

University Curriculum Committee Minutes

August 28, 2018

3:00 p.m.

HCC 550

Email Vote Approved Minutes on August 31, 2018

Chair: Russ Ross
Associate Chair: Lauren DiSalvo
Parliamentarian: Rhonda Rhodes
Present: Nancy Allred, Marlene Bacon, Alex Chamberlain, Ami Comeford, McGarren Flack, Shandon Gubler (early departure), Susan Hart, Jesse Hicks, Chizu Matsubara (early), Greg Murray, Emilie Namikawa (DSUSA VP Academics), Robert Oxley, Nate Staheli, Steven Sullivan. Ex Officio members: Pamela Cantrell (Curriculum Director), Sharon Lee (Academic Scheduling), JD Robertson (Financial Aid), Wendy Schatzberg (Course Fee Committee), Julie Stender (Registrar), Erin Ortiz (GE Committee)
Absent: Dianne Aldrich (Library), Vicki Peacock (Academic Scheduling), Mike Olson (Advising)
Visitors: Alex Chamberlain
Secretary: April Ficklin

A=Add, C=Change, D=Discontinue, F=Fee, GE=GE Designation

Curriculum Items	A, C, D, F, GE	Motions	Vote Results	Action/Discussion
INFORMATION ITEMS				
Welcome: Russ Ross, Chair				Change in membership with new policy. Introductions of members. Nancy Allred would replace Alex Chamberlain on the UCC due to committee and workload changes in the College of the Arts.
Discussion: New Fee Process and Deadlines, Pamela Cantrell				Finance department will not attach fees to courses unless curriculum office approves from now on. Course fees and program fees must be submitted to the fee committee 2 weeks in advance of the UCC meeting. Program fees can be attached to courses, but must be attached

				to core courses. Program fees are program wide vs. specific courses and will not come back through fee committee to change which courses they are attached to. Course fees are married to the course for which they are approved. Program fees must be attached to courses before the course schedule goes live. Program fees are annual and must be approved by January 2019 for Fall 2019.
Curriculum Process/Submissions/Deadlines, April Ficklin				See attached documents.
PROGRAM ACTION PROPOSALS				
New Emphasis in Animation for BA/BS in ART	A	M: Ami Comeford S: Nate Staheli	Approved, Unanimous	<p>Alex Chamberlain introduced the proposal. Students currently have been working up to Entertainment, Arts, and Animation Emphasis through other courses currently offered in the BA/BS in Art program. Dixie students and faculty produced short animated film last academic year. This emphasis will allow the opportunity to see more films produced here at Dixie.</p> <ul style="list-style-type: none"> • Demand? Resounding yes from current students. • Students already in Art program would benefit? Yes, we have students that have been orphaned from the discontinuation of Graphic Design with the new Design program. We have students interested in computer graphics as opposed to digital design. • New courses submitted for the program how will the workload be covered? One new course taught by adjuncts until justification for full-time faculty. The expertise in the community is available with companies that

				<p>specialize in animation. The other two new courses will be offset by 1-year rotation as though cohort vs free classes taught every semester.</p> <ul style="list-style-type: none"> • What is the growth timeline? Within two or three years, we may outgrow the rotation system. • What is the potential for external applicants? BYU turns away 75% of applicants. Only other program in the state not focused on video games. UofU has a Graduate degree we have been sending our students to the UofU from drawing that have some computer graphic experience. • Open to other students on campus. Courses have few new prerequisites mostly to develop levels of expertise. • Do we want to call it Digital Animation? No, we do not want to narrow the title to any one form of animation. • Is equipment to support the program a concern? Researching equipment with the new computer lab for the Arts.
CURRICULUM ACTION PROPOSALS (Detailed history stored in CIM)				
College of the Arts				
ART 3630 2D Animation	A, F	M: McGarren Flack S: Nate Staheli	Approved, Unanimous (Vote includes all 3 art courses)	New Course with fees approved at fee committee for all three courses.
ART 4660 3D Animation	A, F			New Course
ART 4810 Senior Animation Capstone	A, F			New Course
ARTH 3060R Special Topics in Art History	A	M: McGarren Flack S: Ami Comeford	Approved, Unanimous	New Course Use topics to specialize topics. Only allowed to repeat up to 6 total credits.

