

COMMITTEE ON INSTRUCTION

3 March 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, R. Hoffman, L. Flynn, G. Kyanka, C. Nowak, R. Hussein

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

1. *Call to Order/Welcome*

2. *Approval of minutes from 2/3/2010 with minor revision in wording to Instructional Quality course survey instrument.*

3. *New Approvals:*

- EFB Course Proposal: 325 Cell Biology approved with new prerequisites MPS in Environmental Studies: Approved curriculum change, in which required courses changed from six set courses to a list to include previous and new courses to allow more flexibility for student.
- Removal of ESF 332 from List of Available Courses: L. Flynn asked for approval to remove course from list of available courses, as there is no course attached to it. This course is replaced with ESF132 as students who would benefit from 332 can be “folded” into 132 (and have been already). This will also allow more sections of 132. Approval granted.
- CMWPE Curriculum Changes, Concentration in Wood Products Engineering, Construction Management Justifications Statement: there were no comments on the curriculum changes, but comments on courses. G. Kyanka commented on D. Daley’s questions. S. Shannon asked if it should be a minor instead of a concentration. A concentration is not an option, as the wood products portion of the program will be eliminated as of this year. Leaving as a concentration gives more options verses making it a formal minor. The department will need to change the WPE prefix to CME. S. Shannon will put something together regarding how to use prefixes as we need to be careful not to use SU prefixes. R. Hussein raised concerns over curriculum changes: sequence of courses—the committee should look carefully at course contents and purpose of the course. R. Hussein noted that none of the courses proposed are engineering—titles are engineering in a non-engineering department. Question raised regarding point in time and level of change in which department is required to record or bring back to CoI for review? S. Shannon indicated that while departments have latitude to adjust courses and curriculum as courses relate to them, substantial changes need to go back to CoI. For the record, R. Hussein’s concerns have been heard. D. Daley asked to remove the

concentration from the description before the vote. Approved with the “concentration” portion removed from the title.

- Curriculum Course Change in ES: EST 390 - change semesters to being offered in both fall and spring, and updated course description. Approved.
 - BLA Course Proposals – received no comments on curriculum change or course proposal changes. 305 needs course description and does not indicate prerequisite. 305 is a prerequisite to 306. LSA 200, 301, 302, 303, 304. 305, 306 were all approved.
 - Ranger School Program Proposal- In May of 2009 the Ranger School was asked to increase enrollment by 30% and to add a new program in Environmental and Natural Resource Conservation Program in AAS. New proposal was approved.
 - Ranger School Program Changes-the following courses proposals were approved: FTC 209, FTC 219, FTC 232, FTC 234, FTC 236, FTC 237, FTC 239.
 - CMWPE New and Revised Course Proposals: WPE 215, WPE 255, CME 226, WPE 305, WPE 304, WPE 306, WPE 404. All were approved. EFB 120 and LSA 410 were both approved as course drops.
 - PBE Course Revisions: PSE 300, PSE 302, PSE 304, PSE 351, PSE 468, PSE 480, PSE 481. Comment made on the wording “maybe required” vs. “shall be required,” okay for scheduling field trips, and other situations related to weather, etc. All were approved.
 - Minor administrative changes to the following courses were approved by S. Shannon— WPE 387, WPE 404, CME 422, EST 640, EST 645, FOR 132, FOR 465.
4. **Academic Suspension Policy:** S. Shannon discussed questions raised related to the new change. Wording change reflecting “academic standing” – ESF policy perspectives regarding financial aid. S. Shannon indicated there were no comments on adjusted wording. He tried to accommodate all comments that came out of the committee. For financial aid reasons, the statement of good academic standing from the catalog needs to be followed, and financial aid ramifications into consideration. The wording needs to indicate 30 credit hours, including transferred hours. Students will be put on “not good academic standing” after 30 credit hours. Motion was approved.
5. SU minor in Information Studies in Information Management and Technology. J. Williamson asked how many we have now. Management School right now. SU maybe proposing up to three additional minors – Newhouse, I School, Arts and Sciences policy based. Approved

6. Reports from Subcommittees:

Instructional Quality – P. Crovella discussed moving the survey to the OIGS office and moving from paper to online. Essentially it is better to offer a carrot (i.e. raffle for an iPod, etc.) instead of handing out punitive consequences for not participating. Faculty can also offer incentives within the courses—offering x number of credits for completing the survey. Policy proposal on the table to move the survey to OIGS and encourage participation. C. Spuches thought it would need to be presented to the faculty governance. The on-line survey is greener, more secure, faster, and easier to administer.

F. Webster and D. Jager do not agree or endorse the second tier of the proposal to changing of a grade for turning in the survey. F. Webster agrees that a drawing would be fine. OIGS could afford 3-4 iPods or gift cards a semester (Best Buy, bookstore). D. Jager wanted to know if CoI would be looking at the content of the survey. Yes, in the future it will be something CoI will look at. P. Crovella asked the undergraduate student if she thought the online survey would be easier for students. She mentioned that students were surprised to learn that the written comments were not typed up from paper version of the survey. She indicated that students would feel that an online survey would be an improvement over the current survey. C. Spuches suggested to strike # 2 off the proposal.

Vote on approving proposal faculty vote without #2: Approved. USA will initiate an endorsement at their next meeting. S. Shannon will draft and send out an e-mail to the faculty and share with CoI for. Online survey will be reviewed after one year to see how it's working.

Meeting Adjourned at 4:25 pm. Next meeting Wednesday, April 7, 2010, 2:00-4:00 p.m., 217 Bray Hall.