

Curriculum Committee

March 16, 2012 – Student Senate Room (HUB 119)

MINUTES

Present: Bonnie L. Bechard, Julie N. Bernier, Mary E. Campbell (consultant, non-voting), George T. Gilmore, Karolyn Kinane, Holly E. Oliver, Wendy J. Palmquist (Chair), Hilary Swank (new faculty observer, non-voting) [six voting members]

Excused: Christian Bisson, Tessa A. Dyer (student, voting), Robert G. Egbert, Jr., Barbara D. Lopez-Mayhew, Christopher Missert (student, voting), Cameron J. Souza (student, voting)

Guest: David Zehr

Documents distributed to the Committee:

- Bloom’s Digital Taxonomy
- Bloom’s Revised Taxonomy
- Bloom’s Taxonomy Revised: A Taxonomy for Learning, Teaching, and Assessing
- Department of Languages and Linguistics syllabus template
- PSU Course Syllabus Requirements – Draft for Discussion at Curriculum Committee
- Information on 28 two- and four-year institutions on: Do they offer certificates? Is there a minimum number of credits for certificate? Can matriculated students earn a certificate?

Boston University	River Valley Community College
Bridgewater State University	Shippensburg University of Pennsylvania
Colby-Sawyer College	Southern New Hampshire University
Franklin Pierce University	SUNY College at Paltz
Frostburg (MD) State University	SUNY College at Plattsburgh
Granite State College	The College of New Jersey
Great Bay Community College	University of Massachusetts-Dartmouth
Keene State College	University of New Hampshire
Lakes Region Community College	University of New Hampshire-Manchester
Manchester Community College	University of Wisconsin-Stevens Point
Millersville University of PA	University of Wisconsin-Whitewater
Nashua Community College	Western Connecticut State University
New Hampshire Technical Institute	Westfield (MA) State University
Northeastern University	White Mountains Community College

Note: *Unless otherwise indicated, all curricular changes noted below will become effective with the 2013-2014 edition of the Academic Catalog.* Recorded in the order in which the agenda item was discussed.

Wendy Palmquist called the meeting to order at 2:34 pm. Six voting members were present; six voting members were absent; therefore, no quorum was present.

I. The minutes of the February 17, 2012 meeting were *provisionally accepted*.

II. New Business

A. Neuroscience Council:

1. Neuroscience minor: change requirements. *No action for lack of a quorum.*

B. Undergraduate Studies:

1. Report on corrections in February HHP Proposals.
II.A.9. HE 4530 Senior Seminar in Health Promotion: change course description. The Department has now clarified that they want “a study of the relationship of the health care system and health promotion field,” removed from the course description.

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II.A.10. HE 3660 CPR and First Aid Instructor: change prerequisite. The Department has now clarified that they want the following language for the prerequisite: HE 2500 or (Adult, Child, and Infant CPR/AED, and Standard First Aid competency).

The Committee agreed to let these changes happen.

III. Reports

- A. SAPC. Our BA Modern Languages was approved. The International Business major was withdrawn because it became an Option. Our MA Historic Preservation was approved; an Option was dropped. Granite State College has a new BA History and BS Accounting and Finance. UNH has changed its interdisciplinary program in Math to a BS Applied Math. UNH submitted intent to submit a Doctor in Nursing.
- B. General Education Committee. Met February 27th and March 12th. Assessment, especially direct assessment, is an ongoing conversation. Dan Moore is putting the General Education course evaluation online. The Committee is revising the evaluation questions. There will be a link in Moodle for reporting; it is easier to get data if the Gen Ed evaluation is separate from the University course evaluation. It is really important for instructors to tell the students how important the evaluations are. Faculty need to tell students that courses evaluations are important; evaluations are read; we care. A pre and post test in some sections of IS 1111 was done last fall as a pilot. NEASC wants evidence of student learning.
- C. Council on Teacher Education. No meeting in March due to Spring Break.
- D. Steering Committee. Has not yet met regarding the April Faculty meeting.

IV. Discussion:

- A. Certificates. Certificates were created to attract students to the institution. Continuing education students earn a certificate and then (it is hoped) they matriculate; we would not take the certificate away once they matriculate.

Most of our comparator institutions do not offer certificates. The list that was distributed to the Committee included two-year institutions, comparators, and other institutions.

UNH Manchester offers certificates; they are intended for professional development.

Offering certificates is a growing area. Are certificates being emphasized over minors? Are more certificates done than minors? A certificate is like a credential to the outside world; they understand certificate over minor.

Our certificates have been more skills-based. The TESOL certificate does not give TESOL certification. The TESOL minor does give TESOL certification but the student must be majoring in a Teacher Certification program. The TESOL certificate was targeted for adult learners. Certificates do mean something in the job market. The GIS certificate was passed as only open to continuing education students. Students cannot major and minor in the same discipline.

If the GIS certificate is embedded in the Geography major, why not say you get a major and a GIS certificate?

Marketability for jobs. Have skills but don't have the certificate.

Have to make firm boundaries on what a certificate is.

COBA is giving a document for a sales certificate. Sales certificate is skills.

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At other institutions certificates vary from two courses to more credits than a minor. A minor goes on a transcript. A certificate is a document.

There is a move in the world of Registrars to put a certificate on the transcript.

Students who can't complete their program could leave with a certificate.

Need rules: certificate versus minor.

Do a certificate/minor that is different from a major.
Certificate is skills based. Minor is academic.

Should not minor in same area as major. Perhaps a rule that student has certificate before they matriculate. Matriculated students should not be allowed to do minor and certificate in the same area. Depends on overlap.

In the past Physical Education majors could not minor in Coaching because the courses in the major and minor were the same discipline. So the Coaching discipline was created and now PE majors can minor in Coaching. Create a discipline for GIS?

Should be a rule. Certificates are skills. Keep distinction of can't major and minor in same discipline. Certificate gives credential for a job, is professionally based. Certificates are specialized, applied.

Draft language of what a certificate should be: Bonnie, Julie, and Hillary.

Are we encouraging this?

Geography major can do GIS certificate. Take out the sentence in the Catalog that says the GIS certificate is only for continuing education students. [No vote.]

- B. Syllabi. If we have a model syllabus, we would have the faculty use it for new courses. We will decide what has to come to the Curriculum Committee. The course description and outcomes would be a minimum.

Want help with academic integrity statement. Cultural differences. It would be nice to have a standard paragraph about it. David volunteered to write a draft.

Attendance policy: some include it and some do not.

Should include some evidence of active learning.

Core syllabus for a multiple section course.

Sample syllabus template:

- Course description - required to come to the Curriculum Committee for approval
- Learning outcomes - required to come to the Curriculum Committee for approval
- ADA statement
- General Education statement, if the course satisfies General Education
- Academic Integrity statement

Standardize how document comes to the Curriculum Committee.

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Expectations for lower- versus upper-level courses.

Assessments and how assignments are weighted.

Appearance and tone of syllabus.

At our next meeting:

- Subcommittee on certificates
- Syllabus

The meeting adjourned at 4:10 pm.

The Curriculum Committee meets on the third Friday of the month from 2:30 until 5:00 pm in the Student Senate room (HUB 119). Proposals need to reach the Chair 10 days prior to the meeting. Their next meeting is Friday, **April 20, 2012**.

Respectfully submitted,

Mary E. Campbell, Scribe
Director of Curriculum Support

These minutes were approved April 20, 2012.