

COMMITTEE ON CURRICULUM

January 29, 2014

254 Baker

Meeting Minutes

Voting Members present: Chatterjee, Cohen, Daley, Donaghy, Hassett, Kyanka, Shannon (voting for President Wheeler), Verostek, Vanucchi, Wagner, Whitmore

Non-voting members and guests present: Chandler, Newman, Sanford, Briggs

Unable to attend: Benza, Spuches, Wheeler

1. The meeting was called to order at 12:45 pm.
2. Approval of Minutes from January 15, 2014. The minutes from the January 15, 2014 meeting were approved unanimously as submitted.
3. Announcements
 - a. The following proposals are currently posted on the CoC website for general faculty review.

FOR 232 Natural Resources Ecology (GenEd).
It was suggested that the updated content of this course revision should be reviewed by faculty with an interest in ecology.
 - b. Proposals submitted for CoC completeness review. The following proposals are currently under completeness review prior to submission to the full committee review process.

FOR 7XX Advanced Watershed Hydrology and Biogeochemistry
Environmental Chemistry BS curriculum
4. Old business:
 - a. FOR 540 Watershed Hydrology (tabled from January 15th)

All requested updates to this course revision have been made by the proposer. Course proposal was approved unanimously by the Committee.
 - b. Report on update of Special Topics inventory.

Dean Shannon had received some comments on the inventory and these were included in his presentation. Every department should have at least one undergraduate and one graduate *96 course listed in the catalog so that they can introduce courses on an experimental basis at the appropriate level. Some departments (for example, SCME) do not have any *96 courses in the catalog. It is debatable whether all departments need all levels of *96 courses available. If a department offers a PhD program then there is a need for graduate *96 courses. If a department offers shared resource courses then it should have a 596 and 696 course available. Many departments don't have a 296 listing, which is an experimental introductory level (1** or 2**) course. At graduate

level, FNRM only has a 796 option. This cannot be used for a shared resource course, and not all graduate courses can be taught at a 7** level. A masters student taking an experimental introductory graduate class should have a 596 option available. Cohen noted that the need for new Special Topics courses, as well as the issue of those Special Topics courses that have been taught 3 or more times, will be brought before the EFB faculty. Discussion followed regarding the numbering of Study Abroad courses. If the course is an ad hoc one, then the current numbering situation is adequate. Shannon noted that it would not be a bad idea to formalize the programmatic Study Abroad courses within the departments. General Study Abroad programs could be covered by an ESF course listing. Chandler noted that such a listing is simply a holding point for those taking a Study Abroad course, for example through SUNY Brockport. The listing is needed because financial aid is given on the basis of the registration. When the course has been completed, the registration is changed for the transcript. It was suggested that the Dean, the Registrar, and Dr. Cohen should work together with the International Programs office to ascertain whether there is need for an ESF (campus-wide) study abroad course number in addition to, or in place of, a programmatic one. Some programmatic study abroad courses, run on a regular basis, do need their own departmental course number. Cohen was encouraged to examine the way the Landscape Architecture program is set up with regard to Study Abroad. With regard to courses providing teaching experience, FNRM and FCH both have formalized their course offerings, and so do not use a *96 number for these courses. Cohen was encouraged to look at this also.

As to the procedure for adding new *96 courses to the catalog... Shannon suggested that there be one generic catalog description for each level of course: 296 (lower level undergraduate), 496 (upper level undergraduate), 596 (introductory graduate/advanced undergraduate), 696 (upper level graduate), and 796 (advanced graduate, PhD level, no undergraduate participation allowed). Daley suggested that Shannon should have the administrative responsibility to generate the generic catalog description and circulate them to departments for approval. These descriptions would be used not only for the new *96 courses, but also for those already in the catalog. This will result in a standardization of all the *96 catalog descriptions/titles. It should be made clear to the departments that no action is needed on their part; they simply need to approve the use of their departmental prefixes. Wagner and Donaghy questioned the legitimacy of this action, and noted that Middle States may not approve of the situation there there is a catalog description with no course description on file. Shannon will therefore also write a generic course description for each level of *96 course, and the catalog description will be tied to this. The Committee will waive its own internal deadlines in order to see this process through to its conclusion. The Committee's departmental representatives should alert their respective faculties that this will be presented at faculty meetings in the near future. As the discussion on this closed, it was pointed out that the catalog and course descriptions for these classes should denote a range of 1-6 credits. This should accommodate all possible types of courses.

Daley noted that the Committee's departmental representatives should also be working on the issue of those classes that have been offered at *96 level three times or more. Three offerings should tell the department that the course is worthwhile, and it should be formalized so that learning objectives may be standardized. Wagner pointed out that, if a *96 course has been offered by a visiting professor, the department should be

aware of the course content and should formalize the course. Even if the instructor changes, as long as the course content and outcomes are not changing then the course should be formalized. A course is owned by the department, not the instructor, and for consistency's sake it should be formalized, even if it is dropped later when the instructor is not available. Donaghy noted that Summer Session special topics courses should have a syllabus attached. This is IQAS policy.

Daley continued with further discussion on the introduction and vetting of new programs, in particular cross-disciplinary programs. There is currently no mechanism to do this, especially with the lack of a sponsoring department. How would the Committee on Curriculum facilitate this?

5. New Business

a. Proposals for action:

Environmental Science BS curriculum revision

There were no questions and no discussion on this revision. Previous comments by Kieber and Hassett were noted and had been incorporated by the proposer, Dr. Briggs. Proposal was unanimously approved by the Committee and forwarded to Faculty Governance for approval.

FCH 110 revision (GenEd)

Initial discussion revolved around the fact that the proposal indicated that the course was noted as neither required nor an elective. It was recommended that the proposal should be amended to show that the course is a required course for FNRM and SCME, and that it is also an elective course (for other departments on campus).

Dr. Chatterjee noted that the response to Section 2.4, asking for an explanation of how the course meets General Education requirements, was inadequate. This response should at least contain a reference to "learning outcomes which meet the general education requirements." Newman was directed to return the proposal to the proposer, asking for further elaboration in Section 2.4. Donaghy indicated she would also follow up with the proposer. The instructions for the form should be amended to clarify what is needed in this section of the proposal. The SUNY form should be included with the proposal for general information purposes, although this is not sufficient as a response for Section 2.4. The link to the SUNY General Education forms should be available on the Committee on Curriculum web site. The Committee wishes to tighten the procedures so that the Committee on Curriculum submission is suitable for submission to SUNY. Further discussion on FCH 110 was tabled until the next meeting.

6. Updates from the Dean. There were no updates from the Dean.

7. Summary of action items:

- a. Dean Shannon will prepare generic catalog and course descriptions for each level of *96 course, in preparation for distributing these to the departments.

- b. Shannon, Chandler, and Cohen will, in consultation with the Coordinator of International Education, explore the possibility and feasibility of creating an ESF *** generic course to cover some Study Abroad courses.
- c. Departmental representatives should notify their departments about the creation of the *96 courses and the need for departmental approval to use the departmental prefixes.
- d. Departmental representatives should be encouraging their departments to work on the formalization of those courses taught three or more times as Special Topics courses.
- e. Newman will provide a link to the SUNY General Education forms on the website.
- f. Course Proposal Form instructions should be amended to clarify what is needed when responding to Section 2.4.

The meeting was adjourned at 1:43 pm.

The next meeting of the Committee on Curriculum will take place on Wednesday, March 5, at 12:45 pm in 254 Baker.