Meeting Minutes
Committee on Instruction
College of Environmental Science and Forestry
Thursday, 7 November 2002
229 Bray Hall

Present: T. Amidon, M. Bennett, C. Davis, J. Ellis, R. Hanna, D.S. Keller, D.

Meeting called to order at 1:05 pm.
I. Minutes of the 3 October 2002 meeting stand approved.

II. Subcommittee on Instructional Quality (SIQ) – D. S. Keller reported that R.
Yanai and R. Hoffman have re-activated the Learning Action Forums. The
Learning Environment Committee (LEC) has been charged by the Executive
Committee to address issues of interactions between students and other
members of the college community. The LEC was the topic of discussion at
a recent SIQ meeting and it was suggested that its chair (R. Schuster) should
bring the LEC into the SIQ, noting that the SIQ mission has yet to be
determined. It was suggested that the topic of the “Learning Environment”
was part of the recent Middle States report and the SIQ would benefit from
reviewing that speak to similar issues. M. Bennett will send D.S. Keller a
copy of that report.

The Symposium on Teaching & Learning has been scheduled for 14 February
2003.

III. Subcommittee on Academic Standards (SAS)– C. Davis reported that the
schedule for the committee has been established and he will send a memo to
the chairs requesting representatives from each Faculty to be present at the
appeals meeting on 10 January 2003.

IV. Curriculum and Course Proposals: New BTC courses are in the second
phase of review with comments due to N. Ringler by 14 November 2002.
The courses will be on the COI agenda by December and to the ESF Faculty
by January 2003.

V. Discussion of Graduate Academic Policies - the COI reviewed the policy
and discussed some points. D. Raynal, C. Spuches, and T. Amidon will
review the policies once more with a focus on “readability” and learning
outcomes. G. Scott and D. Raynal will lead a graduate forum and G. Scott
will report on this topic at the December meeting of the ESF Faculty. The
target date for final decision by the ESF Faculty is February 2003.

VI. Other business --
G. Scott reported on topics discussed at the Executive Committee related to the COI. S.
Shannon inquired about how to incorporate ad hoc voting to the COI process.
D. Raynal inquired about the “rule base” for determining which transfer credits satisfy GenEd requirements. C. Davis explained protocol in place and the “best judgement” philosophy.

M. Bennett alerted the COI to course changes by ESF Faculty have impact on one of the ESF minors available to SU students. A reminder for faculty to be alert to when course changes might have an effect on SU curricula. M. Bennett to follow up with SU.

M. Bennett noted that the Committee for the Five-year Academic Calendar has made a preliminary recommendations and the final calendar will be approved by spring 2003. The significant recommendations are: to make Labor Day and MKL Day instructional days; to make Thanksgiving Week a no-classes week; to eliminate one reading day at the end of each semester; and to eliminate the fall break day. Comments should be directed to R. Blaskiewicz, ESF’s representative to the committee, by 13 December.

VII. **Next COI meeting scheduled for 5 December 2002, 1:00-2:30 pm in 229 Bray Hall.** C. Spuches distributed a handout related to the discussion of AP credits.

R. Smardon moved to adjourn. R. Hanna 2nd. Meeting adjourned at 2:20 pm.