



**Agenda for the April 13th, 2011 COI Meeting,
1:00 - 3:00 pm, 217 Bray Hall.**

Agenda topics

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| 1 Call to Order/Welcome | Doelle |
| 2 Approval of previous meeting minutes | Doelle |
| 3 New Approvals
Please see attached reviewer list
http://www.esf.edu/coioca/cp.asp?u=doelle&f=b&utype=F | All |
| 4 Reports from Subcommittees: <ul style="list-style-type: none">• General Education• Instructional Quality• Academic standards | Chairs |
| 5 Update from the Dean | Shannon |
| 6 Other COI Business Topics <ul style="list-style-type: none">• Change Course Proposal Form
(see attached Proposal)• Mai COI Meeting for FNRM Energy Management Program | All
A. Webster

All |
| 7 Adjourn by 3:00 pm | |

Guest: S. Anagnost, K. Schulz, R. Briggs, R. Germain, C. Kroll,
V. Luzadis, R. Smardon, K. Donaghy, C. Nowak, S. Liu, A.
Webster

Faculty Reviewer Matrix for April 13, 2011 COI Meeting

Reviewer	Description	Unit	Deadline for Response
John Hassett Christopher Whipps	<p>Cover Memo - CME 387</p> <p>CME 387 Sustainable Structural Materials for Construction</p>	CMWPE	Please respond with questions or comments to S. Anagnost at seanagno@esf.edu no later than April 7, 2011.
John Hassett Christopher Whipps	<p>Cover Memo - CME 306</p> <p>CME 306 Engineering Materials for Sustainable Construction</p>	CMWPE	Please respond with questions or comments to S. Anagnost at seanagno@esf.edu no later than April 7, 2011.
John Hassett Christopher Whipps	<p>Cover Memo SCME Course Proposals (3)</p> <p>CME 202 Introduction to Professional Communications</p> <p>CME 422 Composite Materials for Sustainable Construction</p> <p>CME 497 Senior Seminar</p>	CMWPE	Please respond with questions or comments to S. Anagnost at seanagno@esf.edu no later than April 7, 2011.
John Hassett Lianjun Zhang	<p>Cover Memo - EFB - Changes and New Proposals (14)</p> <p>EFB 390 Wildlife Ecology and Management</p> <p>BTC 401 Molecular Biology Techniques</p> <p>EFB 601 Molecular Biology Techniques</p> <p>EFB 427 Plant Anatomy and Development</p> <p>EFB 627 Plant Anatomy and Development</p> <p>EFB 650 Landscape Ecology</p> <p>EFB 453 Parasitology</p> <p>EFB 653 Parasitology</p>	EFB	Please respond with questions or comments to K. Schulz at kschulz@syr.edu no later than April 12, 2011.

	<p>EFB 457 Fish and Wildlife Diseases</p> <p>EFB 657 Fish and Wildlife Diseases</p> <p>EFB 390 Wildlife Ecology and Management</p> <p>EFB 210 Diversity of Life I</p> <p>EFB 211 Diversity of Life II</p> <p>EFB 503 Seminar on University Outreach and Public Service</p>		
Bandaru Ramarao Robin Hoffman	<p>EFB Curricular Changes (7)</p> <p>Aquatic and Fisheries Science</p> <p>Biotechnology</p> <p>Conservation Biology</p> <p>Environmental Biology</p> <p>Forest Health</p> <p>Natural History and Interpretation</p> <p>Wildlife Science</p>	EFB	Please respond with questions or comments to K. Schulz at kschulz@syr.edu no later than April 12, 2011.
Paul Crovella Bandaru Ramarao	<p>Cover Memo - ESC 494</p> <p>ESC 494 Capstone Seminar</p>	Env. Science	Please respond with questions or comments to R. Briggs at rdbriggs@esf.edu no later than April 13, 2011.
James Williamson Paul Crovella	<p>Cover Memo - BS in Environmental Health</p> <p>Curriculum Proposal for BS in Environmental Health</p> <p>Proposed Schedule for EH Degree</p> <p>Course Catalog for EH</p>	Env. Science	Please respond with questions or comments to R. Briggs at rdbriggs@esf.edu no later than April 7, 2011.
Bandaru Ramarao Doug Daley	<p>Cover Memo - ESC 498</p> <p>ES 498 Research Problems</p>	Env. Science	Please respond with questions or comments to R. Briggs at rdbriggs@esf.edu no later than April 7, 2011.

