

# COMMITTEE ON CURRICULUM

20 May 2013

## Meeting Minutes

**Present:** Doug Daley, Kelley Donaghy, Jo Anne Ellis, John Hassett, Neil Murphy, Scott Shannon, Bill Smith, Sue Sanford, Chuck Spuches, Jamie Vanucchi, John Wagner, Benette Whitmore

**Others in Attendance:** Mary Chandler, Suzette Vandeburg

The meeting began the meeting at 11:03 a. m., in 254 Baker.

Approval of previous meeting minutes from April 15, 2013. The minutes were approved as submitted.

### Course Proposals

**Discontinuance Procedures:** This policy is being advanced by Faculty Governance as ESF doesn't currently have a deactivation, reactivation and discontinuation policy. Campus Governance drafted a policy with two main aspects: chief academic officer initiation or department /division initiation. All proposals for deactivation, reactivation or discontinuance shall undergo review no less than six months. All proposals must provide applicable information for deactivation or discontinuance, including enrollment, quality, effectiveness, resources needed to sustain the program, student demand and societal need, consistency with college mission, and contribution to the college.

All proposals will be reviewed by the CoC, and then the faculty at-large to review for a minimum of two weeks. Faculty can recommend, but cannot vote as a body due to potential conflicts. Faculty Governance will keep track of any comments, which would be forwarded to the college president. CoC approves of discontinuance policy unanimously with minor edits.

The CoC review process needs to be streamlined. CoC should push incomplete proposals down to the department level. These things should not leave the department until they are fully reviewed. For example, CoC needs to know if resources are needed and if they have been approved. As a committee, CoC should not take up a proposal without proof of resources. After coming from the department, proposals needing additional resources should go to administration for proof of resources before coming to CoC.

J. Hassett called for volunteers in helping to design a rubric for putting forth proposals. J. Wagner, B. Whitmore, D. Daley, and C. Spuches agreed to work on merging B. Whitmore's document and matrix prepared by the student.

J. Hassett will write a policy concerning shared resources. He will also look at all policies and procedures related to CoC.

S. Vandeburg to send the detailed course description to the committee. B. Whitmore will write a new course description.

The first Faculty Governance meeting of the academic year will be September 18, 2013.

CoC called for nominations for a chair of the CoC. The CoC chair must participate in the Faculty Governance, attend eight executive committee meetings, plus the opening and closing retreats, as well as nine college-wide meetings.

After discussion, Doug Daley was voted in as the new chair for CoC for a two-year term, 2013-15.

The meeting adjourned at 1:10 p.m.

Minutes prepared by S. Vandeburg.