

## COMMITTEE ON CURRICULUM

August 27, 2014

12:45 p.m., 254

### Meeting Minutes

**Voting Members present:** Bujanovic, Cohen, Daley, Dibble, Donaghy, Kyanka, Vanucchi, Wagner, Whitmore

**Non-voting members and Guests present:** Newman, Sanford

**Unable to attend:** Chandler, Shannon, Spuches, Verostek, Wheeler

- 1) The meeting was called to order at 12:48 pm. Daley introduced new member Dibble (Chemistry) to those present. (New member Bujanovic (PBE) was not present at this point in the meeting). Daley noted that he had not yet completed the committee annual report for 2013-2014, but stated that a lot had been accomplished. A main accomplishment for the previous year is that meetings were being kept to within a one hour time frame. The work load had been a little lighter because there had been no petitions for course replacements by students. Looking at the upcoming year, Daley indicated that, in addition to the approval/denial of course/curriculum proposals, the Committee will also look at policies and procedures with a view to organizing them and developing a centralized storage system. Committee members were reminded that each of them represents their department, and in this capacity they have the ability to consult with their department and let the Committee know if there are plans for new courses/curricula, so that the Committee may be of help. Committee members should also be conveying information from the Committee back to the department, as well as working with the departmental curriculum committee to ensure that submissions are complete. Committee members are also expected to review all proposals in a timely manner, and attend and participate in all Committee meetings.
- 2) Approval of Minutes from April 24, 2014. The minutes from the April 24, 2014 meeting were approved unanimously as posted.
- 3) Announcements.
  - a) Committee Charge The Committee charge was read from the web page at [www.esf.edu/coc/default.htm](http://www.esf.edu/coc/default.htm).
  - b) Committee Website Committee members are encouraged to become familiar with the website (see link above). Wagner stated that he would have some conflict with meeting times next semester. Daley and Cohen have conflicts this semester. The Committee will look at the Spring semester schedule later in the Fall semester
  - c) Deadline for Proposed Courses: March 11, 2015 was agreed to by the Committee
  - d) Deadline for Proposed Curriculum Program: February 25, 2015 was agreed to by the committee.
  - e) Proposals posted for CoC and faculty review: There are no proposals posted for CoC and faculty review at this time.
  - f) Proposals submitted for CoC completeness review: FCH 498 had been submitted to the Committee for completeness review, but, after some discussion, it was decided to forward this minor revision to the Dean for administrative approval.

4) Old Business:

- i) Development of Course Description for XXXX96 courses. Daley is in the process of using the XXX296 course description as a template for XXX496, etc. Progress has been limited.
- ii) Development of Study Abroad course. Dean Shannon was not present, and we therefore await a progress report at the next meeting.
- iii) Modification of Minor Enrollment form. Dean Shannon was not present, and we therefore await a progress report at the next meeting.
- iv) ENS 470 Environmental Risk Assessment (revised). This proposal had been reviewed last year and the Committee had asked for clarification on prerequisite for statistics. The Proposer (Paterson) had responded to say material addressing the necessary statistics would be included in his course, and that no formal prerequisite would therefore be required. Donaghy stated that statistics should be a prerequisite for the course, but Wagner pointed out that it is not in the Committee's power to force this. Wagner noted that it does not say anywhere in the course description that statistics will be taught as part of the course. If statistics is to be taught as part of the course, it needs to be either in major concepts, and learning outcomes, or, if it is understood that a student will take the course with prior knowledge of statistics, this should be addressed by a prerequisite. This has to be addressed explicitly. Daley mentioned that the teaching of statistics is currently implicit in risk assessment. Donaghy agreed with Wagner that everything taught in the course should be explicit in the course proposal. The statistics needed for this course will be mastered by the student, whether as part of the major concepts of the course, or as a prerequisite. Daley stated that it should be clear that statistics will be taught in this course. Dibble pointed out that if it is not a prerequisite, and it will be taught as part of the course, it should be mentioned in the course description. Donaghy suggested that the Committee should give the proposer options: a) add statistics as a pre requisite, or b) phrase the major concepts and learning outcomes so that it is clear what is going to be taught in the course. Dibble was asked to provide wording to address this issue and forward it to Newman. The overall attitude of the Committee was that course proposals should be inclusive to the point where a new instructor for the course will not find the course content or expectations ambiguous. Newman was asked to inform the proposer that the prerequisites in the course description should exactly match those in the proposed catalog description. The proposal for ENS 470 was tabled until next meeting.

As an addendum to the discussion, Daley stated that the above comments should apply to all course proposals. In addition, the major concepts in the course should be included in the syllabus. Donaghy noted that the syllabus trumps the course description as a contract with the student, and therefore if they diverge too much the course description should be updated.

