

## Curriculum Committee

November 18, 2016 – Student Senate Room (HUB 119)

### MINUTES

Present: Mary E. Campbell (consultant, non-voting), Scott R. Coykendall, Kimberly A. Ritchie, Maria A. Sanders, Hilary K. Swank, Cynthia W. Vascak, Roxana Wright [six voting members]

Absent: Laura M. Tilghman (new faculty observer, non-voting)

Excused: Patricia A. Cantor, Stacey L. Curdie, David A. Mackey

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

Cluster Guide: Adam W. Keul

Presenter of Proposal: John C. Krueckeberg

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 October 21, 2016 minutes were *approved as written*.

II. Electronic Business

a. Atmospheric Science and Chemistry:

i. CH 2000 Introduction to General Chemistry: change level to 1000; change title to Problem Solving in General Chemistry I. *Approved 7-0-0-2.* New course number is CH 1335.

ii. New course: CH 1340 Problem Solving in General Chemistry II (1 credit). A companion course to be taken concurrently with CH 2340. Intended for students with limited experience in chemistry. Covers the fundamental principles and theories presented in General Chemistry II, with an emphasis on solving the common problems seen in solutions chemistry, thermodynamics, kinetics, chemical equilibrium, acid-base chemistry, electrochemistry, and nuclear chemistry. Corequisite(s): CH 2340. *Approved 7-0-0-2.*

b. Music, Theatre, and Dance:

i. DNDI 2100 Empowering Youth Through Movement (CTDI): second experimental offering for Spring 2017. *Approved 5-0-0-4.*

c. Communication and Media Studies:

i. CM 3650 Communication Research Methods (QRCO): change to a 4000 level course. *Approved 5-0-0-4.* New course number is CM 4650.

ii. CM 3950 Internship: change credits from 3 to 1-3 credits; change grading from letter to Pass/No Pass. *Approved 5-0-0-4.* New course number is CM 3955.

d. Languages and Linguistics:

i. ~FR 1015 Fundamentals of French I (DICO) (GACO): change title to French Language and Culture Studies I.

~FR 1025 Fundamentals of French II (DICO) (GACO): change title to French Language and Culture Studies II. *Approved 5-0-0-4.*

ii. ~FR 2030 Intermediate French I (DICO) (GACO): change title to French Language and Culture Studies III; change course description to: Continued study of the language and cultures of the French speaking world. Appropriate for students who have had the equivalent of 1 year of French at the university level or 2 years of high school French. Conducted in French. Falls. Change Prerequisite to: Prerequisite(s): 1 year of university level French or 2 years of high school French.

## Curriculum Committee

- ~FR 2040 Intermediate French II (DICO) (GACO): change title to French Language and Culture Studies IV; change course description to: Continued study of the language and cultures of the French speaking world. Appropriate for students who have had the equivalent of 1 year of French at the university level or 2 years of high school French. Conducted in French. Falls. Change Prerequisite to: Prerequisite(s): 1 year of university level French or 2 years of high school French. *Approved 5-0-0-4.*
- iii. FR 3030 Advanced French (GACO) (TECO): change title to French Popular Culture and Technology. *Approved 5-0-0-4.*
- iv. Delete the following courses because they have not been offered in the last three years:  
AC 1015 Fundamentals of Arabic I  
AC 1025 Fundamentals of Arabic II  
CN 1030 Fundamentals of Chinese III  
CN 1040 Fundamentals of Chinese IV  
FR 3100 Theme et Version (Translation Workshop)  
FR 3220 Readings in French II  
LL 1015 Introduction to Japanese Culture (GACO) (experimental Spring 2014)  
LL1016 Strategies for Success on a University Campus in the United States  
LL 2150 Introduction to Canadian Studies  
LL 3000 American Sign Language III  
LL 3010 American Sign Language IV  
LL 4450 Modern Languages Capstone Seminar  
*Approved 5-0-0-4.*
- e. Health and Human Performance:
- i. Blanket Agreement: HE 4880 Health Promotion Internship (4-12 credits) substitutes for HE 4440 Internship (6-12 credits), *effective Fall 2016. Approved 5-0-0-4.*
- f. College of Business Administration:
- i. BU 4380 Sales Internship (1-3 credits): delete course, *effective Spring 2017. Approved 5-0-0-4.*
- ii. ~Professional Sales minor: replace BU 4380 with BU 4600, *effective Spring 2017.*  
~Professional Sales certificate: replace BU 4380 with BU 4600, *effective Spring 2017.*  
*Approved 5-0-0-4.*
- iii. EC 4600 Economics Internship (3-12 credits): change credits from 3-12 credits to 1-12 credits; change grading from letter grade to Pass/No Pass; change course description to: Students gain work experience by applying economic theory learned in courses to on-the-job assignments in host organizations. Internships are supervised with planned objectives and a prescribed number of on-site work hours for which academic credit is earned. Open to students who have completed courses relevant to the position and have demonstrated self-discipline, motivation, and academic success in economics courses. 1 credit=40 hours of work experience. Repeatable for a maximum of 12 credits, of which a maximum of 3 credits may apply to elective credits within a business degree program; up to 12 credits apply to credits required for graduation. Pass/No Pass. Change prerequisite(s) to: Junior or Senior status; minimum 2.75 cumulative GPA; permission of instructor.  
*Approved 5-0-0-4, effective Spring 2017. New course number is EC 4620.*
- iv. BU 4600 Business Internship (3-12 credits): change credits from 3-12 credits to 1-12 credits; change grading from letter grade to Pass/No Pass; change course description to: Students gain work experience by applying knowledge and skills learned in courses to on-the-job assignments in host organizations. Internships are supervised with planned objectives and a prescribed number of on-site work hours for which academic credit is earned. Open to students who have completed courses relevant to the position and have demonstrated self-discipline, motivation, and academic success in their major. 1 credit=40 hours of work experience. Repeatable for a maximum of 12 credits, of which a maximum of 3 credits may apply to elective credits within a business degree program when BU 4620 is listed as an elective in the program and the Internship work experience

