

**COMMITTEE ON CURRICULUM**  
**24 October 2012**  
**Meeting Minutes**

Present: S. Chatterjee, D. Daley, K. Donaghy, J. Hassett, J. Wagner, C. Whipps, B. Whitmore

Others in Attendance: S. Balogh, A. Muca, L. Rutkowski, S. Shannon, S. Vandeburg.

The meeting came to order at 12:48 p.m.

Approval of previous meeting minutes from May 18 2012. Minutes were approved with the addition of FCH 296 – Special Topics in Chemistry, approved by CoC on 7/27/2012.

Course Proposals:

- CME 504 - Environmental Performance Measures for Building - minor edits sent to Paul Crovella. Methods of instruction don't usually go in the catalog description. Sue Anagnost will take out details - CoC approved
- CME 505 - Sustainable Energy Systems for Building - CoC approved.
- CME 605 - Building Information Modeling for Construction Management - CoC approved
- ERE 475 - Ecological Engineering for Water Quality (w/revisions) - CoC approved
- ERE 675 - Ecological Engineering for Water Quality (w/revisions) - CoC approved
- LSA 300 - Digital Methods and Graphics I –is basically the same course as LSA 500. CoC recommends that the department identify a way to distinguish between the two; avoid specific software reference. #3 in Learning Outcomes needs to be changed as “understanding” is not a learning outcome. A statement is needed from the department to indicate resources are available for this course. S. Shannon will also address with B. Bongarten.
- LSA 500 - Digital Methods and Graphics I - The graduate course needs to show something that distinguishes it from the undergraduate level. Learning outcomes need to be at the graduate level. #3 under Learning Outcomes needs to be changed as “understanding” is not an outcome. Also, the catalog description should be more general.
- LSA 301 - Digital Methods and Graphics II – is LSA 300 a pre-requisite or a “recommended” pre-requisite?
- LSA 501 - Digital Methods and Graphics II - is LSA 500 a pre-requisite or a “recommended” pre-requisite? The graduate level course needs to show something that distinguishes it from the undergraduate level. Learning outcomes need to be at the graduate level. Also, the catalog description should be more general.

Need plan sheet with the BLA Curriculum proposal. Check the math on the credit hours.

The MLA Curriculum should also include a plan sheet.

COC Recommends LA revise and resubmit each of the courses along with the curriculum proposals.

- Policy on Special Topics courses offered by Visiting Faculty (only)  
CoC should be involved in special topics courses as there should be some oversight. CoC should be the last check. CoC would only require an expanded syllabus and some additional information from the proposal form, but not require the full course proposal (should include the health and safety, course goals, college resources, safety, etc.) Approvals would be for one time only. Set the deadlines two months before the registration deadline. Courses must be approved by department chairs before coming to CoC.
  
- Policy on Instructors for Courses Offered by ESF.  
This came as a charge from Faculty Governance Executive Committee. CoC needs to provide a draft for review by Faculty Governance. This policy will affect how departments acquire visiting instructors. The policy would set minimum standards.

Meeting adjourned at 2:02 p.m.