

Curriculum Committee

October 19, 2012 – Student Senate Room (HUB 119)

MINUTES

Present: Elizabeth A. Ahl, Mary E. Campbell (consultant, non-voting), Robert G. Egbert, Jr., George T. Gilmore, Barbara D. Lopez-Mayhew, Holly E. Oliver (arrived at 2:34 pm), Michele L. Pruyne, Wendy J. Palmquist (Chair), Ryan W. Patten (student, voting), Christine Rine, David Zehr (in place of the Provost) [10 voting members]

Absent: Pamela P. Anneser (new faculty observer, non-voting), Jirasak M. Theplama (student, voting)

Excused: Julie N. Bernier

Vacant: one student member

Presenters of Proposal: David A. Berona, Robert S. Miller, Anil Waghe

Document for Discussion: The Provost sent to the Committee a document:

- PSU Course Syllabus Template DRAFT: Required Core Components
- Draft for Discussion at Curriculum Committee
- Appendix
 - Help for writing Student Learning Outcomes
 - Sample Learning Outcomes
 - Learning Taxonomies
 - Cognitive
 - Affective
 - Psychomotor

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 2:30 pm. She welcomed Ryan Patten as one of the new student members and the Committee introduced themselves to Ryan.

I. The minutes of the September 21, 2012 meeting were *approved as distributed 9-0-0-2*.

II. New Business

A. English:

1. EN 4950 English Internship (1-12 credits): allow internship to be repeatable for credit. The Department's representative was asked what the limit was for repeating the Internship, e.g., repeatable for a maximum of x credits. The Department had not discussed that issue when they created the proposal. The proposal was *withdrawn* and will be resubmitted with that information.
2. EN 1750 Popular Fiction: delete the course. *Approved 10-0-0-1*.

B. Atmospheric Science and Chemistry:

1. MT 4260 Broadcast Meteorology: increase course from two to three credits, effective Spring 2013. This course may be used in the group of major electives (five credits). The Curriculum Change Proposal stated that the "Standard lab fee to help defray expenses for use of dept. studio facilities" would be charged. A course fee is not noted in the 2012-13 Catalog; course fees are to be approved by the Curriculum Committee. Mary reported that she had received an updated list of course fees last spring after the 2012-13 Catalog had closed; she did not have the report with her. The proposal was *withdrawn*. [Note: the 4/19/12 Proposed Course Fees FY 13 report includes a new course fee for MT 4260 Broadcast Meteorology.]

Curriculum Committee

2. BS Chemistry, Chemistry Education Option: add BI 1110 Biological Science I and BI 1120 Biological Science II to the requirements of the Option. This will meet a NH Department of Education standard for teacher preparation programs that our program was lacking. Adding these courses eliminates the current eight credits of free electives. *Approved 10-0-0-1.*

Note: the Biological Sciences Department needs to submit a Curriculum Change Proposal to change the prerequisite for BI 1110 and BI 1120 to allow Chemistry majors to take the courses.

C. Humanities Council:

1. BA Humanities: blanket agreement to allow all Humanities majors following pre-2013-14 Catalogs to be allowed to graduate by earning 120 credits versus the current 122 credits. *Approved 10-0-0-1.*

D. Elementary Education and Childhood Studies:

1. BS Childhood Studies:
 - a. Mathematics Foundations: delete MA 2110 as the requirement; students may take any three credit course at the level of MA 1500 or above
 - b. Quantitative Reasoning Connection: allow a choice from BU 2240, MA 1900, MA 2300, MA 3010, SS 3700, SW 3700*Approved 10-0-0-1.*

E. Languages and Linguistics:

1. a. SP 4210 Survey of the Literary Masterpieces of Spain II: delete prerequisite.
b. SP 4450 Survey of the Literary Masterpieces of Spanish America II: delete prerequisite.
Approved 10-0-0-1.

III. Reports

- A. SAPC. No report due to the Provost's absence.