University Curriculum Committee Minutes

MUSC 3650 Music History Literature III	A	M: Nancy Allred S: McGarren Flack	Approved, Unanimous	New Course; Bachelor of Music Performance requires 3 semesters of music history, this course is part of the original proposal.
MUSC 1840R Private Applied Lessons I: Vocal Performance Emphasis	C, F	M: McGarren Flack S: Nate Staheli Motion: On condition that course numbers need to be changed to meet USHE upper division numbering must be below 4800 for Senior level courses.	Approved, Unanimous (Vote includes all MUSC private lesson courses)	Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, and prerequisites. Back from hiatus. Course fees all approved at the fee committee. The senior courses at the 4800 level are too high of numbers according to USHE numbering policy for upper division courses. Motion allows changes to be made to senior level course numbers to move forward to Academic Council. *Following the UCC meeting the USHE policy R470 was reviewed and it was determined that the submitted course numbering was acceptable.
MUSC 1841R Private Applied Lessons I: Piano Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, and prerequisites. Back from hiatus.
MUSC 1842R Private Applied Lessons I: Brass Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, and prerequisites. Back from hiatus.
MUSC 1843R Private Applied Lessons I: String Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, and prerequisites. Back from hiatus.
MUSC 1844R Private Applied Lessons I: Woodwind Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, and prerequisites. Back from hiatus.
MUSC 1845R Private Applied Lessons I: Guitar Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type,

				short course title, and prerequisites. Back from hiatus.
MUSC 1846R Private Applied Lessons I: Organ Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, and prerequisites. Back from hiatus.
MUSC 1851R Private Applied Lessons I: Percussion Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, and prerequisites. Back from hiatus.
MUSC 2840R Private Applied Lessons II: Vocal Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 2841R Private Applied Lessons II: Piano Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 2842R Private Applied Lessons II: Brass Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 2843R Private Applied Lessons II: String Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 2844R Private Applied Lessons II: Woodwind Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 2845R Private Applied Lessons II: Guitar Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.

MUSC 2846R Private Applied Lessons II: Organ Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 2851R Private Applied Lessons II: Percussion Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 3840R Private Applied Lessons III: Vocal Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 3841R Private Applied Lessons III: Piano Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 3842R Private Applied Lessons III: Brass Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 3843R Private Applied Lessons III: String Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 3844R Private Applied Lessons III: Woodwind Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 3845R Private Applied Lessons III: Guitar Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 3846R Private Applied Lessons III: Organ Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type,

				short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 3851R Private Applied Lessons III: Percussion Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 4840R Private Applied Lessons IV: Vocal Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 4841R Private Applied Lessons IV: Piano Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 4842R Private Applied Lessons IV: Brass Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 4843R Private Applied Lessons IV: String Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 4844R Private Applied Lessons IV: Woodwind Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 4845R Private Applied Lessons IV: Guitar Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
MUSC 4846R Private Applied Lessons IV: Organ Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.

MUSC 4851R Private Applied Lessons IV: Percussion Performance Emphasis	C, F			Change description, number to repeatable, fee, rotation, instructor permission, lecture type, short course title, prerequisites and prerequisite grade. Back from hiatus.
College of Humanities and Social Sciences				
ENGL 1002 Writing Bridge	C	M: Ami Comeford S: McGarren Flack	Tabled hiatus; Approved remove ENGL 0990 unanimous	Hiatus Status; tabled from hiatus, remove in ENGL 0990
College of Science and Technology				
BIOL 4235 General Parasitology Lab	C	M: Steven Sullivan S: Ami Comeford	Approved Unanimous (Vote includes both BIOL courses)	Hiatus status; co-requisite course has already been put on hiatus status.
BIOL 2035 Principles of Genetics Laboratory	A, F			New course, fee approved; co-requisite to BIOL 2030? Needs to be added if they want the course to taken in the same semester.
CHEM 1110 Elementary General/Organic Chemistry	C, GE	M: Steven Sullivan S: Nate Staheli	Approved, Unanimous (Vote includes both CHEM courses)	Change Prerequisites and grade requirement; added MATH 1040 as prerequisite to match math changes. It says or MATH 1040 so both MATH tracks will qualify.
CHEM 1120 Elem Organic/Bio Chemistry	C			Change Prerequisites and grade requirement. The major requires the C.
CS 4320 Machine Learning	A, F	M: Steven Sullivan S: Ami Comeford	Approved, Unanimous (Vote includes CS and DES courses)	New Course, branch of artificial intelligence now needs its own course; course fees have been approved. Applied to an elective group of courses, semi-required will need to be added to the program.
DES 4300 Motion Graphics II	A, F			New Course new art emphasis in animation