5) New business

- a) AY 2014-15 Initiatives and Appointment to Working Groups. Daley indicated a need to set up groups to divide up the workload in addition to reviewing proposals.
  - i) Development of Curriculum Proposal Procedure and Forms. Two Committee members are needed to work with Newman to get curriculum proposals consistent with what should go to SUNY. Donaghy asked whether the working group would be looking at forms or process. Daley explained that the group would mainly be

looking at what we want to have submitted to the Committee in order to make an informed decision to Faculty Governance. What comes to the Committee should comply with both SUNY and College requirements. The process has been established. Donaghy wants the pathway for new proposal to be clear. Each proposal must be reviewed by the department and the Provost before it is submitted to the Committee. Currently it is not clear that the Provost is part of the process. Dibble and Kyanka were appointed to work on this.

- ii) Review of Course Proposal Procedure and Forms. Daley will work with Newman to review and refine this.
  - iii) Review of Bylaws and Committee responsibility. Donaghy noted that she is currently rewriting bylaws for Faculty Governance, and pointed out that the relationship between the Committee and IQAS has the potential for both overlaps and gaps in responsibility. Vanucchi is to be the point person for the Committee's part of the review of the bylaws and the articulation of its responsibilities.
  - iv) Review and compilation of academic policies. Donaghy recommended that this issue be tabled as it may be that the review needs to happen at a different level. It may not be worth the effort of the Committee to put much work into this, as the responsibility may lie with IQAS. The policies and procedures on the CoC website will shortly be reviewed by IQAS. Vanucchi was also asked to be the Committee's point person on this, as the issues addressed may overlap with the "Review of Bylaws and Committee responsibility" above. Donaghy volunteered to work with Vanucchi.
  - v) General education assessment. Wagner's "Big Huge Pink Elephant." Wagner noted that this issue has been part of the ESF environment since the early 1990s. Donaghy was of the opinion that this is more an Assessment issue, i.e. it should lie with Gary Scott. It may also be an IQAS issue, and if there are any clear curriculum issues that come out of it then the Committee will be responsible. Daley noted that Middle States is currently mandating assessment, but that SUNY is no longer funding it. The Provost has mentioned that, because General Education is mentioned as part of the Committee's scope, the Committee should be involved. However, the Committee should not be taking the lead in the campus assessment of General Education. Wagner pointed out that a lot of our accreditation bodies are requiring assessment of many courses, not just General Education. It all comes back to the Committee because it involves course descriptions and syllabi. Probably it is bigger than Gen Ed. Daley offered that assessment in general should be housed in IQAS, although there needs to be a process whereby the Committee interfaces with IQAS re assessment and evaluation. The Committee should be part of the conversation, but can't lead the charge. Donaghy informed the Committee that Dean Shannon wants IQAS to review the policy they have created. Daley suggested the Committee should also perform a review. Wagner will be the Committee point person for General Education assessment.
- 6) Updates from the Dean. There were no updates from the Dean.
- 7) Other business: Wagner read an email from a faculty member concerning the effectiveness of setting prerequisites for courses. Does an instructor have the authority to remove students from a course if they have not fulfilled the prerequisites? At present it is possible for students to register independent of whether they have fulfilled the prerequisites. Daley suggested that instructors should talk with students about their ability to pass the class if

they do not have the prerequisite knowledge. Bujanovic said that she requires students to confirm that they have passed the prerequisite courses and if not she informs the registrar. Dibble suggested the Committee should check with the registrar for more information on this. Daley said he would investigate as to whether there is a process for this, and whether the instructor has the authority to remove the student from the class. At SU a student cannot register for a class without the prerequisites on their transcript or an override from the department. At ESF no one is checking for prerequisites, and the instructor does not have the ability to see the student's transcript. The Committee should look into this and the Committee, IQAS or Faculty Governance should issue a statement clarifying the issue.

Another question concerned the offering of face-to-face classes periodically in an online format, and whether the instructor should send in a new course proposal if s/he converts to online. Currently, the catalog description contains the instructional delivery method, e.g. 3 hours of lecture and discussion. Donaghy asked whether the Committee should define the meaning of "lecture?" Daley stated the Committee needs to address this, in order to provide clear and correct consumer information. The delivery method needs to be clear to the student

The meeting was adjourned at 1:59 pm.

Action items:

- Newman to forward FCH 498 to Shannon for approval
- Daley to continue working on the xxxx96 generic course descriptions.
- Shannon to continue working on the development of a Study Abroad course.
- Shannon to continue working on the modification of a Minor Enrollment Form.
- Dibble and Kyanka to work with Newman on revisions to the Curriculum Proposal Form and process.
- Daley to work with Newman on revisions to the Course Proposal Form and process.
- Vanucchi to initiate a review of the Bylaws and clarification of Committee responsibility.
- Vanucchi, aided by Donaghy, to commence a review and compilation of academic policies.
- Daley to look into whether there is a process for the monitoring of prerequisites when registering for classes, and whether the instructor has authority to act if prerequisites have not been met.
- Wagner to assist Daley and Donaghy with determining the role of CoC in General Education Assessment.

Next meeting: Wednesday, October 15 at 12:45 in 254 Baker.