

**Committee on Curriculum**  
**March 9, 2017**  
**Meeting Minutes**

- 1) **Call to Order.** The meeting was called to order at 11:04.
- 2) **Approval of Minutes from February 14, 2017 meeting.**  
The minutes from the February 14, 2017 meeting of the Committee were approved unanimously as submitted.
- 3) **Announcements**
  - i) **Proposals posted for CoC and faculty review:**  
**Minor in Natural Resources Policy - withdrawn from review**  
Since the above Minor had been withdrawn, there were no proposals posted for Committee or Faculty review.
  - ii) **Proposals submitted for CoC completeness review:**  
There were no proposals currently submitted for completeness review.
  - iii) **Recent Administrative Approvals (with approval date)**  
**Microscopy Minor (February 23, 2017)**
- 4) **Updates from the Dean.**  
There were no updates from the Dean.
- 5) **Old Business:**
  - i) **OIGS Policy 2017-1: Applied Learning (new)**  
Shannon reported that he, Teece, and John Turbeville had reviewed and discussed the options provided by this new policy. The background is that SUNY had asked all schools/colleges for an inventory of applied courses to be entered into the SIRIS (SUNY Institutional Research Information System). ESF had to report on the number of credit hours taken by students within certain categories of courses. More recently, SUNY has provided 5 additional criteria that ESF must use to further vet courses when there is an internship or off-campus experience involved. Teece listed the criteria: 1) the activity is structured, intentional and authentic, 2) the activity requires preparation, orientation and training, 3) the activity must include monitoring and continuous improvement, 4) the activity requires structured reflection and acknowledgment, and 5) the activity must be assessed and evaluated. Shannon stated that, upon review, ESF currently has at least one required course in every program on campus that involves applied learning, e.g. EFB 202 at Cranberry Lake, FNRM's courses at the Ranger School, Landscape Architecture's off-campus program. Environmental Science programs include a required research component and Environmental Studies programs have a required internship component. Wagner asked if the earlier SUNY request differed from the more recent one, and was told that the recent request merely adds the 5 criteria to the request. There may be a need, in some cases, to request course syllabi to ensure that the courses are meeting all of the additional criteria. Teece noted that, in an initial survey of ESF programs, most applied classes were identified as in compliance with all 5 of the criteria. Some classes may have to add an additional learning objective to be in full compliance with all five criteria. ESF needs to be able to check the first box of the proposed policy. Shannon mentioned that the number of credits in the applied course is not an issue – it must simply be an “experience”. Cohen asked if this requirement would still hold with online degree programs, to which Shannon noted that the likelihood of ESF having a fully online undergraduate degree program in the near future would be slim. He also noted that it is possible to have an experiential component in online programs. Teece remarked that this would be a requirement for all future programs. Spuches asked if the SUNY requirements applied to undergraduate programs only. Teece and Shannon responded that yes, it applies to each undergraduate degree student. C'Dealva-Lenik asked about

the assessment of these courses, and Shannon noted that it is the assessment that we are already doing for Middle States. Student satisfaction will be measured in the student course evaluations. Teece proposed that the Committee forward the policy to Academic Governance requiring each undergraduate student to complete an applied learning component within a degree program. Shannon pointed out that this will make ESF the second SUNY school, after Cobleskill, to comply with this requirement. Cobleskill has asked for funding to help do this, and ESF will now be in a position to do the same. Tao said that ERE faculty has discussed this requirement, and there is some confusion as to the criteria. He asked whether Shannon had communicated with the department Chairs. Shannon replied that ERE's design and surveying courses were considered applied courses. Shannon and Teece had examined ERE courses and had determined that the applied course meet at least 4 of the 5 new criteria. Minimal changes would be needed to meet the fifth criterion. Teece noted that the criteria are written in such a way that it is possible for all courses to reflect each criterion. Spuches added that an applied learning experience can also be an internship. Teece and Shannon had looked at all courses and internships, and discovered that some internships do not have any mentoring or reporting requirement. This needs to be added in order for students to receive credit. Teece remarked that departments differ in their interpretation of "internship". C'Dealva-Lenik asked how quickly course with suspect compliance may be resolved. Shannon will send a list of courses to each department and ask Chairs if they have any doubts that their programs meet all five criteria. Each program needs to have at least one applied course meeting all five criteria. Proposed by Teece, and seconded by Wagner, a motion was approved to forward to Academic Governance a policy proposing that ESF require each undergraduate student to complete an approved "applied learning experience" as part of an ESF degree program. Shannon indicated that he would follow up with department Chairs and distribute the list of courses to Chairs before the next Academic governance meeting on March 21.

**ii) Guidance document for differentiation between course levels.**

Wagner commented that the ERE classes up for approval as new business were "poster children" for his concern about shared resource classes. The subject was tabled for future discussion, possibly next semester.

