

**Committee on Curriculum
November 3, 2016
Meeting Minutes**

Voting members present: Cohen, Liu, Shannon (for Wheeler), Stavenhagen, Teece

Guests and others present: Newman, B., Spuches, Murphy, B., C'Dealva-Lenik, Minard (for Rutkowski), Neumann

Unable to attend: Amidon, Reuter, Sanford, Tao, Verostek, Wagner

- 1) **Call to Order.** The meeting was called to order at 11:07 am.
- 2) **Approval of Minutes from May 9, 2016 meeting.** The minutes were agreed to by those present.
- 3) **Announcements**
 - i) **Committee Charge.** Liu read the Committee charge which is also available on the website.
 - ii) **Committee website.** Liu described the Committee website and noted that some proposals were already posted. He distributed a draft guideline for reviewing proposals. He asked that all members review proposals before coming to the meeting, and suggested that persons should be identified to take a lead on reviewing specific proposals.
 - iii) **Deadline for proposed courses.** March 13, 2017 was agreed to as the final deadline for submission of course proposals during the 2016-2017 academic year.
 - iv) **Deadline for proposed Curriculum Program:** February 14, 2017 was agreed to as the final deadline for submission of curriculum proposals during the 2016-2017 academic year. Both of these dates will be posted on the CoC web pages.
 - v) **Proposals posted for CoC and faculty review:** Liu noted that the following proposals had been posted for CoC and faculty review.
 - SRE 337 Energy Resource Assessment (revision)
 - SRE 537 Energy Resource Assessment (new)
 - FNRM-SEM curriculum (revision)
 - vi) **Proposals submitted for CoC completeness review:** Liu noted that a proposal for a Minor in Natural Resources Policy had been submitted for completeness review.
 - vii) **Recent Administrative Approvals (with approval date)** Since the last meeting of the Committee, the following proposals had been administratively approved.
 - FCH 430/530 Biochemistry I (June 21, 2016)
 - FCH 431/531 Biochemistry Laboratory (June 21, 2016)
 - FCH 432/532 Biochemistry II (June 21, 2016)
 - FTC 259 Computer Aided Drafting and Design II (July 21, 2016)
- 4) **Updates from the Dean.** Dean Shannon reported on the status of two curriculum proposals that had been approved by Faculty Governance during the 2015-2016 academic year. The Renewable

Materials Science program (a revision of the old Paper Science program) is under review at SUNY. It was submitted at the end of May, and returned for some minor changes. It has been with SUNY in final form since the end of July. With regard to the new BS in Biochemistry, an external review was conducted in September and once the final report (and the response to the final report) is complete the paperwork will be sent to SUNY. It is hoped that the SUNY review of both program proposals will be finalized and the programs able to accept students by Summer or Fall 2017.

Other proposals in the pipeline include a graduate program in Sustainable Energy Management from FNRM, and an Environmental Health graduate program from ENS/EFB. Environmental Studies is almost ready to submit an online advanced certificate program. Various Administrative Approvals are also in the pipeline.

5) Old Business:

i) Guidance document for differentiation between course levels.

To date, there had been no progress on this issue. Cohen observed that there was little appetite in EFB for this document, as EFB now has a 600-level special topics course and therefore has no problems constructing a split class with a 400-level class. Shannon commented that if this guidance document were to become policy then some departments would immediately be non-compliant, which may cause problems. Cohen noted that if it were apparent that graduate students were being disadvantaged as a result of shared resource classes then some guidance may be important. If not, then it may be that the issue is moot.

6) New Business:

i) Proposals for action: There were no proposals for action.

ii) ESF Open Academy. Spuches had offered to come to introduce the Open Academy and outline the progress that had been made at ESF, especially with regard to CoC issues. Since ESF is a landlocked college with a capacity for approximately 2,300 students, the only opportunity for expansion is to go online. Full-time matriculated students, although having the choice to take online classes, will not have a changed on-campus experience. Rather, we will be targeting the non-resident (mature) student who needs or wants to extend his or her education. Credit courses, certificates, and degree programs may be offered online. The development of stackable online certificates may lead to online degrees. We already have a face-to-face certificate in Bioprocessing that includes a sequence of 5 courses. Approximately half of the students completing the Bioprocessing certificate have continued past the certificate state. There may also be an opportunity to partner with other institutions such as museums, NASA, etc. President Wheeler sees the Open Academy as a valuable tool for increasing ESF's visibility. Outreach is in the process of identifying curricula that are marketable and appropriate for online delivery. This is a design challenge, and not everyone will be able to migrate their course to an online format. Paul Hirsch (Environmental Studies) is currently developing an online certificate program with appropriate content. Writing may also be a suitable online program area.

