

University Courses & Curricula Committee 2016-2017

February 8th, 2017
Talley Student Union 4140
12:45pm-2:45pm

Call to Order 12:45pm

- Welcome and Instructions, Chair Andy Nowel
- Remarks from Associate Vice Provost, Dr. Barbara Kirby
- Approval of UCCC January 25th, 2017 Minutes
- Course and Curricular Business

New Business

Consent Agenda		
Action	Type	Notes
BIT 473 Protein Interactions	Revision	Revision: Title change.
ENG 363 The British Novel of the 19th Century	Drop	Dropping Course
ENG 371 Late Twentieth-Century Fiction	Drop	Dropping Course
ENG 373 Late Twentieth-Century Poetry	Drop	Dropping Course
ENG 398 Contemporary Literature I (1900 to 1940)	Drop	Dropping Course
ENG 471 American Literature, Since 1945	Drop	Dropping Course
ENG 497/FL 497 Senior Seminar in World Literature	Drop	Dropping Course
FLF 321 French Cultures and contexts	Revision	Revising: Prerequisite, offering
BA Geology 17GEOLBA	Discontinue	Discontinuing

College of Agriculture and Life Sciences			
Presenter	Reviewers	Action	Type
Tarpy	Lindsay, Ferguson, Fath	ANS 105 Introduction to Companion Animals	Revisions: Requisites, SLO, Description
Tarpy	Despain, Beller, Hergeth	NTR 210 Introduction to Community Food Security	New Course. Service Learning Attribute.
Trivedi	Harper, Banks, Podural	Certificate in Food Safety and Quality Management	New Certificate Program
Trivedi	Klesath, Hessling, Driscoll	Nutrition Minor 11NTM	Revisions: required courses, elective list, and credit hours

College of Humanities and Social Sciences			
Presenter	Reviewers	Action	Type
Despain	Young, Orphanides, Wu	ENG 275 Literature and War	New Course
Despain	Banks, Beller, Peretti	PHI 347 Neuroscience and Philosophy	New Course
Driscoll	Hergeth, Rieder, Hessling	SW 201 Introduction to Social Work	Revisions: title, component type, objectives, SLO

College of Science			
Presenter	Reviewers	Action	Type
Klesath	Rieder, Tarpy, Podural	BIO 432 Evolutionary Medicine	New Course
Banks	Driscoll, Fath, Trivedi	LSC 205 Class Assistant Experience	New Course

SLO = Student Learning Outcomes

Discussion: Feedback for Syllabus Availability.

Notes:

- All linked course actions are viewable in CIM.
- To view actions, please click on the hyperlink. You may need to use your Unity ID to log in.
- If you experience issues logging in, please go to <https://next-catalog.ncsu.edu/courseadmin/> and type the course prefix and number into the search bar.

University Courses and Curricula Committee

January 25th 2017
Talley Student Union 4140
Call to Order: 12:46 pm

Members Present: Chair Andy Nowel, Amanda Beller, Scott Despain, Catherine Driscoll, Shweta Trivedi, Mian Wu, Elizabeth Fath, Andreas Orphanides, Kathleen Rieder, Steven Peretti, Edwin Lindsay, Richard Podurgal, Daniel Harper, Scott Ferguson, Greg Young, Marta Klesath, Peter Hessling, George Hodge (Proxy)

Members Absent: Helmut Hergeth, Michael Robinson, David Tarpy, Alton Banks

Guest: Jason Miller

Ex-Officio Members Present: Li Marcus, Lexi Hergeth, Barbara Kirby, Charles Clift, Rebecca Swanson, John Harrington, Kyle Pysher

WELCOME AND INTRODUCTIONS

- **Remarks from Chair**— Chair Andy Nowel introduced the proxy and guest.
- **Dr. Barbara Kirby, Associate Vice Provost** – Reminded the committee the deadline for feedback on the syllabus availability bill. She also reminded members the faculty survey for committees has been sent and encouraged members to fill out the survey. She reminded members to speak within their colleges about returning to the committee to serve another term, or discuss which representatives should serve on the committees, and thanked the members for their service.
- **Approval of the Minutes from January 11th 2017** – Approved Unanimously
 - Discussion: Member Scott Despain moved to approve. Minutes from the previous meeting were presented and approved without further discussion.

NEW BUSINESS

- **Consent Agenda**—Approved Unanimously
Discussion: Member Steven Peretti moved to approve. The consent agenda was approved without further discussion.
- **BA in Criminology 16CRIMNBA** - Approved Unanimously
Discussion: Member Scott Despain presented the curricular action. The curricular action was approved without further discussion.
- **BA in English, Literature concentration 16ENGLBA-16ENGLLLT** – Approved Unanimously
Discussion: Member Scott Despain presented the curricular action. Member asked if an ENG requirement would automatically be equivalent to FLE, guest Jason Miller confirmed FLE is automatically equivalent to ENG.
- **BA in Arts Studies, Theatre concentration 16ARTSTBA 16ARTSTTHE** - Approved Unanimously
Discussion: Member Scott Despain presented the curricular action. The curricular action was approved without further discussion.
- **BEC/CHE 488/ (588) Animal Cell Culture Engineering**—Approved Unanimously
Discussion: Member Scott Ferguson presented the course. Member indicated a few edits to the syllabus should be made before it is sent to students and provided suggested edits via email. Suggestions were forwarded to the instructor after the meeting.
- **Aerospace Engineering Curriculum 14AE** - Approved Unanimously
Discussion: Member Steven Peretti presented the curricular action and explained the updates made in response to the latest ABET accreditation review. Member asked if Mathematics was consulted and the presenter confirmed the Mathematics department was consulted.

Discussion: Dr. Kirby reminded the committee to submit course and curricula actions for the fall semester as soon as possible for ease of scheduling.

