; seconded by John Riley.
Bruce Candlish explained this new course is to bring the majors within the department together, to share work developed with the rest of the department and to add structure to critique work. It is required of all declared majors.

Motion to accept 26.100 passed by voice vote.

ii. Theatre Arts Major revision
Robert Gates moved to approve; seconded by Gloria Cohen-Dion. Bruce Candlish explained the revisions were to incorporate Theatre Forum into the course; requires declared theatre majors to take Theatre Practicum every semester, and includes stage management.

Motion to approve the revisions to the Theatre Arts Major passed by voice vote.

John Riley commented that some courses offered as 0 or 1 credit are examples of co-curricular learning experiences where students may not necessarily receive credit but could receive points in the new general education program.

7. Policies, Rules and Procedures

A. PRP 3233-Master Course Syllabi
John Riley motioned to remove PRP3233 from the table; seconded by Bruce Candlish. Motion to remove PRP3233 from the table passed by voice vote.
Toni Trumbo Bell moved to strike Items 11-14 should clearly state...; seconded by Nancy Coulmas.

Motion to strike 11-14 passed by voice vote.
Toni Trumbo-Bell moved to place the glossary terms after The Master Syllabus is a binding...; seconded by Bruce Candlish.

Motion to move glossary passed by voice vote.
Phil Osburn moved to strike the word Interim; seconded by Michael Coffta.

Motion to strike the word Interim passed by voice vote.
Michael Coffta moved to strike the last sentence in Item 16 If additional resources are required from the library,...; seconded by John Riley.

Motion to strike passed by voice vote.
Toni Trumbo-Bell moved to use the APA style of entry as noted in Item 16; seconded by Michael Hickey.

Members discussed the current language as written in item #16.
Mike Hickey offered a friendly amendment to alter the proposal to read: The style should consistently follow a ...; accepted by Toni Trumbo-Bell.

Members discussed the decision should be within the department, not the discipline. Bruce Candlish offered a substitute to read: The style of entry should follow..., or an accepted guide in a specific discipline.

Motion to modify the sentence in Item 16 to include the word consistently and to remove the word and and replace with an passed by voice vote.
Michael Hickey moved that line 16, first sentence be amended to read: Supporting Materials and References: State List materials and references necessary to support the course. ; seconded by Toni Trumbo-Bell.

Motion passed by voice vote.
Michael Coffta moved to reword item #16; sentence beginning with *Indicate, with an asterisk*...that are available at through the Andruss Library. And the sentence beginning with *If a course requires use of library resources...the library’s holdings offerings are adequate to support it*.; seconded by John Riley.

**Motion to change two words in Item 16 passed by voice vote.**

Marion Mason moved to add after “It must be prepared with...” to read: *As indicated on the Omnibus Form (see PRP 3230) many updates, including changes in course content, require further action*”; seconded by Toni Trumbo-Bell.

Members discussed the wording of the motion.

**Motion to amend the Introduction passed by voice vote.**

Michelle Ficca moved to add to the examples in Item #10, distance education; seconded by John Hranitz. Ralph Feather offered a friendly amendment to add *specific methods used for distance education*; accepted by Michelle and John.

**Motion to amend language passed by voice vote.**

Marion Mason moved to Change Item #13, Course Objectives: *because the goals...* and replace with *“State objectives in a way such that they are directly measurable or assessable.”*; seconded by John Hranitz.

**Motion to change wording passed by voice vote.**

Michael Hickey moved to strike the last sentence in Item 13: *Courses have student learning objectives...*; seconded by Bruce Candlish.

**Motion to reword passed by voice vote.**

Toni Trumbo-Bell moved to break to allow for editing of the document in a presentable, readable state; seconded by Gloria Cohen-Dion. Toni amended her motion to editing the document for the next meeting and to vote on it as soon as possible.

John Riley offered a friendly amendment that the PRP3233 in the finished state would be first on the agenda without discussion; seconded by Gloria Cohen-Dion, accepted by Toni Trumbo-Bell.

**Motion to present the finalized form of PRP3233 for the next meeting, be first on the agenda without discussion passed by show of hands; 7 in favor, 5 opposed.**

Michael Coffta moved that under item #16 replace the word determine with confirm; seconded by John Riley.

**Motion to change word passed by voice vote.**

Marion Mason made a motion to change student learning objectives to course objectives; seconded by John Riley.

**Motion to change the wording of student learning objectives to course objectives passed by voice vote.**

Phil Osburn moved to strike Item #13 Student Learning Objectives, sentence beginning with *Student Learning Objectives should be stated in such a way...*; seconded by John Riley.