Outreach has received an EIPF (Expanded Investment and Performance Fund) grant from SUNY to develop this Open Academy. This could be thought of as an online "College within a College." Another aspect of the Open Academy is a Collaboratory on Teaching and Learning, and, as part of this, a seminar series has been set up to help faculty get on board. The Committee on Curriculum will shortly be asked to approve two online certificates. These certificates will also have to go to SUNY, Middle States and other accrediting bodies. An additional issue with online programs is that it may be considered interstate commerce, in which case SARA (State Authorization Reciprocity Agreement) rules govern and additional considerations apply. Online certificate proposals submitted to CoC will be accompanied by a special SUNY form showing how we are complying with interstate regulations. Such regulations include issues of certification, compliance, accessibility, etc., in addition to the fact that programs must be academically sound and coherent. Spuches also mentioned a current online certificate program (Radiation Curing Program - RCP) offered by ESF, that has had the added impact of reaching many participant organizations as well as the participants themselves. This program has been possible with the partnership of an outside entity. This may be a model ESF wishes to replicate, but it is as yet uncertain what the correct formula is.

Stavenhagen asked about revenue streams. Spuches noted that several Outreach-initiated programs (ESF in the High School, Summer Semester) have already netted the College several hundreds of thousands of dollars. Online programs may net a sustainable flow of a similar amount. Murphy pointed out that the RCP program had generated Apple and Proctor&Gamble in-house training programs, which ESF would not have been involved in without its connection to the RCP program. Teece asked for clarification as to whether the target is ESF's student body. Spuches said that, while on-campus students may take some online courses if they wish, the main focus of the online programming will be to cultivate outside students and expand ESF's target area. Neumann asked if, even though Spuches had made the assertion that the on-campus experience of the ESF student would not change, There was a possibility that students will be at least getting less attention from faculty. Would instruction for online programming be contracted out or would it be an additional burden on existing faculty? Spuches explained that the RCP program involved three instructors – all off-campus and adjunct, although ESF faculty members are also involved, and it is they who own the curriculum. This is one model that may be examined when developing the ESF Open Academy. It does not make sense to spread the ESF faculty thinner. As an example, Summer Semester courses are taught by some ESF faculty, supplemented by graduate students and visiting adjunct instructors. Teece surmised that two models were apparent: instruction by a series of adjuncts, or a new paradigm for faculty time requirements. Spuches and Shannon expressed a desire to keep the existing model of what is expected of faculty, and not squeeze more into the existing schedule. The practice at Whitman (SU) is to provide incentives to add or take the place of current scholarship. Neumann said that this sounded as if some faculty would be teaching extra. Again using Summer Semester as an example, Spuches noted that not all departments offered summer courses. This would be echoed in the Open Academy. If a professor wishes to offer an online class Outreach will vet the content, and assess whether there would be a market. There could be interest in offering a course, but if there is no demand then it would not be offered. Shannon said that currently there is a demand for professionally oriented programs at graduate level, where the students will receive a particular return on investment. In these cases, the best instructors could be those who are already in the workforce. ESF does not currently have a model for "professors of practice," where leaders in the fields who are not academics are involved in teaching a program. Additionally, ESF faculty who are interested in research may not be included to developing online programs. Neumann asked about revenue, and whether increased revenue would possibly lead to more awards/scholarships for graduate students. Murphy agreed that this may be a good use of increased revenue streams, but that this would have to be addressed by others in the ESF administration. Spuches concluded by saying that the Open Academy is currently in a conceptual phase, and any questions or concerns should be directed to him.

iii) Other. C'Dealva-Lenik noted that he was still waiting to get information from Dr. Briggs concerning the dropping of Environmental Science courses. The process has been delayed, but C'Dealva-Lenik and Briggs are in contact by email. Stavenhagen asked whether the dates in 3 iii) and iv) above were now official, and was assured that they were. Newman agreed to post these online on the CoC web page.

The meeting was adjourned at 12:12 p.m.