

COMMITTEE ON INSTRUCTION
9 February, 2011
Meeting Minutes

Present: K. Doelle, P. Crovella, J. DeBaise, J. Hassett, R. Hoffman, J. Williamson, J. Swass,

Guests: S. Anagnost, E. Bevilacqua, C. Kroll, S. Liu

Others in Attendance:

Ex-officio: R. Blaskiewicz, S. Shannon, S. Vandeburg

1) *Call to Order/Welcome*

The meeting came to order at 1:05p.m.

2) *Approval of minutes from the December 8, 2010 meeting.* Motion made by Klaus to approve. Minutes were unanimously approved.

3) *Curriculum and Course Proposals:*

- CME 132 Orientation Seminar
- CME 330 Building Code – State of New York
- CME 332 Mechanical and Electrical Equipment
- CME 342 Light Construction
- CME 410 Computer-Aided Design and Drafting
- CME 610 Computer-Aided Design and Drafting
- CME 770 Biodegradation of Wood

CoI moved to approve the seven proposals pending minor changes to CME 332 description along with several typos.

- CME 585 Light Microscopy for Research Applications
- CME 685 Transmission Electron Microscopy
- CME 785 Scanning Electron Microscopy

CoI moved to approve the three proposals, pending changes to the number of credit hours.

- Curriculum Proposal for Minor in Sustainable Construction
- Revision of Catalog pages for Minor in Sustainable Construction

CoI moved to approve minor in Sustainable Construction. Request was made to resubmit catalog changes with track changes turned off.

- CME 480 Fundamentals of Microscopy
- CME 680 Fundamentals of Microscopy
- CME 565 Sustainable Innovations in Residential Construction

- CME 488 Professional Construction Project Management Presentation
- CME 643 Estimating for Construction in a Green Global Economy
- CME 663 Managing a Construction Project Through Construction Planning and Scheduling
- CME 664 Urban Project Management
CoI moved to approve the seven proposals pending minor changes to descriptions and credit hours.
- ERE 351 Basic Thermodynamics
CoI moved to approve pending changes to prerequisites and learning outcomes.
- Recreation Resources and Protected Areas Management Minor
- Applied Statistics Minor
- Forest Ecosystem Science Degree Program, Bachelor of Science
CoI moved to approve.
- LSA 321 Ecological Applications in Planning and Design
- LSA 321 BLA Curriculum
CoI moved to approve with minor revisions. Note - LSA 321 is not a new course.
- (BS) Bioprocess Engineering Curriculum Proposal
- (BS) Paper Engineering Curriculum Proposal
- PSE 210 Introduction to Lignocellulosics
- GNE 330 Professional Engineering Skills Seminar
- GNE 530 Professional Engineering Skills Seminar
- BPE 435 Unit Process Operations
- BPE 635 Unit Process Operations
- PSE 468 Papermaking Processes
- BPE 638 Introduction to Bio-refinery Processes
Due to the significant changes to be made to the two curriculum proposals as well as several of the courses, CoI moved to table these seven courses and two curriculum proposals until the March 9 meeting. Updated proposals have been posted on the CoI website.

Subcommittee Reports:

General Education

S. Shannon put together an administrative policy regarding the implementation of SUNY's mandated uniform general education standards and how it impacts ESF. The new policy allows schools to offer greater flexibility for meeting the minimum general education requirements. Any department that wants to change their current curriculum must put through a formal curriculum proposal through CoI. The intent of the policy to allow more flexibility, particularly from the community colleges; they do not generally have the same requirements as ESF. The new policy allows students to choose five out of seven (math and

natural science are mandatory) general education areas. The total number of credits must add up to 21 credit hours among the five areas. Departments need to address accommodations on the plan sheet. Changes may require additional programming on the general education page. Copies of the administrative policy will be distributed to chairs.

Instructional Quality

P. Crovella gave an update on the instructional survey; the committee is working on version three of the survey. The latest survey for the spring semester will allow faculty to have greater flexibility when the survey opens and closes based on their needs. Also, on a trial basis, P. Crovella's department will be experimenting with an option for selecting different questions based on a pre-determined set of questions. This would give faculty more flexibility in the types of questions they may choose.

In general, the new delivery of the survey is unbiased. Functionally, there is less control with the online survey and student participation is voluntary. Between 40-50% of the students participated in the fall survey. The committee is not ready to reintroduce the "stick" approach to completing the survey at this point, though it did yield higher participation.

Academic Standards

J. Williamson shared results of academic suspension meeting that was held on 1/13/11:

23 students were suspended
9 students did not appeal their suspensions
14 appeals were received
10 appeals were approved
4 suspensions were sustained.

J. Williamson shared the proposed revisions to the "Addendum for exceptions to the drop deadline," and asked for final approval from CoI. A motion was made to approve; J. Williamson moved to accept; motion was approved.

Meeting dates/times for the spring semester:

Wednesdays 1:00-3:00 p.m. February 9, March 9, April 13.

Meeting adjourned at 2:52 pm. Next meeting to be held Wednesday, March 9, 2011, 1:00 pm-3:00pm, 217 Bray Hall.