Meeting adjourned at 12:59 pm

Respectfully submitted by Lexi Hergeth

Routing for On-Campus Approval of Degree Program Actions

Type of Action: Enter "X" for Action Type(s) and list Title and Prefix(es) as indicated

<input type="checkbox"/> New Degree Program	Proposed Program Title _____
<input type="checkbox"/> New Certificate Program	Proposed Certificate Program Title _____
<input type="checkbox"/> New Minor Program	Proposed Minor Program Title _____
<input type="checkbox"/> Change in Degree Program Title	Current Degree Program Title <u>Bachelor of Arts in Geology</u>
<input type="checkbox"/> Change in Certificate Program Title	Current Certificate Program Title _____
<input type="checkbox"/> Change in Minor Program Title	Current Minor Program Title _____
<input type="checkbox"/> Change in Course Prefix	Current Course Prefix _____ Proposed Course Prefix _____
<input checked="" type="checkbox"/> Program Discontinuation	

Responsible College(s)	<u>College of Sciences</u>	Responsible Department(s)	<u>Marine, Earth & Atmospheric Sciences</u>
Program Contact Name	<u>Jay Levine</u>	Contact email	<u>jlevine@ncsu.edu</u>
Proposed SIS Curriculum and CIP Code	<u>17GEOLBA 40.0601</u>	Proposed Effective Date	<u>5.2017</u>

Routing of Action: *Indicate by date when the following occurs.*

Completed Request

<u>N/A</u>	Council of Dean's Meeting - Approval to Plan granted
<u>Aug 6, 2014</u>	Department Head <i>endorses</i> (signature required)
	College Curriculum Committee <i>recommends</i> (signature required)
<u>July 17, 2016</u>	College Dean <i>endorses</i> (signature required)

Request moves to Undergraduate or Graduate Office for routing:

_____	<i>Recommended</i> by Vice Provost, DELTA (if DE degree) (signature required)
_____	Substantive Change Review Committee (SCRT) <i>reviews</i>
	<input type="checkbox"/> If SACS notification is required, SCRT prepares letter draft for Chancellor to send to SACS
_____	University Courses and Curricula Committee or Administrative Board of the Graduate School <i>recommends</i> (signature required)
_____	Dean, (DASA or Graduate School) <i>approves</i> (signature required)
_____	Associate Dean's Council or Graduate Operations Council <i>informed</i>

Request moves to Executive Vice Chancellor and Provost's Office for routing:

_____	Vice Provosts <i>informed</i>
_____	Deans' Council <i>recommends</i> (signature required)
_____	Executive Vice Chancellor and Provost <i>approves</i> (signature required)
_____	<i>Recommended</i> by Chancellor's Executive Officers (EOM)
_____	University Council <i>informed</i>
_____	<i>Presented</i> to Board of Trustees subcommittees (Academic & Personnel and Finance & Planning)
_____	Chancellor <i>approves</i> (signature required)
_____	SCRT Liaison prepares SACS letter for substantive change as applicable (approval or notification)
_____	Request submitted to UNC-GA by Provost's Office via PREP or MOA or MOU as appropriate

Notes:

NC STATE UNIVERSITY

MEMORANDUM

Date: August 6, 2014

To: Michael Mullen
Vice Chancellor and Dean for Academic and Student Affairs

From: Walter Robinson
Head, Department of Marine, Earth & Atmospheric Sciences

Re: Discontinuation of BA in Geology

Title and SIS code: BA Geology and 17GEOLBA (including subplan 17GEOLENV)

The Department of Marine, Earth and Atmospheric Sciences requests to discontinue the BA in Geology. Please find Appendix D: Request for Authorization to Discontinue a Degree Program attached.

We request that admissions into the program end immediately and that current students be allowed to finish their degrees as defined by their current plan audit. We anticipate all grandfathered students will graduate no later than May 2017.

UNIVERSITY OF NORTH CAROLINA
REQUEST TO DISCONTINUE
A DEGREE PROGRAM, SITE OR DELIVERY MODE

Date: _____

Constituent Institution: NC State University

Is the program a joint degree program? Yes _____ No X

Joint Partner campus _____

Title of Authorized Program: Bachelor of Arts in Geology Degree Abbreviation: 17GEOLBA

CIP Code (6-digit): 40.0601 Level: B x M I D

CIP Code Title: Geology/Earth Science, General

If the degree program has associated UNC Teacher Licensure Specialty Area Codes that, upon this discontinuation, should be attributed to a different degree program, then complete the following:

UNC Teacher Licensure Specialty Area Code (one per line; add as needed)	Degree Program to Receive Specialty Area Code		
	Title	Degree awarded	6-Digit CIP

Term of Proposed Discontinuation (when new students will no longer be admitted):

term 5 year 2017

1. What type of program discontinuation is being requested? (if b/c/d, one or more can be selected)
 - a) X **Discontinue - Permanent.** (While course offerings already shared across degree programs may continue, the program components will not become a significant or distinct component of another program. Degree program is discontinued in full in Academic Program Inventory (API), including any approved off-campus sites and alternate means of delivery; requires action of Board of Governors)
 - b) **Discontinue - Delivery.** Eliminate one or more delivery types and keep the program active.
 - o On-campus delivery of program

- _____ Online delivery of program
- _____ Site-based delivery of program
 - _____ Instructor present (off-campus delivery)
 - _____ Instructor not present (site-based distance education)
- c) _____ **Discontinue - Consolidate.** Program components will become a significant or distinct component in another degree program (e.g. concentration/track).
 - _____ Existing degree program (BOG approved)
 - Program title, degree, CIP _____
 - _____ New degree program (Request to Establish and BOG approval generally required)
 - Proposed program title, degree, CIP _____

If (b) is selected and sites are to be discontinued, please list them (add lines as needed).

Site #1

(address, city, county, state)

(date of site authorization by GA)

Site #2

(address, city, county, state)

(date of site authorization by GA)

Site #3

(address, city, county, state)

(date of site authorization by GA)

2. Explain why the program, site, or delivery mode is being discontinued.

Enrollment in the BA in Geology program has not risen above 5 students in the past years. In addition to low enrollment, our BS in Geology has undergone major revisions allowing for more flexibility, thereby better serving the needs of students who may have previously been interested in the BA.

Three students are active in the BA program. These students are Juniors and Seniors, so we plan to allow them to finish their degrees as defined by their current degree plan/audit. The courses the students require for graduation will continue to be available because they meet requirements for other degree programs in the department.

3. Discuss the reassignment of any faculty, staff and EHRA non-faculty, including number of each type of personnel to be reassigned.

Zero faculty, staff, or EHRA non-faculty members will be reassigned.

4. Discuss the discontinuation of the employment of any faculty, staff and EHRA non-faculty, including number of each type of personnel to be discontinued.

Zero faculty, staff, or EHRA non-faculty members will be discontinued. They will continue to teach under the Geology BS.

5. Discuss reallocation or reduction of costs resulting from each discontinuation(s), including specific amounts related to each discontinuation.

N/A - Faculty will continue to teach in the Geology BS program.

