

## Curriculum Committee

October 18, 2013 – Student Senate Room (HUB 119)

### MINUTES

Present: Elizabeth A. Ahl (Chair), Mary E. Campbell (consultant, non-voting), George T. Gilmore, Barbara D. Lopez-Mayhew, David Mackey, Holly E. Oliver, Michele L. Pruyn (arrived at 2:35 pm), Hilary Swank, David Zehr (in place of the Provost) [eight voting members]

Absent: Roxana Fera (President's Commission on Diversity, non-voting), Sandra McBournie (non-voting new faculty observer)

Excused: Julie N. Bernier, Christian Bisson

Vacant: three student members

Presenters of Proposals: Mary Cornish, Heather Doherty, Katharine Harrington, Annette Holba, Jessica Pine, Cynthia Vascak, Kerry Yurewicz

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 2:30 pm.

I. The minutes of the September 20, 2013 meeting were accepted as written.

II. New Business

B. Communication and Media Studies:

1. BA Communication Studies (both options): Blanket Agreement to allow CM 3000 Rhetoric and Semiotics (INCO) to count as a Group C course for students following pre-2013-14 Catalogs
2. BA Communication Studies (both options): Blanket Agreement to allow CM 3100 Communicating Through Animation to count as a Group C course for students following pre-2013-2014 Catalogs

*Approved 7-0-0-2.*

3. Digital Media and Game Design minor:
  - (a) Change name to Digital Media Design and Development
  - (b) Change requirements of the minor

*Approved 7-0-1-1.*

4. Media Studies minor: change requirements. *Approved 8-0-0-1.*

A. Criminal Justice:

1. BA Criminal Justice: add CJ 3040 Race, Class, Crime and Justice as a Major Elective. *Approved 8-0-0-1.*

C. Biology:

1. BI 3025 Obesity-The Biology and Sociology of an Epidemic (INCO) (WECO): second experimental offering for Spring 2014; adding prerequisite of any BI or BIDI course, or permission of instructor. *Approved 8-0-0-1.*

D. Languages and Linguistics:

1. New course: LL 1015 Strategies for Success on a University Campus in the United States (3 credits). Introduces international students to the resources and strategies for being successful at PSU. Students create cross-cultural awareness and reflect on their culture and journey as an international student to the US. Each class has six additional working sessions where students are able to practice what is taught in class. Falls and Springs. [Formerly offered experimentally as IS 1200.] *Approved 7-1-0-1.*

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### E. English:

1. ENDI 2210 Winning Arguments (CTDI): seeking second experimental offering for Spring 2013. *Withdrawn.*

### Discussion of the 2+2 agreement proposal language with Dean Vascak:

Dear Curriculum Committee Members,

As we seek to develop more 2+2 agreements with our Community Colleges and 2 year Technology Institutes, it is essential that departments have a set of clear guidelines to follow in terms of process that will provide consistency within PSU, consistency with our partner Institutions across multiple agreements, and clarity of process for our departments.

We also need to consider efficiency of process in terms of time management – especially as this is a labor intensive process, while ensuring a rigorous agreement development process with appropriate levels of approval.

I have been working with Julie Bernier, David Zehr and Mary Campbell, at various stages of this work in order to prepare a set of steps, guidelines and planning templates that we can implement. We have already worked with the templates and have found them to be extremely helpful at all stages of agreement development from initiation to completion and publication on our website.

A significant process item we would like to review is the tradition of preparing a Curriculum Proposal for the Curriculum Committee and having the Curriculum Committee vote on approving the 2+2 Agreement as the final step prior to the preparation of the Memorandum of Agreement.

During our review of the 2+2 agreement process, it is clear that this the 2+2 agreement is a very specific *Transfer Agreement* and is *not* a change in curriculum. The agreement is designed using the approved PSU Curriculum for each specific program.

Thus the questions I posed to Wendy Palmquist and the Committee last spring:

1. Do we need Curriculum Committee approval when this is not a curriculum proposal or a curriculum change but a very specific Transfer Agreement? (The process already requires, Department Approval, UG Studies Approval, Dean Approval, and Provost approval).
2. Could we, instead of taking the step of requiring Curriculum Approval, inform the Curriculum Committee of the Memorandum of Agreement and provide the Curriculum Committee with the details of the agreement?

This would save a great deal of time for all yet keep the Curriculum Committee informed.

The current steps are presented on page 2 of this memo.

