

Curriculum Committee

September 20, 2013 – Student Senate Room (HUB 119)

DRAFT – M I N U T E S

Present: Elizabeth A. Ahl (Chair), Christian Bisson, Mary E. Campbell (consultant, non-voting), George T. Gilmore, Barbara D. Lopez-Mayhew, Holly E. Oliver, Michele L. Prunyn (arrived at 2:34 pm), Hilary Swank, David Zehr (in place of the Provost) [eight voting members]

Excused: Julie N. Bernier, David Mackey

Vacant: three student members

Presenters of Proposals: Linda Levy, Ann McClellan, Christian Roberson

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.

Liz Ahl called the meeting to order at 2:32 pm.

I. The minutes of the May 17, 2013 meeting were accepted as written.

II. New Business

A. English:

1. ENDI 2000 Exploring Grammar (SIDI): change from 4 to 3 credits, effective Spring 2014. *Changing the credits was approved 7-0-1-1. New course number is ENDI 2001. Offering the course Spring 2014 as three credits was defeated 2-6-0-1.*

B. Health and Human Performance:

1. AT 1010 Introduction to Athletic Training: add Athletic Training majors only as the prerequisite. *Approved 8-0-0-1.*
2. HE 1970 Introduction to Health Promotion: add Health Education and Promotion majors only as the prerequisite. *Approved 8-0-0-1.*
3. PE 3310 Curriculum Design and Implementation: change prerequisite to PE 2415 and (PE 3000 or HE 3105). [This was approved unanimously at the September 16th meeting of the Council of Educator Preparation, formerly the Council of Teacher Education.] *Approved 8-0-0-1.*
4. PE 3760 Advanced Laboratory Techniques: change prerequisite to PE 3580 and (PE 3750 or PE 3260). *Withdrawn by the Department.*
5. PE 4790 Exercise Biochemistry: change prerequisite to one semester of Chemistry with a lab, PE 3580 and PE 3750. The Department was reminded that Banner cannot check for “one semester of Chemistry with a lab”. *Approved 8-0-0-1.*

C. Computer Science and Technology:

1. New course: CS 3030 Advanced Web Programming (3 credits). Builds off technologies introduced in CS 3020, goes into greater detail, and focuses on how to build large-scale web applications. Students leverage frameworks to build sites that work across browsers and platforms. Students learn fundamental JavaScript concepts and use PHP test-driven development, regular expressions, and security techniques as best practices for engineering high performance web solutions. Springs. Prerequisite(s): CS 3020. *Approved 8-0-0-1.*
2. (a) BS Computer Science: add CS 3030 to list of Major Electives.
(b) BS Information Technology: add CS 3030 to list of Major Electives.
Approved 8-0-0-1.

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D. Undergraduate Studies:

1. Transfer Agreement with White Mountains Community College for our BS Social Science. *Approved 8-0-0-1.*
2. 2+2 Agreement with White Mountains Community College for their AS Business Administration and our BS Business Administration. *Approved 8-0-0-1.*

III. Reports

- A. SAPC (or its replacement). No report due to the Provost's absence.
- B. General Education Committee. Met September 9th. Pat Cantor was elected Chair. The Committee discussed the practice of submitting proposals for early review versus standard review. They decided to discontinue the early review process and to have one deadline. Department Chairs have been notified. A Moodle page has been created for the Committee to receive and review proposals as well as other documents that pertain to their agendas. The USNH Board of Trustees has mandated that Plymouth State University administer the Collegiate Level Assessment (CLA) test this year. Both UNH and Keene State were already planning to administer the exam and PSU gave the test last year.
- C. Council on Teacher Education. Met September 16th. They are now the Council of Educator Preparation; the Office of Teacher Certification is now the Office of Educator Preparation. This is Irene Cucina's last year as Director of Teacher Education. New common language has been adopted, which includes changing 'Student Teaching' to 'Internship in Teaching', changing 'Student Teacher' to 'Intern', changing 'Clinical Faculty' to 'University Supervisor', and changing 'Cooperating Teacher' to 'Mentor Teacher'. Departments sponsoring teacher certification program will need to submit Curriculum Change Proposals to change the title of their Student Teaching courses.
- D. Steering Committee. Met before the first Faculty meeting. Plans to meet the Wednesday before each Faculty meeting.

IV. Discussion Items

- A. Program Review (left over from last semester). See April 19th minutes. Liz has e-mailed the Deans regarding the part the Curriculum Committee has in the revised Program Review process. Reviewing department Program Reviews is our major post-Catalog-deadline work. Moodle would be a good place to have self-study, program review, reports, etc.
- B. 2+2 Transfer agreements (left over from last semester). See April 19th minutes. Dean Vascak has proposed a standardize procedure for such agreements. Liz will follow up with Dean Vascak.
- C. Filling out our membership (student reps, Diversity Commission, nonvoting observer). We are waiting for the Student Senate to appoint three student representatives and for the Faculty Speaker to appoint the nonvoting faculty observer.
- D. Curriculum Handbook. Some of the Handbook is out-of-date. Liz will work with Pat Cantor on the General Education information contained in the Handbook. Need to add recent policies for online learning.
- E. Electronic signature investigation. Liz has talked with Rich Grossman. Is there a way to add electronic signatures. Do we want to do electronic signatures? The Deans are doing electronic signatures. Liz has talked with the Steering committee. There is not yet a University policy on electronic signatures.

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It was suggested that members bring to the October meeting syllabi they have or have seen which meet the new criteria for syllabi. Then we could post examples that we think meet the criteria. Liz did e-mail Chairs with information, including the syllabus checklist, for this academic year. She will also e-mail the faculty and note it at the Faculty meeting.

The chair of curriculum committee needs to receive one copy of the proposal form (and any supporting materials) with all signatures by the submission deadline. That copy may be digital or paper.

The Chair welcomes any items for future agenda.

The meeting adjourned at 3:59 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, **October 18, 2013**.

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