**iii) Discussion on requirements and procedures to be followed when a change is made in a course's method of delivery.**

Cohen stated that this is an ongoing discussion in his department and that a course proposal is in progress. Discussion of one case forced a discussion of the generalities of the process. Cohen and Spuches have been discussing the idea of proposing a policy to cover moving an existing course to online. Do we need a policy, or is this simply a change of mode of delivery? Spuches noted that the current Course Proposal Form includes "online" as a course format. There are currently only 4 online courses that have been approved by the Committee. Other courses are being taught online. There is a regulatory process that must be followed when delivering programs online. All programs must be approved by SUNY and the NYS Education Department. With regard to online programs, the first two online programs offered by a college must also go to Middle States for approval. Only at that point is the institution authorized to offer online programs. Once Middle Status approval is received, the institution needs to comply with SARA (State Authorization Reciprocity Agreement) rules to offer classes to out of state students. There are also implications with regard to state and federal financial aid policy. Cohen asked if an online class can be approved only for resident students. Does offering an online course mean that it is open to registrations from across the world? Spuches stated that ESF has decided to comply with SARA, but it is not clear whose decision it would be to offer an online course to students from outside ESF. It probably be a campus decision, but currently there is no policy on this. It is not a governance issue – more an administrative issue at the institution level. Discussion on this issue is to be continued at the next meeting.

6)

**New Business:**

**i) Proposals for action:**

**Natural Resources Management graduate program (new)**

There having been no comments on this program during the faculty review period, and there being no discussion by the Committee, this program was approved unanimously and forwarded to the next meeting of Academic Governance for approval.

**ERE 340 Engineering Hydrology and Hydraulics (revision)**

**ERE 540 Engineering Hydrology and Hydraulics (revision)**

Tao explained that ERE 340/540 were being revised to include a change in prerequisites.

**ERE 412 River Form and Process (revision)**

**ERE 612 River Form and Process (revision)**

There being no comments on these four course revisions during the faculty review period, and little discussion within the Committee, all four courses were approved as submitted.

**ii) Other**

**USA policy proposal regarding treatment of courses not recently offered.**

C'Dealva-Lenik noted that this issue was discussed at length last year, but never really came to any conclusion. No policy was proposed. The main issue was that there were courses in the College Catalog that had not been offered for several or many years. This was confusing students who wished to include them in their program, only to find out that the courses were no longer active. A course designation of "inactive" in the Catalog would help students plan their programs. The Undergraduate Student Association and the undergraduate body as a whole were interested in having this, but have no authority to enact such a policy. Shannon stated that he had recently requested a report identifying courses that had not been offered for the last several years. The report listed 171 courses. Some of these were x96 courses that only get offered occasionally; some were brand new courses that had not been offered yet, so the listing was not totally accurate. Shannon suggested that it may be possible to run the report on an annual basis. The resulting lists could be distributed to the Department Chairs, with the notation that the courses will be dropped from the Catalog unless the Chairs indicate otherwise. Liu asked for clarification on whether students were wanting courses. C'Dealva-Lenik explained that the issue is when students are registering they refer to the Catalog, and then, at registration, discover that a preferred class is not being taught. An indication in the catalog that the course is inactive would be convenient for the students and would ease frustration. Cours listings are in the Catlog for a reason and imply that courses will be offered. Approximately 50% of USA members have had this problem. Liu suggested that students might be able to talk to their department Chair to ask them to resolve this problem and drop courses from the Catalog. Minard, for the Registrar, explained that the current data system does not lend itself well to this kind of report. If a course is not being offered, the Registrar does not know the reason. Shannon stated that in 90% of cases it is due to the retirement of an instructor. Tao suggested that the Registrar's system should be linked to the Catalog, which Minard agreed would be a great system, but not currently practical. Wagner noted that most of this issue centers around elective courses, and this is where a critical mass of students is needed, as it is prohibitively expensive to offer a class to two students. Shannon stated that in some colleges the catalog is linked to the schedule. Minard explained that at present the Fall schedule is available, but not beyond. C'Dealva-Lenik pointed out that the schedule of classes does not correlate with the classes in the Catalog. Spuches stated that students should register using the schedule, and Stavenhagen suggested that if students are consulting the Catalog, it may be possible for a screen to pop up informing them that they must consult the schedule before registering. Consulting the schedule, however, does not afford the students a long-term ability to plan their program. Returning to the list, Shannon noted that no-one has generated this list before now, and Chairs have not complied with previous requests from the Dean to drop inactive courses. Shannon suggested that he would send the list to the Chairs on the understanding that, unless the Chair indicates otherwise, the courses will be removed from the Catalog. The Committee directed Shannon to do this before the end of the current semester.

The meeting was adjourned at 12:07 pm