



State University of New York College of
Environmental Science and Forestry
Committee on Curriculum

Minutes for October 19, 2021 Meeting

Voting members present: Eddie Bevilacqua, Silje Kristiansen, Shijie Liu, Ruth Owens, Kim Schulz,
Gary Scott, Wendong Tao

Nonvoting members present: Casey Duffy, Erin Tochelli, Elizabeth Minard, Brandon Murphy, Leslie
Rutkowski

1. Call to Order 11:02 AM

Approval of September 21, 2021 minutes (**unanimously approved**)

2. Old Business

Course Proposal Form

- Online addendum is the biggest change.
 - Once we have all of the edits, OA will work to make it a fillable pdf with check boxes, radial buttons or text boxes.
 - We should add information on the website (and form) that instructs folks to download first before filling since information is often lost when you download from browser.
 - Explicitly state on the form/website that department approval is required for proposals prior to proposal deadlines. This may help some confusion junior faculty have on submitting changes.
 - There was a concern that adding all of this information at the top would lead to folks not reading through the content. It was suggested the above edits, along with the paragraph info be made into bullet points.
 - 2.5 – we ask frequency of meetings, but not number of hours. We usually compare that to make sure the contact hours match the credit hours. In 2.6, maybe we can ask for hours by format to avoid that confusion or combine the question and make a time chart.
 - The guiding document should provide information on Carnegie credit classifications so that we can clearly express the difference between 1 hour of lecture vs. lab/field/studio etc.
 - You may select online and lecture or online and lab, which can account for both proposed hybrid classes, as well as classes that have in-person sections and online sections (eg. ESF 200, EWP 407, FOR 372). You would then complete the online addendum to explain how you are using the online portion of the course/section.
 - Process review may include asking that anyone teaching an online course/section submit the online proposal form (department reps should ask their faculty who this may impact).
 - Remove the numbering 2.8 (it is actually 2.7).
 - Consistent formatting/font.
- Voting held until the final version is available in Word.

3. New Business

Bylaws Changes

- New title- Academic Affairs
- Voting membership will be expanded to include all academic units.
- Instructional quality will now be a part of our charge.
- Mentoring colloquium may fall under this committee (most of the work is done by Open Academy).
- Academic Standards will be an ad hoc committee formed by this group once a semester (reps are typically the undergraduate curriculum coordinators or department chairs). One person from this committee would serve as convener of the meeting.
- In the future, academic technology may have potential as an ad hoc when needs arise.

Academic Governance Bylaws/Standing Rules changes. Proposal available here:

<https://www.esf.edu/acadgov/bylaws.htm>

Question was raised as to how the CoC should be dealing with classes that have run as selected topics courses more than the allowable number. Should we be policing this and not allowing courses to run if they don't go through the official approval process?

-Suggested that this could be an ad hoc committee to approach faculty or departments who have been out of compliance on this.

Adjourn 11:59