

## Curriculum Committee

April 19, 2013 – Student Senate Room (HUB 119)

### MINUTES

Present: Elizabeth A. Ahl, Mary E. Campbell (consultant, non-voting), Robert G. Egbert, Jr. (left at 3:15 pm), George T. Gilmore, Holly E. Oliver, Wendy J. Palmquist (Chair), David Zehr (in place of the Provost) [six voting members]

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

Excused: Julie N. Bernier, Barbara D. Lopez-Mayhew, Michele L. Pruyn, Christine M. Rine

Vacant: one student member

Note: *Unless otherwise indicated, all curricular changes noted below will become effective with the 2014-2015 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. *Due to the lack of a quorum, no action was taken on the items under I. and II.*

I. No action was taken on the minutes of the March 15, 2013 meeting due to the lack of a quorum.

II. New Business

A. Interdisciplinary Studies:

1. IS 1200 Strategies for Success: second experimental offering. *No action due to the lack of a quorum.*

B. Undergraduate Studies

1. (a) 2+2 agreement with Nashua Community College, Nashua, NH for their AA Liberal Arts/Mathematics and our BS Mathematics.

(b) Transfer agreement with Nashua Community College for our BS Social Science

*No action due to the lack of a quorum.*

C. Office of the Deans:

1. (a) 2+2 agreement with Sunway University, Malaysia for their Business Major and our BS Business Administration

(b) 2+2 agreement with Sunway University, Malaysia for their Communication Major and our BA Communication Studies, Film and Media Studies

(c) 2+2 agreement with Sunway University, Malaysia for their Communication Major and our BA Communication Studies, Professional Communications

(d) 2+2 agreement with Sunway University, Malaysia for their Computer Science Major and our BS Computer Science

(e) 2+2 agreement with Sunway University, Malaysia for their Computer Science Major and our BS Information Technology

(f) 2+2 agreement with Sunway University, Malaysia for their Mathematics Major and our BS Mathematics

(g) 2+2 agreement with Sunway University, Malaysia for their Psychology Major and our BA Psychology

*No action due to the lack of a quorum.*

D. Nursing:

1. Blanket proposal to have all nursing courses: NR 3010, 3020, 3030, 3040, 3050, 3070, 3092, 3094, 3094, 3090, 4010, 4020, 4030, 4040, 4050, 4060, 4035, 4080 designated as auditable with faculty approval. *No action due to the lack of a quorum.*

## Curriculum Committee

### Note:

- The Chair e-mailed the Committee on April 25<sup>th</sup> regarding this proposal because action was needed sooner than the May 17<sup>th</sup> meeting. The Committee was asked to respond to:
  - Can we take an electronic vote on this issue?
  - If so, do you vote in favor of the proposal from Nursing to make their courses auditable?
- The Chair e-mailed the Committee on April 29<sup>th</sup> that she had received eight votes in favor of an electronic vote and eight votes for the proposal. “That is a majority of the committee, so I declare that the items has passed.”
- The Chair e-mailed the Committee later on April 29<sup>th</sup>, after receiving communications from the Provost, that “Administrative issues have been discovered regarding the specifics of the proposal, and a different way was developed to resolve them. Based on those discoveries and their resolution, the Nursing department has withdrawn the proposal.”

### III. Reports

- A. SAPC. No report due to the Provost’s absence.
- B. General Education Committee. Met March 25<sup>th</sup> and April 8<sup>th</sup>. Discussed Online Course Evaluation Task Force; student survey of General Education; nine credit limit for adjunct instructors; ELS/ELI; suggestion for Faculty Week presentations. Met with Wendy Palmquist, Coordinator of the First Year Seminar.
- C. Council on Teacher Education. Met April 15<sup>th</sup>. Approved the following motion, effective 2013-14: All candidates within the K-12 disciplines in Art Education, Health Education, Music Education and Physical Education are required to complete 35 instructional days for each of the two required experiences. This does not include vacation, snow days or other unexpected events.
- D. Steering Committee. Discussed the items that were on the April Faculty agenda.

### IV. Discussion

- A. 2+2 Transfer agreements. Dean Vascak submitted a document, March 2013 Procedures for Developing and Maintaining 2+2 agreements. She asked (page 2) if the Curriculum Committee approval could be replaced with informing “the Curriculum Committee of the Agreement since this is a Transfer Agreement and does not entail any curriculum changes?”
- Why does it have to come to the Curriculum Committee?
  - Can we receive as a report versus having to vote?
  - How do Chairs feel about identifying a faculty member to coordinate the agreement process [as proposed by Dean Vascak]?
  - Has the Curriculum Committee ever voted ‘no’?
  - If the department agrees, maybe the agreement does not have to be brought to the Curriculum Committee.
  - Equivalency versus reasonable substitution.
  - Continue to report to the Curriculum Committee
  - Provide a summary statement?
  - What do Chairs think about the extra time required by the faculty? Want to hear what Chairs say.
  - Put on May Curriculum Committee agenda.
- B. Program Review. The Provost was unable to attend the meeting. She sent:
- Academic Plan and Program Review August 2012

## Curriculum Committee

- New Program Approval Process

Program Review (page 7): “The comprehensive Program Review, External Reviewer’s Report and Revised Academic Plan will be submitted within 6 months of the Program Review to the Provost, the Dean, the University’s Curriculum Committee and to the General Education Committee.”

Historically the Curriculum Committee got a copy of the Program Review so when the department came with curricular proposals, the Committee would understand why they were seeking changes; having a copy of the Program Review would assist the Committee in being more prepared.

Very time consuming process.

Is the Program Review policy going to the Faculty for a vote, as it did in 1990 and 1998? The proposal has been discussed by the Council of Chairs.

Data gathering has not always been easy in the past; it is better now because of the IR Office.

The meeting adjourned at 3:27 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, **May 17, 2013. The meeting will begin at 2 pm because Convocation begins at 4 pm.**

Respectfully submitted,

Mary E. Campbell, Scribe  
Director of Curriculum Support

<http://www.plymouth.edu/committee/faculty/faculty-committees-and-appointed-groups/curriculum/forms-and-documents/> links to the Curriculum Committee **Forms** and the following documents:

- New Program Approval Process from the Provost’s Office
- PSU Syllabus Checklist

*These minutes were approved May 17, 2013.*