

COMMITTEE ON CURRICULUM

11 September 2013

Meeting Minutes

Present: Siddarth Chatterjee, Jonathan Cohen, Doug Daley, John Hassett, Scott Shannon, John Wagner, Benette Whitmore, Jane Verostek, Jamie Vanucci , George Kyanka

Others in Attendance: Mary Chandler, Suzette Vandeburg, Dan Benza

The meeting began the meeting at 12:45 p. m., in 254 Baker.

Approval of previous meeting minutes from May 20, 2013. The minutes were approved as submitted.

According to our by-laws, decisions of the committee must be made by two-thirds vote – so we need 7 voting members at each meeting for a quorum. In cases where there is not a quorum, meetings will be cancelled. Meetings will be held to one hour.

D. Daley will be reporting the 2012-13 CoC Report to the Faculty Governance at its next meeting:

- CoC held seven meetings during 2012-13 academic year
- 83 course proposals went through
- 2 policy proposals went through

Committee on Curriculum Charge:

Approve or deny new courses or revisions based on academic standards, need for course, consideration of inter-department conflicts of mission, etc.

Recommends new or revised curricula based on academic standards, need for course, consideration of inter-department conflicts of mission, etc., resources.

Recommends new or modified (or sunset) policies related to curriculum.

Proposed submissions need to be complete and high quality; proposed submissions need to be reviewed in a timely fashion.

CoC members are expected to attend meetings, read e-mails, pay attention to the schedule and participate in the discussion of upcoming policies and procedures.

All members should look at all proposals, not only the assigned ones. With the new review system in place, proposals should be ready for voting without additional explanation.

Old Business:

There were several courses approved with modifications during the 2012-13 academic year. This practice will no longer be accepted. We can't have things hanging out there indefinitely.

- Status of special topics courses offer by visiting instructors: This was tabled for additional information. A syllabus should be submitted with special topics courses. In order for this to go forward, someone from administration needs to move it forward. More vetting of the courses needs to take place. J. Wagner was asked to look at current status and update the committee at next CoC meeting.

Important CoC Deadlines:

- Drop dead deadline for curriculum proposals and policy proposals this year is February 12, 2014. They need to be in a reviewable form and fairly complete by mid February 2014 to allow time to forward to Faculty Governance.
- Drop dead deadline for course proposals this year is March 15, 2014.

CoC will need to update academic policies, get rid of redundant policies and streamline the web page. OIGS will send periodic e-mails to the chairs/coordinators reminding them of the deadlines. Department representatives are asked to inform curriculum coordinators of the deadlines.

New Business:

Procedures—B. Whitmore discussed new course approval checklist. It was created to help streamline the process for approval and insure high-quality proposals. Use of the checklist should avoid some of the pitfalls from the past related to incomplete or insufficient proposals.

D. Daley discussed the new course proposal form. The new form requires departmental signature. We need to make the distinction between the minor and major criteria for revisions. D. Daley will develop the criteria for this. The new process asks for the official descriptions to be marked so the committee can actually see what is being changed. The final version is to be free of any mark-ups. Gen. Ed remains on the proposal form. CoC developed a “proposer statement” to provide a narrative and rational in support of the proposal that addresses relationship in meeting current of proposed program goals and outcomes, pre- or co-requisites. Institutional impacts section will require the departments to plan out the resources of the courses.

D. Daley asked for the committee to review the new process before the next meeting. D. Daley is working with OIGS on streamlining the front end. A staff person may be assigned to assist with this to improve consistency. D. Daley will look at creating a secure repository (Google Apps) for keeping CoC documents.

OIGS policy regarding doctoral candidacy exams:

Departments need to review and CoC needs to be prepared to discuss at the October 9 meeting. It would be good to hear from graduate coordinators.

Keep on agenda for next meeting--committee-sponsored training with curriculum coordinators. CoC members should think about any other substantive issues to be brought forth at next meeting.

Meeting adjourned at 1:47 p.m.

Minutes prepared by S. Vandeburg.