6. Name, title, telephone, and e-mail of contact person for this notification of discontinuation:

Jay Levine, Department Head and Professor, Department of Marine, Earth & Atmospheric Sciences, 919-513-6937, jflevine@ncsu.edu

This request to discontinue a degree program, delivery mode, or site has been reviewed and approved by the appropriate institutional committees and authorities.

Signature of Chief Academic Officer: _____

Signature of Chief Academic Officer (Joint Campus partner) _____

North Carolina State University

This request has been reviewed and approved by the appropriate campus committees and authorities.

Endorsed By:

Memo attached

August 6, 2014

Head, Department/Program

Date

Recommended By:

Chair, College Curriculum Committee

Date

Endorsed By:

Memo attached

July 17, 2016

College Dean

Date

Recommended By:

N/A

Vice Provost, DELTA (if DE degree/certificate)

Date

Recommended By:

Chair, University Courses & Curricula Committee

Date

Approved By:

Dean, (DASA or the Graduate School)

Date

Recommended By:

Dean's Council

Date

Approved By:

Executive Vice Chancellor and Provost

Date

Approved By:

Chancellor

Date

College of Sciences
Office of the Associate Dean
for Academic Affairs



Campus Box 7558
3211C Broughton Hall
Raleigh, NC 27695-7558

P: 919.515.7833

To: Barbara Kirby, Associate Vice Provost
FROM: Jo-Ann Cohen, Associate Dean for Academic Affairs
RE: Discontinuation of the BA in Geology
DATE: July 17, 2016

Barbara, I support the request from the Department of Marine, Earth and Atmospheric Sciences to discontinue the BA in Geology. We will, however, make sure that the students who are currently in the degree program have the opportunity to complete their degrees.

Please let me know if you have any questions.

A handwritten signature in black ink that reads "Jo-Ann Cohen". The signature is fluid and cursive, with the first name "Jo" and last name "Cohen" clearly legible.

Jo-Ann Cohen

Close Admissions - BA Geology 17GEOLBA and subplan 17GEOLENV

1 message

Catherine Freeman <cmfreem2@ncsu.edu>

Wed, Aug 13, 2014 at 11:57 AM

To: Jim Price <jwprice@ncsu.edu>, Charles Clift <ceclift@ncsu.edu>

Cc: Thomas Griffin <thgriffi@ncsu.edu>, Carrie Thomas <cjthomas@ncsu.edu>

Bcc: Gina Neugebauer <gmneugeb@ncsu.edu>, Barbara Kirby <kirby@ncsu.edu>, Catherine Freeman <cmfreem2@ncsu.edu>

Hi Jim,

At the request of the College of Sciences department of Marine, Earth, and Atmospheric Sciences, please close admissions into the BA Geology plan 17GEOLBA and the Subplan 17GEOLENV effective immediately. The degree plan and subplan will continue for current students as defined in their degree audit until completion or matriculation into another program. It is anticipated that all grandfathered students will graduate no later than May 2017.

Hi **Charles**,

Please put future ending date on the plan and subplan as 5-12-2017.

For CODA please note on the Geology plan/subplan that matriculation for this program is closed and remove the option from the next cycle.

Carrie - I assume you are not taking transfers into the program via CODA for internal or external but please confirm.

We will submit documentation to discontinue the program at the appropriate time and appreciate your removing this option from the application.

Thanks and if there is anyone else I am forgetting to include on this email for notification of closing admission, please forward as needed.

Catherine

Catherine Freeman

Director

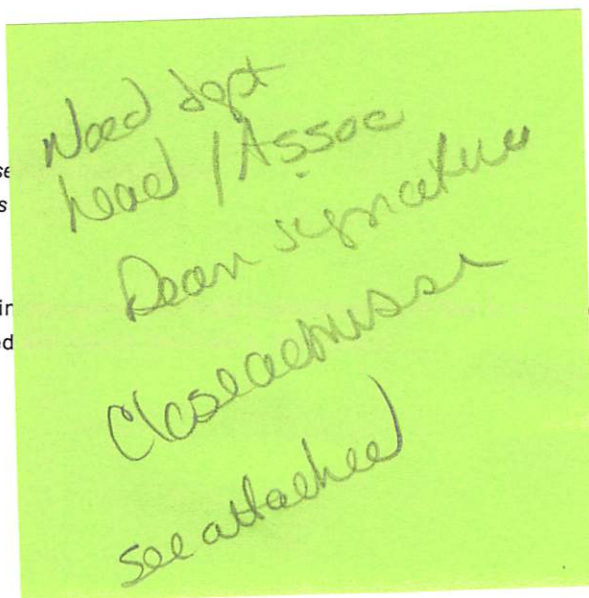
Office of Undergraduate Course

University Academic Standards

Website: <http://oucc.ncsu.edu>

"All electronic mail messages in
Records Law. They are retained

ved by this account are subject to the NC Public



**N. C. STATE UNIVERSITY
UNIVERSITY CERTIFICATE PROGRAM FORM**

COLLEGE/DEPARTMENT/PROGRAM NAME:

CALS/FBNS/FoodScience

CERTIFICATE TITLE:

Certificate in Food Safety & Quality Management

TYPE OF PROPOSAL:

New: ☒ ☐

Revision: ☐ ☐

CIP DISCIPLINE#: 01.1001

PROPOSED OR CURRENT PROGRAM CODE: Food Science (FS)

COURSE COMPONENTS: On-campus ☐ Distance ☒ On-campus & Distance ☐

PROPOSED EFFECTIVE DATE: 01/2017 APPROVED EFFECTIVE DATE:

ATTACHMENTS INCLUDED:

- ☒ 1. Statement of Justification for Program
- ☒ 2. Statement of Program Objectives
- ☐ 3. Proposed Revision(s) with Reasons
- ☒ 4. List of Program Requirements (use attached Format B)
- ☒ 5. Catalog Description of Proposed Certificate
- ☐ 6. Number of Certificate recipients in the past Five Years
- ☒ 7. Projected Enrollment
- ☒ 8. Admission Requirements
- ☒ 9. Statement on Other Departments Likely to be Affected and Summary of Consultations with those Departments

REQUIRED SIGNATURES:

CR Paulant 7.29.16
Head, Department/Program Date

[Signature] 12/13/16
Chair, College Curriculum Committee Date

[Signature] 12/13/16
College Dean Date


Chair, University Courses & Curricula Committee Date

Dean, Undergraduate Academic Programs Date

February 1, 2017

To: Members of OUCC

Subject: Undergraduate Certificate in Food Safety and Quality Management

From: Clinton D. Stevenson 
Assistant Professor and Distance Education Coordinator

The following information is provided following a request from the OUCC about the Undergraduate Certificate in Food Safety and Quality Management:

The objectives of the certificate program are for students to be able to accomplish the following:

1. Evaluate Good Manufacturing Practices in food processing facilities
2. Develop a food safety management plan for processing safe and wholesome foods in the food industry
3. Identify the role of operations management in food quality assurance
4. Minimize process variation in food manufacturing quality control problems.