**Motion to strike the sentence passed by voice vote with one opposition.**

Bruce Candlish moved to substitute Assessment Methods with *Student Assessment* in Item #14; seconded by Phil Osburn.

**Motion to substitute Assessment Methods for Student Assessment in Item 14 passed by voice vote.**

Toni Trumbo-Bell moved to change Student Learning Objectives to Course Objectives throughout the PRP; seconded by Phil Osburn.

**Motion passed by voice vote with two oppositions.**

Mike Hickey moved to have PRP 3233 first on the next agenda with discussion; seconded by Nancy Coulmas.

**Motion passed by voice vote.**
8. Open Forum
Gloria Cohen-Dion asked how many have received questions from students wanting to get into classes being held for freshmen but they couldn’t see it on PeopleSoft. Bob Gates indicated the glitch with PeopleSoft is that there is a green button indicating you can schedule this course but after trying to schedule, an error message is shown that the seats are reserved for freshmen. Faculty are inundated with student requests for seats in classes that are reserved for freshmen. Toni Trumbo-Bell moved the chair of BUCC express the concerns of faculty of scheduling issues to Jonathan Lincoln and the Provost; seconded by Mike Hickey. Carl Chimi will draft an email to both Drs. Lincoln and Blake.

Meeting adjourned at 5:17PM.

BUCC Minutes April 27, 2011 Meeting
Carl Chimi, Chair, called the 326th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, April 27, 2011, in the Multipurpose B Room of the Kehr Union.

Present: Michelle Ficca, Phillip Osburn, Nancy Coulmas, Michael McCormick, John Riley, Michael Hickey, John Hranitz, Toni Trumbo-Bell, Bruce Candlish, Robert Gates, Gloria Cohen-Dion, Michael Coffta, Ira Blake, Ralph Feather and Carl Chimi, Chair.

1. **Approval of the Agenda of April 27, 2011 (326th) session**
   Motion to approve the agenda made by Bruce Candlish; seconded by John Hranitz. **Motion to approve Agenda passed by voice vote.**

2. **Approval of the Minutes of April 13, 2011 (325th session)**
   Motion to approve the minutes made by John Riley; seconded by Toni Trumbo-Bell. **Motion to approve the Minutes passed by voice vote.**

3. **Chair Remarks**
   Carl thanked all the members of the committee for serving. All have done an amazing job.

4. **PRP 3233 – Master Course Syllabi**
   Members made minor changes to PRP 3233 as presented. Nancy Coulmas moved to reword the first sentence in Item 10 to Methods: Indicate a *suggested appropriate class size with rationale,…*; seconded by Toni Trumbo-Bell. **Motion to reword the language passed by voice vote with one opposition.**
   Toni Trumbo-Bell moved to replace course objective with student learning objective wherever they appear; seconded by Gloria Cohen-Dion. **Motion to replace course objective(s) with student learning objective(s) throughout PRP 3233 passed by voice vote.**
   Toni Trumbo-Bell moved to replace student learning outcomes with student learning objectives; seconded by Michael Coffta. **Motion to replace student learning outcomes with student learning objectives passed by voice vote.**
   Toni Trumbo-Bell moved to replace the word goals with objectives in the introductory; seconded by John Riley. **Motion to replace goals with objectives in the introductory passed by voice vote.**
   Motion to approve PRP 3233-Master Course Syllabi with amendments passed by voice vote.
5. **Omnibus Form Review – Form and PRP 3230**
   Toni Trumbo-Bell moved to approve PRP 3230 Course Program Development of which Document P is a part; seconded by John Riley.
   Toni Trumbo-Bell moved to add to Document P as item C3 under Box 4 a signature line and date line for General Education Council; seconded by John Riley.
   John Riley made a friendly amendment to add C3 be included under Box 3 in the Approval Sequence column; accepted by Toni Trumbo-Bell.

   **Motion to add GEC signature and date lines under Box 4 and C3 to Box 3 passed by voice vote.**
   Michael Hickey motioned to superscript footnotes under Box 2 and #1 in Box 4; seconded by Bruce Candlish. John Riley made a friendly amendment to also superscript all footnotes for consistency.

   **Motion to superscript footnote numbers passed by voice vote.**
   Toni Trumbo-Bell moved to enlarge the Instructions line under the title of Document P; seconded by Bruce Candlish.

