

COMMITTEE ON CURRICULUM

5 December 2012

Meeting Minutes

Present: B. Bongarten, S. Chatterjee, D. Daley, K. Donaghy, J. Ellis, J. Hassett, K. Schulz, C. Spuches, W. Smith
J. Vanucchi, B. Whitmore

Others in Attendance: S. Balogh, L. Rutkowski, A. Webster

The meeting came to order at 12:47 p.m.

Approval of previous meeting minutes from October 24, 2012.

- **ERE 340 and 540 – COC approved.**
- **Visiting Faculty Proposal**
 - Weiter has relinquished the requested change with respect to Librarian Degrees indicating that it is covered under “terminal degree”.
 - Whipps points out that teaching at the graduate degree should have terminal degree and/or Ph.D. as per SUNY Policy. Must remove the 500 level Ph.D. candidate.
 - Chemistry department suggested removing Ph.D. candidate from 300 and 400 level as well since it could then fit under exceptions
 - It was noted that this was intended to be further guidance and/or clarification of the SUNY Policy. Significant discussion ensued about why we need this and what problems are being solved. The problem arises from the fact that summer instructors were/are not subject to Provostial approval. Level of review in the summer has been different than the academic year review.
 - It was made clear that the lack of oversight and review by the Provost and/or other administrative body with respect to visiting instructors for summer classes would be addressed and would now fall under the academic year policy. This was a question of State money in the academic year requiring one kind of review and summer money being generated by the instructor itself and therefore not subject to State review.
 - Bongarten would like to receive a recommendation to gather and put all academic affairs policies on a website in one place.
 - Hassett suggests that Academic Affairs puts a web-link to the SUNY Policy on qualifications of instructors into the ESF policy on Appointing Visiting Instructors.
 - It was recommended to leave out the bottom about Instructor qualifications must be approved.
 - It was noted that EFB’s curriculum committee was unanimous in support of this and that the full faculty of EFB was in support but not necessarily unanimous
 - FCH was all in support of this but with the clarification that they thought Ph.D. Candidate should be removed from courses higher than 300-level as that was covered in the exceptions.

Motion: Should we put this forward with friendly amendments to the floor of Faculty Governance?
0 in favor, 8 opposed and 2 abstention

Motion: Should we continue to consider pursuing this in any form? (Bongarten offered to work with the sub-committee to develop what should be publicly available.)
9 in favor, 1 opposed

This proposal was remanded back to the sub-committee for further review and clarification.

- **Special Topics Courses**

- Should the College Faculty review courses that haven't been reviewed that are being offered by Visiting Faculty?
- We should do this for all faculty not just for visiting faculty.
- College-wide review is needed to avoid conflicts and to make sure you aren't overlapping with other departments.
- We need policy on special topics courses that is not limited to visiting instructors.
- Proposals for special topics for all "kinds" of faculty should contain many of the elements requested in this proposal to ensure we know something about it and so that students know something about it.
- Perhaps this should go through department rather than this committee and have it actually reviewed by the department NOT just the chair, if chair approval is required at all. Note: some departments do not require that a chair approve a special topics course at all.
- It was suggested that there need to be a requirement that evidence be provided that special topics courses have been reviewed by the department faculty (through the body of the whole or at least the curriculum committees) and chair of the department before they go "on the books".
- Need to enforce current policy that limits special topics courses to being offered three times before requiring COC review.

Motion: Should review and approval of special topics be a faculty governance topic
1 in favor, 9 opposed

Motion: Should COC develop a policy to require departmental approval of special topics courses that includes more than just chair approval.
7 in favor, 3 opposed

This proposal was remanded back to the sub-committee for further review and clarification

- **Key Word Proposal** – Kim indicated that EFB was not overwhelmingly in favor by verbal support but was not opposed to the idea either. The general idea was that more information be made available. Due to time constraints that this item was tabled.

Next Meeting – January the week before classes start.

Meeting Adjourned – 2:00 PM

Minutes Respectfully Submitted by Kelley Donaghy