

# UPCC Meeting Minutes

23 September 2021

[MS Teams Meeting](#)

## MEMBERS PRESENT

Representing	First Name	Last Name	Present	Proxy Name	Absent
Bagwell College Education	Ethel	King-McKenzie	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Bagwell College of Education	<b>Kim</b>	<b>Loomis*</b>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Coles College of Business	Daniel	Forsberg	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Coles College of Business	<b>Doug</b>	<b>Moodie*</b>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Architecture and Construction Management	Jeffrey	Collins	<input type="checkbox"/>		<input type="checkbox"/>
College of Architecture and Construction Management	Hussein	Abaza	<input type="checkbox"/>		<input type="checkbox"/>
College of Computing and Software Engineering	Dennis "Mike"	Franklin	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Computing and Software Engineering	Sarah	North	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Science and Mathematics	<b>Michelle</b>	<b>Head*</b>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of Science and Mathematics	Prabha	Padukka	<input checked="" type="checkbox"/>		<input type="checkbox"/>
College of the Arts	Diana	Gregory	<input checked="" type="checkbox"/>	Nancy Conley	<input type="checkbox"/>
College of the Arts	<b>Amanda Wansa</b>	<b>Morgan*</b>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
General Education Council Liaison (1)	Jeanne	Bohannon	<input type="checkbox"/>		<input type="checkbox"/>
Journey Honors College (1)	Michelle	Miles	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Radow College of Humanities and Social Sciences	Daniel	Farr	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Radow College of Humanities and Social Sciences	Jaime	Cruz-Ortiz	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Southern Polytechnic College of Engineering and Engineering Technology	Jungkyu "Justin"	Park	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Southern Polytechnic College of Engineering and Engineering Technology	<b>Ayse</b>	<b>Tekes*</b>	<input type="checkbox"/>		<input type="checkbox"/>
Undergraduate Student Representative (SGA)	TBD		<input type="checkbox"/>		<input type="checkbox"/>
Undergraduate Student Representative (SGA)	TBD		<input type="checkbox"/>		<input type="checkbox"/>
Wellstar College of Health and Human Services	Janeen	Amason	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Wellstar College of Health and Human Services	Johnathan	Steppe	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<b>Total Voting Members in Attendance</b>			<b>16</b>		
<b>Non-voting</b>	<b>First Name</b>	<b>Last Name</b>			
Curriculum Support Office (1)	Amy	Jones	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Digital Learning Innovations, Director	Brichaya	Shah	<input type="checkbox"/>		<input type="checkbox"/>
Library Services (1)	Christin	Collins	<input type="checkbox"/>		<input type="checkbox"/>
Office of Accreditation and Policy (1)	Danielle	Buehrer	<input type="checkbox"/>		<input type="checkbox"/>
Office of the Provost and Sr. Vice President for Academic Affairs or Designee (1)	Anissa	Vega	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Registrar or Designee (1)	Paul	Parker	<input checked="" type="checkbox"/>		<input type="checkbox"/>
**For virtual meetings, attendance (and quorum confirmation) is documented and based on the individuals attending who typed their name in the chat box to be recorded.					
<b>Guests First &amp; Last</b>	<b>Dept</b>				
Christina Sherrer	ISYE				
Debra Hill	Admin				
Jerryl Morris	Aca Affairs				
Jonathan Lewin	Math				
Kris DuRocher	Aca. Affairs				
Lake Ritter	CSM				
Mia Oberton	Wellstar				
Raven Malliet	CIA				
Trisha VanDusseldorp	Exercise & Sports Management				
Wenhua Jin	Chinese Studies				
Mardi Richardson	Registrar				

Quorum established with 13 at 12:35pm (more members joined as we went along)

Acceptance of Agenda

**Motion to Accept: Doug Moodie**

**Second: D. Michael Franklin**

**Approved by all.**

Approval of Minutes from August 26, 2021

**Motion to Accept: Ethel King-McKenzie**

**Second: D. Michael Franklin**

**Approved by all.**

New Business

Curriculum Review- <https://kennesaw.curriculog.com/agenda:1078/form>

Number of packages for this meeting: 9

Package #1

*Radow College of Humanities and Social Science Department of Foreign Language –*

*Represented by Wenhua Jin*

Chinese Studies Minor (Program Change – catalog description, program requirements)

**Motion to Approve: Doug Moodie**

**Second: Ethel King-McKenzie**

**Approved by all**

Package #2

*Southern Polytechnic College of Engineering and Engineering Technology* Department of  
*Industrial and Systems Engineering – Representative: Christina Scherrer*

- Quality Principles Certificate (Program Deactivation)

**Motion to Approve: Doug Moodie**

**Second: D. Michael Franklin**

**Approved by all**

Package #3

*Southern Polytechnic College of Engineering and Engineering Technology*  
*Department of Industrial and Systems Engineering – Christina Scherrer*

