Committee on Instruction
30 October 2003
Meeting Minutes


1. Call to Order at 2:07 pm.

2. Meeting minutes are posted at [http://cww.esf.edu/coi/meetings.htm](http://cww.esf.edu/coi/meetings.htm). Corrections to M. Bennett.

3. Subcommittee Reports
   - Subcommittee on General Education – J. Ellis reported that the committee took action on two petitions. The committee is keeping track of all actions to develop a guide for consistent application of GenEd policies. J. Ellis, G. Scott, and S. Shannon will attend the SUNY GenEd conference to be held November 13-14, 2003.
   - Subcommittee on Instructional Quality – E. Bevilacqua reported that the committee met on 10/29/2003 to organize and discuss topics to be presented at the 4 December 2003 COI meeting.
   - Subcommittee on Academic Standards – Committee met on 14 October 2003. See report below. Schedule established for end of semester review of academic appeals to dismissal.

4. Curriculum & Course Proposals – approved as presented
   - New course: BTC 497 Research Design & Professional Development
   - New course: EFB 334 Woody Plants in the Natural and Built Landscape
   - Drop courses:
     - EFB 403/603 Biodiversity and Conservation of Adirondack Ecosystems
     - EFB 421 Ecology of Freshwaters
     - EFB 454 Wood Deterioration by Insects
     - EFB 478 Microcommunity Ecology
     - EFB 481 Behavioral Ecology
     - EFB 483 Biology of Birds and Mammals
     - EFB 580 Wetland Wildlife Ecology and Management
     - EFB 695 Urban Wildlife

5. Continued Discussion of Proposed Policies
   - Considered policy for "I" and “NR” grades per comments from Faculty meeting of 16 October 2003. Maintain policy as previously recommended.
   - Consider policy to limit semester credits for students on probation per comments from Faculty meeting of 16 October 2003. Maintain policy as previously recommended.

6. Discussion of “Graduate Advising” Topics by Subcommittee on Academic Standards – report by R. Smardon:
   - Steering committee approval of 3B forms – proposed resolution:
     All committee members should sign the 3B form before the end of the last year of the student’s program.
   - Discussion by COI. Revised proposal to graduate academic policies:
All Steering committee members shall sign the 3B form.

Proposal accepted by COI.

- Guidelines for assistance in writing theses and dissertations – The subcommittee reviewed the range of issues related to the quality of graduate research.

There are four “audiences” for guidelines for accepted practices:
   1. potential students
   2. current students
   3. major professors
   4. non-ESF committee members

Language issues are not confined to students whose first language is not English. Standards for acceptable assistance for independent research and communication skills cross citizenship boundaries.

The subcommittee will continue its discussion with emphasis on:
   - Standards established within each Faculty and discipline – what currently exists?; and
   - Guidelines and policies from other institutions – what are the policies and practices of other institutions?

- Advising guidelines for non-matriculated students – topic will be discussed in collaboration with C. Spuches at a future meeting of the subcommittee.


8. Other COI Business – reminder from J. Ellis that many faculty fail to verify library resources during the course proposal process. Faculty should be reminded that stating “library resources should be sufficient” does not mean that the library staff has been consulted, or that library resources are actually sufficient – see biotech degree for example. Suggestion that sponsored research project budgets include funds for library resources.

Adjourned at 3:16 pm.

Next Meeting: **4 December 2003, 2:00- 3:30 PM, 324 Bray Hall**