

**COMMITTEE ON INSTRUCTION**  
**15 September 2010**  
**Meeting Minutes**

Present: K. Barnhill, J. Blankenship, Paul Crovella, D. Daley, Klaus Doelle, P. Lawler, C. Whipps, L. J. Williamson, Rutkowski, L. Zhang  
Ex-officio: S. Vandeburg

**1) *Call to Order/Welcome***

The meeting came to order at 1:04 p.m.

**2) *Minutes from the April 7, 2010 meeting.*** A motion was made to approve the minutes by D. Daley and was seconded by J. Blankenship. Minutes, with minor corrections, were approved and posted on the CoI website.

**3) *Selection of meeting dates for fall 2010:***

The committee agreed that Wednesdays between 12-2 would be the best time for CoI meetings during the fall semester. The meeting dates for the remainder of the semester are as follows:

Wednesday, October 13, 2010  
Wednesday, November 10, 2010  
Wednesday, December 8 (if needed)

Due to scheduling conflicts, K. Barnhill asked that graduate student related item be put toward the end of the agendas during the fall semester.

**4) *New Curriculum Proposal Form***

A new curriculum proposal form was created to facilitate setting up curriculum proposals. A request was made to include a sample form on the website. Upon brief discussion, D. Daley moved to adopt the new form, providing revisions could be made as feedback is provided. The motion to approve the new form was seconded by C. Whipps.

**5) *Review of Subcommittee Members/Selection of Chairs.*** Due to CoI membership changes, updates to the various subcommittees were made as indicated on the attachment.

**Subcommittee Membership on General Education:**

D. Daley passed out a draft summary of a “Petition process for General Education courses” and proposed that CoI review it prior to implementation. It would provide guidance to the advisors to help them follow General Education guidelines when reviewing petitions, and encourage

advisors to make them aware of their responsibilities. Summary to be posted on the CoI website for faculty review. (note-this will take place at the November meeting)

### **Subcommittee Membership on Instructional Quality:**

The committee will be performing an analysis of the course survey format. The committee will determine if moving to an electronic process was a good move, and whether the on-line instrument should be changed to address any areas of concern (i.e. changing questions).

For informational purposes, K. Doelle shared news from K. Donahue that all proposals approved by CoI should be sent to the full faculty for a vote in order for them to be implemented. Since members of the subcommittees are coming out of CoI, any proposals approved by CoI should be fully implemented and shared with full faculty for their information only.

Discussion turned to commitments to serve on faculty committees. D. Daley indicated that the curriculum coordinators should be sitting on CoI. Questions were raised regarding members' experiences and when they should start serving on a subcommittee. Using a five percent model where five percent of the faculty time should be considered for serving on faculty committees instead of using raw numbers as department sizes vary greatly. Each department should be assigning people to a subcommittee with rotation on a yearly basis. It should be up to the individual departments to set the guidelines for serving. This may become part of the tenure document.

### **Subcommittee Membership on Academic Standards:**

J. Williamson gave a brief overview of the role of the committee in reviewing late drop petitions, handling formal grievances should they arise, and holding the Academic Suspension Appeals meetings at the end of each semester.

It was noted that several late drop petitions over the last semester were related to students not realizing how to properly drop a course through MySlice and a registration form. Students are not be allowed to drop through MySlice after the add deadline. After the add deadline, students can only make changes via petition.

### **6) *Updates from the Dean:***

On behalf of S. Shannon, S. Vandenburg announced that SUNY Central is proposing to change the General Education Requirements to provide more flexibility to make it easier for students to meet the Gen Ed requirements. S. Shannon will discuss in more detail at next CoI meeting.

Some additional new policy proposals from the dean and provost will be coming forward, including refining policy procedures related to graduate committee conflicts.

7) Other CoI Business Topics: None to report.