These objectives will be assessed every two years based on the general University assessment procedures. Also, students may be assessed on their self-reported competencies and self-efficacies for the learning outcomes listed above before and after completing the program.

Individual courses will also be assessed. For example, in FS 250 students will be assessed on their ability to evaluate the implementation of Good Manufacturing Practices in food processing facilities and communicate why this is important. They will be assessed by a combination of weekly quizzes, experiential learning assignments and a final project. The weekly quizzes will assess their basic knowledge and the instructor will review performance on these quizzes on a weekly basis and remediate the concepts that students had difficulty with by clarifying the concepts to the entire class. Students will be assessed on their ability to explain the practical applications of the subject matter through discussion forums, which will be assessed using rubric consisting of critical thinking and writing criteria. A final project will assess their abilities to audit a food processing facilities, and students will be assessed using a rubric that consists of criteria related to their ability to apply the subject matter in real world contexts.

University Certificate Program Form: Food Safety & Quality Management Certificate

NC State University College of Agricultural and Life Sciences
Department of Food, Bioprocessing and Nutrition Sciences

University Undergraduate Certificate in Food Safety & Quality Management – *for NC State Students*

AND

University Undergraduate Certificate in Food Safety & Quality Management – *for Non-Degree Seeking Students*

1. Statement of Justification for Program

Dr. Clint Stevenson intends to improve a departmental food safety certificate program by offering it as a new university distance education certificate program. The existing two-tier certificate program consisting of three 3-credit courses per certificate will be replaced with a condensed and more impactful program. The new format will be value-added, as it will be a university-credentialed program. Underserved individuals pursuing careers in food manufacturing industries will comprise the primary audience. Dr. Stevenson recently enhanced two of his courses by improving the interactivity of the learning activities in Articulate Storyline, producing a multimedia rich case study of the Howling Cow dairy processing plant, and creating a food safety game using videos and an interactive map of the plant (visit <http://foodsafety.ncsu.edu/howling-cow-case-study> to learn more). The Quality Matters program for online learning, as well as peer and student evaluations of teaching will conduct program evaluations.

A 2013 marketing study commissioned by DELTA that included regional employers of food quality assurance professionals indicated the need for a university recognized certificate program. The new program being proposed will significantly increase students' career potentials, as they will be awarded a university-transcripted certificate on their diplomas upon completing all four courses. Further, each individual course will prepare students to pass specific certification exams accredited by the American Society for Quality and the National Environmental Health Association. Students will not necessarily be required to take these third-party certifications, however they will be instructed of the merit of possessing these credentials.

2. Statement of Program Objectives

The objective of the University Certificates in Food Safety & Quality Management are to allow non-degree seeking (NDS) students not enrolled in a 4-year degree program at N.C. State University, as well NC State University undergraduate students, the opportunity to receive recognition on their transcript for the successful completion of a sequence of courses in the field of Food Safety & Quality management.

3. Proposed Revisions With Reasons

A statement of proposed revisions with reasons is not applicable to this proposal for a new certificate program. Yes, this new university certificate program will supersede a previous certificate program, however the previous certificate program was a departmental certificate program.

University Certificate Program Form: Food Safety & Quality Management Certificate

4. List of Program Requirements

Undergraduate Certificate in Food Safety & Quality Management

Code:

Certificate Requirements	
<i>Area of Study</i>	<i>Credit Hours</i>
Required Courses:	
1. FS 250 Basics of Food Safety & Quality	3
2. FS 435/535 Food Safety Management Systems	3
3. FS 416 Quality Control in Food & Bioprocessing Science*	3
4. BUS 370 Operations Management**	3
Elective Courses: None	
Other: None	
Total hours required for Certificate	12

* There is a pre-requisite of ST 311 for FS 416. This pre-requisite may be satisfied by an equivalent course from other institutions by requesting approval from the certificate program director.

** The instructor of BUS 370 Operations Management, Dr. Donavon Favre, has indicated his support to include this course in the new certificate program.

** Per previous conversations with the Poole College of Management (see #9 below), this course will only be offered to Food Safety & Quality Management Certificate students in the summer session.

Completion Requirements:

1. Completion of 12 credit hours from the list of required courses with a grade of C- or higher received for each course and an overall GPA of 2.5 or higher must be achieved upon completion of all required courses.
2. None of the required 12 credit hours may be taken for S/U or "credit only."
3. No transfer credits from other institutions to fulfill certificate course requirements are allowed except for the ST 311 pre-requisite for FS 416.

5. Catalog Description of Proposed Certificate

The University Certificate in Food Safety & Quality Management provides individuals an opportunity to learn basic food safety, quality control, and operations management concepts that are useful throughout the food manufacturing supply chain. It is available to non-degree seeking students and both undergraduate and graduate students at N.C. State University.

6. Number of Certificate Recipients in the Past 5 Years

The number of certificate recipients is not applicable to this proposal for a new certificate program. With that said, the previous food safety certificate program offered by the Department of Food Bioprocessing and Nutrition Sciences issued 10-20 certificates per year.

University Certificate Program Form: Food Safety & Quality Management Certificate

7. Projected Enrollment

Initial enrollment is anticipated to be approximately 20 students per year in both certificate programs: 10 non-degree seeking students and 10 NC State students. Enrollment is projected to grow over a 5-year period to 40 certificate recipients per year. These projections are based on previous departmental certificate enrollment, a study commissioned by DELTA in 2013, and an agreement with DELTA to market the new certificate program.

8. Admission Requirements

- Non-degree seeking / continuing education students: Must demonstrate current or previous enrollment in a 2-year or 4-year degree program at an accredited college or university and provide proof of a 2.5 GPA or higher; OR have received an Associate Degree, Bachelor of Science or Bachelor of Arts Degree.
- NC State students: Must have a GPA of 2.5 or higher.

