

10-18-2016

# Undergraduate Curriculum Approval Form

Aaliyah Dent

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## OCTOBER 2016 UNDERGRADUATE CURRICULUM APPROVAL FORM

Jan E. Bartels 1-27-17  
\_\_\_\_\_  
Provost/Vice President for Academic Affairs (*Final sign-off*) Date

Enclosed:

- October 2016 Undergraduate Curriculum Committee Meeting Agenda
- October 2016 Undergraduate Curriculum Committee Meeting Minutes
- Faculty Senate Approval of October 2016 Undergraduate Curriculum Committee Meeting Minutes

*\*Please return to the Registrar's Office once signed-off.*

10-18-2016

## Undergraduate Committee Agenda

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**UNDERGRADUATE COMMITTEE**  
**AGENDA**  
**OCTOBER 18, 2016**  
**3:30 P.M.**  
**INFORMATION TECHNOLOGY BUILDING, ROOM 3302**

**I. CALL TO ORDER**

- A. Approval of September 2016 Undergraduate Curriculum Committee Meeting Minutes**

**II. APPROVAL OF AGENDA**

**III. CHAIR'S UPDATE**

**A. Emergency E-Mail Vote**

In the case of an emergency, the Undergraduate Curriculum Committee would have the ability to vote by e-mail, rather than scheduling an impromptu meeting.

**B. Program Reviewers**

**IV. NEW BUSINESS**

**A. College of Science and Mathematics  
Department of Geology and Geography**

New Courses

[GEOG 5231: Economic Geography](#)

[GEOG 5530: Cultural Geography](#)

Inactivated Courses

[GEOG 3230: Economic Geography](#)

[GEOG 3530: Cultural Geography](#)

**B. College of Health and Human Sciences  
Department of Health and Kinesiology**

Revised Course

[NTFS 3630: Sports Nutrition](#)

**C. College of Liberal Arts and Social Sciences  
Department of Communication Arts**

Selected Topics Announcements

[Sci-Fi Film](#)

[Television Pilot](#)

**V. OTHER BUSINESS**

- A. Curriculum Inventory Management (CIM) Update**

**VI. ADJOURNMENT**



# UNDERGRADUATE COMMITTEE

## MINUTES

SEPTEMBER 13, 2016

3:30 P.M.

INFORMATION TECHNOLOGY BUILDING, ROOM 3302

### I. CALL TO ORDER

**Voting Members Present:** Dr. Cheryl Aasheim, Dr. Moya Alfonso, Dr. Dragos Amarie, Miss Ruth Baker, Dr. Guangshu Chang, Dr. Joanne Chopak-Foss, Dr. Anoop Desai, Dr. Larisa Elisha, Mrs. Lori Gwinett, Dr. Claudia Cornejo Happel, Dr. Barbara Hendry, Dr. Mujibur Khan, Dr. Alisa Leckie, Dr. Ron MacKinnon, Dr. Ed Mondor

**Non-Voting Members Present:** Miss Tori Brannen, Mrs. Jade Brooks, Mr. Luca Castresana, Ms. Candace Griffith, Mr. Wayne Smith

**Visitors:** Dr. Christine Ludowise, Dr. Deborah Thomas

**Absent:** Dr. Ellen Hamilton, Dr. Marian Tabi

*Dr. Cheryl Aasheim called the meeting to order at 3:31 p.m.*

### II. APPROVAL OF AGENDA

*A Chopak-Foss/Elisha motion to approve the agenda was passed unanimously.*

### III. WELCOME AND INTRODUCTIONS

*Dr. Cheryl Aasheim welcomed the members and visitors to the September Undergraduate Curriculum meeting. She opened up the floor and allowed visitors and members to introduce themselves.*

### IV. ELECTION OF UNDERGRADUATE COMMITTEE CHAIR

*Item was presented by Dr. Cheryl Aasheim. Dr. Aasheim also removed herself from consideration for the committee chair. Dr. Ed Mondor nominated Dr. Ron MacKinnon for the Undergraduate Committee Chair and Dr. MacKinnon accepted the nomination. Before turning the floor over to Dr. MacKinnon, Dr. Aasheim briefly outlined the duties associated with the chair's position and reiterated that the members needed to check their spring schedules to ensure that they would be able to be present at the January-April meetings. If a voting member is unable to attend, it is the responsibility of the voting members to inform their alternates. After taking the floor, Dr. MacKinnon also emphasized the need of notifying an alternate in the event that a voting member is unable to attend. He also mentioned that it was the responsibility of individual colleges to make sure that all curriculum items made it through the approval workflow for the intended meeting month. Dr. MacKinnon also suggested an agenda item for the October 2016 meeting, detailing the ability to vote and approve items by email in the case of an emergency.*

