

**COLLEGE OF HEALTH & HUMAN SERVICES
CURRICULUM COMMITTEE MINUTES
November 12, 2018**

The November 12, 2017 meeting of the College of Health & Human Services Curriculum Committee was held at 2:00 p.m. in 1418 Klehm Hall.

Members Present: Dr. Melanie Burns (Nutrition & Dietetics), Dr. Holly Farley (Nursing), Ms. Sarah Gompers (student representative), Dr. Kathleen O'Rourke (Human Services & Community Leadership), Dr. Lee Ann Price (Kinesiology, Sport, and Recreation), Dr. Sheila Simons (Health Promotion), and Ms. Jean Smitley (Communication Disorders & Sciences)

Members Absent: LTC Travis Shain (Military Science)

Ex-Officio Members: Associate Dean Jake Emmett and Ms. Janet Fopay

The meeting was called to order by Dr. Burns.

I. Approval of Minutes:

1. Ms. Smitley moved and Dr. Price seconded the motion to approve the minutes of the October 29, 2018 meeting as written. The motion was approved by acclamation.

Dr. Burns noted that after the last meeting Dr. Dietz updated the Health Promotion proposals as the committee had requested. Those proposals then went to the Honors Council for approval and then were submitted to the Council on Academic Affairs (CAA).

II. CAA/CGS/COTE Update:

Executive Actions in Process:

1. Modify the course prefixes for the Kinesiology, Sport, and Recreation course from KSS to KSR *(CAA approved 10/4/18; Pending CGS approval)*
2. Change the course prefixes for the Health Promotion department courses from HST to HPR. *(Pending CAA and CGS approvals)*
3. Revise the Family & Consumer Sciences (FCS) major, minor, and graduate program names as follows:
 - **FROM:** B.S. in FCS: Family Services Option
 - TO:** B.S. in Human Services Program Administration
 - **FROM:** Family & Consumer Sciences Minor
 - TO:** Human Services Program Administration Minor
 - **FROM:** M.S. in Family & Consumer Sciences
 - TO:** M.S. in Human Services Program Administration*(Pending CAA and CGS approvals)*
4. Update the Financial Literacy Minor as part of the revisions for the department/college reorganization. *(Pending CAA approval)*
5. "Change the minimum GPA requirement for Human Services Program Administration majors"; "revise the course prefix, title, and credit hours for HSL (FCS) 4275"; AND "update the course prefixes, titles, and numbers for several FCS courses." *(Pending CAA approval)*
6. "Cross-list HST 2800 with HSL 2800" AND "change the course prerequisites for HST 2800." *(Pending CAA approval)*
7. Revise the course description, credit hours, prerequisites and enrollment restrictions for NTR 4275. *(Pending CAA approval)*

Ms. Fopay explained that CAA had questions regarding executive items #4 thru #7 above. After the meeting the following actions were taken:

- **In regards to #4:** *The Financial Literacy Minor was withdrawn as an executive action request. Instead, the item will be submitted as a proposal. The proposal will first be taken to the department curriculum committee before coming to the CHHS Curriculum Committee and then on to CAA.*
- **In regards to #5:** *The request to change the minimum GPA requirement for Human Services Program Administration was infused into the proposal for the B.S. in Human Services Program Administration (Agenda Item # 18-12) which was forwarded to CAA. Also, the request to renumber and change the course prefix for FCS 2831 to HSL 3831 was withdrawn. Instead, since the course level would change (from 2000 level to 3000 level), CAA requested that a course proposal be submitted. A course proposal was created and will be taken to department curriculum committee before moving forward in the curriculum process. The remaining items on the executive action request will move forward to CAA as is.*
- **In regards to #6:** *The request to cross-list HST 2800 and HSL 2800 will remain as an executive action item.*
- **In regards to #7:** *The request to update NTR 4275 will also remain as an executive action item.*

Proposals in Process:

1. New Courses: 18-01, 18-02, 18-03: HPR 4444, 4555, 4644 (*Honors Council approved 11/1/18; Pending CAA approval*)
2. New Program: 18-04, Health Promotion Departmental Honors Program (*Pending CAA approval*)
3. New Course: 18-05, NTR 3500 (*Pending CAA approval*)
4. RME: 18-06, B.S. in Nutrition & Dietetics (*Pending CAA approval*)

Approved Items:

1. Change FCS course prefixes, titles, and/or numbers - part of the revisions needed for the department/college reorganization (*approved executive actions – 9/13/18 CAA and 9/4/18 CGS*)
2. Add Accelerated Graduate Program: M.S. in Health Promotion & Leadership (*approved executive action – 9/27/18 CAA and 10/2/18 CGS*)

III. Communications:

None.

IV. Items Acted Upon:

Packet of HSCL materials which included a HSCL summary of changes and graphic of program by level.

1. **18-07, HSL 2200, Introduction to Human Services Programs (Revised Course).**
Dr. O'Rourke presented the proposal. The committee members requested revisions to the proposal. Dr. Farley motioned and Dr. Simons seconded to approve the proposal. The motion was approved by acclamation. The proposal was approved with revisions.
2. **18-08, HSL 4200, Orientation to Human Services Program Administration Internship (Revised Course).**
Dr. O'Rourke presented the proposal. The committee members requested revisions to the proposal. Ms. Smitley motioned and Dr. Price seconded to approve the proposal. The motion was approved by acclamation. The proposal was approved with revisions.

3. 18-09, HSL 4240, Family Advocacy, Policy, and Law (Revised Course).

Dr. O'Rourke presented the proposal. The committee members requested revisions to the proposal. Ms. Smitley motioned and Dr. Simons seconded to approve the proposal. The motion was approved by acclamation. The proposal was approved with revisions.

4. 18-10, HSL 4650, Human Services Programs: Community, Culture and Intersectionality (New Course).

Dr. O'Rourke presented the proposal. The committee members requested revisions to the proposal. Dr. Farley motioned and Dr. Price seconded to approve the proposal. The motion was approved by acclamation. The proposal was approved with revisions.

5. 18-11, HSL 4775, Human Services Programs and Resource Management (New Course).

Dr. O'Rourke presented the proposal. The committee members requested revisions to the proposal. Ms. Smitley motioned and Dr. Farley seconded to approve the proposal. The motion was approved by acclamation. The proposal was approved with revisions.

6. 18-12, B.S. in Human Services Program Administration (Formerly B.S. in Family and Consumer Sciences: Family Services Option).

Dr. O'Rourke presented the proposal. The committee members requested revisions to the proposal. Dr. Price motioned and Dr. Simons seconded to approve the proposal. The motion was approved by acclamation. The proposal was approved with revisions.

7. 18-13, Human Services Program Administration Minor (Formerly Family & Consumer Sciences Minor).

Dr. O'Rourke presented the proposal. The committee members requested revisions to the proposal. Dr. Simons motioned and Ms. Smitley seconded to approve the proposal. The motion was approved by acclamation. The proposal was approved with revisions.

V. Other Business:

1. Discussion of the meeting time for the December 10, 2018 CHHS Curriculum Committee to be held during finals week.

The committee discussed when to hold its December meeting due to the schedule for finals. It was decided to hold the meeting at 1:00 p.m. on December 10th rather than the usual 2:00 p.m. meeting time. Ms. Fopay will look for a different meeting location given there is a scheduling conflict with Room 1418, Klehm Hall.

VI. Pending:

None.

The meeting adjourned at 3:32 p.m.

The next meeting will be held at **1:00 p.m.** on Monday, December 10, 2018. The meeting location – **1341 Klehm Hall.**

Respectfully submitted,
Janet Fopay