**Meeting adjourned at 1:47 pm. Next meeting, Wednesday, October 13, 2010, 2:00 pm-4:00pm, 217 Bray Hall**

## CoI Subcommittee Membership

### Subcommittee on Instructional Quality

Name	Representing	Phone	Email
<b>Co-Chair - Paul Crovella</b>	SCME	6839	<a href="mailto:plcrovel@esf.edu">plcrovel@esf.edu</a>
<b>Co-Chair - Jeffrey</b>	LA	4918	<a href="mailto:jblanken@esf.edu">jblanken@esf.edu</a>
<b>Bandaru Ramarao</b>	PBE	6513	<a href="mailto:bvramara@esf.edu">bvramara@esf.edu</a>
<b>Christopher Whipps</b>	EFB	4762	<a href="mailto:cwhipps@esf.edu">cwhipps@esf.edu</a>
<b>TBA</b>	FCH		
<b>Kathleen Barnhill</b>	GSA Representative		<a href="mailto:kbarnhil@syr.edu">kbarnhil@syr.edu</a>
<b>Scott Shannon</b>	Ex-Officio	6599	<a href="mailto:sshannon@esf.edu">sshannon@esf.edu</a>
<b>Charles Spuches</b>	Ex-officio	6810	<a href="mailto:cspuches@esf.edu">cspuches@esf.edu</a>

### Subcommittee on Academic Standards

Name	Representing	Phone	Email
<b>Jim Williamson, Chair</b>	Moon Library	6723	<a href="mailto:jlwmsn@esf.edu">jlwmsn@esf.edu</a>
<b>Paul Crovella</b>	SCME	6839	<a href="mailto:plcrovel@esf.edu">plcrovel@esf.edu</a>
<b>Klaus Doelle</b>	PBE	6531	<a href="mailto:kdoelle@esf.edu">kdoelle@esf.edu</a>
<b>Christopher Whipps</b>	EFB	4762	<a href="mailto:cwhipps@esf.edu">cwhipps@esf.edu</a>
<b>Doug Daley</b>	ERE	4760	<a href="mailto:djdaley@esf.edu">djdaley@esf.edu</a>
<b>Scott Shannon</b>	Ex-Officio	6599	<a href="mailto:sshannon@esf.edu">sshannon@esf.edu</a>
<b>Suzette Vandeburg</b>	Ex-officio	6595	<a href="mailto:svandeburg@esf.edu">svandeburg@esf.edu</a>
<b>Ray Blaskiewicz</b>	Ex-Officio	6654	<a href="mailto:rwbaski@syr.edu">rwbaski@syr.edu</a>

### Subcommittee on General Education

Name	Department	Phone	Email
<b>Doug Daley, Chair</b>	ERE	4760	<a href="mailto:djdaley@esf.edu">djdaley@esf.edu</a>
Even-year appointees			
<b>Jo Anne Ellis</b>	Moon Library	6717	<a href="mailto:jcellis@esf.edu">jcellis@esf.edu</a>
<b>John Hassett</b>	FCH	6827	<a href="mailto:jphasset@syr.edu">jphasset@syr.edu</a>
<b>Christopher Whipps</b>	EFB	4762	<a href="mailto:cwhipps@esf.edu">cwhipps@esf.edu</a>

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Odd-year appointees

<b>Jeffery Blankenship</b>	LA	4918	<a href="mailto:jblanken@esf.edu">jblanken@esf.edu</a>
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<b>Paul Crovella</b>	SCME	6839	<a href="mailto:plcrovel@esf.edu">plcrovel@esf.edu</a>
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<b>Lianjun Zhang</b>	FNRM	6558	<a href="mailto:lizhang@syr.edu">lizhang@syr.edu</a>
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**TBA**

Ex-officio Members

<b>Scott Shannon</b>	Ex-officio	6599	<a href="mailto:sshannon@esf.edu">sshannon@esf.edu</a>
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<b>Charles Spuches</b>	Ex-officio	6810	<a href="mailto:cspuches@esf.edu">cspuches@esf.edu</a>
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<b>Susan Sanford</b>	Ex-officio	6600	<a href="mailto:shsanfo@esf.edu">shsanfo@esf.edu</a>
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<b>Suzette Vandeburg</b>	Ex-officio	6595	<a href="mailto:svandeburg@esf.edu">svandeburg@esf.edu</a>
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