### V. APPROVAL OF 2016 – 2017 UNDERGRADUATE COMMITTEE MEETING SCHEDULE

*An Aasheim/Chopak-Foss motion to approve the 2016-2017 Undergraduate Committee meeting schedule was passed unanimously.*

## VI. ORIENTATION

### ➤ COURSE INVENTORY MANAGEMENT (CIM) UPDATE

*Item was presented by Mrs. Jade Brooks. Mrs. Brooks addressed the outstanding issues with CIM and gave a brief introduction of the software. She stressed that CIM makes the approval process electronic via a workflow and that members would need to be familiar with the software in order to review curriculum items submitted for approval. Mrs. Brooks previewed the course and program forms while explaining certain features such as security, workflows, administrator prerequisite capabilities, and the Banner Bridge. She also explained that there were still some outstanding issues with roles within the course workflows, but for the most part, all program workflows were working correctly. For the present time, all curriculum proposals should only be saved in CIM and not submitted into workflow. Workflow issues still need to be addressed and all proposals currently in workflow will be rolled back to the initiator. The Registrar's Office will be updating CIM emails to include the correct links to either review or approve agenda items along with generating an agenda for each undergraduate curriculum meeting. The committee members will be receiving an FYI email to review all curriculum changes and the chair will receive an email with a link to approve each individual curriculum proposal. It was also stressed that the October meeting will be the first meeting with curriculum proposals sent through CIM. If the members have any questions or concerns, they can send them to the following email: [cim@georgiasouthern.edu](mailto:cim@georgiasouthern.edu). Mrs. Brooks opened up the floor for questions. Members expressed hesitation because of security/log-in issues. Mrs. Brooks will look into these issues further. Questions were asked about the deadlines for submitting curriculum items and it was stated that as of the present time, all deadlines would remain the same with the possibility of the adjustment to extend the deadline for the 2017-2018 catalog to February.*

## VII. OTHER BUSINESS

*There was no other business for the September 2016 Undergraduate Curriculum meeting.*

## VIII. ADJOURNMENT

*There being no further business to come before the committee, an Aasheim/Chopak-Foss motion to adjourn the meeting at 4:34 p.m. was passed unanimously.*

Respectfully Submitted,



Jade Brooks  
Recording Secretary



10-18-2016

## Undergraduate Committee Minutes

Jade Brooks

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Brooks, Jade, "Undergraduate Committee Minutes" (2016). *Undergraduate Committee Minutes*. 4.  
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**UNDERGRADUATE COMMITTEE**  
**MINUTES**  
**OCTOBER 18, 2016**  
**3:30 P.M.**  
**INFORMATION TECHNOLOGY BUILDING, ROOM 3302**

**I. CALL TO ORDER**

**Voting Members Present:** Dr. Cheryl Aasheim, Dr. Dragos Amarie, Dr. Joanne Chopak-Foss, Dr. Larisa Elisha, Dr. Adrian Gardiner, Dr. Barbara Hendry, Dr. Mujibur Khan, Dr. Alisa Leckie, Dr. Ron MacKinnon, Dr. Ed Mondor, Dr. Beth Myers, Dr. Marian Tabi

**Non-Voting Members Present:** Miss Tori Brannen, Mrs. Jade Brooks, Mr. Luca Castresana, Ms. Candace Griffith, Mr. Wayne Smith

**Guests:** Dr. Velma Burden, Dr. Christine Ludowise, Dr. Fernando Rios, Dr. Stephen Rossi, Dr. Robert Yarbrough

**Absent:** Miss Ruth Baker, Miss Lori Gwinett

*Dr. Ron MacKinnon called the meeting to order at 3:31 p.m.*

**A. Approval of September 2016 Undergraduate Curriculum Committee Meeting Minutes**

*A Leckie/Aaheim motion to approve the minutes was passed unanimously.*

**II. APPROVAL OF AGENDA**

*An Aasheim/Leckie motion to approve the agenda was passed unanimously.*

**III. CHAIR'S UPDATE**

**A. Emergency E-Mail Vote**

In the case of an emergency, the Undergraduate Curriculum Committee would have the ability to vote by e-mail, rather than scheduling an impromptu meeting.

