

Committee on Curriculum

October 28th, 2015

Meeting Minutes

Voting Members present: Bujanovic, Cohen, Dibble, Reuter, Stavenhagen, Tao, Verostek, Wagner

Guests and others present: C'Dealva-Lenik, Minard, Newman, Sanford

Unable to attend: Donaghy, Kacoroski, Rutkowski, Shannon, Wheeler

1. **Call to Order.** The meeting was called to order at 12:48 pm.
2. **Approval of Minutes from September 30, 2015 meeting.** Upon motion by Wagner, seconded by Tao, the minutes of the September 30 meeting were approved unanimously.
3. **Announcements.**
 - a. **Proposals posted for CoC and faculty review.** A Minor in Environmental Health has been posted for faculty review.
 - b. **Proposals submitted for CoC completeness review:** There are no proposals undergoing completeness review.
4. **Updates from the Dean.** There were no updates from the Dean.
5. **Old Business:**
 - a. **xxx*96 generic course descriptions.** There was no progress to report on the development of generic course descriptions.
 - b. **Study abroad course.** There was no progress to report on the development of a study abroad course.
 - c. **Minor enrollment form.** The Dean's office had created a form which had been circulated to the Committee before the meeting. Reuter asked if there was anyone else to whom the form should be circulated before approval, i.e. should it be sent out for faculty and departmental review. Tao asked if the minor coordinators had had the chance to review the form. Wagner wondered if the list of coordinators was correct, and Dibble added that there would be an issue in keeping the list up to date. Anticipated edits should include: Environmental Writing and Rhetoric: Prof. Kurt Stavenhagen; Water Resources: Drs. Philippe Vidon and Charles Kroll; Construction Management: Prof. Paul Crovella. Minard noted that the minors in Entrepreneurship, General Management Studies, and Marketing have been replaced by one minor in Management, with Rene Germain as coordinator. Tao asked if the prerequisites for the minor could be added to the form. The general consensus was that this is unnecessary, as the prerequisites are listed clearly in the College Catalog. Reuter suggested that the form be approved in concept, with no need to come back through the Committee if minors are added or coordinators are changed. The form was approved by the Committee with the above changes and also with any minor changes suggested by coordinators. Reuter will circulate the form to the minor coordinators, giving them a week to suggest changes. These changes will then be forwarded to the Dean.
 - d. **Guidance document for differentiation between course levels.** Wagner reported that he is working on this. Reuter noted that Landscape Architecture has completed the department's course numbering corrections. All fifth-year undergraduate LA classes are now 400-level classes, and the only 500-level classes in the department are beginning graduate level classes.
 - e. **Transfer Credit Petition Form.** The address to where transcripts should be sent has been added to the form. Cohen asked if the form could now be taken back to the departments for review. He noted that EFB does not understand the need for this form. Minard responded that the regular petition form does not have a lot of information specific to transfers, e.g. the school the course is coming from; whether the course is an elective or directed elective, etc. Having all the transfer

information on one form will clarify the process. There followed some discussion on how to determine whether the course can be accepted as a General Education course. The SUNY GenEd site's URL could be added to the form, although there is not much room for this. Also, since the SUNY GenEd site is somewhat cumbersome and tends to be a little out of date, it may be better to contact the transferring college directly to ask if the class is a General Education class. The onus of proof that the class is a General Education class is on the student, and he or she should have all the information required by the form before they present it to their advisor. The General Education status of classes transferred from out of state colleges will be determined by the advisor and/or instructor. Reuter asked if the form should be sent out for review. Wagner suggested that it should be sent only to the undergraduate and graduate coordinators. They should be given a week to review the form and if there are no comments within that time frame the form should be approved. Reuter supported this and suggested that the form should be approved in concept if there are no substantive comments from coordinators. Upon motion from Wagner, with Dibble as second, the form was unanimously approved in concept, subject to minor revisions from curriculum coordinators. Any edits by the coordinators should be sent to the Committee through the Committee's departmental representative.

f. Catalog updates – deleting courses. C'Dealva-Lenik stated that the undergraduate student body wishes him to stay on top of the issue of inactive/defunct courses. He noted that the Dean has asked the Chairs to submit lists of obsolete courses that should be dropped from the catalog. He asked if it could be possible for the Dean also to obtain lists of courses that are currently inactive and to somehow note these in the Catalog. With regard to the College "Policy on Inactive Courses", this has not been updated since March 2008, and does not seem to have been implemented to any extent since then. Technically, if a course has not been taught for three years then the Dean should notify the department that it will be dropped. There should be a specific schedule for this process. Wagner noted that any change in policy should probably have to come from a voting member of the Committee. C'Dealva-Lenik asked if some changes could be made to the policy to clarify it and try to make it more enforceable. The students would like to see the Catalog made current, and there should be some notation on those courses that are inactive or only taught infrequently. Sanford pointed out that the strike-out portion of the existing "Policy in Inactive Courses" was an effort to separate the issues of inactive courses from dropped courses, although the subsequent "Protocol for Deletion of Required Courses" only references required courses. C'Dealva-Lenik will work with the Undergraduate Student Association to provide some input into any policy revisions.

6. New Business:

a. New Minor/Area Proposal form. The New Minor/Area proposal form was advanced because it addressed the absence in the curriculum proposal process of a way to propose a new minor or other sub-curricular grouping of courses. New curricula use the SUNY forms, which are not appropriate in this case. Bujanovic requested the removal of all references to "program" in the form, since "program of study" is synonymous with "curriculum." Sanford asked if there is a lexicon of terms such as minor, area, etc., and it was suggested that the Dean should have such a list. She thought that during a recent cleaning up of the majors list there was an attempt to put together a list of definitions. Dibble stated that a program, by definition, is a major, and Wagner added that a program has a HEGIS code. An area of study/concentration is merely an advising tool, and a change in a student's focus/area does not change their program. Programs and minors are on the student's transcript. If a grouping of courses is not on the transcript then its introduction or revision does not need to come through the Committee. The exception would be an Area of Study that affected another department, e.g. an Environmental Science area of study in environmental chemistry. Apart from this type of exception, an "area" is not so well articulated, and is seen as an informal focus. Dibble suggested that this form should be created for minors only, and the Committee should talk later with the Dean to find out what constitutes an area. Reuter suggested that the Committee proceed with this form, addressing minors only. Bujanovic requested more time to examine the form. Further discussion of the form was tabled until the November meeting.

The meeting was adjourned at 1:48 pm.

The next meeting of the Committee on Curriculum will take place on Wednesday, November 11, at 12:45 pm in 327 Marshall.

Action items:

- Reuter to circulate Minor enrollment form (with edits as noted in the Minutes) to Minor coordinators, allowing one week for review before form is finally approved.
- Reuter to circulate Transfer Petition form to curriculum coordinators, allowing one week for review before form is finally approved.
- Shannon to ask Chairs for lists of potentially inactive courses (in addition to courses set for deletion, as previously requested).
- USA to provide some suggestions for policy for course deletions and inactive courses.
- Newman to edit form for New Minors/Areas to refer to Minors only.