   **Motion to enlarge the font the Instructions line passed by voice vote.**
   Michael Hickey moved to add a sentence in Q-3/Resources to read: Explain why; seconded by Gloria Cohen-Dion.

   **Motion to add a sentence in Q-3 passed by voice vote.**
   Toni Trumbo-Bell moved to remove the Old 5 digit Cost Code 00000 in Document Q; seconded by Phil Osburn. Dr. Blake indicated other offices may use this code. She will confirm and report back to the BUCC. Toni Trumbo-Bell amended her motion to replace Old 5 digit Cost Code to Cost Code, accepted by Phil Osburn.

   **Motion to replace old 5 digit cost code with cost code passed by voice vote.**
   John Riley moved to authorize the Chair to insert page breaks where appropriate; seconded by Toni Trumbo-Bell.

   **Motion to insert page breaks passed by voice vote.**
   Nancy Coulmas moved to update the Form Expiration date at the top of Document P to 6-1-2012; seconded by Bruce Candlish. Members discussed whether the expiration could be extended to two years. Bruce indicated given the change in general education and other potential issues, it may be worthwhile to review in one year and then make the decision to review every two years. **Motion to update the expiration date passed by voice vote.**
   Bruce Candlish motioned to add a footnote #5 to read Existing and Proposed Checklist; seconded by Gloria Cohen Dion. **Motion to add footnote #5 passed by voice vote.**
   Toni Trumbo-Bell moved to replace the word objectives to goals in PRP3230 II.C.5; seconded by Phillip Osburn. **Motion to replace objectives with goals passed by voice vote.**
   Toni Trumbo Bell moved to replace the language in the instructions under Document R Master Course Syllabus in PRP3230 from The Master Course Syllabus sets the course goals and/or objectives to student learning objectives; seconded by Phillip Osburn. **Motion to change the language passed by voice vote.**
   Toni Trumbo Bell moved to include a new instruction under the instructions for Document V in PRP3230: List program goals. Indicate which goals each course addresses; seconded by Phillip Osburn. **Motion to add a new instruction failed by show of hands; 5 in favor, 7 opposed.**
   Phillip Osburn moved to link PRP3230 and PRP3612 to the document; seconded by Toni Trumbo Bell. **Motion to link PRP 3230 and PRP 3612 passed by voice vote.**

   **Motion to accept PRP 3230 and the Omnibus form as amended passed by voice vote.**
Carl Chimi requested clarification on the process of the PRP approval procedure; mainly if PRP’s passed by the BUCC need be reported to the Forum before forwarded to the Provost. The Forum is notified as informational only so therefore, can be forwarded to the Provost for approval prior to reporting to the Forum.

6. **Course Proposals**
   
   A. **Law**
   
   i. **LAW.120 New Course: Personal Legal Decisions**
   
   John Riley motioned to remove LAW.120 from the table as consideration of a new course; seconded by Phillip Osburn.
   
   **Motion to remove from the table and approve as a new course passed by voice vote.**
   
   John Riley moved to approve LAW.120 as a values course; seconded by Toni Trumbo-Bell. Laura Davis explained this proposal was developed prior to the approval of the new general education program. The course has been taught one time experimentally by the Frederick Douglass Scholar and was well received. Members discussed considering new courses under the current General Education program. Dr. Blake indicated she will not be approving any course under the old general education program. She explained there is a general education model in place outlining the student learning outcomes and the proposal can be one of the programs that can work closely with the GEC first in the summer under the new model. Carl reminded the committee there isn’t anything in writing stating departments cannot submit proposals for consideration under the current general education program. **Motion to approve LAW.120 as a values course passed by voice vote with two oppositions.**

   Nancy Coulmas moved to approve LAW.120 as a Group B Social Science course; seconded by John Hranitz. Members discussed the rationale to offer this course as a social science general education offering.
   
   **Motion to approve LAW.120 as a Group B Social Science course failed by voice vote.**

   ii. **LAW.475 New Course: Negotiation and Alternative Dispute Resolution**
   
   John Riley moved to remove LAW.475 from the table and to approve it as a new course; seconded by Nancy Coulmas.
   
   Members suggested the following changes:
   
   No. 12. Evaluation Procedures may include:
   
   Phil Osburn moved to remove the prerequisite under Q2; seconded by John Riley.
   
   **Motion to remove the prerequisite line in Q2 passed by voice vote.**
   
   Gloria Cohen-Dion offered a friendly amendment to add the word “recommended” texts; accepted by John Riley.
   