*An Mondor/Gardiner motion to approve the emergency e-mail vote was passed unanimously.*

**B. Program Reviewers**

*Item was presented by Dr. Ron MacKinnon. Dr. MacKinnon informed the Undergraduate Curriculum Committee members that program reviewers would need to be chosen for the upcoming program reviews. Ms. Candace Griffith announced that program reviews would be due to the Provost's Office by February 1, 2017 and that she would be holding a training session for the reviewers in the coming months. Additionally, there should be two program reviewers per selected program and a member cannot review a program within their own college. As of the October Undergraduate Curriculum meeting, the following members have volunteered to review the selected programs: Physics – Dr. Adrian Gardiner and Dr. Mujibur Khan; Biology – Dr. Ellen Hamilton and Dr. Marian Tabi; Management – Dr. Ellen Hamilton and Dr. Marian Tabi; Finance – Dr. Cheryl Aasheim and Dr. Dragos Amarie; Graphic Design – Dr. Alisa Leckie and Dr. Barbara Hendry; Nursing – Dr. Adrian Gardiner. One more program reviewer is still needed to review the Nursing program.*



#### IV. NEW BUSINESS

##### A. College of Science and Mathematics

*Items for consideration were presented by Dr. Robert Yarbrough.*

##### Department of Geology and Geography

##### New Courses

##### GEOG 5231: Economic Geography

##### **JUSTIFICATION:**

Economic Geography (GEOG 3230) currently exists as an upper division offering in the B.A. and B.S. Geography programs. The course number needs to be changed in order to accommodate a graduate course for the M.S. with a major in Applied Geography scheduled to commence in fall 2017. This course number change, however, requires a course inactivation and a new course proposal. In effect, the course number is simply being changed to a 5000 level with no other changes to the course.

##### GEOG 5530: Cultural Geography

##### **JUSTIFICATION:**

Cultural Geography (GEOG 3530) currently exists as an upper division offering in the B.A. and B.S. Geography programs. The course number needs to be changed in order to accommodate a graduate course for the M.S. with a major in Applied Geography scheduled to commence in fall 2017. This course number change, however, requires a course inactivation and a new course proposal. In effect, the course number is simply being changed to a 5000 level with no other changes to the course.

*A Amarie/Aasheim motion to approve the course revisions was passed unanimously.*

##### Inactivated Courses

##### GEOG 3230: Economic Geography

##### **JUSTIFICATION:**

Economic Geography (GEOG 3230) currently exists as an upper division offering in the B.A. and B.S. Geography programs. The course number needs to be updated in order to accommodate a graduate course for the M.S. with a major in Applied Geography scheduled to commence in fall 2017. This course number change, however, requires a course inactivation, and a new course proposal. In effect, GEOG 3230 is being changed to GEOG 5231 with no other changes to the course.

##### GEOG 3530: Cultural Geography

##### **JUSTIFICATION:**

Cultural Geography is being changed from GEOG 3530 to GEOG 5530, so that a graduate section can be created for inclusion in the M.S. in Applied Geography program (beginning fall 2017). New course forms for GEOG 5530 Cultural Geography and GEOG 5530(G) have been submitted. Essentially, the undergraduate course is simply undergoing a re-numbering.

*A Amarie/Gardiner motion to approve the inactivated courses was passed unanimously.*

##### B. College of Health and Human Sciences

*Items for consideration were presented by Dr. Stephen Rossi.*

##### Department of Health and Kinesiology

##### Revised Course

##### NTFS 3630: Sports Nutrition

##### **JUSTIFICATION:**

We would like to offer this course online during Summer Term A in hopes to increase enrollment in the summer. As of now, this course would continue to be offered in the Fall

semester as a face-to-face course.