	in Environmental Science		
Paul Crovella Christopher Whipps	Cover Memo - ERE 485 ERE 485 Fundamentals of Engineering Preparation	ERFEG	Please respond with questions or comments to C. Kroll at cnkroll@esf.edu no later than April 7, 2011.
Bandaru Ramarao James Williamson	Cover Memo - EWP 620 EWP 620 (Cross-listed with EWP 420) Advanced Public Presentation Skills	ES	Please respond with questions or comments to V. Luzadis at vluzadis@esf.edu no later than April 13, 2011.
Bandaru Ramarao James Williamson	Cover Memo - EST 450 EST 450 Sustainable Enterprise	ES	Please respond with questions or comments to R. Smardon at rsmardon@esf.edu no later than April 13, 2011.
Lianjun Zhang James Williamson	Cover Memo - FCH 399 FCH 399 – Introduction to Atmospheric Sciences	FCH	Please respond with questions or comments to K. Donaghy at kdonaghy@esf.edu no later than April 7, 2011.
Lianjun Zhang James Williamson	Cover Memo - FCH 150 and 152 FCH 150 General Chemistry I FCH 152 General Chemistry II	FCH	Please respond with questions or comments to K. Donaghy at kdonaghy@esf.edu no later than April 7, 2011.
Christopher Whipps Robin Hoffman	Cover Memo - FNRM Revised Courses (3) FOR 687 Environmental Law and Policy FOR 689 Natural Resources Law and Policy FOR 519 Green Entrepreneurship	FNRM	Please respond with questions or comments to R. Germain at rhgermai@esf.edu no later than April 7, 2011.
Christopher Whipps Robin Hoffman	Cover Memo - FOR Course Proposals (7) APM 103 Applied College Algebra and Trigonometry APM 206 Calculus for Science and Engineering II FOR 106 Introduction to	FNRM	Please respond with questions or comments to C. Nowak at canowak@esf.edu no later than April 7, 2011.

	<p>Green Entrepreneurship</p> <p>FOR 201 Introduction to Watershed Hydrology</p> <p>FOR 403 Humans and the Environment: New Zealand</p> <p>FOR 487 Environmental Law and Policy</p> <p>FOR 489 Natural Resources Law and Policy</p>		
<p>Doug Daley Janine DeBaise</p>	<p>Cover Memo - PSE Course Proposals (17)</p> <p>PSE 466 Paper Pigment and Barrier Coating</p> <p>PSE 666 Paper Pigment and Barrier Coating</p> <p>PSE 465 Fiber and Paper Properties</p> <p>PSE 665 Fiber and Paper Properties</p> <p>PSE 350 Fiber Processing</p> <p>PSE 550 Fiber Processing</p> <p>PSE 450 Pulping and Bleaching Processes</p> <p>PSE 650 Pulping and Bleaching Processes</p> <p>PSE 437 Equipment Troubleshooting & Maintenance</p> <p>PSE 637 Equipment Troubleshooting & Maintenance</p> <p>PSE 438 Biorenewable fibrous and nonfibrous products</p> <p>PSE 638 Biorenewable fibrous and nonfibrous products</p> <p>PSE 469 Functional and Nano Additives</p> <p>PSE 669 Functional and Nano Additives</p>	<p>PBE</p>	<p>Please respond with questions or comments to S. Liu at sliu@esf.edu no later than April 11, 2011.</p>

	PSE 492 Research Practice PSE 792 Research Practice PSE 552 Fiber Materials Recycling and Processes		
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Proposal to the Committee on Instruction for ESF Course Categories

Presenter: Andrea Webster (on behalf of Mike Kelleher, Director of Renewable Energy Systems)

April 13, 2011

Objective

Establish a database of courses that is searchable by keywords.