MATH 1010 Intermediate Algebra	F, GE	M: Jesse Hicks S: Steven Sullivan	Tabled, unanimous	\$35 fee added. Concurrent enrollment has to be called MATH 1010 for USHE, it is the same as the MATH 1000 course. Does fee apply to sections that are taught in public schools? Not intended to apply to sections taught in public schools. It has to be applied to every section. Fee committee will revisit the fee.
PROGRAM CONSENT PROPOSALS (Detailed history stored on Curriculum SharePoint)				
College of the Humanities				
Humanities Emphasis BA/BS in Integrated Studies	C	M: Ami Comeford S: Nate Staheli	Approved, Unanimous (Vote includes both the Emphasis and the Minor)	Name change from Humanities to Humanities and Philosophy; part of the program, reflected in title.
Humanities Minor	C			Name change from Humanities to Humanities and Philosophy
CURRICULUM CONSENT PROPOSALS (Detailed history stored in CIM)		M: Ami Comeford S: Greg Murray	Approved, Unanimous (Vote includes all Curriculum Consent items)	No grade on prerequisites can get an F and get through prerequisites. Secretaries run report and remove unapproved students.
ARTH 3030 : Medieval Art	C			Course rotation
ARTH 3700 : History/Theory of Photography	C			Course rotation
CHEM 4310: Adv Organic Chemistry I	C			Course description, course rotation
CHEM 4610: Nutritional Biochemistry	C			Course rotation
COMP 1800: Microsoft Publisher	D			Discontinued
CS 4990: Sem in computer Science	C			Instructor permission required.
DANC 1010: Dance in Culture	GE, C			Remove GLOCUP, course description, course rotation
DANCE 2110: Introduction to Dance	C			Course rotation

DANC 3710: Dance in Cultural Perspective	C			Course rotation
DANC 4510: Kinesiology for Dancers	C			Course title, instructor permission, prerequisites, course description, course rotation,
DANC 4600: Dance Pedagogy	C			Course rotation, instructor permission
DANC 4710: Dance History	C			Instructor permission, course rotation
DANC 1540R: Movement for Musical Theatre	C			Course rotation,
DANC 2101R : Ballet Technique II	C			Instructor permission, prerequisites,
DANC 2201R : Modern Dance II	C			Instructor permission, prerequisites
DANC 2221R : Pointe I	C			Course rotation
DANC 2300R : Dance Partnering	C			Course rotation
DANC 3100R : Ballet Technique III	C			Prerequisites, course rotation
DANC 3101R : Ballet Technique III	C			Prerequisites, instructor permission
DANC 3200R : Modern Dance III	D			Discontinued
DANC 3201R: Modern Dance III	C			Instructor permission, prerequisites
DANC 3210R : Dance for Theatre Performance	C			Course rotation, instructor permission
DANC 4101R: Ballet Technique IV	C			Instructor permission
DES 3300: Motion Graphics I	C			Course title, short title, prerequisites, grade on prerequisites, course description
DES 3600 : 3-D Visualization	C			Prerequisites,
ECON 1740 : Economic History of the U.S.	C			It is not a change for GLOCUP, but for removal of ENGL 1470 from prerequisites. This is effective for FALL 2018 had to remove ENGL 1470 from catalog, no response from the department chair.
GEO 1050: Geology of the National Parks	C			Catalog description, course rotation
GEO 1055 : Geology of the National Parks Lab	C			Description, rotation
MUSC 1050 : Introduction to World Music	C, GE			Remove GLOCUP from title and description
MUSC 1236: Survey of Jazz History	C, GE			Remove GLOCUP from title and description
MUSC 3630 : Music History & Literature I	C			Description, rotation
MUSC 3640: Music History & Literature II	C			Description, course rotation
NURS 3312: Foundations of Clinical Nursing Care I	D			Discontinued
NURS 3990 : Seminar in Nursing	D			Discontinued
PEHR 4200: Healthy Aging	C			Prerequisites, grade required on prerequisites