*A Aasheim/Leckie motion to approve the revised course was passed unanimously.*

## **C. College of Liberal Arts and Social Sciences**

*Items for consideration were presented by Dr. Christine Ludowise.*

### **Department of Communication Arts**

#### **Selected Topics Announcements**

##### **Sci-Fi Film**

###### **JUSTIFICATION:**

FILM 3030 – Sci-Fi Film. The purpose of this hands-on course is to investigate and write movies in the Science Fiction genre from both the film audiences' and filmmakers' perspectives. Topics explored will include Sci-Fi's origins in Speculative Fiction, the classical era of Sci-Fi, and its crossovers into other genres as well as the study of how Sci-Fi shapes and is shaped by current events. Such an integrated approach between media studies (history & theory) and media preproduction (practice) will empower students to generate dynamic thought-provoking messages through their creation of properly formatted scripts that illustrate compelling Sci-Fi stories.

##### **Television Pilot**

###### **JUSTIFICATION:**

This course provides a needed elective for students who are interested in creating and producing content for television. The course description follows.

Collaborating in small production groups, students will write, produce and direct a "pilot" show for a television series. The series can be narrative based or non-narrative. Each production will shot partially or entirely in a television studio. Sitcoms, dramas, or non-fiction shows can be developed. Students demonstrate the ability to wear multiple technical and aesthetic hats when performing as crew member positions in these productions. Course work will require the students to write, produce and direct as well be a part of a working crew behind the scenes.

*Selected topics were presented for announcements only.*

## **V. OTHER BUSINESS**

### **A. Curriculum Inventory Management (CIM) Update**

*Items were presented by Mrs. Jade Brooks. Mrs. Brooks explained that the October Graduate and Undergraduate Curriculum Committee meetings were the first chance to observe the functionality of the forms in real-time and examine how they work first-hand. She announced that the majority of technological issues, with a few minor exceptions, had been corrected and both forms and workflows were working as they should. Mrs. Brooks also stated that some members did not receive all of the e-mail alerts for the proposals that were to be presented at the October Undergraduate Curriculum Committee meeting. Members should have received an individual email for each proposal up for consideration. If members were having issues with CIM emails or had questions or feedback, they are to email [cim@georgiasouthern.edu](mailto:cim@georgiasouthern.edu). The next step in the CIM process is to implement the Banner Bridge which would sync the data entered into CIM with the data in Banner.*

## VI. ADJOURNMENT

*There being no further business to come before the committee, an Aasheim/Mondor motion to adjourn the meeting at 4:07p.m. passed unanimously.*

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jade Brooks". The signature is written in a cursive, flowing style with a large initial "J" and "B".

Jade Brooks  
Recording Secretary




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TO: Dr. Richard Flynn (CLASS), Chair, Senate Executive Committee  
FROM: Jaimie Hebert, Ph.D., President   
DATE: December 7, 2016  
SUBJECT: Faculty Senate Recommendation:  
Undergraduate Committee Minutes: 10/18/2016

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Following receipt of the Faculty Senate's recommendation at the November 28, 2016, Faculty Senate meeting, I have approved the actions of the Undergraduate Committee as recorded in their minutes of October 18, 2016.

gm

c. Dr. Jean Bartels  
Ms. Candace Griffith  
Dr. Ron MacKinnon



Ginger Malphrus &lt;ginmal@georgiasouthern.edu&gt;

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**Re: Recommendations to the President**

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Mon, Dec 5, 2016 at 11:59 AM

**Jean Bartels** <jbartels@georgiasouthern.edu>

To: Ginger Malphrus &lt;ginmal@georgiasouthern.edu&gt;

Cc: Darlene Collins &lt;dcollins@georgiasouthern.edu&gt;, Candace Griffith &lt;candaceg@georgiasouthern.edu&gt;, Alan Woodrum &lt;alanwoodrum@georgiasouthern.edu&gt;, Dustin Anderson &lt;danderson@georgiasouthern.edu&gt;, "MacKinnon, Ron" &lt;rmackinn@georgiasouthern.edu&gt;, Michelle Cawthorn &lt;mcawthor@georgiasouthern.edu&gt;, Richard Flynn &lt;rflynn@georgiasouthern.edu&gt;

I recommend approval of these 3 sets of meeting minutes.

Provost Bartels

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On Mon, Dec 5, 2016 at 11:47 AM, Ginger Malphrus <[ginmal@georgiasouthern.edu](mailto:ginmal@georgiasouthern.edu)> wrote:  
| Dr. Bartels, for your recommendation of approval.