- Six Sigma Green Belt Certificate (New Certificate)

**Motion to Approve: Doug Moodie**

**Second: D. Michael Franklin**

**Approved by all**

Package #4

*Southern Polytechnic College of Engineering and Engineering Technology*  
*Department of Industrial and Systems Engineering – Christina Scherrer*

SYE 2100, SYE 2290, SYE 3320, SYE 3700, SYE 3710 (Course discontinuation)

**Motion to Approve: Doug Moodie**

**Second: Daniel Forsberg**

**Approved by all**

Package #5

*Wellstar College of Health and Human Services*  
*Health Promotion and Physical Education – Mia Oberton*

- HPE 2140, PHE 2100, PHE 2290, PHE 2900, PHE 4000, PHE 4490 (Prereq/Co-req)
- HPE 3300, HPE 3250, HPE 3600 (Prereq/co-req)
- WELL 1000 (Course discontinuation)

**Motion to Approve full package: Doug Moodie**

**Second: Kim Loomis**

**Approved by all**

## Package #6

*College of Science and Mathematics*

*Department of Mathematics – Lake Ritter*

### □ **MATH 4491 (New Course)**

Lake Ritter stated that topics will be proposed by instructors and students would be approved to take the course by the Chair. The difference between this and a Directed Study is flexibility. Since a Special Topics course cannot be taken more than 3 times, this could solve this because the students could take up to 15 credit hours.

Michelle said the EC had questions as well as concerns around the syllabus.

Johnathan Lewin spoke from CSM. He wanted to point out that these courses have been brought into existence because of him. This is an ongoing project of his on this campus of training specific students who wish to enter graduate school in mathematics to be prepared to succeed in grad school. Directed Studies are not suited for this due to the limitations in that structure. These courses are one-on-one. Lewin spoke about the Next Gen STEM project background.

Lewin spoke to the decision around giving the Chair the permission to take the class. The decision grew out of many conversations after they originally put “permission of instructor” and those conversations led to this decision (“Permission of Dept. Chair”). Lewin continued to discuss the importance of this designation.

The concern around the syllabus revolved around the question as to how the syllabus could serve various topics and instructors. It was quite specific when a Special Topics or Directed Study syllabus should be more of a template to allow for various topics.

Kim Loomis (who brought up the syllabus questions) clarified her questions revolving around the confusion faced when reading the syllabus initially, in regard to learning expectations & outcomes, participation, and more.

A link was shared in the chat regarding syllabus templates as well as a quote from the CIA website on syllabi: Learning outcomes need to be “Measurable and appropriate.”

### **Motion to Approve: Doug Moodie**

**Second: D. Michael Franklin**

D. Michael Franklin added that this discussion is no comment on an individual Professor’s work and commitment and content; rather, an attempt to unify curriculum across the University to transcend individual personnel in relationship to when the courses are taught. To be specific, when Lewin retires, whoever teaches the course next needs to have a clear direction and guideline that is reflected in the policies and paperwork.

Lewin expressed the need for urgency in passing this proposal in fear that it will negatively impact students.

Question from Paul Parker, Registrar about modality in proposal:

Is the course going to Asynchronous online / or Synchronous?

This impacts course fees.

Lewin: The course is 100% online. Apologies for reference to a face to face meeting. The course is taught one on one or sometimes one on two. The Meetings go for 60-90 minutes a couple of times a week and the students send material to the instructor and the meetings are to discuss the material.

**AMENDMENT TO THE MOTION MADE BY MIKE FRANKLIN: To approve the motion with a request**

for a generic Template of the Syllabus update that includes Learning Outcomes.\_

Doug Moodie (via Chat): Amendment accepted.

Daniel Forsberg seconded the acceptance of the amendment

Point of Order from Anissa: “Just a reminder. You are voting for or against the content in the Curriculog boxes and not for or against the attachments. These are there to support your interpretation. This was noted in GPCC yesterday.”

**VOTE WAS TAKEN – PACKAGE APPROVED BY ALL**

Lewin asked to whom should he send the updated Syllabus Template.  
Lake Ritter said to send it to him as the Chair of the Math Curriculum Committee.  
Lewin asked for help in writing it. Amy recommended that Lewin connect with Michelle Head about the syllabus updates. Michelle clarified that It should go to Lake Ritter who will then forward to Michelle Head.

Package #7

*Wellstar College of Health and Human Services*

*Department of Exercise Science and Sport Management – Tiffany Esmat*

**Exercise Science (Program Change – Program of Study Requirements)**

**Motion to Approve: Doug Moodie**

**Second: D. Michael Franklin**

**Approved by all**

Next UPCC Executive Meeting – Thursday, October 14 at 12:30

Next UPCC Meeting – Thursday, October 28 at 12:30