Committee on Instruction
4 December 2003
Meeting Minutes


1. Call to Order at 2:07 pm.

2. Subcommittee Reports
   - Subcommittee on General Education (J. Ellis) – The subcommittee has taken action on ten petitions and finds most inadequately explain the rationale for the request or fail to provide sufficient information for the subcommittee to make a decision. C. Davis confirmed that the subcommittee may request additional supporting documents from the students instead of finding the information on behalf of the students. C. Davis confirmed that there are expanding possibilities for students to request permission to enroll in courses that are not on the “approved list of GenEd courses.” Now that the Regents have given this authority back to the institutions.
   - Subcommittee on Instructional Quality (E. Bevilacqua) – the date for the spring symposium on teaching and learning has yet to be confirmed, but the theme of the conference will be: Teaching & Learning in the Context of Graduate Education & Research.”
   - Subcommittee on Academic Standards (R. Smardon) – The committee surveyed all faculties for their current standards for manuscript options and researched the website information from 18 doctoral-granting institutions. The issues seem to fall into three broad categories: pre-approval of manuscript formats, the nature of multiple authors, and copyrights. The committee will provide a full report of the “state of the documents” to the COI at a future meeting.

The Subcommittee on Academic Standards will meet to review appeals to academic dismissal on 8 January 2004. R. Smardon will send a reminder to Faculty Chairs to appoint representatives to attend the meeting.

3. Curriculum & Course Proposals – none at this meeting but many in process and still to be presented.

4. Continued Discussion of "Academic content " Topics
   - Develop explicit policy regarding "shared resource" courses (E. Bevilacqua) – presented a report of the subcommittee’s findings and a comprehensive chart of shared resource courses and six characteristics: Do the catalog descriptions clearly articulate the differences in requirements; does the statement of shared-resources appear for all shared resource courses; do the shared resource courses have the same prerequisites; are the courses listed as shared resource courses on the Registrar’s website; is the course numbering scheme consistent for the shared resource courses; and is the range of numbering consistent with the policy for shared resource courses?

   - The COI approved the following actions as administrative and to be completed through the Registrar and OI&GS:
- Verification of semester taught and where missing from catalog description, amended to the catalog description;
- Verification of credit hours;
- Inclusion of shared resource disclaimer for all shared resource courses;

- The COI concurred that the following “housekeeping” actions (as per current college policy) will be sent as reminders to Faculty Chairs:
  - Formalizing special topics courses taught more than three times
  - Approving withdrawal (Drop from catalog) of courses that have not been taught in more than three years.

5. Proposal to standardize protocol for admission to minors (M. Bennett) – COI approved the petition process as the final step for admission to minors – the petition may supplement other application forms. M. Bennett will contact appropriate staff at SU to ensure the procedure for admission of SU students to ESF minors.

6. Other COI Business (M. Bennett) – proposal for part-time graduate study. COI recommended that the proposal and rationale be posted for consideration & discussion on the COI site.

Adjourned at 3:33 pm

Next Meeting: 15 January 2004