M I N U T E S

CURRICULUM COMMITTEE

College of Letters and Sciences

**Meeting of January 23, 2014**

Voting Members present: David Cartwright, Ellen Davis, Ted Gimbel (Poli Sci), Angela Harlan, Sarah Hessenauer, Paul House, Donald Jellerson (L&L) Adam Paddock, Steve Sahyun, Ellie Schemenauer, Matt Winden.

Absent: Paul Adogamhe, Paul Gregory, Deb Heiber (non-voting member), Margo Kleinfeld, Elizabeth Olson (excused), Manuel Ossers (excused) Non-voting Members present: Elizabeth Hachten, Chair, Also present: Joan Fox-Drake, Secretary.

Guests: Jolly Emrey, Poli Sci; Josh Mabie, L&L

The meeting was called to order at 2:15 p.m. in LT 4120, Dean’s Conference Room.

1. Approval of the December 5, 2013 Minutes. Davis/Winden moved to approve the

12-5-13 Minutes as submitted. **Motion passed unanimously**.

Chair Hachten updated the Committee about:

Biology Proposal that passed 12-5-13. Ellen Davis talked to Greg Cook about the forms. He Deletion of the Submajor –Ecology/Field was changed to “Change in Submajor-Ecology/Field” as a revision, using Form 2.

Psychology: Course Revision PSYCH 440- Psychological Tests and Measurements, passed 12-5-13, however this proposal that passed from going up to the UCC because it is still a Grad Course 440/640 will have to be addressed together.

G&G proposal Broadfield Social Studies – BSE that passed 12-5-13 CCC was pulled for variety of reasons including credit count relating to COEPS.

2. Announcements

a. Both Joan and Liz will be out on Wed., Feb 26. The proposal due date has been moved up to Mon., Feb 24. There will still be one more week after this to get proposals in for Spring 2015. The Spring proposals due date is Mach 12.

The CCC Meeting scheduled for Feb 6 will likely not take place. If there are agenda items, Liz will ask Susan Johnson or Frank Goza to lead it.

b. Reminder about 498R and the chart Deb Heiber shared about credits counting in the degree. Dept’s should review credits and can activate 498R with registrars. If you need to adjust the # of credits for independent study, you will need to do a curricular action.

c. Responsibilities of CCC Members. There is not a written list of responsibilities. Discussion about what members feel their responsibility is re: who makes sure the proposals are implemented, does anyone track course involvement? Some members said the Chair reviews the proposals and makes sure they are listed; take care of housekeeping. Math and Lang & Lits have curriculum committees in their depts., mainly due to their size. Courseleaf should make it easier. The Registrar’s Office doesn’t want to see more than one change per program. Liz is attending a meeting in a few weeks regarding CourseLeaf. First the catalog will be addressed; then the curricular process.

d. Last November Margo Kleinfeld emailed various GENED 140 Global Perspectives to Members. At the bottom of the “Program Array” handout are questions regarding this course. CCC Reps please find out what your dept wants students to gain from 140 and email them to Jeff Zimmerman in G&G and to Liz Hachten.

e. Planning for CourseLeaf implementation. Liz wants to be proactive and make a Subcommittee to make a list on what CCC would like CourseLeaf to reflect (i.e.: get rid of the 4A and the 4R form?). Ellen Davis and Matt Winden volunteered to serve on this subcommittee.

3. Old Business

a. Writing Intensive recommendations: Liz to give draft to CCC Rep’s, and other Curriculum Committees, such as the Gen Ed Committee. The draft is will be posted on the CCC website. COBE is looking at revising their recommendations.

b. Discussion of Program array: Report was due Dec. 1st, but that date came and went.

* Are all the programs relevant and robust? If they could be changed in any way, how would we change them?
* Are there programs that are struggling (numbers, staffing)? Why? What could/should be done (e.g., revision, elimination, promotion)?
* Are there academic programs that aren’t present, but should be (e.g., program opportunities that others have taken advantage of but we haven’t)?
* Are there innovations, disturbances in the environment, workforce trends, or trends toward future educational needs that portend new academic programs that don’t currently exist? What program areas are these?
* Given the responses to these questions, how would our program array change? What are the likely resource implications?

These questions were discussed once in Admin. Council meeting in Spring 2013. Discussion on the topics above took place

Next: Course array within depts... Discussion – capstone; gateway courses. AACU has design principles.

Meeting adjourned at 3:34 pm.

Respectfully submitted,

Joan Fox-Drake, CCC Secretary