Introduction

During the 2010-2011 academic year, ESF completed a sustainability self-assessment using the Association for the Advancement of Sustainability in Higher Education's (AASHE) Sustainability Tracking, Assessment & Rating System (STARS), a framework used to measure the campus' progress towards sustainability. ESF received a Silver rating¹ as a result of this assessment, the ESF STARS Team² presented a set of recommendations on March 9, 2011, to the Campus Climate Change Committee (CCCC) to help the campus reach Gold by the next assessment year of 2014. Included in these recommendations was an initiative to create an automated system through which the institution could categorize sustainability-focused and –related courses. This system would ideally create a list of courses that would be available to the student body. While presenting this idea, faculty members within the meeting expressed their desire for a database that would be able to list not only sustainability-focused and –related courses, but also courses related to topics such as energy, environmental policy, and water. Since the CCCC meeting, both Mr. Kelleher and Ms. Webster have discussed this idea with faculty, staff, and students on campus, and have received overwhelming verbal support. Faculty have expressed the desire to advise students on what courses to take using this database; staff, namely the Director of Communications, has stated its usefulness in creating publishable statistics on the types of courses offered at ESF; and students have expressed the difficulty they experience trying to find specific topical courses according to department.

We are now researching the feasibility of this project. We have met with the Registrar's Office, the Director of Communications, and the IT support for the Office of Communications, and now we are seeking feedback from the Committee on Instruction.

Benefits

Benefits would include:

- Improved student advising
- An easily accessible set of information on the types of courses ESF offers
- An estimated 20 points in the STARS assessment, with little work required
- Easily accessible information for college rating and ranking systems
- Being an innovative institution - no institutions³ have created a course database that is sortable by category (apart from by departments)

¹ Note – the STARS ranking is currently in progress and will be announced publicly towards the end of April.

² The ESF STARS Team is made of the following members: Mike Kelleher – Director of Renewable Energy Systems; Hannah Morgan – Grad Student; Andrea Webster – Grad Student

³ No institutions that we are aware of

Course Categories Database

Here is what we are ideally envisioning:

The database:

- An online database that would allow users to sort courses by keyword
- The database would produce a list of courses assigned the selected keyword

Assignment of keywords:

- The keywords would be preselected and would number no more than 10-12
 - The development of the list of keywords could be accomplished by:
 - A temporary ESF committee;
 - The Committee on Instruction; or
 - A grad student, and then presented to the COI for feedback.
- All ESF courses would fit into at least one keyword
- The new course submission form would include the list of keywords with corresponding checkboxes. Faculty could select up to 6 keywords
- Current courses would have to be assigned keywords as well. We are looking for input on the best way to go about this. Ideas include:
 - A grad student could assign each course a set of keywords based on the course description, and the listing would be sent out to faculty for feedback and corrections⁴; and
 - We could establish a temporary committee to assign each course a set of keywords based on the course description, and the listing would be sent out to faculty for feedback and corrections.

Note: We are open to other suggestions than the idea listed above. We're in the process of talking with Information Services about the feasibility of the database.

Peer Institutions

The following institutions have implemented an automated grouping of sustainability courses: University of Louisville, Indiana University-Bloomington, University of Houston, University of Oregon, and Delta College.

As previously mentioned, no institutions have created a database that allows users to sort courses by category. ESF has a grand opportunity to take the lead.

Cost - TBD

What We're Looking for Today

- General feedback, as well as feedback on how to develop the list of keywords and to assign keywords to current courses
- Your approval on the general idea, and on adding a list of keywords to the new course submission form.

⁴ Note – As part of the Middle States self-study on sustainability, we have already surveyed faculty about courses they have that are sustainability-focused or –related, so part of the work is already complete.