Thank you for your time and consideration,

Cynthia Vascak

### **October 2013**

#### **Guidelines for Developing and maintaining 2+2 Transfer Agreements**

##### **The 2+2 Transfer Agreement**

Key Principle: we are not looking at a course-by-course equivalency but a package of outcomes that can be fully transferred to PSU with ongoing development and completion of degree program and learning outcomes at PSU with 120 Cr following the required PSU Curriculum. Transfer students for 2+2's must complete the agreed upon program of study (or equivalencies in the case of an earlier transfer to the Partner School) as designated in the Memorandum of Agreement at the Partner School and complete their Associates' Degree with a 2.0 or better GPA. The designated program of study is prepared based on the PSU Curriculum and ensures that the PSU curriculum requirements are fulfilled.

#### **PART I: Agreement preparation with the Partner School**

- Department decides to pursue a 2+2 agreement. This may be initiated by the department or may be the result of an inquiry to the department.

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- Department initiates communication with Dean Zehr and Mary Campbell and Dean of College to inform of intent. *Since Dean Zehr and Mary Campbell will be significantly involved and have many resources that will be of assistance, this communication is vital.*
  - The Department Chair is responsible for transfer evaluations. Due to the amount of work involved in a program specific 2+2, it is recommended that the chair consider designating FT faculty member as a liaison to assist with the agreement process. (For example: Assistant Chair, a Program Coordinator, an individual Faculty member or small group – even a Department Committee).
  - The Department Chair (and/or designated liaison) Contacts the Community College point person to initiate discussion and maintains communication with Undergraduate Studies and the Department. This is due to the need to extensively review degree specific requirements. (In some cases, such as an International partner, the Dean and GEO staff may be needed as initiating liaisons and/or additional liaisons).
  - If interested, the Community Partner provides the department with curriculum requirements and syllabi for review. Communications will continue as needed.
  - The Department Chair (and/or designated liaison) holistically reviews the partner's curriculum in relation to PSU curriculum *in consultation with Undergraduate Studies*. Content courses and requirements tend to go through review of the Department while General Education goes through Undergraduate Studies. UG Studies should ultimately have copies of all syllabi.
  - The Department Chair (and/or liaison) prepares the proposal using the 2+2-planning template with assistance from the department faculty and Office of Undergraduate Studies as needed.
    - Intention is to accept and apply all credits from the A. A. degree and keep Total credits to degree to 120.
    - Intention is to examine blocks of competencies rather than course by course equivalencies
    - Intention is to also review gen. Ed. In the spirit of outcomes rather than course-by-course equivalency.
    - Existing transfer course agreements need to be honored or updated as needed during this review process.
  - Department reviews 2+2 and provides departmental level pre-approval
  - 2. Bring department pre-approved proposal to Dean Zehr and Mary Campbell For final review, editing, recommendations, and/or approval. (This step may entail more back and forth with UG Studies).
  - 3. Final version departmental approval.
  - 4. Final version approval of Dean of Undergraduate Studies, Followed by Dean of College, and Provost
  - 5. Preparation of Curriculum Proposal with signature of Provost and Deans.
  - 6. Review and Approval by Curriculum Committee
- Change: Can we revise steps 5& 6 requiring Curriculum Committee approval and instead inform Curriculum Committee of the Agreement since this is a Transfer Agreement and does not entail any curriculum changes?*
7. Preparation of Formal MOU by Undergraduate studies that is signed by Provost and with partner school Administrator.

Currently the Curriculum Committee votes to approve, or not, all 2+2 Agreements and all Transfer Agreements. This procedure was established in 1991 by Dean of the College Theo Kalikow.

Does the Curriculum Committee want or not want to approve such agreements?

Most agreements are with New Hampshire institutions. We hope to extend such activity to Maine, Massachusetts, and Vermont, as part of our enrollment strategy. Other states are coming into New Hampshire to get NH students.

International partnerships? Some offer associate degrees or the equivalent of an associate degree; some offer bachelor degrees.

There have been different messages on how the 2+2 process works.

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There was no clarity on what the 2+2 process was. We should have guidelines, a document to help people. The document can be changed; it can be put on the web as a guiding document, e.g., the Provost's web page, the Undergraduate Studies web page.

Do we want the details of the agreement if we are not going to approve the agreement? The details will reside with Undergraduate Studies.

Do not come to the Curriculum Committee for information purposes? We may see 2+2 agreements in a Department Program Review report.

When a 2+2 agreement get approved, how does it get into departments? How do we advise?

Dean Vascak is working with the Registrar about prescheduling those who come in through 2+2 agreements. The agreements make it more efficient, easier to work with students.

