

**Committee on Curriculum**  
**December 16th, 2015**  
**Meeting Minutes**

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

Guests and others present: Briggs, C'Dealva-Lenik, Hoffman, Minard (for Rutkowski), Newman B., Newman L., Sanford

Unable to attend: Batorsky, Bujanovic, Cohen, Spuches

- 1) **Call to Order.** The meeting was called to order at 12:48. Wagner volunteered that this was also Stardate -306427.9
- 2) **Approval of Minutes from November 11, 2015 meeting.** The minutes from November 11, 2015 were approved unanimously.
- 3) **Announcements**
  - i) **Proposals posted for CoC and faculty review:**
    - (a) **FCH 610 Air Quality (new)**
    - (b) **Food Studies Minor (new)**Reuter announced that the listed proposals are now posted on the Committee on Curriculum web page and up for review by faculty and asked the Committee to make sure to review them before the next meeting.
  - ii) **Proposals submitted for CoC completeness review:** There were no proposals currently under completeness review.
- 4) **Updates from the Dean.** There were no updates from the Dean.
- 5) **Old Business:**
  - i) **Guidance document for differentiation between course levels.** Wagner announced no progress on this document.
  - ii) **Catalog updates — deleting courses.** C'Dealva-Lenik provided some feedback from the USA on this issue. The students believe it would seem simple for the Registrar to send the Committee a list of defunct courses. Shannon responded that there may be a report that the Registrar could run, but he thought it may be a course by course procedure (Minard later confirmed that there is no specific report, and that courses have to be looked at individually). C'Dealva-Lenik stated that the students wanted the process to move forward in the most efficient manner, and to make the drop decisions as easy for the Chairs as possible. As for updating the policy, there should be phrasing in the policy making it possible for the Catalog to be explicit as to when an inactive course was last taught. The students may also be willing to help develop better protocols for dropping classes. C'Dealva-Lenik indicated he would be happy to gather some insight. Shannon stated that the policy in place states that after a course has not been delivered for three years it is supposed to be dropped. The department will vote on the drop and forward the drop requests to the Committee. Drops do not need to be voted on by Academic Governance. Proposals to drop courses may be in the form of an official memo from the department to the Committee or as a request for an Administrative Approval from the Dean. In general, dropping courses is not the result of unilateral action by the Department Chair. C'Dealva-Lenik noted that the process is tedious and that the students are frustrated as they use the catalog to plan their programs. Shannon stated that a better strategy would be to use the Course Schedule on the Registrar's page. Schedules for

past and future semesters are also listed there to aid in planning. C'Delva-Lenik pointed out that if the Catalog has inaccurate information this could be construed as false advertising. Shannon explained that many times when courses are not taught it is because the instructor has left the campus or retired. The Chair holds the course in the catalog so that it can be used as leverage in the hiring process. C'Delva-Lenik indicated that this is precisely the situation where an "inactive" or similar notation would be helpful. Tao agreed that these courses should be coded as inactive in the Catalog or registration system. The Chairs should reactivate them when appropriate. Reuter noted that these points were worth looking into. Discussion will continue at the next meeting.

**6) New Business:**

**i) Proposals for action.**

- (a) **Drop courses — ERE.** Wagner asked if it were necessary for the Committee to have confirmation that the course has not been taught. Lee Newman asked that if these courses were the ones to be dropped by ERE and reassigned to EFB they should be renamed, and not dropped. Wagner asked that no action be taken on these drops until notification in the form of a minor course revision is received from EFB.
- (b) **Drop courses — ERE (list 2)** Reuter stated that we need to check the courses for corresponding graduate offerings and delete them also. ERE 425/625 is a course being renamed as an EFB course, and action on this course should be held until notification is received from EFB. Tao asked if ERE courses can be taught by instructors outside the department. Shannon said that the Chair can assign anyone to teach a class, whether in the department or not. Wagner asked if any courses on this list other than ERE 425 should be held for reassignment as EFB classes. All courses were approved for drop (with their graduate equivalents) except for ERE 425.
- (c) **Drop course — FCH.** Approved unanimously.
- (d) **FCH 410 Inorganic Chemistry (revision).** Dibble presented this as a minor revision in the course delivery method. The revision was approved unanimously.
- (e) **Minor in Landscape Architecture Studies (new).** Hoffman explained that this has been a minor at SU for more than twenty years. In recent years, ESF students have expressed an interest in this minor and the department is asking for formal approval. Wagner asked for clarification as to the number of credits required. Hoffman said she would include this minor change in the document. There being no further discussion, the Minor was approved unanimously with the minor change.
- (f) **Health and Environment Option Area (B.S. Env. Sci) (revision).** Shannon pointed out that the Minor in Environment Health is similar to this option area, and that this may make the option area somewhat redundant. Lee Newman noted that the Minor is available to all students on campus, while the option area is specific to those students following the Environmental Science BS curriculum. Wagner asked if the minor showed up on the student's transcript; Minard responded that it does. An option area does not show up on the transcript. Briggs explained that the Environmental Science BS program has 6 options areas, and students must choose one. Students use these option areas to sell themselves, even though they do not appear on the student transcript. Reuter asked if it were possible to obtain a minor from within your own department. Both EFB and FNRM allow this. Briggs stated that the minor in Environmental Health is prohibited for those Environmental Science students in the Health and Environment option area.

Lee Newman added that the Health and Environment option area is much more flexible than the Minor in Environmental Health. When the major in Environmental Health was created the department also created this option area for those majoring in Environmental Science. With no further discussion, the proposal was approved unanimously.

(g) **BS in Chemistry (revision)**. Dibble explained that this revision of the BS in Chemistry curriculum was to move ESF 200 from the Fall of Senior year to the Fall of sophomore year, and to formally change FCH 410 to a Fall offering. With no further discussion, the revision was approved unanimously.

ii) **Other**. There was no other business.

The meeting was adjourned at 1:32pm

The next meeting of the Committee on Curriculum will take place on Wednesday, February 3, at 12:45 pm in 327 Marshall Hall.