Program Director: Clint Stevenson, Ph.D.
Assistant Professor and Distance Education Coordinator.
Department of Food, Bioprocessing and Nutrition Sciences
North Carolina State University
Campus Box 7624, Raleigh, NC 27695
919-513-2065, cdsteve3@ncsu.edu

9. Statement on Other Departments Likely to be Affected and Summary of Consultations with Those Departments.

Two parties will be affected by the proposed certificate and the summary of consultations with them are provided below:

1. Poole College of Management:

- Dr. Donavon Favre, a Lecturer of Supply Chain & Operations in the Poole College of Management, is the instructor of the BUS 370 Operations Management that will be a required course in the proposed university certificate program. A letter of support from Dr. Favre is provided in this proposal.
- Previous communications with the Poole College of Management have established that students enrolled in the Food Safety & Quality Management certificate program will be permitted to enroll in the summer offering(s) of BUS 370, provided below:

Tamah Morant, Associate Dean for Undergraduate Programs,
<tcmorant@ncsu.edu>, wrote On Mar 17, 2016, at 6:08 PM:

“Hi Clint,
We've taken a look at the attached proposal. We unfortunately don't have the bandwidth in our PCOM courses to be able to guarantee seating for students outside of the College during the regular academic year. That said, we do want to help and would be very open to offering seats in our summer offerings of the

University Certificate Program Form: Food Safety & Quality Management Certificate

course. I don't know if that's an option, given that you're hoping to have the course be a part of the required course line-up. However, if you were open to adjusting the curriculum such that BUS 370 were an elective, the summer offering might be a more viable option for students pursuing the certificate.

If that's not an option, I would suggest that we open the lines of communication, perhaps most easily through Donovan, to help you incorporate some relevant topics from the area of operations management into a course developed within Food, Bioprocessing and Nutrition Services.

Please feel free to reach out to me to discuss.

Best,

Tamah Morant”

Andy Nowel, Director of Curriculum, Scheduling and Assessment,
<nowel@ncsu.edu>, wrote On Mar 29, 2016, at 8:22 AM:

“Hi Clint,

This is helpful. Since your students would be enrolling in summers, I assume then your estimate for now would be approx 10 in summer? Given the agreement, seems you can proceed when you are ready to implement.

Thanks,

Andy”

2. DELTA

- Dr. Rebecca Swanson, the Associate Vice Provost for Distance and Distributed Education and DELTA, was the first to suggest the proposed certificate program. Her suggestion occurred in the summer months of 2012 and she has continuously provided support to redesign the courses that will be required in the proposed certificate program. A letter of support from Dr. Swanson, on behalf of DELTA, is provided in this proposal.

NC STATE UNIVERSITY

July 21, 2016

Donavon Favre
Lecturer of Supply Chain & Operations
Poole College of Management

To Whom It May Concern:

I am writing to endorse the Food Quality Assurance Certificate program that Dr. Clint Stevenson is proposing. This program will include my course, BUS 370 Operations Management.

BUS 370 is the introductory course in supply chain management, covering a broad range of topics including inventory, forecasting, capacity planning and manufacturing. I have taught the course each fall and spring semester for 9 years both in the auditorium to 250-350 students per semester as well as on-line to about 45 students per semester. BUS 370 is a required class for all business and accounting students and can be taken in a business minor program or as an elective for majors such as engineering. BUS 370 would be an integral part of the Food Quality Assurance Certificate program. In considering the extent to which quality assurance professionals in the food industry interact with supply chain and operations management, this course will be valuable to students pursuing careers in food manufacturing.

Thank you for your consideration. Please do not hesitate to contact me with any questions you have.

Sincerely,



Donavon Favre, Ph.D.
919-449-4956
djfavre@ncsu.edu



DELTA
Distance and Distributed Education

distance.ncsu.edu
delta.ncsu.edu

Campus Box 7113
920 Main Campus Drive
Venture II, Centennial Campus
Raleigh, NC 27695
P: 919.515.9030

July 22, 2016

Clint Stevenson, Ph.D.
Food Safety Education and Training
Department of Food, Bioprocessing and Nutrition Sciences
North Carolina State University
116A Schaub Hall Campus Box 7624
Raleigh NC 27609

Dear Dr. Stevenson:

This letter confirms the support of Distance Education and Learning Technology Applications (DELTA) for the establishment of the undergraduate University Certificate in Food Safety and Quality Management.

By streamlining the course content and certificate development the program aligns student learning objectives with needed competencies in this high-demand area. The course updates include innovative approaches to technology-assisted pedagogy, fostering student engagement and helping ensure optimum learning outcomes. Combining two previously offered distance education certificates into one comprehensive certificate provides an added value for students who receive transcript recognition upon completion of the certificate.

We are confident that the proposed certificate will serve numerous students, both in North Carolina and beyond. By offering this program you extend learning opportunities to students whose work schedules or other life responsibilities preclude class attendance on campus.

We look forward to continued support of this program, and to working with you and your students.

Sincerely,

Rebecca Swanson

Rebecca Cowles Swanson, Ph.D.
Associate Vice Provost, Distance and Distributed Education

Routing for On-Campus Approval of Degree Program Actions

Type of Action: Enter "X" for Action Type(s) and list Title and Prefix(es) as indicated

<input type="checkbox"/> New Degree Program	Proposed Program Title _____
<input checked="" type="checkbox"/> New Certificate Program	Proposed Certificate Program Title <u>Food Safety and Quality Manager</u>
<input type="checkbox"/> New Minor Program	Proposed Minor Program Title _____
<input type="checkbox"/> Change in Degree Program Title	Current Degree Program Title _____
<input type="checkbox"/> Change in Certificate Program Title	Current Certificate Program Title _____
<input type="checkbox"/> Change in Minor Program Title	Current Minor Program Title _____
<input type="checkbox"/> Change in Course Prefix	Current Course Prefix _____ Proposed Course Prefix _____
<input type="checkbox"/> Program Discontinuation	

Responsible College(s)	<u>CALS</u>	Responsible Department(s)	<u>Food, Bioprocessing & Nutrition Sciences</u>
Program Contact Name	<u>Clint Stevenson</u>	Contact email	<u>cdsteve3@ncsu.edu</u>
Proposed SIS Curriculum and CIP Code		Proposed Effective Date	<u>January 2017</u>

Routing of Action: Indicate by date when the following occurs.

