Meeting Minutes
Committee on Instruction
College of Environmental Science and Forestry
Thursday, 5 December 2002
229 Bray Hall


Meeting called to order at 1:06 pm. Minutes approved as submitted.

Subcommittee on Instructional Quality – D. Keller reported on three initiatives: to incorporate the activities of the learning environment ad hoc committee with the SIQ (address the issue of learning environment in the classrooms); and plan for the Symposium on Teaching and Learning; manage the learning action forums (Ruth Yanai).

Subcommittee on Academic Standards - no report

Curriculum and Course Proposals – T. Amidon moved and R. Hanna seconded the motion to approve proposals for BTC 132, 420, 498, 499. Motion carried. R. Blaskiewicz reminded the COI of the need to approve two other courses necessary for the BTC program. G. Scott will follow up with N. Ringler.

J. Ellis noted that faculty often indicate a need for appropriate library resources on the course proposal form, but rarely do faculty consult with the library staff about specific needs prior to requesting approval for courses.

On-line voting procedures – G. Scott distributed a digital copy of a proposal for on-line voting, which is a topic of discussion requested by the Executive Committee. C. Davis sent the following comments:

- The current on-line process is not user-friendly and if the college wants to encourage use of on-line voting, it must improve the process; make it easier to use.
- How do we assure that each person votes only once?
- Can we verify the vote actually comes from the person who logs on?
- The proposal suggested that 5 or more votes would trigger a Call for Discussion. Currently, one vote could call for discussion

Additional comments from the COI:

- The COI could decide when a vote would be sent on-line or at a Faculty meeting;
- On-line voting might decrease participation at Faculty meetings – opposite of the desired intent to increase participation;
- On-line voting could allow faculty at off-campus centers to participate in Faculty governance;
• Discussions could be facilitated with the threaded discussion, but so far, faculty have not embraced the technology;
• Some faculty are fearful of the new technology and might withdraw from participation. Forcing it on them is not going to work as planned;
• Possibly use on-line voting after the live discussion at the Faculty meeting;
• Over the next year, work on improving the technology and introduce topics for faculty to “voice their opinions” as a precursor to voting on-line in the future;

G. Scott will return the topic to the Executive Committee of the Faculty.

**AP Credit** – G. Scott distributed handouts from S. Sanford and T. Fletcher, who could not be present for this meeting. To be discussed at the 6 February 2003 meeting.

Comments received re the proposed graduate policies were distributed. Faculty are encouraged to share and discuss these policies at the 12 December 2002 meeting of the ESF Faculty.

**Other COI Business**

M. Bennett requested clarification on minors. Faculties may propose minors based on courses in their own Faculty, but minors offered to ESF or SU students may not be limited to students in one faculty (eg., only chemistry students to take a biology minor proposed and offered by EFB.) it is more practical for the student to take a series of upper division elective courses that informally constitute a minor and list them on a resume, or for chemistry to propose an option – Biochemistry” within its own faculty.

D. Raynal requested discussion of the following topics:
• Continuation of the discussion on the guidelines for the manuscript format thesis/dissertation;
• Implicit pre-requisite status of introductory courses at lower division level for upper division. COI determined that EFB should make specific requests for prerequisites for upper division courses, not assume upper division status for enrollment in upper division courses;
• Use of non-degree enrollment as post-baccalaureate “incubator” for entry into graduate program.

COI will continue discussion on these topics at a future meeting.

Adjourn 2:33 pm

Meetings for spring 2003: 6 February 2003, 6 March 2003, 10 April 2003 --- 1-2:30pm, 229 Bray Hall