SPAN 2991 : Seminar in Spanish	D			Discontinued
MEETING ADJOURNED		M: Nate Staheli S: Ami Comeford	Adjourned	4:21 pm

Viewing: ENGL 3010: Business Communication and Ethics

Last approved: 07/14/18 2:32 am

Last edit: 07/03/18 9:56 am

Catalog Pages
referencing this
course

This box is called the ecosystem. It references all programs and courses that will be affected by changes to this course.

[Bachelor of Arts/Science in Integrated Studies - English Emphasis](#)

[Bachelor of Individualized Studies](#)

[Bachelor of Science in Communication Studies - Organization and Leadership Emphasis](#)

[Bachelor of Science in Computer & Information Technology](#)

[Bachelor of Science in Computer & Information Technology - Information Technology](#)

[Bachelor of Science in Computer & Information Technology - Software Development](#)

[Bachelor of Science in Computer & Information Technology - Web Design & Development](#)

[Bachelor of Science in Mechanical Engineering](#)

[Certificate in Professional Writing](#)

Other Courses
referencing this
course

As A Banner Corequisite:

[MECH 4000 : Design: Product Design I](#)

In The Catalog Description:

[MECH 4000 : Design: Product Design I](#)

Number cannot duplicate any previously used number as a different course including R courses, etc.

Prefix must be preapproved

Course Prefix:

ENGL

Course Number:

3010

Effective Semester:

Spring 2019

According to course and catalog schedule deadlines

Department:

English (ENGL)

College:

College of Humanities and Social Sciences

Course Title:

Business Communication and Ethics

Short Course Title:

Business Comm and Ethics

Both titles can be exactly the same if less than 30 characters

History

1. Oct 28, 2016 by Randy Jasmine (jasmine)
2. Dec 14, 2017 by Sharon Lee (lee_s)
3. May 5, 2018 by Test Student (D00220949)
4. Jul 14, 2018 by Allison White (allison.white)

Credits:	3	Change in credit hours changes all programs.	
Workload Factors:	4	Determined by policy not curriculum.	
Primary Grade Type:	Standard Letter		
Secondary Grade Type:	Only by special circumstances.		
Instructor Permission Required:	No		
Repeatable for Credit:	No	If the course is repeatable for credit it must have an R unless the topics change every semester.	
Schedule Type:	Lecture	Hrs/Wk:	3
Catalog Prerequisites?	Yes	Hours per week is determined by credit hours and schedule type.	
	Catalog Prerequisites: ENGL 2010 (Grade C- or higher) or ENGL 2010A (Grade C- or higher).		
	Grade Required on C- Prerequisite(s):		
Corequisites?	No		
Course/Lab Fee?	No	The index code only for the course fee is administrative. Amount of fee is curriculum. Submit to fee committee.	
Instruction Index Code:	CMP200		
GE Status Requested:	No	Submit to GE committee for GE status.	

Catalog Description

Successful students will understand a common ethical framework, be able to identify when business ethical issues arise and apply the framework to analyze and resolve them. Students also will be able to effectively recognize and model diverse professional communication styles by analyzing various business audiences, writing and presentation purposes, and documents (including extensive formal research reports) based on business communication theory, ethical frameworks and practical application. Dual listed with MGMT 3100. Students may take only one course for credit. ****COURSE LEARNING OUTCOMES (CLOs)** At the successful conclusion of this course, students will be able to:

1. Explain an ethical framework used in business contexts and identify when ethical issues in business arise for which the framework should be applied.
2. Apply an ethical framework to analyze and resolve ethical dilemmas.
3. Write clear, correct, concise, complete, and culturally aware artifacts for professional contexts.
4. Write, design, and analyze several types of business documents using appropriate media.
5. Synthesize research with their own ideas to produce

artifacts and oral presentations that inform and persuade a target audience. 6. Demonstrate the ability to collaborate well with others to produce quality rhetorical documents.