A list of 2+2 agreements could be included in the Provost's monthly report to the Faculty? The General Education Committee reports annually to the Faculty. New 2+2 agreements could be announced in the Provost's report; currently they are reported in the Curriculum Committee minutes. 2+2 agreements could be announced at the Council of Chairs meetings.

Motion: to accept the change that 2+2 agreements would not have to come to the Curriculum Committee for approval. *Approved 8-0-0-1.*

### G. Music, Theatre and Dance:

1. (a) BS Music Education: require Music Education majors to earn a C or higher in all required MU/ME courses.
- (b) ME 4850 Kindergarten Through Grade 12 Student Teaching: change prerequisite to minimum 2.7 cumulative GPA; minimum grade of C in all required ME/MU courses; delete composite GPA [retain, "completion of all other program requirements for certification in Music Education; permission of the Coordinator of Teacher Certification and Clinical Experiences."]
- (c) ME 4860 Student Teaching K-12: Elementary Component: change prerequisite to minimum 2.7 cumulative GPA; minimum grade of C in all required ME/MU courses; delete composite GPA [retain, "completion of all other program requirements for certification in Music Education; permission of the Coordinator of Teacher Certification and Clinical Experiences."]
- (d) ME 4870 Student Teaching K-12: Secondary Component: change prerequisite to minimum 2.7 cumulative GPA; minimum grade of C in all required ME/MU courses; delete composite GPA [retain, "completion of all other program requirements for certification in Music Education; permission of the Coordinator of Teacher Certification and Clinical Experiences."]

*Approved 8-0-0-1.* [Approved November 21, 2013 by the Council of Teacher Preparation.]

### F. Early Childhood Studies:

1. ER 4250 Inquiry, Integration, and Problem Solving in the Primary Grades (TECO):
  - (a) change course description
  - (b) change prerequisite to ER 3700 and RL 3500

*Approved 8-0-0-1.* [Approved November 21, 2013 by the Council of Teacher Preparation.]
2. ER 4290 Primary Grade Practicum:
  - (a) change title to Primary Grade (K-3) Practicum
  - (b) change course description
  - (c) change prerequisite to ER 3700 and RL 3500.

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- Approved 8-0-0-1.* [Approved November 21, 2013 by the Council of Teacher Preparation.]
3. ER 4400 K-3 Student Teaching in an Inclusive Classroom (letter graded): delete the course.  
*Approved 8-0-0-1.* [Approved November 21, 2013 by the Council of Teacher Preparation.]
4. ER 4410 K-3 Student Teaching in an Inclusive Classroom:  
(a) change title to K-3 Internship in Teaching in an Inclusive Classroom  
(b) change course description  
(c) change prerequisite to minimum grade of C in ER 4250, ER 4290, and RL 3500; minimum 3.0 cumulative GPA; completion of all program requirements for certification at the beginning of the internship semester; permission of the Coordinator of Elementary/Early Childhood Internships in the Office of Educator Preparation.  
*Approved 8-0-0-1.* [Approved November 21, 2013 by the Council of Teacher Preparation.]
5. ER 4500 K-3 Student Teaching Seminar:  
(a) change title to: K-3 Internship in Teaching Seminar  
(b) change course description  
(c) change Corequisite to ER 4410.  
*Approved 8-0-0-1.* [Approved November 21, 2013 by the Council of Teacher Preparation.]

### III. Reports

- A. SAPC (or its replacement). SAPC is now a System academic report. It will remain on our agenda. The Provost will either keep the Associate Vice President for Undergraduate Studies informed or attend the Curriculum Committee meeting to report.
- B. General Education Committee. Met September 23<sup>rd</sup>. Due to the Columbus Day holiday, their next meeting is October 28<sup>th</sup>.
- C. Council of Educator Preparation. Will meet October 21<sup>st</sup>. The proposals from Early Childhood Studies and Music Education are on that agenda.
- D. Steering Committee. Meets the Wednesday before the Faculty meeting.

### IV. Discussion Items

- A. 2+2 Transfer agreements. See discussion above.
- B. Example syllabi for posting. The following syllabi were submitted by Committee members for posting to the Curriculum Committee web page on Faculty Governance:
- AP 2210 Adventure Education Teaching Theories and Methods
  - BI 1110 Biological Science I (TECO)
  - CD 2310 Human Development II: Learning and Development (WRCO)
  - EN 2700 Creative Writing

Post these as How to Use the Syllabus Checklist: sample syllabi. List by course ID and title.

There is a Moodle syllabus template. Does it include the checklist?

The meeting adjourned at 3:49 pm.

## Curriculum Committee

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 15, 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

*These minutes were approved November 15, 2013.*