



**Agenda for the May 11th, 2011 COI Meeting,
12:00 - 2:00 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 Form)▪ SCME General Education Modifications▪ ERE General Education Modifications | All |

Adjourn by 2:00 pm

Guest: K. Schulz, R. Briggs, C. Kroll, C. Nowak, S. Liu

Attachments:

Reviewer Assignment,
Course proposal form,
Meeting Minutes 4/13/2011

Faculty Reviewer Matrix for May 11, 2011 COI Meeting

| Reviewer | Description | Unit | Deadline for Response |
|--|--|-----------------|---|
| John Hassett Lianjun Zhang | Cover Memo EFB 360 EFB 360 Epidemiology | EFB | Please respond with questions or comments to Kim Schulz at kschulz@syr.edu no later than May 10, 2011. |
| James Williamson Christopher Whipps | Cover Memo - BS in Environmental Health Curriculum Proposal for BS in Environmental Health Proposed Schedule for EH Degree | Env. Science | Please respond with questions or comments to R. Briggs at rdbriggs@esf.edu no later than May 10, 2011. |
| Robin Hoffman Paul Crovella | Cover Memo - ERE Course Proposals (2) ERE 465 Environmental Systems Engineering ERE 665 Environmental Systems Engineering | ERFEG | Please respond with questions or comments to Chuck Kroll at cnkroll@esf.edu no later than May 11, 2011. |
| Bandaru Ramarao John Hassett | Cover Memo - Sustainable Energy Management Proposal & 2 Courses Curriculum Proposal - Sustainable Energy Management FOR 208 Introduction to Sustainable Energy Resources FOR 454 Renewable Energy Finance and Analysis | FNRM | Please respond with questions or comments to C. Nowak at canowak@esf.edu no later than May 5, 2011. |
| Doug Daley Janine DeBaise | Cover Memo - PSE Course Proposals (17) PSE 466 Paper Pigment and Barrier Coating PSE 666 Paper Pigment | PBE | Tabled from April 11, 2011 meeting pending changes. Please respond with questions or comments to S. Liu at sliu@esf.edu no later than May 10, 2011. |

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| | <p>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>PSE 492 Research Practice</p> <p>PSE 792 Research Practice</p> <p>PSE 552 Fiber Materials Recycling and Processes</p> | | |
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COMMITTEE ON INSTRUCTION
13 April, 2011
Meeting Minutes

Present: P. Crovella, J. DeBaise, D. Daley, K. Doelle, J. Hassett, R. Hoffman, C. Whipps

Guests: S. Anagnost, R. Briggs, K. Donaghy, S. Liu, D. Thomas, A. Webster (grad student),

Ex-officio: S. Vandeburg

1) *Call to Order/Welcome*

The meeting came to order at 1:06 p.m.

2) *Approval of minutes from the March 9, 2011 meeting.* Motion made by K. Doelle to approve. It was noted that J. Hassett abstained from voting on the BPE and PE curriculum changes at the March 9 meeting. With the correction, C. Whipps approved acceptance of minutes and it was seconded by J. Hassett.

3) *Curriculum and Course Proposals:*

SCME Proposals

- CME 387 Sustainable Structural Materials for Construction - S. Anagnost and R. Meyer will make appropriate changes per comments from C. Whipps. Approved with minor changes.
- CME 306 Engineering Materials for Sustainable Construction - K. Doelle brought up adding an additional field on the course proposal form for sustainable courses, in response to Middle States accreditation. C. Whipps suggested adjusting the learning outcomes and modifying the description and graphic style. S. Anagnost will make changes and send to S. Vandeburg. Approved with minor changes.
- CME 202 Introduction to Professional Communications - Learning outcomes should be adjusted. Approved with minor changes.
- CME 422 Composite Materials for Sustainable Construction - Learning outcomes should be adjusted. Changes were already made by S. Anagnost. Approved with the minor changes.
- CME 497 Senior Seminar - Changes already made by S. Anagnost. Approved with the minor changes.

EFB Proposals

- EFB 390 Wildlife Ecology and Management - Semester change only. Approved.

- BTC 401/EFB 601 Molecular Biology Techniques (shared resource) - Added extra credit hour. Approved.
- EFB 427/627 Plant Anatomy and Development (shared resource) - Only difference between the two courses is that grad students need to give a presentation. J. Hassett suggested that students taking EFB 627 should be required to do more intellectual work. Dr. Nakatsugawa's graduate level Toxicology course has an extra credit, and students lead discussions, are projects leaders, etc. Recommend that the larger issue be sent to Faculty Governance. Approved with minor changes.
- EFB 650 Landscape Ecology - Approved.
- EFB 453/653 Parasitology - Approved.
- EFB 457/657 Fish and Wildlife Diseases (shared resource) - Approved
- EFB 210 and EFB 211 Diversity of Life I and II - Had problems with health and safety considerations on the proposals. 'YES' marked in health & safety boxes, but 'NO' for personal protective equipment. Safety issues need to be clarified. Approved with amendments to EFB 210 and 211 proposals.
- EFB curricular changes - Most of the changes are incorporating the Diversity of Life series (EFB 210 & 211). All approved.

