

COMMITTEE ON CURRICULUM

November 13, 2013

254 Baker

Meeting Minutes

Voting members present at meeting: Chatterjee, Daley, Donaghy, Hassett, Kyanka, Shannon (for President Murphy), Vanucchi, Verostek, Wagner, Whitmore

Non-Voting members present at meeting: Chandler, Newman, Sanford, Spuches

Unable to attend: Benza, Cohen, Vandeburg

1. The meeting was called to order at 12:47 pm.
2. Approval of minutes from meetings of October 9th and October 23rd. The minutes were approved as submitted.
3. Announcements.
 - a. Grading policy from IQAS. The grading policy from the faculty governance IQAS subcommittee has been circulated to the members of the Committee. The Committee Chair has asked that the Committee members review the policy to see if there are any implications for the Committee. In addition, Committee members are asked to make sure that their respective departments are aware of the details of the grading policy and should make sure that comments are sent to IQAS, preferably ahead of next week's Governance meeting.
 - b. Seamless transfer. Those departments potentially affected by the SUNY seamless transfer requirements have been notified by the Provost. As a result of these requirements, the Committee may see some program revisions, but probably only minimally this year, as the waiver deadline has been pushed back until May 2014.
 - c. Changes to COC meeting schedule. In order for COC actions to be placed on the agenda for faculty governance meetings the Committee needs to meet two weeks prior to the next faculty governance meeting. Daley will circulate a new schedule for COC meetings for the remainder of the 2013-2014 year. Newman will change the calendar on the COC web page once the new schedule has been set.
4. Old Business.
 - a. Course Proposal Form and review procedures complete. Course proposal form has been revised and is online, along with an additional document outlining instructions for completing the form. This new form should be used from now on. The form should be submitted by email to the COC at curriculum@esf.edu. Once a proposal is received Newman will log it and review for consistency and completeness. Once this has been determined Newman will forward the proposal to COC for review. Daley reviewed the differences between major and minor revisions and other items on the form's instructions. Committee member are asked to review the new Course Proposal Form and accompanying instructions, share within their departments and comment if changes are needed. The Committee will send out a notice to the campus (not just faculty) informing of the existence

of the new form. This email will additionally list the COC departmental representatives and/or provide a link to the COC website. In addition, COC members will inform their respective departments that the new form must now be used.

- b. Committee-sponsored training with curriculum coordinators. Instead of the Committee organizing the training of curriculum coordinators, it was decided that COC department representatives should work individually with their department's curriculum coordinators to make sure that any proposals or other documentation sent to COC conforms to COC requirements.

5. New Business

- a. Candidacy exam policy. Executive Chair Donaghy had charged the committee with a review of the recently modified candidacy exam policy, in particular whether the Form 3 option should be available to all departments, or only a select few. At present this is available only to students in the Chemistry Department and some other departments have expressed an interest in also having it as an option. There ensued some discussion regarding the breadth vs. depth of the three types of candidacy exams, and whether the format of the candidacy exam should be prescribed by the College or left up to the individual departments. There was some discussion about revising the policy to be less prescriptive regarding forms, and require only that the exam process (written and oral) be sufficient to demonstrate a student's breadth and depth of knowledge. Daley asked that COC members make this a topic of discussion with their departments and, at the December COC meeting, report back to the Committee with a statement on the desire of the department to have form 3 available as an option for their PhD candidates. .
- b. Curriculum review procedure. At present an evaluation of the curriculum review procedures is underway. If a Committee member has any issue that needs to be addressed within this review procedure please forward comments to Daley as soon as possible. The COC will aim to align curriculum review with SUNY requirements, which Newman will post on the COC website. Shannon noted that, while the procedures for introducing a new program are relatively simple, a change to an existing program is much more complex. New paperwork must be submitted to SUNY if a program change affects more than 30% of the content. A title change for a program requires a major justification with SUNY.
- c. Academic Policy Review. There were no items for discussion under this topic.

6. Updates from the Dean. Shannon noted that there are some problems with special topics (x96) courses, in that not all departments have all levels of special topics courses available to them. He asked that this be reviewed and COC administratively create these at all levels for all departments. Shannon will prepare a list of those special topics classes that need to be added because they need to be in the catalog. A voice vote was taken to see if COC should follow through to see that there is uniformity across all departments. Unanimously passed by vote.

7. Summary of action items.

- a. Committee members to report back at December meeting with department position on form 3 of the candidacy exam.
- b. Committee members to inform departments of new grading policy.

- c. Daley/Newman to set and circulate new meeting schedule.
- d. Newman to inform campus of new Course Proposal Form
- e. Committee members to inform Daley of any issues with curriculum review procedures.
- f. Newman to post SUNY curriculum review procedures on COC website.
- g. Shannon to prepare a list of special topics classes to be added to catalog.

The date for the next meeting is still to be determined, but will occur prior to December 19.

The meeting was adjourned at 1:40 pm.