   **Motion to approve LAW.475 new course with amendments passed by voice vote.**

   B. **History**

   i. **HISTORY.347/547 DE History of the Holocaust**
   
   John Hranitz moved to approve HISTORY.347/547; seconded by Mike Hickey.
   
   Lisa Stallbaumer explained this course is already offered and would like to reach out to students who may not be able to attend campus in the Summer.
   
   **Motion to approve HISTORY.347/547 as a distance education course passed by voice vote.**
C. Accounting

i. ACCT.510 New Course: Advanced Accounting Information Systems
Robert Gates moved to approve ACCT.510; seconded by Nancy Coulmas.
Dick Baker explained this is a new course to be included in the new masters of accounting program. An account information course is required for anyone pursuing public accounting and a CPA.
Members suggested the following revisions:
1. Q2 third line from the bottom, remove meet: ..and content will meet better meet...
2. Course Syllabus, Evaluation Procedures May Include:
3. Explanation of AIS
4. List Library supporting materials including internet sites
5. More substance needed for a grad course
6. Remove percentages under Evaluation Procedures
7. Reference the goals/objectives are to be assessed under the Evaluation Procedures
8. Methods – list recommended class size

Motion to approve ACCT.510 as a new course failed by show of hands: 4 in favor; 8 opposed.

D. MIS

i. MIS placed in moratorium
Dr. Blake spoke on the origination of this request. Dean Tidwell explained they have had multiple meetings with the department.

E. Exceptionality Programs

i. SPECED.557 New Course: Linking Assess/Inst for Students w/Disabilities
ii. SPECED.558 New Course: Methods of Instruction for Inclusive Classrooms
iii. SPECED.567 New Course: Spec Ed Research Methods II
Toni Trumbo-Bell moved to approve SPECED.557, SPECED.558 and SPECED.567 as new courses and as a change in major/minor/electives; seconded by Robert Gates.
Dr. Krause explained these courses are as a result of meeting the requirements of the mandated program outlines, to add rigor and depth to the program, to allow students to complete certification prior to the completion of a master’s degree, and to differentiate between the certification programs and the MS programs, and the non-certification.
Students will receive an M.Ed with the certification.
Members requested the following changes:
SPECED.557 – first word in the catalog description should be provides.
All courses – add Recommended text
Please replace math with mathematics
SPECED.558 - Document Q – update effective date
Add the word may to: Evaluation Procedures may include

Motion to pass SPECED.557, SPECED.558, and SPECED.567 with amendments passed by voice vote.

iv. Degree Designation: MS in Except w/o Cert Revisions
v. Degree Designation: MS in Except w/Cert Revision

Degree Designation with and without Certification Revisions passed by voice vote.
F. Art

i. ART.292 New Course: Intermediate Digital Art

ii. ART.393 New Course: Adv Digital Art

Bruce Candlish moved to approve 32.292 and 32.393.

Christine Sperling explained these two courses complete the sequence in Digital Art.

Members recommended the following:

First two goals and objectives in ART.292 need to begin with an action verb

First goal in ART.393 needs to begin with an action verb

Add the word may to: Evaluation Procedures may include

Add the word recommended to: Recommended texts

ART.292 Q-2 typographical error

Motion to approve ART.292 and ART.393 with revisions passed by voice vote.

G. English

i. Minor in Gender Studies change in title and requirements

Mike Hickey moved to approve; seconded by John Riley.

Ferda Asya was available to answer any questions the committee may have.

Motion to pass changes to the Minor in Gender Studies passed by voice vote.

H. IIT

i. New Degree Program: B.A.S. in Technical Leadership Degree

Michael Coffta moved to approve; seconded by Robert Gates.

Dr. Phillips reported to the committee that this is a degree completion plan partnered with the Lehigh County Community College. Students will receive an A.A.S. degree from Lehigh County Community College and will continue at Bloomsburg to receive a B.A.S. degree from Bloomsburg University. This started as a planning grant arrangement with Lehigh County Community College. Concept was not submitted due to the depth of the information/planning.

John Riley moved to amend the motion to recommend Concept Approval prior to approval of this Omnibus; seconded by Michael Hickey.

Dr. Blake explained to the committee that Concept Approval at the State System is submitted when a solid proposal has not been developed. Members discussed the process. Bruce Candlish offered a friendly amendment that the BUCC review as a proposal and recommend expediting. Bruce reported this proposal has more depth than a Concept Approval. If approved by BUCC, the Provost will present to the State System.

John Riley withdrew his motion to amend the motion to recommend Concept Approval to consider the proposal.

