

**COMMITTEE ON CURRICULUM**  
**19 March 2012**  
**Meeting Minutes**

Present: John Hassett, Doug Daley, Janine Debaise, JoAnne Ellis, Shijie Liu  
Whitney Marshall

Others in Attendance: Siddharth Chatterjee, Kelley Donaghy, Richard Smardon, Gary Scott

Ex-officio: Ray Blaskiewicz, Sue Sanford, S. Shannon, S. Vandeburg

The meeting came to order at 10:33 AM

Approval of previous meeting minutes from January 30, 2012 – D. Daley made a motion to approve by with minor wording change in bullet five under “New Proposal.” The credit hour change from 12 to 15 is per the “State Department of Education” and not “ABET.” The minutes were approved with revision.

- BPE Course Proposal: BPE 300 (previously submitted. awaiting final vote) approved unanimously.
- APM 585 Partial Differential Equations for Engineers and Scientists  
Recommendation was made to change the list of prerequisites to APM 485 or equivalent only. The proposal was approved unanimously.
- SCME Course Proposals: MCR 484/785, MCR 485/685, MCR 570  
MCR 682, MCR 683, MCR 783, MCR 685 these are in anticipation of the minor in microscopy, and possibly a graduate certificate. Some are new courses, while others have been renamed.

R. Blaskiewicz wanted discussion of the new prefix categories. We need to prevent the proliferation of prefixes. In most cases, the department prefix should be used. Many schools offer to use solely numbers in naming courses. How far do we break down the prefixes? (ie. BUG 500). Who has jurisdiction over the prefixes? Such requests will need to come from a department or division. It was established that a new policy for creating prefixes is necessary. S. Shannon offered to draft a policy. The courses were tabled as MCR course prefixes for now. S. Shannon recommended approval of the proposals in concept, however, the prefixes will remain as CME for now. No issue with the content of the courses. The proposals were approved unanimously using the CME prefix.

- SCME Curriculum Proposal Minor in Microscopy – No comments were received by CoC. J. Hassett proposed to recommend to Faculty Governance for vote. The proposal was approved unanimously.
- EST 423 –New Course Proposal EST XXX Rhetorical Practices in Environmental Communication: Prefix was renamed to EST 423. D. Daley moved to accept. Course was approved unanimously.

ES Curriculum Proposal – Environment, Communication, and Society - There are no changes to the learning outcomes. ES proposes to minimize the number of writing courses so students can take the writing minor. Many of the electives are still focused on communication. Is there a learning outcome with a focus on society? A better description of the learning outcomes is needed. A full catalog description of the program is also needed. R. Smardon will take back to ES for the changes. Tabled until April meeting.

- New Economics Minor Proposal in FNRM – It was suggested to add PSE 480 as an elective and add it to the list of directed electives. Recommend forward to Faculty Governance with the minor recommendation to add PSE 480 as a direct elective.
- Summer Defense Proposal – It has been recommended to remove the language in the catalog implying we do not allow summer defenses. This would move away from students needing a petition for a summer defense. Faculty holding 10 month appointments are not required to be available during the summer. D. Daley moved to approve. All were in favor. Approved unanimously. Recommended to faculty governance.
- Recharacterization of PSM Certified Program in Sustainable Engineering Management. Adding as an option under BPE to meet the requirements of the Council of Graduate Schools PSM. The curriculum description recharacterizes the previously approved program in Sustainable Engineering Management as an option within the Paper and Bioprocess Engineering graduate program. The degree will be MPS, though it is a certified PSM program through the Council of Graduate Schools. J. Hassett Recommends to faculty governance. Approved unanimously.

#### 1) Updates from the Dean

- Discussion of Prefix Changes – S. Shannon will draft a proposal for the prefix changes for the April CoC meeting.

Administrative approvals – posted on website as approved.

Administrative Approvals:

EFB 453 – Parasitology – to be offered annually instead of biannually.

EFB 653 – Parasitology - to be offered annually instead of biannually.

## Other CoC Business Topics

S. Vandeburg – Tracking proposal changes for ease with catalog updates

As we've been getting changes we've started including the document with track changes to show on record the types of changes made. Is this necessary? The entire proposal process can be onerous on the faculty as we ask them to submit changes using track changes and then we want a clean copy at the end. J. Hassett will start using Word at the faculty meetings in order to keep track of any additional changes made at Faculty Governance.

It was decided that the final version on the website should include the track changes with date and that the footer should indicate when it was approved by Faculty Governance. A final clean copy should be saved as a Word doc. to be sent to the Registrar. Once something has been accepted, all track changes can be accepted so the mark ups will not be visible.

J. Hassett discussed the need for a Consultation Policy for Program Deactivation – SUNY requires us to have a dissolution form for degree programs. K. Donaghy suggested putting a sub group together to outline the criteria for such decision making for dissolution of programs. Who needs to come to the table? When is union involved? Are there retrenchments? We need a timeline and a policy. S. Anagnost, who has been through it with Wood Products, should be on the committee. President Murphy must also sign the document. The CGL, Executive chair, should also sign off on the policy. Need a draft policy by the end of this year so it can be presented to Graduate Faculty in the fall. There is a draft policy in B. Bongarten's in box. J. Hassett volunteered to serve on the sub-committee. D. Daley also agreed to serve. S. Shannon put together a form to be used for deactivations and will send it to CoC.

### 1. Adjourn

The meeting adjourned at 11:54 AM

Next Meeting of the semester:

April 16, 2012  
10:30-12:30, 254 Baker

Need to Schedule a May meeting