

Curriculum Committee

May 16, 2014 – Student Senate Room (HUB 119)

MINUTES

Present: Elizabeth A. Ahl (Chair), Christian Bisson, Mary E. Campbell (consultant, non-voting), George T. Gilmore, David A. Mackey, Michele L. Pruyn, Hilary K. Swank, David Zehr [seven voting members]

Absent: Joseph Boisvert (student, voting), Rebecca L. Busanich (new faculty observer, non-voting)

Roxana Fera (President's Commission on Diversity, non-voting)

Excused: Barbara D. Lopez-Mayhew, Holly E. Oliver

Vacant: one student member

The newly elected/appointed members were unable to attend.

Note: *Unless otherwise indicated, all curricular changes noted below will become effective with the 2015-2016 edition of the Academic Catalog.* Recorded in the order in which the agenda item was discussed.

The Chair called the meeting to order at 2:30 pm.

I. The minutes of the April 18, 2014 meeting stand as written.

II. New Business

A. Undergraduate Studies:

1. Transfer Agreement with Nashua Community College for our BS Sports Management. *Approved 7-0-0-2.*

III. Discussion: Follow-up on revised/updated/clarified curriculum forms and language following Liz Ahl's meetings with Dean Vascak (Monday) and the chairs (Wednesday). Liz has continued to discuss the Curriculum Committee forms with Dean Vascak. Liz plans to meet with Dean Vascak and Dean Mears next week to finalize the forms. Liz also attended the Council of Chairs meeting.

- Many are interested in electronically signing forms.
- If the syllabus is pasted to the form, the header continues on the syllabus.
- Put on submission document suggestions for format; can attached syllabi
- Form associated with new degree/program would be submitted in addition to the Curriculum Change form
- "New program" means new degrees, new options
- Create New Option/Certificate form?
- There is a need for a glossary
- What is a "program"?
- What is a new option that is not a new program?
- What constitutes a significant revision?
- The future plan is to have the same set of forms for both graduate and undergraduate.
- Does the Curriculum Committee Chair have to have a signature line on the form?
- Moodle: does that become the archive? Back up? We can move documents to Moodle.
- Are the Curriculum Committee web pages on the Faculty governance site an archive? How long is anything kept? How long is anything required to be kept?
- Liz recommended that we take the Curriculum Handbook off-line; move it to Moodle
- There should be a formal record of change to the form(s)
- If there are questions regarding resources, they are questions for a dean.

The Curriculum Committee would like final approval on the forms.

- Some departments may want to use the new forms this summer.

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IV. Reports

- A. Systems Academic (formerly SAPC). No report.
- B. General Education Committee. Met April 28th and May 12th. They are having a retreat on May 21st. The agenda includes Learning Outcomes for Direction Courses; General Education Assessment Plan; their plans for offering two sessions on Learning Outcomes during Faculty week.
- C. Council of Educator Preparation. Met April 21st and discussed Evaluation forms; out-of-state internships; CAEP (formerly NCATE) update; Director of Educator Preparation search; need to revise by-laws; proposal for financial aid to pay for the Praxis exam (UNH and GSC do that). Colby-Sawyer College is discontinuing its teacher certification program. The Council will have a retreat May 19th.
- D. Steering Committee. No report.

V. Election of Curriculum Committee Chair for 2014-2015

Liz is on sabbatical for 2014-2015; her term on the Committee ends May 2015. Christian was nominated but withdrew the nomination. Hilary was nominated to be Chair and accepted the nomination. Hilary was elected Chair for the 2014-2015 academic year.

The terms of Barbara Lopez-Mayhew and Holly Oliver end May 2014. Scott Coykendall was elected to serve on the Curriculum Committee for a three-year term. The other two vacant positions will be filled via an appointment by the Faculty Speaker. The student representatives are chosen by the Student Senate.

The meeting adjourned at 3:15 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, **September 19, 2014**.

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

A new syllabus should accompany a Curriculum Change proposal when the level of a course is changing upward (e.g., 1000 to 2000, 2000 level to 3000, 3000 level to 4000).
Approved December 20, 2013, 5-0-3-3.

These minutes were approved as presented on September 19, 2014.