Course Rotation:

Fall (every)

Spring (every)

Library Resources Yes

Adequate:

Tech Resources Yes

Adequate:

Course Learning

Outcomes #1:

These CLOs will match identically what is in the course description.

At the successful conclusion of this course, students will be able to: 1. Explain an ethical framework used in business contexts and identify when ethical issues in business arise for which the framework should be applied. 2. Apply an ethical framework to analyze and resolve ethical dilemmas. 3. Write clear, correct, concise, complete, and culturally aware artifacts for professional contexts. 4. Write, design, and analyze several types of business documents using appropriate media. 5. Synthesize research with their own ideas to produce artifacts and oral presentations that inform and persuade a target audience. 6. Demonstrate the ability to collaborate well with others to produce quality rhetorical documents.

Innovation

Knowledge

Responsibility

Skills

CLO #2-10 are for assessment purposes only not curriculum.

Course Learning

Outcomes #2:

Apply an ethical framework to analyze and resolve ethical dilemmas.

Innovation

Knowledge

Responsibility

Skills

Course Learning

Outcomes #3:

Write clear, correct, concise, complete, and culturally aware artifacts for professional contexts.

Knowledge

Responsibility

Skills

UCC Meeting Notes

August 28, 2018

- Hiatus courses: Must pass through the curriculum process to put on hiatus, no process required to remove. However, there is no hiatus button on Courseleaf. Please send these to the UCC Secretary (April Ficklin) via email to add to the agenda.
- Discontinued courses: Use the button on Courseleaf to submit through process. If you wish to reactivate a course that has been discontinued you will need to contact the Dixie Courseleaf Administrator (April Ficklin).
- Courses submitted for Discontinuance as approved at the April UCC meeting

MATH 0920	DHYG 4991	AVIA 2170
MATH 0990	DHYG 4992	AVIA 2180
MATH 1001	HLOC 2830	AVIA 2370
MATH 2990	HLOC 2990	AVIA 2380
PBC 0700R	HLOC 3080	AVIA 3010
PBC 0800R	HLOC 3230	AVIA 3015
PBC 1000R	PEHR 1225	AVIA 3020
PHYS 1360	PEHR 1231	AVIA 3040
PHYS 1365	PEHR 1301	AVIA 3050
SCI 3570	PEHR 1411	AVIA 3170
CS 4100	FAST 1225	AVIA 3180
GEO 2880	FAST 1535	AVIA 4010
MUSC 3005R	DHYG 3815	AVIA 4020
MUSC 3230R	DHYG 3850	AVIA 4200
SSC 1050R	DHYG 4565	AVIA 4800
EDTL 4710	PEHR 1235	COMM 4460
EDTL 4720	PEHR 1510	COMM 4470
EDTL 4730	PEHR 1530	COMM 4480
EDTL 4740	PEHR 1870	ENG 1005
EDTL 4750	PEHR 1880	ENG 2990
EDTL 4860	PEHR 2010	ENG 4100
GS 3100	PEHR 2410	JAPN 2990
GS 3800	PEHR 2420	GERM 2990
GS 3805	PEHR 2450	FREN 2990
GS 4700	PEHR 2850	PHIL 2990
GS 1000R	BUS 1350R	PHIL 2705
GS 2000R	BUS 1360R	PHIL 2700
GS 3000R	COMM 2020R	ESL 1001
GS 4000R	COMP 1210	PSY 3480
GS 4100R	MAN 1010	PSY 4010
GS 4800R	MAN 1020	CJ 2990
GS 4830R	MAN 2010	CJ 2991
GS 4860R	MAN 2020	CJ 1001
GS 4890R	MILS 2990	HIST 1001
HON 2800	TECH 1010R	HIST 2990
HON 2810	MDIA 2410	
FCS 2360	MDIA 2800	
DHYG 4990	ACCT 2100	

*Questions: MILS? FCS? TECH?