Completed Request to Plan and 1-page Concept Paper submitted to Council of Deans

_____ Council of Dean's Meeting - Approval to Plan granted

Completed Request to Plan:

07/29/2016 Department Head *endorses* (signature required)

_____ College Curriculum Committee *recommends* (signature required)

_____ College Dean *endorses* (signature required)

Request moves to Undergraduate or Graduate Office for routing:

_____ Recommended by Vice Provost, DELTA (if DE degree) (signature required)

_____ Substantive Change Review Committee (SCRT) *reviews*
 _____ If SACS notification is required, SCRT prepares letter draft for Chancellor to send to SACS

_____ University Courses and Curricula Committee or Administrative Board of the Graduate School *recommends* (signature required)

_____ Dean, (DASA or Graduate School) *approves* (signature required)

_____ Associate Dean's Council or Graduate Operations Council *informed*

Request moves to Executive Vice Chancellor and Provost's Office for routing:

_____ Vice Provosts *informed*

_____ Deans' Council *recommends* (signature required)

_____ Executive Vice Chancellor and Provost *approves* (signature required)

_____ Recommended by Chancellor's Executive Officers (EOM)

_____ University Council *informed*

_____ Presented to Board of Trustees subcommittees (Academic & Personnel and Finance & Planning)

_____ Chancellor *approves* (signature required)

_____ SCRT Liaison prepares SACS letter for substantive change as applicable (approval or notification)

_____ Request submitted to UNC-GA by Provost's Office via PREP or MOA or MOU as appropriate

Notes:

North Carolina State University

This request has been reviewed and approved by the appropriate campus committees and authorities.

Endorsed By:

CR Paubert 7.29.16
Head, Department/Program Date

Recommended By:

[Signature] 12/19/16
Chair, College Curriculum Committee Date

Endorsed By:

[Signature] 8/15/16
College Dean Date

Recommended By:

Vice Provost, DELTA (if DE degree/certificate) Date

Recommended By:

Chair, University Courses & Curricula Committee Date

Approved By:

Dean, (DASA or the Graduate School) Date

Recommended By:

Dean's Council Date

Approved By:

Executive Vice Chancellor and Provost Date

Approved By:

Chancellor Date

Undergraduate Minor Revision Memorandum

To: Dr. Michael Mullen
Vice Chancellor and Dean of Division of Academic and Student Affairs
From: Dr. Christopher Daubert
Head, Department of Food, Bioprocessing and Nutrition Sciences
Re: Revisions to the Minor in Nutrition Science (11NTM)

January 10, 2017

Changes to the undergraduate major in nutrition over the last several years, along with other factors, have necessitated some changes to the Nutrition minor as outlined below.

1. Removal of BCH 351 as a required course.

- Requiring BCH means requiring, at minimum, CH 101/2, CH 221/2, and CH 223/4 as prerequisites. This makes it harder for students without 3-4 semesters of chemistry and/or biochemistry in their curricula to take advantage of the minor (e.g., the BA in Biology; the BS in Food Science: Science and Technology options; the BS in Animal Science: Science and Technology options).
- In addition, although BCH is important to the study of nutrition, requiring that 4 hours of the minor be dedicated to a course technically outside the discipline limits the actual number of nutrition courses that students can take.

2. Addition of NTR 301 (Introduction to Human Nutrition) or ANS 230 (Animal Nutrition) or ANS 225 (Principles of Animal Nutrition) as a required course (each is 3 credit hrs).

- An introduction to a discipline should have, at minimum, a requirement for an introductory course.

3. Reduction of required hours from 16 to 15.

- Replacing the BCH 351 requirement (4 credit hrs) with NTR 301 or ANS 230 or ANS 225 (3 credit hrs) reduces the credit hours by one.

4. Addition of new courses to the elective list.

- Since the last revision of the minor, several new courses have been developed that are appropriate to put on the list:

NTR 210: Introduction to Community Food Security (3 credit hrs)

NTR 320: Nutrition Education (3 credit hrs)

NTR 330: Public Health Nutrition (3 credits hrs)

NTR 420: Applied Nutrition Education (3 credits hrs)

Nutrition (11NTM) Original

Description

The Minor in Nutrition will provide knowledge of the principles of nutrition that are needed to formulate balanced diets and to evaluate information and policies concerning foods and dietary practices. Students may select courses to emphasize human or animal nutrition or a combination of these.

The objectives for students pursuing the Nutrition Minor are to:

1. acquire an understanding of the functions of the nutrients in the health of humans and/or animals,
2. to learn to formulate nutritionally balanced diets for humans and/or animals, and
3. to learn to apply nutritional principles in the evaluation of information and policies concerning foods and dietary practices.

Requirements

Must complete a minimum of 16 credit hours from the list provided below and
A grade of 'C-' or better in each course.

Required Courses

BCH 451 Principles of Biochemistry (4 credit hrs) **OR** BCH 351 General Biochemistry (4 credit hrs)

Elective Courses

Students must choose at least 12 credits from the following, with at least 6 credits at the 400 level or above:

IDS 211 Eating Through American History (3 credit hrs)
NTR 220 Food and Culture
NTR 301 Introduction to Human Nutrition (3 credit hrs)
NTR 410 Maternal and Infant Nutrition
NTR 401 Advanced Human Nutrition and Metabolism (3 credit hrs)
NTR (ANS, PO) 415 Comparative Nutrition (3 credit hrs)
NTR 419 Human Nutrition and Chronic Disease (3 credit hrs)
NTR 420/520 Community Nutrition (3 credits hrs)
NTR 421/521 Life Cycle Nutrition (3 credit hrs)
NTR 492 External Learning Experience (1-3 credit hrs)*
NTR 493 Special Problems in Nutrition (1-3 credit hrs)*
NTR/ANS 454 Lactation, Milk and Nutrition (3 credit hrs)
NTR/FS 555 Exercise Nutrition (3 credit hrs)
ANS 225 Principles of Animal Nutrition (3 credit hrs)
OR – ANS 230 Nutrition of Domestic Animals (3 credit hrs)
ANS 231 Nutrition of Domestic Animals Lab (1 credit hr)
ANS (NTR) 550 Applied Ruminant Nutrition (3 credit hrs)
PO (ANS) 425 Feed Mill Management and Feed Formulation (3 credit hrs)

* Not more than a total of 3 hours from NTR 492 and NTR 493 may count toward the 12 hours of Nutrition elective courses.

Admissions

Students who plan to minor in Nutrition should contact Dr. Natalie Cooke, 218A Schaub Hall.

Certification

Dr. Cooke will certify the completion of the student's minor program. Certification must be submitted no later than the registration period for the student's final semester at NC State. The minor must be completed no later than the semester in which the student expects to graduate from his or her degree program.

Contact Person

Dr. Natalie Cooke
218A Schaub Hall
919.515.0287
nkcooke@ncsu.edu
SIS Code: 11NTM

Nutrition (11NTM) Proposed changes

Description

The Minor in Nutrition will provide knowledge of the principles of nutrition that are needed to formulate balanced diets and to evaluate information and policies concerning foods and dietary practices. Students may select courses to emphasize human or animal nutrition or a combination of these.

