

**COMMITTEE ON INSTRUCTION**  
**10 November 2010**  
**Meeting Minutes**

Present: J. Blankenship, P. Crovella, D. Daley, K. Doelle, J. Hassett, P. Lawler, C. Spuches, J. Swass, C. Whipps, J. Williamson

Others in Attendance: M. Hall  
Ex-officio: R. Blaskiewicz, S. Vandeburg

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

The meeting came to order at 12:07 p.m.

**2) *Minutes from the October 13, 2010 meeting.*** Clarification needed regarding emeriti faculty serving as co-major. With clarification, motion was made to approve the minutes.

**3) *Curriculum and Proposals:***

***Curriculum Proposal***

M. Hall brought forward a proposal for a changing the Urban Environmental Science minor. She noted it does not require any additional resources. (note: Courses listed as FEG should be ERE).

M. Hall will need to submit a formal course proposal to change ESF 496 to something like “Capstone topics and Urban Environmental Science,” to allow more flexibility within the course. CoI tabled the proposed change to the minor pending submittal and approval of a revised course proposal for ESF 496.

***Course Proposals***

ERE 132 – Orientation Seminar: ERE  
ERE 448 - Open Channel Hydraulics  
ERE 498 - Research Problems  
ERE 548 - Open Channel Hydraulics

These four courses were submitted for updating prefixes and learning outcomes. All courses have been offered over the last ten years. J. Hassett moved to approve all four, and C. Whipps seconded.

**4) *Reports from Subcommittees***

**Subcommittee on Academic Standards:**

Late Course Drop Form Addendum – The addendum was added to make it easier for students to “justify” their reasoning without being untruthful about it. The addendum makes it appear as though the deadlines are somewhat flexible. K. Doelle noted that 90% of the students check the box “Forgot to file registration form and/or to complete the drop process,”

which is not a good reason for submitting a late drop. Discussion centered around imposing a penalty for late submittals, especially for non-medical related circumstances to extending the deadline by a week as some students are not aware of their progress because they may only have one exam by week eight. It was noted that a lot of classes have an easy start and then the work gets exponentially more intense as the semester progresses. It was decided that the Committee will review academic-related petitions, and all non-academic related petitions will go through the Counselling office for signature and that confidential material should be handled by Counselling office. Academic issues should definitely be reviewed by the committee. If the "Personal health reasons" is checked, students should submit proof to Counselling services.

After much discussion it was decided to keep the addendum; remove reasons 4 and 6, and add a signature line for the Counselling office. J. Williamson will modify the addendum accordingly and share with the committee members before commencing to use.

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

P. Crovella discussed information shared at the Faculty Governance Meeting related to the online student survey instrument. While the current survey was designed by the faculty, it is not constructive for all departments, and faculty have concerns about how the instrument is used. Many of the concerns will take additional programming in the future. Based on a recommendation by Faculty Governance, the only thing changing for this fall semester will be the dates when the survey opens and closes. It will open on 12/1/2010 and close on 12/10/2010. K. Donahue and P. Crovella will meet with S. Shannon to further discuss. D. Daley would like to see laptops offered in classes where faculty do not normally have laptops. It was mentioned that there are other ways to collect information and faculty can set up their own accounts for collecting information. It was questioned whether administration needs to collect this information. Some faculty are going to handle on their own course evaluations, and some argue the evaluation should be decentralized.

This fall there will be no penalty for not completing the survey. (It was decided at a subsequent meeting that it will be incentivised.) Research shows that offering incentives can increase participation up to 70%.

The idea of having a separate survey for P&T will need to be addressed administratively.

### **Subcommittee on General Education**

D. Daley reported on receiving inquiries from Admissions on whether we are going to increase the number of general education courses. D. Daley raised two questions: how do departments view general education requirements, and do they need to go through a course review? D. Daley has been tracking all SU courses approved via petition that we might add to our list of EF approved courses. Why do we only have a few courses listed from SU? R. Blaskowitz indicated that no one had the time to review all courses. The more common or frequently enrolled courses were then put on the list of general education courses. In the past, approvals had to be made by SUNY. How does the process for adding courses work? Can we add more internally? Do they need to be approved by SUNY? The easiest way would be to go through the list of approved courses over the last couple of years and identify

those that could be added to the general education list. D. Daley would also like to get feedback from S. Shannon regarding this.

D. Daley continues to see general education petitions that lack adequate documentation and need additional information before a decision can be made. Some of them languish for months due to the lack of information, and then students get upset because decisions are not made in a timely fashion.

D. Daley is sitting on subcommittee for Middle States and Sustainability. That committee is engrossed in the process of trying to identify what role general education plays in the sustainability of education at ESF.

**5) New Policy Initiatives** (*updates to be discussed at the December meeting*)

Minimum GPA Requirements for Minors and Study Abroad.

Emeriti Faculty Serving as Co-Major Professors- clarification needed from November minutes.

Adding Time Limit for Degree Completion for Students who stop attending ESF before they complete their degree requirements.

**6) Other CoI Business Topics:**

CoI will need to set the meeting times for the spring semester.

**Meeting adjourned at 1:40 pm. Next meeting, Wednesday, December 8, 2010, 12:00 pm-2:00pm, 217 Bray Hall.**