

COMMITTEE ON CURRICULUM

January 15, 2014

254 Baker

Meeting Minutes

Voting Members present: Chatterjee, Cohen, Daley, Hassett, Kyanka, Verostek, Vanucchi, Wagner

Non-voting members present: Chandler, Newman, Sanford, Spuches,

Unable to attend: Benza, Donaghy, Shannon, Wheeler, Whitmore

1. The meeting was called to order at 12:48 pm.
2. Approval of Minutes from December 16, 2013. The minutes from the December 16, 2013 meeting were approved unanimously, as amended and previously distributed.
3. Announcements
 - a. The following proposals are currently posted on the CoC website for general faculty review. Daley noted that each time a proposal is added to the web for general review, committee members will receive two emails: one by virtue of their status as faculty members; one for committee members only, detailing the review process. Committee members should use the checklist when reviewing.

Env. Sci. B.S. curriculum revision
FCH 110 Survey of Chemical Principles (GenEd)
 - b. Proposals submitted for CoC completeness review. The following proposals are currently under completeness review prior to submission to the full committee review process. Their inclusion in these announcements is a reminder that these will soon be posted for general review.

Environmental Chemistry BS revision
FOR 232 Natural Resources Ecology (GenEd)
4. Old business:
 - a. Report on inventory of *96 classes. Unfortunately Dean Shannon was not able to be present to lead the discussion on the report detailing the inventory of current and necessary *96 classes. The committee discussed the need to include additional classes. It was noted that the list, as submitted, was not yet complete (in particular, some ERE Special Topics classes were not included). Each program area/department should make sure their part of the list is complete and accurate. It was noted that there is an array of names for the *96 classes. The Committee will come up with a generic description for each level of special topics classes that does not previously exist. Members should then refer these blanket descriptions to their department to see if they are appropriate. Wagner wanted an all-encompassing mention of health and safety concerns included in the description, but Daley would rather see this implemented at the program level. Dean Shannon is recommending that each department should have a *296, *496, *596, *696, and *796 listing. In order to facilitate the creation of so many new classes, it was proposed that normal review procedures should not be followed, and that these new Special Topics classes would be approved en masse. The description will be generic, and they will generally range from 1-3 credit hours, although in some cases could be as much as 6 credit

hours. The immediate charge to the Committee on *96 classes is as follows: the departmental representatives need to bring the special topics inventory to the attention of their department, and review the listing for accuracy and completeness. Each department should then report directly back to Dean Shannon (by close of business on Friday, January 24), who will update the list. Daley stated that, with regard to the submission and approval of these new classes, the Committee should suspend the normal submission rules – all classes will be approved as a package.

Spuches pointed out that Outreach is now authorized to act as a department in the offering of classes, and wondered if Outreach should have its own prefix or should use the ESF prefix. This prompted discussion as to who administers the ESF classes and the Registrar informed the Committee that they are administered by Dean Shannon, who is therefore in charge of allocating resources. FTEs for ESF classes go to the department housing the instructor of record. Spuches should research as to whether he wants a prefix exclusively for Outreach. It was pointed out that policy had been created by the Committee in May 2012 regarding prefixes. Daley suggested that the ESF prefix would most likely capture any Outreach course. If at a later date, a department were to adopt an ESF course, a minor course proposal indicating the number change would be required.

- b. Report on progress of compilation of special topics classes taught three times or more

This listing should also be taken back to the departments and those classes that have been offered three times or more should be noted. Classes offered that did not run because of enrollment issues should be included in the count. The departments should verify with the instructor of record whether the class will be offered again. If the course is deemed a necessary course, then a proposal should be submitted, and the department should let the Committee know in advance that a proposal will be forthcoming. Newman will send out an Excel spreadsheet of the listing.

5. New Business:

- a. Proposals for action:

FCH 232 Career Skills for Chemists. There was some discussion on the wording of the goals, tools and outcomes in this proposal and it was decided that these aspects of the class were consistent with a 200 level class. Chatterjee pointed out that the catalog description does not conform to the 50-word standard. Sanford noted that this is not so much an issue since the catalog is no longer printed. If necessary, the description can be amended after approval. Chandler asked if this course was required. According to the description, it is not required at this time, although this may be a focus of a later course revision. Proposal was approved unanimously.

FCH 511 Atmospheric Chemistry. Proposal was approved unanimously

FOR 340 Watershed Hydrology. Proposal was approved unanimously

FOR 540 Watershed Hydrology. Wagner noted that there were some typos to be corrected. Daley was unhappy with the use of the word “apply” as a learning outcome and suggested the proposal be tabled until the next meeting to allow the proposer to come up with different verbiage. He also noted that ERE 340/540 are related courses. The vote was unanimous to table FOR 540 until the next meeting of the Committee.

FNRM Curriculum revisions (revisions subsequent to December CoC meeting). Whitmore, by proxy, queried the fact that the SEM curriculum now showed EWP 290 as a required class, whereas before it was one of several choices within the Humanities General Education grouping. She also asked if EWP 220 will be required. Wagner noted that EWP 290 has been the students’ class of choice even before

becoming required, and that any changes in registration for EWP 290 and EWP 220 will be small. Sanford noted that the proposals now allowed for a Foreign Language General Education option, and asked if that will be required. It will not, and is included in these proposals to facilitate seamless transfer of students who already have fulfilled a Foreign Language option at another college, and to offer current [non-transfer] students the option to take a foreign language to fulfill General Education requirements if they wish. There followed a general discussion on the inclusion of a Foreign Language as a General Education option, and the need for students to now graduate with 30 General Education credits. Daley noted that the current policy allows transfer students to petition to use a foreign language class to satisfy General Education requirements. Sanford wondered whether other departments should be amending their curricula to include the option to have a foreign language satisfy General Education requirements. Chandler commented that many students take a foreign language at SU and if this will now be accepted as satisfying a General Education requirement we should probably communicate with SU about the possible increase in interest in foreign language classes by ESF students. Cohen noted that even though a foreign language will be accepted as satisfying SUNY requirements, at the departmental level there may be problems if this is not shown on the plan sheet. Daley suggested that the Committee should recommend to the College administration that all programs ensure that all students meet the SUNY GER (30 credits), that programs consider allowing students to use Foreign Language to meet GER, especially as we now have flexible General Education and Accessory Instruction policies, and that the Registrar and Admissions consider how to account for General Education Foreign Language on Plan Sheets of transfer students under implementation of the Seamless Transfer policy. All these issues should be resolved before seamless transfer comes into effect in Fall 2015. The FNRM curricula revisions were unanimously approved.

6. Updates from Dean. There were no updates from the Dean.
7. Summary of action items:
 - a. Departmental representatives will bring the special topics inventory to the attention of their department, and review the listing for accuracy and completeness. Reports are due directly to Dean Shannon by close of business on Friday, January 24.
 - b. Dean Shannon will update the special topics inventory and report back to the Committee at the next meeting on January 29.
 - c. The listing of classes offered three or more times will also be taken back to the departments and those classes that have been offered three times or more should be noted. Classes offered that did not run because of enrollment issues should be included in the count. The departments should verify with the instructor of record whether the class will be offered again. If the course is deemed a necessary course, then a proposal should be submitted, and the department should let the Committee know in advance that a proposal will be forthcoming.
 - d. Newman will send out an Excel spreadsheet of the inventory (a.) and the listing (c.).

Next Committee meeting will be held on January 29, at 12:45 pm, in 254 Baker.

The meeting was adjourned at 1:44 pm.