Toni Trumbo-Bell requested program outcomes be changed to program goals

John Riley questioned the 36 credit offering at BU to finish the program. The first 60 credits are as part of the A.A.S. degree. The next 24 credits will be taught by Lehigh County Community College following Bloomsburg University’s program goals and outcomes. Bloomsburg University will offer the remaining 36 credits.

John Riley moved to table the motion; seconded by Toni Trumbo-Bell.

Motion to table the B.A.S. passed by voice vote with two oppositions.

I. Exercise Science
i. Changes to MS in Clinical Athletic Training
ii. EXERSCI.579 New Course: Intro to Athletic Training
iii. EXERSCI.598 New Course: Internship in Clinical Athletic Training

John Riley moved to approve Changes to MS in Clinical Athletic Training, EXERSCI.579 and EXERSCI.598; seconded by Toni Trumbo-Bell.

Noah Wasielewski reported to the committee they are adding a new course as a result of the accreditation requirements. Dr. Blake received the official enrollment data from the program which indicates it has not met its enrollment targets from a system level and has not met its completion. Dr. Blake will be discussing with appropriate individuals, placing this program into moratorium. We must devise some type of strategy plan to increase enrollment so that the BOG does not place this into moratorium.

Members suggested the following revisions:
MS Clinical Athletic Training Program proposal: replace the digit 2 with two.
EXERSCI.579 is not consistent with AMA and EXERSCI.598

Motion to approve all three courses from Exercise Science passed by voice vote.

Carl Chimi thanked everyone for their work this year. Members also thanked Carl.

Meeting adjourned at 5:40PM.

BUCC Minutes May 4, 2011 Meeting

Carl Chimi, Chair, called the 327th session of the BUCC (Bloomsburg University Curriculum Committee) meeting to order at 3:00 PM on Wednesday, May 4, 2011, in the Multipurpose B Room of the Kehr Union.


1. Approval of the Agenda of May 4, 2011 (327th) session
   Motion to approve the agenda made by Nancy Coulmas; seconded by John Riley. Motion to approve Agenda passed by voice vote.

2. Approval of the Minutes of April 27, 2011 (326th session)
   Motion to approve the minutes made by Gloria Cohen-Dion; seconded by Bruce Candlish. Motion to approve the Minutes with amendment passed by voice vote.

3. Chair Remarks
   Carl thanked everyone for attending this special meeting.

4. Course Proposal
   A. IIT
      i. New Degree Program: B.A.S. in Technical Leadership Degree
         John Riley moved to remove B.A.S. in Technical Leadership Degree from the table; seconded by John Hranitz. Motion to remove from table passed by voice vote with three oppositions.
Members requested clarification on whether the documents submitted are to be considered as a concept approval or a proposal.

**John Riley amended his motion to consider the document as a concept approval, and not as a proposal.**

Tim Phillips extended his appreciation to BUCC members for agreeing to a special meeting during finals week to discuss this document. Dr. Phillips explained to the committee, Bloomsburg University (BU) was contacted by Lehigh Carbon County Community College (LCCCC) to partnership with them in creating an extension to their A.A.S. This program has been well thought out and provides continuous assessment by Bloomsburg University. Dr. Phillips would like an approved document to present to the Board of Governor’s at their next meeting or at the very least, feedback on what the BUCC recommends for their approval of this program. This is time sensitive as LCCCC is currently in a non-funding year for this program. At the present, no other PASSHE school offers this degree. The credit numbers in place are something that the IIT department created and is flexible. The program is anticipated to be in effect in the year 2012.

Members extensively discussed the credit split between LCCCC and BU and the fact that the current credit breakdown is in violation of PRP3604. They also discussed the quality of the education from a community college, the fact that no credits will be taken on the campus of Bloomsburg University, the courses that are taken at LCCCC and transferred to BU, and the type of internship the student will be participating.

**Motion to consider this document as a concept approval passed by voice vote with one opposition and one abstention.**

Members discussed the flexibility of removing certain documents from this proposal to align it with a concept approval. They recommended presenting in a concept approval form as a typical course outline.

Ralph Feather moved to request the department complete the appropriate concept approval form; seconded by John Hranitz.  
**Motion to request the department complete the appropriate concept approval form and return to BUCC failed by voice vote.**

John Riley moved to recommend the current document to the Provost for concept approval; seconded by John Hranitz.  
**Motion to recommend the current document to the Provost for concept approval failed by voice vote.**

Meeting adjourned at 4:00PM.