

Curriculum Committee

September 16, 2016 – Student Senate Room (HUB 119)

MINUTES

Present: Mary E. Campbell (consultant, non-voting), Patricia A. Cantor, Scott R. Coykendall, David A. Mackey, Maria A. Sanders, Hilary K. Swank (Chair), Laura M. Tilghman (new faculty observer, non-voting), Cynthia Vascak [six voting members]

Absent: Stacey L. Curdie

Excused: Kimberly A. Ritchie, Roxana Wright

Vacant: three student members, voting; President's Commission on Diversity, non-voting

Presenters of Proposals: Lisa A. Doner, Mark P. Turski, Amy M. Villamagna

Note: *Unless otherwise indicated, all curricular changes noted below will become effective with the 2017-2018 edition of the Undergraduate Academic Catalog.* Recorded in the order in which the agenda item was discussed.

Hilary Swank called the meeting to order at 2:30 pm.

I. The April 15, 2016 minutes were *approved as written*.

II. Electronic Business

a. Interdisciplinary Studies:

- i. IS 2222 Introduction to Interdisciplinary Studies: change description to: Gives introductory Interdisciplinary Studies students a structured opportunity to frame and plan a deliberate and thoughtful interdisciplinary program of study. Topics covered include: What does it mean to be an educated person? What are the dominant philosophical models of education, and what are their limits and strengths? How is interdisciplinarity changing the shape both of higher education and of knowledge in general? How can technology enhance interdisciplinary education and collaboration? Students work with faculty advisors to create their Interdisciplinary Studies contract, and work to develop a personal learning network that they can expand and cultivate during the course of their undergraduate education and beyond. Falls and Springs.

Approved 5-0-0-4.

[IS 2222 was approved September 26, 2016 by the General Education Committee to be a Technology in the Discipline Connection (TECO). New course number is IS 2220.]

III. Unfinished Business

a. None.

IV. New Business

a. Environmental Science and Policy:

- i. New Course Proposal 1: ESP 4xxx Advanced Conservation Ecology (3 credits)
- ii. New Course Proposal 2: ESP 3xxx Applied Environmental Hydrology (4 credits)
- iii. New Course Proposal 3: ESP 3xxx Climate, Risk, and Adaptation (3 credits)
- iv. New Course Proposal 4: ESP 4xxx Decision Making in Natural Resource Management (3 credits)
- v. New Course Proposal 5: ESP 3xxx Introduction to Ecological Economics (3 credits)
- vi. New Course Proposal 6: ESP 3xxx Environmental Geology (4 credits)
- vii. New Course Proposal 7: ESP 4xxx Environmental Outreach and Communication (3 credits)
- viii. New Course Proposal 8: ESP 1xxx Field Immersion Experience (3 credits)
- ix. New Course Proposal 9: ESP 4xxx Land Conservation Techniques (3 credits)
- x. New Course Proposal 10: ESP 4xxx Undergraduate Research (1-4 credits)
- xi. New Course Proposal 11: ESP 2xxx Foundations of Environmental Policy (4 credits)
- xii. Create an ESP version of MT 4440 Climate change

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xiii. Curriculum Change Proposal: BS Environmental Science: change core requirements; change title of Community and Environment Option to Environmental Policy Option and change requirements; change requirements of Environmental Science Option
In addition, two Curriculum Change Proposals were submitted September 16th; neither documents was signed: To remove ESP 2150 Introduction to Geological Sciences; to remove ESP 4100 Applied Hydrogeology.

Committee members were invited to ask questions on proposals i.-xiii.

Time to graduation because of course offering? None of the core courses are offered less than annually.

If students fail a course, would they have to wait until it was offered again? Yes.

Likelihood of failure? Not very common; usually occurs by first year students. Upper-level majors are usually passionate about the major; they want to be challenged and to succeed.

Courses outside of the ES&P Department were courses that were not offered but were part of the Options.

