

COMMITTEE ON CURRICULUM
11 October 2011
Meeting Minutes

Present: J. Hassett, D. Daley, J. DeBaise, J. Ellis, S. Liu, A. Miller, S. Sanford, J. Wagner, C. Whipps

Ex-officio: R. Blaskiewicz, S. Vandeburg

Others in Attendance: D. Thomas

The meeting came to order at 9:32 AM

Call to Order/Welcome – Introductions were made. This first meeting of CoC will be an organizational meeting. No proposals will be reviewed today.

CoC has been asked to set up a process for “sun setting” (deleting curricula) obsolete programs. J. Hassett asked for volunteers to head up that committee. Hearing no volunteers, the issue was tabled that until end of meeting.

- 1) General Education Petitions –S. Shannon has been handling most of the recent petitions because the new Gen Ed requirements allow for greater flexibility. S. Shannon will consult with J. Hassett on questionable petitions. This would eliminate the need for a Gen Ed subcommittee. While it may not necessary to bring to a committee level, D. Daley believes a clear process with S. Shannon’s office needs to be established, and it would not hurt to have another set of eyes reviewing petitions. D. Daley volunteering to serve as the Gen Ed coordinator. D. Daley will work with J. Hassett and involve other faculty if needed. C. Whipps also volunteered to assist D. Daley with Gen Ed. Petitions. CoC was in favor of this process.
- 2) Course/Curriculum Proposals – J. Hassett asked how far in advance CoC needed to have proposals for review. D. Daley thought in the past there have been too many proposals submitted too close to the end of the semester, and that does not leave enough time to process them. He suggested a minimum of three weeks advance, with a cut-off date of February 1st for important curriculum proposals. R. Blaskiewicz indicated there are too many problems when proposals are held off until end of the semester. S. Sanford pointed out no curriculum proposals should be implemented until the following academic year. J. Hassett suggested March 1 as cutoff date for new curriculum proposals, as they need to be approved by SUNY and State Education. If turned in by March 1, proposals can most likely be implemented by the following spring semester. R. Blaskiewicz suggests one year lag before implementing new curriculum. J. Hassett thinks that decision is above this committee. Most proposals go through CoC and don’t need to be approved by Faculty Governance. J. Hassett proposes two weeks for faculty to review and one week for CoC reviewers, to give time to send back to proposer if minor changes (grammar errors, missing information, etc.) are needed before next committee meeting. The latest draft is to be posted on the website for CoC meeting. It should be stated on CoC flow chart that every proposal should be properly edited before

being submitted to CoC. If CoC is not meeting after March, late proposals will be considered at the fall meeting. J. Hassett suggests Friday, March 2nd to have proposals in. J. Hassett suggested combining Course Proposals and Detailed Course descriptions. C. Whipps thinks course description should be taken off course proposal form. The detailed catalog description form is the official course description. R. Blaskiewicz suggests the health/safety considerations should be added to detailed course description. Chris suggests updating course proposal form and using it as a template for web-based proposals. Any proposals online should come from department chair or coordinator. D. Daley suggests once something is submitted, it's not revised during the review period – keep as pdf so no changes can be made.

- 3) Working Draft of Catalog A working draft of catalog should be used as proposals are passed and implemented throughout the year. R. Blaskiewicz already uses a working draft that he sends to Communications office for updating the catalog. Problems arise when department chairs make changes to curriculum content that have not been approved by CoC. J. Hassett suggests catalog descriptions are to be submitted with track changes so the Communications office can see where changes have been made. Department Chairs should be reminded that any catalog curriculum and course changes need to go through CoC before changes are made.
- 4) Synching Catalog with Departmental Websites - Paul Otteson can link department websites to pdf catalog, so visitors don't have the leave department pages.
- 5) Web-Based Course/Curriculum Submission - S. Vandeburg will be meeting with Aaron Knight to discuss web-based proposals.

J. Hassett again asked for volunteers for setting procedures for sun setting programs. No volunteers came forth so J. Hassett indicated he would interview Bruce Bongarten for SUNY guidelines and Sue Anagnost to share problems WPE had when it closed a program.

J. Hassett will send a doodle poll to find the best time for the next meeting. Possibly November 17, 18, 21, or 22.

Meeting adjourned at 10:46 AM.