

COMMITTEE ON INSTRUCTION

3 February 2010 Meeting Minutes

Present: J. Brunner, P. Crovella, D. Daley, K. Doelle, R. Hoffman (for J. Blankenship), D. Jager, M. Lin, N. Murphy, G. Scott, Fran Webster, J. Williamson

Ex-officio: Scott Shannon, S. Vandeburg

Others in Attendance: D. Sonnenfeld, S. Liu, G. Scott, M. Teece, D. Leopold

The meeting came to order at 2:05 p.m.

- 1) Call to Order/Welcome
- 2) Minutes from the December 2, 2009 meeting were unanimously approved, and are posted on the CoI website: <http://cww.esf.edu/coi/>.
- 3) The following course proposals and degree programs were voted on and unanimously approved by the CoI:

New Approvals :

- MS Environmental Studies Program Curriculum Change
- Change proposal EST 626

- New course proposals
- New Dual Degree Program PBE: S. Lie discussed - no comments. This is merely a name change; otherwise identical to previous program.

- New MPS Program in Environmental and Resource Engineering Renewable Energy and Bioprocess Engineering: G. Scott discussed – no comments.

MPS: Sustainable Engineering Management – received two comments from Mike Kelleher and Doug Daley regarding editing error. Course work is 2/3 technical and 1/3 management. Both degrees are pilot degrees being offered at ESF.

- New Chemistry Minor: M. Teece discussed. The only comment received had to do with prerequisites not being included in the minor.

- Revised Courses ESF 109 and ESF 209. A new version of ESF 109 without the “Track changes” will be submitted to OIGS. Don Leopold will send revision to S. Vandeburg.

- Curriculum Change & Course Proposal
 - PSE 300 Introduction to Papermaking
 - PSE 302 Pulp and Paper Laboratory Skills

- PSE 304 Mill Experience
 - PSE 351 Pulping and Bleaching Lab
 - PSE 468 Papermaking Processes
 - PSE 480 Engineering Design Economics
 - PSE 481 Engineering Design
- S. Liu discussed. Courses were voted on as a block.

- Academic Suspension Policy

S. Shannon discussed questions raised related to the new change. D. Daley expressed concern about “ping-pong” affect. There will be some judgment calls from OIGS regarding those who are making progress but may not have a 2.0 gpa. J. Brunner raised the policy at The Ranger School because it is a one-year program. S. Shannon will ask C. Westbrook about a threshold bar for the Ranger students, and we will then have a separate Ranger School policy to be voted on at the next meeting.

It was also determined that the GPA should reflect three decimal points i.e. 2.000 instead of 2.00. D. Daley asked S. Shannon for a clarifying statement regarding those who have since received the bachelor’s degree and whether or not to allow them back into the same program for a master’s degree. S. Shannon will look into the question raised by D. Daley. D. Daley made a motion to table until the next CoI meeting. 10 year readmission policy was voted on and approved, and the section related to the Ranger School will be sent back to C. Westbrook for further clarification and be presented at the March CoI meeting.

4) Reports from Subcommittees:

- **General Education** – Processed 8 petitions since December and four are currently in review and should be done by the end of the week. Possibly train advisors in how to fill out a petition properly—would definitely streamline the review processes.
- **Instructional Quality** – Committee met with B. Bongarten, S. Shannon, D. Newman, and D. Soderberg. Discussion centered on issues related to putting the end of course survey online. This would offer more students to participate in the survey—currently not all faculty members use the survey. Additionally, the survey will be evaluated at a later date for possible changes to the questions. The new survey instrument will be brought to CoI for discussion and voting. S. Shannon would like to see the online version of the survey available for the end of the spring semester. Faculty buy-in will be essential as they can assist in encouraging students to complete an online survey. There was discussion of offering incentives for students for completing the survey as well as punitive measures for not participating. P. Crovella indicated that roll-out will be the key.
- **Academic Standards** – J. Williamson gave a report from Academic Standards meeting regarding the appeals meeting on January 14, 2010. 25 students were suspended; 11

students did not appeal their suspensions; 14 appeals were received on time; 2 appeals were accepted; 12 suspensions were sustained.

- Update from the Dean on approval of minor course changes – Request to remove ESF 332 from the list of available courses – do departments know about this change? Will they have the resources to offer ESF 132? K. Doelle asked if course could be offered in both fall and spring. This will be posted on COI and an e-mail sent to department chairs. Tabled until next meeting.

B. Bongarten asked CoI to assist in determining selection of three ESF representative scholars to represent ESF at Syracuse University's commencement ceremonies. Upon discussion, it was determined that the best system for identifying three students fairly and equally to represent each of the departments/divisions over time would be to rotate three departments through each year. Within those departments, the three students would be chosen. With nine departments or divisions, the CoI proposes rotating with the order of representation to be determined alphabetically. This results in the following sequence:

CHE, CMWPE, EFB – 2010,
ERFEG, ENS, ES – 2011,
FNRM, LA, PBE – 2012,
...begin repetition in 2013

S. Shannon will forward the recommendation on to B. Bongarten for approval.

5) Other COI Business Topics

Meeting Adjourned at 3:32 pm. Next meeting Wednesday, March 3, 2010, 2:00-4:00 p.m., 217 Bray Hall.