

Committee on Curriculum
November 11, 2015
Meeting Minutes (notes)

Voting Members present: Reuter, Bujanovic, Dibble, Owens (for Verostek), Shannon (for Wheeler), Stavenhagen, Tao, Wagner

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

Unable to attend: Batorsky, Cohen, Donaghy, Rutkowski

- 1) **Call to Order.** The meeting was called to order at 12:49
- 2) **Approval of Minutes from October 28, 2015 meeting.** The minutes from the October 28th meeting were unanimously approved as posted.
- 3) **Announcements**
 - i) **The following proposals are currently posted for CoC and faculty review:**
 - (a) ERE – courses for deletion from catalog (2). As an aside, Reuter asked Shannon about the response from Chairs on the subject of dead courses. Shannon reported that, while ERE has been the most active, other departments have not yet responded. They have not yet had time to address the issue. Shannon stated that courses may be deleted on a rolling basis, and progress is being made. C'Dealva-Lenik noted that he had emailed Dr. Briggs regarding this.
 - (b) FCH – course for deletion from catalog
 - ii) **Proposals submitted for CoC completeness review:**
 - (a) Minor in Landscape Architecture Studies (new)
 - (b) Health and Environment Option Area (B.S. Env. Sci) (revision)
 - (c) Food Studies Minor (new)
 - (d) FCH 410 Inorganic Chemistry (revision)
 - (e) BS in Chemistry (revision)
- 4) **Updates from the Dean (Shannon).** There were no updates from the Dean.
- 5) **Old Business:**
 - i) **Study abroad course.** Shannon noted that the general feedback he has been receiving is that the current system of using a *96 or *98 class designation is working. He stated that unless an issue emerges with financial aid, this system could easily stay in place. These are place-keeper courses which can then be transferred back in to the student's program. This item should no longer come up for discussion by the Committee.
 - ii) **Minor enrollment form.** Shannon indicated a willingness to make the correction to ensure that the advisor will sign the form before the minor coordinator. He will also add Kim Schulz to the list of advisors for the Water Resources minor. Wagner asked if the list of minors could be a pull-down on the online form. Shannon said this was possible but expressed reluctance to do so because some people prefer to work with a paper copy, and the pull-down menu would not be appropriate for that.
 - iii) **Guidance document for differentiation between course levels.** Wagner reported no progress on this, and did not foresee any progress in the immediate future. He noted that the issue does need to be addressed, however, and, since it is not a simple issue given the diversity across campus, he needed time to sit down and talk with the group.

- iv) **Transfer Credit Petition Form.** Minard stated that this form has been ordered from the printer, so no further revisions are possible.
 - v) **Catalog updates – deleting courses.** C'Dealva-Lenik stated that the USA is looking at the policy on inactive courses, but needed more time before he could bring anything to the Committee.
 - vi) **New Minor Proposal form.** Dibble had commented that there is no need for the comparison between current and anticipated enrollment. Wagner suggested that the minimum GPA should be explicit on the form. Stavenhagen asked that the term “may wish” in the *Approval Signatures* section be changed to “should.” The form was unanimously approved for use, after Newman has made the changes.
- 6) **New Business:**
- i) **Minor in Environmental Health.** C'Dealva-Lenik listed the courses required for the minor. Tao pointed out that in the narrative it says that the enrollment form should be submitted with a list of courses to be taken. Wagner explained that this list can simply be attached to the enrollment form. Dibble stated that even though the Minor Enrollment form does not call for this list to be submitted, each minor/department can require it if it wants. Shannon noted that often students do not know the classes they will be able to take for a minor, but the Registrar is good at working out if they have satisfied the requirements. C'Dealva-Lenik explained that in the case of this minor the student will have to get Dr. Lee Newman's signature, and she can explain the need for the list of classes at that point. With no further comments, the Minor was approved unanimously. Shannon will add it to the list of approved minors on the new Minor Enrollment Form.
 - ii) **Other.**
With reference to 5c., above, Wagner added that he needed to meet with his counterparts to develop a structure for discussion. He is of the opinion that this issue is important and does not want discussion to be disorganized.
C'Dealva-Lenik asked the Dean if he had requested the Chairs provide a list of inactive courses. Shannon reported that he had, but had not yet received any responses.

There being no further discussion, the meeting was adjourned at 1:16

Action items:

- Shannon to forward the edited Minor Enrollment Form to the Registrar
- USA to provide some suggestions for policy for course deletions and inactive courses
- Newman to make changes to New Minor Proposal form and post it on CoC web page