Environmental Science Proposals

- ESC 494 Capstone Seminar - Approved with addition of two semesters.
- BS in Environmental Health - Blanks need to be filled in on the course proposal form and the link for EH course catalog description is incorrect. R. Briggs will resubmit course catalog description. New EH curriculum will require additional staff of 1.5. Approved in principle with changes.
- ESC 498 Research Problems in Environmental Science - Approved.

ERE Proposals

- ERE 485 Fundamentals of Engineering Preparation - Approved.
- EWP 620 Advanced Public Presentation Skills (formerly CLL courses) - Approved. Request S. Shannon send emails to all faculty when prefixes change.
- EST 450 Sustainable Enterprise - Remove "cross-listed at SU School of Management" note from catalog description. Approved.

Chemistry Proposals

- FCH 399 Introduction to Atmospheric Sciences – Catalog description needs to be changed, remove instructor, strike course format and get rid of graphic boxes for prerequisite and co-requisite. Approved with minor changes.
- CH 150 and 152 General Chemistry I and II – Change prerequisite to APM 103 or higher for FCH 150. Change prerequisite for FCH 152 to APM 104 or higher. Approved with changes.

FNRM Proposals

- FOR 687 Environmental Law and Policy - Change typo in course description; should be '487' not '587.' Approved with minor changes.
- FOR 689 Natural Resources Law and Policy - Approved.
- FOR 519 Green Entrepreneurship - Approved.

FOR Course Proposals

- APM 103 Applied College Algebra and Trigonometry - Approved.
- APM 206 Calculus for Science and Engineering II - Catalog description needs editing. Approved.
- FOR 106 Introduction to Green Entrepreneurship - Should not be a 3 credit course for only one week of study. Needs to be resubmitted - Disapproved.
- FOR 201 Introduction to Watershed Hydrology - Approved.
- FOR 403 Humans and the Environment: New Zealand - Approved.
- FOR 487 Environmental Law and Policy - Approved.
- FOR 489 Natural Resources Law and Policy - Approved.
- PSE Course Proposals – The following proposals will be tabled pending changes, and will be reviewed at the May meeting.
 - PSE 466/666 Paper Pigment and Barrier Coating
 - PSE 465/665 Fiber and Paper Properties
 - PSE 350/550 Fiber Processing
 - PSE 450/650 Pulping and Bleaching Processes
 - PSE 437/637 Equipment Troubleshooting & Maintenance
 - PSE 438/638 Biorenewable Fibrous and Nonfibrous Products
 - PSE 469/669 Functional and Nano Additives

- PSE 492 Research Practice
- PSE 792 Research Practice
- PSE 552 Fiber Materials Recycling and Processes

Andrea Webster, a graduate student, came in to discuss the idea of establishing a database of courses that could be searchable by key words. This system would be created to categorize sustainability-focused and related courses to make it easier for students to identify. It was decided that while a very good idea, it was not something the CoI would be able to create. It was suggested it might be something for the Registrar's office.

Meeting adjourned at 3:01 pm. Next meeting to be held Wednesday, May 11, 2011, 12:00 pm - 2:00pm, 217 Bray Hall.



ESF Course Proposal Form

Committee on Instruction - ESF Faculty Governance
Office of Instruction & Graduate Studies

Date:

Course Number:

Course Title:

New Course **OR** Changes in existing course (check all that apply):

Prefix Number Credits Title Description Pre-requisite(s)

Co-requisite(s) Shared Resources Course Format Content Semester Offered

This course meets the General Education standards in the following knowledge and skills area (check all that apply):

American History The Arts Basic Communication Humanities Mathematics

Natural Sciences Other World Civilizations Social Sciences Western Civilization

Prerequisites or co-requisite requirements:

Prerequisites:

Co-requisites:

Institutional Impact:

Anticipated Enrollment: per semester

Technology and Classroom Resource Demands:

Computing Resources:

Library Resources:

Transportation Requirements:

Forest Properties or Field Practicum Facilities Required:

List Any Additional Resources Needed

Provost Signature Required if Additional Resources are needed

Health and Safety Considerations:

| Conditions or situations present in association with the course? | Yes | No |
|---|--------------------------|--------------------------|
| 1. Will substances with any of the following properties be used during instruction: flammability, toxicity, corrosivity, reactivity, registered pesticide, legally controlled, or other characteristics with the potential to cause harm or injury? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will any physical hazards be present during instruction? (e.g., machines that need safety guards; razor blades or syringes; compressed gases, etc.). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will any biological hazards be present during instruction? (e.g., handling animals (rabies or hantavirus); cultures or stocks of infectious agents (fungal spores, viruses, bacteria, etc.). | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will any radiation hazards be present during instruction? (e.g., radioisotopes, X-rays, ultraviolet rays, lasers, etc.). | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will any electrical equipment that, due to its design, location, or method of use, pose any threat to safety during instruction? (Give considerable thought to electrical use outdoors, or any potentially wet location.). | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will there be any personal safety issues related to the class? (e.g., due to time of day or location, at the end of any organized class exercise, will students be in danger of physical assault, etc.). | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will any students be driving official state or research sponsored land or water vehicles during any class or instructional exercise? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will any type of personal protective equipment be necessary during class exercises? (e.g., hard-hats, eye/face protection, hearing protection, hand/foot protection, lab coat, visibility clothing, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer was "Yes" to any of the **HEALTH AND SAFETY** questions, please explain:

CATALOG DESCRIPTION (Please provide using the precise format currently used in the ESF catalog, please do not exceed 500 characters):