The objectives for students pursuing the Nutrition Minor are to:

1. acquire an understanding of the functions of the nutrients in the health of humans and/or animals,
2. to learn to formulate nutritionally balanced diets for humans and/or animals, and
3. to learn to apply nutritional principles in the evaluation of information and policies concerning foods and dietary practices.

Requirements

Must complete a minimum of ~~46~~ 15 credit hours from the list provided below and a grade of 'C-' or better in each course.

Required Courses

~~— BCH 451 Principles of Biochemistry (4 credit hrs) OR BCH 351 General Biochemistry (4 credit hrs)~~

NTR 301 Introduction to Human Nutrition (3 credit hrs) OR ANS 230 Animal Nutrition (3 credit hrs) OR ANS 225 Principles of Animal Nutrition (3 credit hrs)

Elective Courses

Students must choose at least 12 credits from the following, with at least 6 credits at the 400 level or above: ***Note in final version the grouping is changed to better guide students in course selection.***

IDS 211 Eating Through American History (3 credit hrs)

NTR 210 Introduction to Community Food Security (3 credit hrs)

NTR 220 Food and Culture

NTR 301 Introduction to Human Nutrition (3 credit hrs)

NTR 320 Nutrition Education (3 credit hrs)

NTR 330 Public Health Nutrition (3 credit hrs)

NTR 410 Maternal and Infant Nutrition

NTR 401 Advanced Human Nutrition and Metabolism (3 credit hrs)

NTR (ANS, PO) 415 Comparative Nutrition (3 credit hrs)

NTR 420 Applied Nutrition Education (3 credit hrs)

NTR 419 Human Nutrition and Chronic Disease (3 credit hrs)

NTR 420/520 Community Nutrition (3 credits hrs)

NTR 421/521 Life Cycle Nutrition (3 credit hrs)

NTR 492 External Learning Experience (1-3 credit hrs)*

NTR 493 Special Problems in Nutrition (1-3 credit hrs)*

NTR/ANS 454 Lactation, Milk and Nutrition (3 credit hrs)

NTR/FS 555 Exercise Nutrition (3 credit hrs)
ANS 225 Principles of Animal Nutrition (3 credit hrs)
OR – ANS 230 Animal Nutrition (3 credit hrs)
ANS 231 Animal Nutrition Lab (1 credit hr)
ANS (NTR) 550 Applied Ruminant Nutrition (3 credit hrs)
PO (ANS) 425 Feed Mill Management and Feed Formulation (3 credit hrs)

* Not more than a total of 3 hours from NTR 492 and NTR 493 may count toward the 12 hours of Nutrition elective courses.

Admissions

Students who plan to minor in Nutrition should contact Dr. Natalie Cooke, 218A Schaub Hall.

Certification

Dr. Cooke will certify the completion of the student's minor program. Certification must be submitted no later than the registration period for the student's final semester at NC State. The minor must be completed no later than the semester in which the student expects to graduate from his or her degree program.

Contact Person

Dr. Natalie Cooke
218A Schaub Hall
919.515.0287
nkcooke@ncsu.edu
SIS Code: 11NTM

Nutrition (11NTM) Final version

Description

The Minor in Nutrition will provide knowledge of the principles of nutrition that are needed to formulate balanced diets and to evaluate information and policies concerning foods and dietary practices. Students may select courses to emphasize human or animal nutrition or a combination of these.

The objectives for students pursuing the Nutrition Minor are to:

1. acquire an understanding of the functions of the nutrients in the health of humans and/or animals,
2. to learn to formulate nutritionally balanced diets for humans and/or animals, and
3. to learn to apply nutritional principles in the evaluation of information and policies concerning foods and dietary practices.

Requirements

Must complete a minimum of 15 credit hours from the list provided below and a grade of 'C-' or better in each course.

Required Course

NTR 301 Introduction to Human Nutrition (3 credit hrs) **OR** ANS 230 Animal Nutrition (3 credit hrs)
OR ANS 225 Principles of Animal Nutrition (3 credit hrs)

Elective Courses

Students must choose at least 12 credits from the following, with at least 6 credits at the 400 level or above: (Courses are grouped for clarity only.)

Multidisciplinary

- IDS 211: Eating Through American History (3 credit hrs)
- NTR 210: Introduction to Community Food Security (3 credit hrs)
- NTR 220: Food and Culture (3 credit hrs)

Community and Public Health

- NTR 320: Nutrition Education (3 credits hrs)
- NTR 330: Public Health Nutrition (3 credits hrs)
- NTR 420: Applied Nutrition Education (3 credits hrs)

Advanced Human

- NTR 401: Advanced Human Nutrition and Metabolism (3 credit hrs)
- NTR 410/510: Maternal and Infant Nutrition (3 credits hrs)
- NTR 419: Human Nutrition and Chronic Disease (3 credit hrs)
- NTR 421/521: Life Cycle Nutrition (3 credit hrs)
- NTR/ANS 454/554: Lactation, Milk and Nutrition (3 credit hrs)
- NTR/FS 555: Exercise Nutrition (3 credit hrs)

Animal

- ANS 225: Principles of Animal Nutrition (3 credit hrs) **OR** – ANS 230: Animal Nutrition (3 credit hrs)
- ANS 231: Animal Nutrition Lab (1 credit hr)

Advanced Animal

- NTR/ANS/PO 415: Comparative Nutrition (3 credit hrs)
- PO/ANS 425: Feed Mill Management and Feed Formulation (3 credit hrs)
- ANS/NTR 550: Applied Ruminant Nutrition (3 credit hrs)

Independent Study Courses

- NTR 492: External Learning Experience (1-3 credit hrs)*
- NTR 493: Special Problems in Nutrition (1-3 credit hrs)*

* Not more than a total of 3 hours from NTR 492 and NTR 493 may count toward the 12 hours of Nutrition elective courses.

Admissions

Students who plan to minor in Nutrition should contact Dr. Natalie Cooke, 218A Schaub Hall.

Certification

Dr. Cooke will certify the completion of the student's minor program. Certification must be submitted no later than the registration period for the student's final semester at NC State. The minor must be completed no later than the semester in which the student expects to graduate from his or her degree program.

