

COMMITTEE ON CURRICULUM
22 November 2011
Meeting Minutes

Present: J. Hassett, D. Daley, J. DeBaise, A. Miller, S. Sanford, W. Smith, J. Wagner, C. Whipps

Ex-officio: S. Shannon, S. Vandeburg

Others in Attendance: D. Thomas, W. Marshall, K. Donaghy

The meeting came to order at 9:33 a.m.

Approval of previous meeting minutes from May 2011 and October 2011 – Vote to approve, all in favor. Minutes approved with minor correction to May 2011 minutes.

New Proposals

SCME Course Removals – CME 315, 413, 414, 415, 430, 386, 515, 615, 630, 682
No comments were received. J. Hassett made motion to approve, seconded by C. Whipps. Approved unanimously.

Curriculum Proposal for Bachelor of Science in Environmental Science – C. Whipps has revised version from R. Briggs. Curriculum Transition plan was unclear. In the typical schedule, number of credits should be included in each category. R. Briggs will add credits for all categories. Will circulate by email, the CoC will approve the revised version electronically (per J. Hassett). Approved subject to acceptable revisions.

EWP 401 Capstone Experience – J. Wagner sent revision suggestions to B. Whitmore, but not all were changed. Health and safety considerations should be checked yes if students study outside the campus. More clarification needed on if students actually study outside the classroom or just write about it. D. Daley – says it's open to all students but prerequisite says only those in Writing minor. That needs to be clarified. Will review revisions at next CoC meeting.

EWP 597 Grant Scholarly Writing - No comments from D. Daley. J. Wagner made comparison of EWP 597 to Graduate Scholarly Writing FOR 694. FOR 694 is more about writing articles for publication and EWP 597 is more general and not as focused. D. Daley proposed to amend the course description to be consistent with catalog description of FOR 694. FOR 694 states "Students will improve their skills in technical reporting by preparing a manuscript suitable for submission to a publication." Remove "at the end of the research process" from EWP 597 course description. Move to approve with minor changes. Approved unanimously.

D. Daley indicated that courses involving institutional resources should be approved by the Provost once the courses are approved by CoC? It is up to the department to request classroom space and other needed resources with the Provost prior to coming to CoC (S. Shannon). J. Hassett: it's not up to the CoC to worry about.

FCH 620 Chemical Kinetics - No comments from J. DeBaise. Minor typo in course proposal. Approve with minor revisions. All in favor.

Catalog description should say alternating years for odd/even years

1) Update from the Dean

Administrative approvals – posted on website as approved.

ESF 309 from W. Shields – dropping course from Honors Program.

FCH 380 from A. Stipanovic – change prerequisite to only one year of General Chemistry plus associated lab courses.

S. Vandenburg will work with A. Knight on adding a new section on website for Associate Provost administrative approvals.

2) Other CoC topics –

Meetings for next semester. Most are available Mondays at 10:30 a.m. Meetings for the remainder of the year will be held: January 30, March 19, April 16 2012.

Faculty Review Period for Proposals - The committee suggested that faculty get proposals in three weeks ahead of the next meeting to allow CoC members on week for follow up on comments/questions prior to the meeting.

Revising CoC website – Need suggestions from committee members on how to update the website. Move some things to outside the faculty/staff login. Move minutes and agenda to public access. Previous actions can be made available to the public. Proposals out for review should still be under faculty/staff login. A motion by J. DeBaise to make all information public was approved unanimously. S. Vandenburg/S. Shannon will work with A. Knight to make CoC accessible to the public. W. Marshall, C. Whipps, and J. DeBaise will assist S. Vandenburg with reorganizing the CoC website.

Meeting adjourned at 10:40 a.m. The next meeting will be held on Monday, January 30, 2012, 10:30-11:30 a.m., 254 Baker.