“short list of acceptable alternatives”? Maybe not written well.

What is the list of alternatives? How would students know? Where are the alternatives shown? Something offered every semester.

Adding new courses. Why were some Fall 2016 courses cancelled, e.g., Soils, ESP 4200 Natural Hazards: Science and Policy? They were under-enrolled. Soils is now an elective. The faculty in the Department has increased to two full-time, one half-time, one administrator teaching part-time.

Need to create electives to reflect faculty’s expertise. If the faculty leaves, does the course go away or do you have faculty with the same expertise? Specialty courses are electives and are offered every other year. We have identified faculty to teach all core courses.

“Adapt to four credit model”. What would you remove? Why isn’t this proposal built on four credits? Many courses are four credits. The four credit model requires more time than four credit requires. If courses from other departments change to four credits, there may be problems, e.g., GE 2090 Computer Mapping. Also, we don’t know the impact of clusters.

Changes to existing courses in the program proposal is confusing. What are you deleting and what are you creating in the major/option requirements? We are adopting courses that have been experimental.

Advanced Conservation Ecology: meant to strengthen the students’ knowledge of ecology versus taking BI 4050 Ecology. The ES&P Department wants to offer more courses that are more ecologically based. There may be interest from Biology majors which will help with their enrollments.

MT 4440 Climate Change (INCO): proposal to co-listing it with ESP; same class. The ES&P faculty are talking to the Meteorology faculty about the prerequisites of MT 4440, which are: MT 2110, (PH 2130 or PH 2410), and (MA 2490 or MA 2550); Junior status. ES&P majors can count ESP 4440 as an elective. The ESP description is different from MT 4440. Meteorology will revise their prerequisites and description. ESP wants it to run every year; Meteorology can’t do that (they offer it spring of odd years). Lisa Doner can offer it every spring.

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New courses are adaptation of a graduate course? So it would be one course offered both graduate and undergraduate?

Lab courses with fees attached? Fees are to provide transportation and some equipment. Students want field-based courses; that's how they get jobs.

Do you give students a figure of costs that they will incur from the program because of the additional charges/course fees? No. Adventure Education does talk in the Catalog about additional expenses cause by their requirements.

Addition of courses (dropping BU 3220 Business and the Environment). There is no note of communication with Business. BU 3220 was in the options but not in the core requirements of the major. BU 3220 is in the Sustainability minor and many ES&P majors to that minor.

We offer:

- Environmental Biology, BS
- Environmental Chemistry Option, of BS Chemistry
- Environmental Planning, BS
- Environmental Science and Policy with two options, BS

ES&P talked with Biology about combining with ES&P. Biology did not want to get rid of their Environmental Biology major. Chemistry will drop their Environmental Chemistry Option.

Proposal to change major/options requirements (pages 4-5): adding six new courses; dropping 20 courses, not all of them are ESP.

Proposal to change major/options requirements (page 6): What provision is made for students currently enrolled in the program? "Students electing to take new courses may use student request to substitute electives." ES&P will submit a Blanket Agreement for ESP 2150.

All changes are effective Fall 2017.

Co-listing courses. Same as cross-listing?

PSU Course Syllabus Checklist: ES&P Department needs to follow. See <https://www.plymouth.edu/committee/faculty/files/2010/08/PSU-Syllabus-checklist-Appvd-06Feb2012.pdf>.

The Environmental Science and Policy Department was advised to withdraw their current proposals; to use the current New Course Proposal form; to create appropriate proposals for Blanket Agreements; to make any further corrections to their proposal to change the major and options; obtain all required signatures; to resubmit their proposals. The Department agreed to do so.

- b. Elect 2016-2017 Committee Chair. Hilary Swank was nominated by Scott; Maria seconded the nomination. Hilary is willing to serve for the year but she needs someone to conduct the October 21st meeting. David Mackey volunteered to conduct the October 21st meeting. Proposals should still be submitted to Hilary.

