The meeting came to order at 12:02 p.m.

1. **Call to Order/Welcome**

2. **Approval of minutes from 10/7/09**

3. **ES Interdisciplinary minor in Environmental Writing and Rhetoric** - B. Whitmore was present to discuss how the proposal, open to all ESF undergraduate students who have taken necessary prerequisites, will provide students with an opportunity to enhance their writing, reading, and presentation skills as they prepare to take their next steps beyond graduation. The proposed minor requires students to take 12 credit hours of courses that engage students in various genres of writing and rhetoric (composition, literature, technical writing, and public presentation skills). Upon brief discussion, the proposal was approved unanimously by the COI.

   **Course Proposal for CLL 291** - Being brought forward by D. Jager as a course number change, designated as an honors section; students must have received at least an “A-“ in CLL 290 to be enrolled in it. It also fulfills Gen Ed requirements. This was previously brought forward to the COI Committee as CLL290 for honors’ students. Upon brief discussion, the revised proposal was approved unanimously by the COI.

4. **Credit by Examination Policy** - S. Sanford discussed comments made by FNRM regarding distinction between micro/macro economics. FNRM indicates that micro/macro economics are not interchangeable. However, Admissions treats the two as interchangeable as they have no mechanism to distinguish, as they both meet the Economics equivalent. Admissions recommended approval to be consistent with AP practices. Additionally, a suggestion was made to have FNRM revisit their policy and if warranted, submit a proposal to CoI for consideration. S. Shannon will start dialogue with FNRM regarding this possible change. The policy was approved unanimously by CoI, with no further action required by CoI chair.

5. **“R” Grade Exceptions to General Policy** - S. Shannon discussed the importance of allowing exceptions to the general policy. Revision of the “R” grade parameter for courses offered periodically at ESF and semesterly at SU. These courses include: MAT 295, MAT 296, APM 205, and APM 296/206. The current policy does not allow students who fail one of the above listed courses to repeat it until the following year. This may force students to place their educational progress in their academic program “on hold” for at least a year.
This proposal suggests that when an ESF course is offered as an alternative to an identical SU course, and when the SU course is offered more than the ESF alternative, and when the course is a required element and essential to the timely progress of degree completion, the “R” grade may be successfully petitioned for interchangeable use between the ESF course and its corresponding SU counterpart. Even though the numbers are small, students should have this option available so it doesn’t hold up their graduation. Students must petition for such courses to count.

New Policy Regarding Composition of a Defense or Candidacy Exam Committee- This policy would prevent students from changing the composition of a committee after a failed attempt at a defense or candidacy exam. Changes to the composition of a committee can be made prior to the first defense or exam or after a successful exam by preparing a new 2A form. Changing the committee composition in the event of extenuating circumstances after a first attempt is made will need to be made by petition through the Dean of Instruction and Graduate Studies. Extenuating circumstances include: illness, departure from institution, sabbatical leaves, etc.

Request for Greater Latitude in the use of Administrative Discretion in Making “Minor” Changes to Existing Course Descriptions of Curriculum Descriptions- S. Shannon proposed any minor changes made to a course be handled through Dean’s office. These changes would only be in the realm of the five examples listed on S. Shannon’s request. COI agreed to allow minor changes and that S. Shannon would report any such approvals to the COI.

All three policy updates/changes were approved unanimously by the CoI. They will be posted on the COI website, and subsequently added to a policy manual being put together by OIGS.

6. Courses not Taught within the Last Three Years- S. Shannon distributed lists of older courses not taught in the past several years: A suggestion was made for all courses not delivered in the last three years be dropped from the catalog. The deadline for removing inactive courses not taught in the past three years is December 15, 2009.

7. New course proposal form- S. Shannon agreed to update current course proposal form to reformat existing material. The new form will be posted on the web rearrange existing material, and including a clear statement on how it fulfills Gen Ed requirements.

Meeting adjourned 1:27. Next meeting, Wednesday, December 2, 2009, 12:00 p.m. – 1:30 p.m., 217 Bray Hall.