- B. General Education Committee. Met September 24th. The Chair reported on the Council of Chairs meeting he attended. The Committee discussed a draft FAQ sheet. The Chair moved to ask for a faculty forum on General Education; approved 5-0-2. The Committee discussed ENDI 2000 Exploring Grammar (SIDI). It was offered spring 2012 as an experimental course. It was approved September 21st by the Curriculum Committee as a permanent course, with a prerequisite. Concerns expressed at the General Education Committee meeting included (a) a Direction course having a prerequisite and (b) the staffing of the course. Their next meeting is October 22nd. There are almost 100 courses with a 5/2013 sunset date that need to be submitted by December 3rd.

- C. Council on Teacher Education. Met October 15th. Their new business included a discussion of the proposal for the Chemistry Education Option which was presented today to the Curriculum Committee. The Council is restarting their curriculum subcommittee, which will review all proposals before they are presented to the Council for action. There is currently no equity in the clinical faculty pay for undergraduate versus graduate. They will be discussing common language and Dispositions. Their next meeting is November 19th.

- D. Steering Committee. The Certificate proposal was passed at the October 3rd Faculty meeting. The next meeting of the Steering Committee will be the week before the November 7th Faculty meeting.

IV. Discussion:

- A. Syllabi. Bonnie Bechard plans to do a Frost workshop on syllabi. Do we want to get information from her after the workshop or do we want to give our information to her to share with the faculty?

Curriculum Committee

Chairs may be a good group to talk to about this topic. The Provost sent two drafts on what is needed to be in a syllabus. It is not a template. The Provost would like to have a template available and have it on the web. Perhaps we could develop a checklist of items that should be in all syllabi and a sample syllabus.

Is there a syllabus template in Moodle? No, but one can make a syllabus. Languages and Linguistics has created a template syllabus for their courses and it has helped their adjunct faculty. Social Work created a template syllabus because of its accreditation and need to have it renewed.

There is lack of clarity on some syllabi on expectations for assignments, what the assignment is, and the due date.

In a checklist, the date of the final exam should be included.

Are we telling faculty to redo their old syllabi according to the new standard/template?

It may be challenging to get multi section courses to have the same syllabus. However, their outcomes should be the same. Their pedagogy can be different. IS 1111 The First Year Seminar has standard outcomes.

Learning outcomes are embedded in the goals.

We are a state institution, with a heavy emphasis on teacher certification programs. Learning outcomes should be the same over multi sections. The General Education Committee looks for learning outcomes on the syllabus.

There is a word limit for course descriptions but an expansion in other areas. Why the limit of 60 words in a course description? The catalog needs some consistency.

NEASC expectations for syllabi.

A syllabus is a contract between the student and professor; truth-in-advertising.

Students only look at the course description when they are registering for courses so they do not look at the course description on a syllabus. Students look on the syllabus for:

- Attendance policy
- Required reading materials
- When assignments are due
- Need-to-know information
- Assignments and activities

Students get bored with a long syllabus. Courses descriptions are in Banner and can be accessed online.

If one goes to another college/university, one sometimes has to show the syllabus of the course so it can transfer or be applied to a requirement. Also, students sometimes need to show syllabi to a graduate school.

Do students need course outcomes on a syllabus? How can they evaluate the course at the end of the term if they didn't know the course objectives?

Curriculum Committee

Day-by-day plan shows topics which is similar to outcomes.

Accountability. It's important for students to know what they're getting for when they pay their tuition.

Coverage (what the course will cover) versus uncover (what we will uncover in the course).

Sorry that the Provost is not here. We have questions for her.

Compliance and acceptance will depend on how it is presented. Suggest the Provost take this to the Chairs. It doesn't need a faculty vote.

We could create:

- Checklist and an example
- Template and an example

Is this a Curriculum Committee checklist? It could initially include what the Curriculum Committee needs for course proposals.

The General Education Committee turns courses down if the syllabus is missing necessary information.

Checklist of required stuff. We provide samples, templates. Being at the Curriculum table with other disciplines is helpful.

The meeting adjourned at 4:05 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, **November 16, 2012**.

Respectfully submitted,

Mary E. Campbell, Scribe
Director of Curriculum Support

These minutes were approved November 16, 2012.