V. Discussion

- a. Catalog Deadline. Hilary met with Cynthia. We want to have a clear definition and to not deviate from it. The Committee will be voting electronically on all proposals. Only those proposals requiring discussion (as determined by Committee members) will be voted on in-person at Committee meetings. Proposals will be collected and sent to the Committee for electronic votes after each of the following deadlines:

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October 12th

October 26th

November 9th

November 21st (Monday, not Wednesday, because of Thanksgiving holiday)

December 7th

February 8th CATALOG DEADLINE for proposals needing approval beyond departments

February 22nd CATALOG DEADLINE for changes needing only department approval

March 8th

April 12th

April 26th

May 10th

- Advising for Fall 2017 begins April 3, 2017. When is the last time we can change fall courses? The departmental Administrative Assistants are now entering course information into the schedule for the spring semester of classes.
 - We should create an e-mail address for the Curriculum Committee; then all proposals would be submitted to that e-mail address.
 - Electronic voting is done twice a month
- b. Procedures and Electronic Voting. Add to vote choices: 'incomplete' to indicate that some information is missing.
- c. Managing Anticipated Workload.
- More electronic voting would help. We have a lower tolerance for incomplete proposals.
 - Cluster Guides are being urged to create Cluster courses. Are these coming? We have not formally changed to Clusters. Don't revert to using the Interdisciplinary Studies (IS) discipline code for Cluster courses. We need oversight for these new courses. If departments bring them, do we act or put them on hold?
 - Course blocks: 200 minute classes and open lab time. The Deans are researching block scheduling. Room availability is critical. Usage of rooms in buildings. Quality of the teaching environment; capacity as determined by Fire Marshall. Cynthia plans to have this study done in December. We may defer some decisions until we know the results of this study.
 - Do we start to ask on our forms, when will you offer the course? Lecture model vs experiential. The Deans are to get information to the Chairs about this and share it with the Curriculum Committee. Without discussion, do we ask departments to not submit proposals? Cynthia will pose Curriculum Committee questions.
 - Cluster-wide courses: need guidelines. How can we assign credits to a cluster course to be equitable? With the demise of academic departments, who will be responsible for the curriculum? Degree programs will continue. How do they next into a Cluster? Many program have accreditation standards to meet. We need to maintain the creditability of programs. Who makes sure courses are offered and enough sections are being offered? What will be the administrative structure, the infrastructure?

VI. Reports

- a. Systems Academic (formerly SAPC). No report.
See: <https://www.plymouth.edu/committee/faculty/files/2010/08/Curriculum-Change-Procedures1.pdf>. Cynthia is making changes to the Provost column which will include Dean and one signature. Experimental courses will be moved to the Chairs, except for the course fee, which will be moved to the Deans. Cynthia is also editing the titles included in the 2016 Curriculum Guide [see: <http://www.plymouth.edu/committee/faculty/faculty-committees-and-appointed-groups/curriculum/forms-and-documents/>].
- b. General Education Committee. The General Education Committee met April 25th and May 9th. They discussed the General Education Task Force Report. Changes to the General Education Handbook

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were discussed and approved. Two sunset renewals were approved and the Learning Outcomes Assessment Pilot Project was discussed. At their September 12th meeting Wendy Palmquist was elected Chair. They reviewed a summer meeting that was held to discuss Clusters and the First Year Seminar by a working group that included Custer Guides and General Education Committee members. They will also be meeting with the General Education Task Force members to discuss their recommendations.

- c. Council of Educator Preparation. Meets on September 19th
- d. Steering Committee. They are looking at Faculty by-laws and what needs to be changed. There is still no Speaker-Elect. Some department are holding off with proposals due to General Education and four credits. We may get some proposals as a result of the URSA process

The meeting adjourned at 4:45 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 21, 2016 at 2:30 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

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 written on October 21, 2016.