Committee on Instruction  
12 April 2004  
Meeting Minutes

Attendance: M. Bennett, E. Bevilacqua, C. Davis, J. Ellis, J. Fragoso, K. Limburg, D. Raynal, G. Scott, R. Smardon, and K. Stribley

1. Call to Order at 9:04 am

2. Subcommittee Reports
   - Subcommittee on General Education (J. Ellis) Low volume of petitions. The subcommittee intends to submit a report to the COI (via email) for approval of amendments to the current list of courses approved to meet General Education requirements. Once the list is approved by the COI, J. Ellis will submit the revisions to SUNY for posting on the web url. Course proposals submitted for approval with changes to the General Education must receive approval via Faculty review process.
   - Subcommittee on Instructional Quality (E. Bevilacqua) R. Meyer requested that the subcommittee ask the COI about Faculty input to the Smart Classrooms. D. Raynal noted that the topic was discussed at Academic Council and that input was solicited via C. Spuches role in campus-wide instructional support.
   - Subcommittee on Academic Standards (R. Smardon) The schedule for the meeting of semester review of Academic Dismissals has been established for 27 May 2004 (10am-3pm). Once the meeting concludes. Dean Raynal manages the subsequent actions. R. Smardon also distributed the Report on Guidance for Multiple Manuscript/Multiple Author Thesis/Dissertation. The Faculty of Forest and Natural Resources Management has a separate document that should be added.

3. Curriculum & Course Proposals
   - Curriculum Proposals:
     - Revisions to the Forest Engineering undergraduate curriculum approved
     - New AAS in Surveying Technology approved. NB: the Program Announcement posted on the internal COI review site has not been forwarded to SUNY or SED. The AAS announcement must be sent and if approved, will appear in the 2005-2006 Catalog and could be offered for students entering fall 2005. FTC223 and FTC 259 will not be effective until the new program has been approved, therefore, the curriculum for the options in the current AAS degree will remain the same, pending SUNY and SED approval. (See below)
     - Revisions to the BLA curriculum approved. NB: Changes to the BLA/MS Fast-track were received after the deadline for curriculum proposals for 2004-2005. No students will be admitted to the BLA/MS Fast-track until after the changes to the curriculum are reviewed during AY 2004-2005.

D. Raynal asked the COI to determine whether or not the changes to the BLA curriculum meet the standards that require submission to State review (where there are major changes to 15 or more credits. The COI considers the BLA curriculum proposals as NOT meeting the standards that require state review.
New or Revised Courses. **All approved as presented:**
- ERE 296 Special Topics in Engineering
- FTC 223 Introduction to Water Resources
- FTC 259 Introduction to Computer Aided Drafting and Design
- LSA 205 Art, Culture, And Landscape I
- LSA 206 Art, Culture, And Landscape II
- LSA 226 Foundation Design Studio I
- LSA 227 Foundation Design Studio II
- LSA 300 Computer Graphics I
- LSA 301 Computer Graphics II
- LSA 326 Landscape Architectural Design Studio I
- LSA 327 Landscape Architectural Design Studio II
- LSA 405 History of Landscape Architecture
- LSA 422 Landscape Architectural Design Studio III
- LSA 423 Landscape Architectural Design Studio IV
- LSA 424 Preparation For Off-Campus Design Thesis
- LSA 425 Orientation For Off-Campus Design Thesis
- LSA 460 Off-Campus Design Thesis Studio
- LSA 461 Off-Campus Final Presentation Seminar
- LSA 470 Thematic Landscape Design Studio (see note below)
- LSA 496 Special Topics In Landscape Architecture (with one Nay)
- LSA 500 Computer Graphics I
- LSA 501 Computer Graphics II
- LSA 510 Creative Problem-Solving Seminar
- LSA 605 History Of Landscape Architecture
- LSA 670 Thematic Landscape Design Studio (see note below)
- LSA 696 Special Topics In Landscape Architecture (with one Nay)

[LSA 470/670: Note regarding shared resources within the cover letter for the changes to the BLA curriculum suggested that 470 and 670 share content with other courses. Reminder to Faculty that students at the undergraduate and graduate level must be evaluated at their degree level. This is noted in the course proposals but may be managed with varying degrees of consistency within the scope of the classroom.]

4. Proposal for Part-time Graduate Study  D. Raynal and M. Bennett met with E. Deming and R. Hawks and there was agreement that the MLA program at ESF does not lend itself to part-time study, therefore the LA Faculty do not want it included in the proposal for part-time study. There was a question about what other institutions allow – no comprehensive data available (G. Scott mentioned that Wisconsin allows part-time study for graduate nursing degrees) D. Raynal noted that the proposal for part-time study for MPS and MF students was discussed at Faculty Council and there is general support for approving the proposal and concern for the nature of research-based degrees (MS) – that they should not be included at this time. There was general agreement that approval of the proposal in its revised format would NOT prevent Faculties from discussing and proposing future changes or additions of other degree programs or degree levels. COI approved the proposal for action at the 28 April 2004 meeting of the ESF Faculty.
5. Update on Web access to COI proposals (C. Davis) In response to comments noted at the 26 February 2004 meeting of the ESF Faculty, C. Davis met with M. Fellows and D. Soderberg, who will investigate the possibility of making a mirror site on the Registrar’s system so that Faculty will have access to the COI site from off-campus.

6. Pending proposals for 2004-05 (C. Davis) There are numerous course and curriculum proposals that were received within the past few weeks and R. Blaskiewicz provided a list of special topics courses that must be formalized during 2004-2005 if they are to be offered in the future.

7. Other COI Business: J. Ellis inquired about the composition of the subcommittee on General Education. C. Davis noted that there are no restrictions on how many years a person can serve as chair, but the chair of the subcommittee must be a member of the COI.

Adjourned at 10:26 am

Next Meeting: September 2004