Contact Person

Dr. Natalie Cooke
218A Schaub Hall
919.515.0287

nkcooke@ncsu.edu

SIS Code: 11NTM

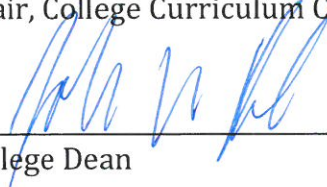
Signature Page
11NTM Nutrition Minor

 1.19.17

Head, Department/Program Date

 1-20-17

Chair, College Curriculum Committee Date

 1/20/17

College Dean Date

Chair, University Courses & Curricula Committee Date

Nutrition minor

9 messages

Natalie Cooke <nkcooke@ncsu.edu>
To: Melissa Merrill <msashwel@ncsu.edu>

Tue, Jan 10, 2017 at 6:24 PM

Melissa,

Happy New Year!

I have good news to share. The proposed changes to the Nutrition minor were approved by our FBNS faculty at the December 9th faculty meeting. I am hoping to present the changes (attached) at the Jan 20 CALS CCC meeting.

Robin said that it might help to have an e-mail endorsement from you to send along with the minor memo before sending long to UCCC. Can you share an e-mail endorsement to match our in-person conversation on November 16th?

Thanks!
Natalie

--

Natalie K. Cooke, PhD
Teaching Assistant Professor
Coordinator, Undergraduate Nutrition Program
Program Director, A PACKed Kitchen

North Carolina State University
Dept. Food, Bioprocessing & Nutrition Sciences
218A Schaub Hall / Campus Box 7624

phone: 919-515-0287 fax: 919-515-7124
www.nataliekcooke.wordpress.com

Schedule an appointment: go.ncsu.edu/drcookeappointments



Minor action memo_2017 revisions.docx
115K

Melissa Merrill <msashwel@ncsu.edu>
To: Natalie Cooke <nkcooke@ncsu.edu>

Wed, Jan 11, 2017 at 7:42 AM

I have forwarded the proposal to our faculty for feedback. I gave them until next Wednesday to respond, so I can send you an email by Thursday. I hope that works for you.

[Quoted text hidden]

--

Melissa Merrill, PhD
NC State University
Animal Science Department
Undergraduate Teaching Coordinator
Professor of Animal Genomics
Campus Box 7621
120 Broughton Drive
Research Office: Polk Hall, Room 232
Undergrad Programs Office: Riddick Hall, Room 342
Raleigh, NC 27695
Office (919) 513-7488

Melissa_Merrill@ncsu.edu
msashwel@ncsu.edu

Natalie Cooke <nkcooke@ncsu.edu>
To: Melissa Merrill <msashwel@ncsu.edu>

Wed, Jan 11, 2017 at 9:05 AM

That would be perfect. Thank you!

--

Natalie K. Cooke, PhD
Teaching Assistant Professor
Coordinator, Undergraduate Nutrition Program
Program Director, A PACKed Kitchen

North Carolina State University
Dept. Food, Bioprocessing & Nutrition Sciences
218A Schaub Hall / Campus Box 7624

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[Quoted text hidden]

Melissa Merrill <msashwel@ncsu.edu>
To: Natalie Cooke <nkcooke@ncsu.edu>

Wed, Jan 11, 2017 at 9:07 AM

Already heard from one of the ANS 230 and 231 instructors who indicated that the titles for those classes are incorrect in the document. ANS 230 is now Animal Nutrition and ANS 231 is Animal Nutrition Lab.

[Quoted text hidden]

Natalie Cooke <nkcooke@ncsu.edu>
To: Melissa Merrill <msashwel@ncsu.edu>

Wed, Jan 11, 2017 at 9:14 AM

Thank you for the catch. Attached is an updated version with the new titles in the Proposed Changes and Final versions of the memo.

Natalie

--

Natalie K. Cooke, PhD
Teaching Assistant Professor
Coordinator, Undergraduate Nutrition Program
Program Director, A PACKed Kitchen

North Carolina State University
Dept. Food, Bioprocessing & Nutrition Sciences
218A Schaub Hall / Campus Box 7624

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Minor action memo_2017 revisions.docx
111K

Melissa Merrill <msashwel@ncsu.edu>

Wed, Jan 18, 2017 at 12:34 PM

To: Natalie Cooke <nkcooke@ncsu.edu>, Robin Clements <renutt@ncsu.edu>

Hi Natalie,

I gave the Animal Science faculty until today to send me any comments or concerns they had about the proposed changes to the Nutrition minor. I only heard back from a few faculty and most were in support of the changes. The one common comment was that the faculty think biochemistry is an important component of nutritional science, but they understood the desire to remove that requirement to allow more nutrition-specific courses to be used for the minor. In conclusion, the Department of Animal Science is in favor of the proposed changes to the Nutrition minor.

See you at the meeting on Friday,

Melissa

[Quoted text hidden]

Natalie Cooke <nkcooke@ncsu.edu>
To: Melissa Merrill <msashwel@ncsu.edu>
Cc: Robin Clements <renutt@ncsu.edu>

Wed, Jan 18, 2017 at 1:09 PM

Thank you, Melissa. I appreciate you taking the time to coordinate with the Animal Science faculty. We appreciate your endorsement and hope it will be beneficial to your students.

See you Friday,
Natalie

--

Natalie K. Cooke, PhD
Teaching Assistant Professor
Coordinator, Undergraduate Nutrition Program
Program Director, A PACKed Kitchen

North Carolina State University
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[Quoted text hidden]

Robin Clements <renutt@ncsu.edu>
Cc: Natalie Cooke <nkcooke@ncsu.edu>

Wed, Jan 18, 2017 at 1:18 PM

Natalie,

When you bring the hard copy action, please bring a copy of Melissa's statement as part of the packet.

Thanks!

Robin Clements
Student Services Specialist
CALs Academic Programs Office
NC State University
Campus Box 7642, 111 Patterson Hall
Raleigh, NC 27695-7642
phone: (919) 515-9706
fax: (919) 515-5266

Like Us on Facebook: <https://www.facebook.com/calsap/?ref=hl>
Like Us on Twitter: <https://twitter.com/ncsucalsap>

On Wed, Jan 18, 2017 at 12:34 PM, Melissa Merrill <msashwel@ncsu.edu> wrote:

[Quoted text hidden]

Natalie Cooke <nkcooke@ncsu.edu>
To: Robin Clements <renutt@ncsu.edu>

Wed, Jan 18, 2017 at 1:19 PM

Will do. Thanks!

--

Natalie K. Cooke, PhD
Teaching Assistant Professor
Coordinator, Undergraduate Nutrition Program
Program Director, A PACKed Kitchen

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