## Curriculum Committee

is in the discipline to which the credits are applied. Pass/No Pass. Change prerequisite(s) to: Junior or Senior status; minimum 2.75 cumulative GPA; permission of instructor.  
*Approved 5-0-0-4, effective Spring 2017. New course number is BU 4620.*

### III. Unfinished Business

#### a. Languages and Linguistics:

- i. BA French: change requirements of the major. *Approved 6-0-0-3.*
- ii. New course: LLDI 2300 Comedy and History in Foreign Film (3 credits). Examines the comedic mode through the lens of historical films. Ranging from Pasolini to Mel Brooks, course materials offer the students opportunities to consider the efficacy of comedy as social criticism and satire as well as understand more about specific historical moments by examining their on-screen representation. Falls. (PPDI) (GACO) *Approved 6-0-0-3.*

#### b. Atmospheric Science and Chemistry:

- iii. New course: CHDI 1800 Chemistry for a Sustainable World (3 credits) (SIDI). Fundamental principles of chemistry and how they apply to environmental topics and sustainability. Real world contexts engage students on personal, community, and global levels. Focus on understanding how scientific data is interpreted and implemented. Environmental challenges like global climate change, energy, water, food, and agriculture are addressed, and the risks and benefits of our actions on these global issues. (SIDI) *Approved 6-0-0-3, effective Spring 2017.* [CHDI 1800 was offered Spring 2016 as an experimental course.]

#### c. History, Philosophy and Social Studies Education (PPDI):

- iv. HIDI 1350 Medieval Legacies in Our Modern Era: second experimental offering for Spring 2017. *Approved 6-0-0-3.*

### IV. New Business

None.

### V. Discussion

#### a. Pre-Approved Contract for BS Interdisciplinary Studies: Dance Entrepreneurship

“There is no mechanism for tracking these students because ‘tracks’ don’t exist. The registrar has requested we decide what to do. One idea is to change ‘track’ to ‘option,’ something to which Robin DeRosa has strong objections. Discuss possible ways to proceed.”

The Curriculum Committee approved the addition of a Dance Entrepreneurship “track on February 19, 2016; authorization for the use of “track” was unknown. At the March 2, 2016 Faculty meeting a motion “from Interdisciplinary Studies to add a pre-designed ‘track’ in Interdisciplinary Studies called ‘Dance Entrepreneurship’ (BS)” was discussed. [See minutes of Faculty meeting at <https://www.plymouth.edu/committee/faculty/files/2010/08/fac-meeting-minutes-FINAL-mar-2-2016.pdf>.]

This Pre-Approved Contract for BS Interdisciplinary Studies: Dance Entrepreneurship was scribed into DegreeWorks for the 2016-17 catalog. Once a student is approved by the IS Council for this Pre-Approved Contract and the Registrar’s office is notified, the student is assigned an attribute for this Pre-Approved Contract, which allows the student to monitor his/her progress using DegreeWorks.

A series of e-mails this semester with Robin DeRosa, Roger Scroggins, and Stacey Curdie were posted to the Curriculum Committee’s Moodle page. Dean Vascak will ask the Interim Registrar if we can build these programs into DegreeWorks when the Ellucian update occurs. Calling this Pre-Approved Contract an option makes it easier to collect IR data. There is an interest in wanting to make it easier for the student to declare this Pre-Approval Contract. We could look at other institutions who have interdisciplinary programs. Should the Interim Registrar come to the Curriculum Committee to discuss a possible change to option for this Pre-Approved Contract? The

## Curriculum Committee

Committee agreed to continue the attribute method of having the student's IS program audited in DegreeWorks, pending future changes in DegreeWorks. We should have processes in place before we allow such requests.

We should ask the Interim Registrar and others how we will implement new things due to having Clusters. We need communication about can we do xxx because of Clusters. What other needs will there be due to Clusters? What is the faculty wish list? Examples: create an Elective Block in DegreeWorks so students can find courses that count as electives and can hover over them as they can with the courses that satisfy General Education. Advisors can't get to DegreeWorks easily (new webpages).

### b. By-Law Changes

"We need to establish correct membership and voting status, specify quorum rules (in-person and electronic) and make other corrections as needed."

Composition: The Curriculum Committee is composed of twelve voting members: the Associate Vice President for Academic Affairs, Registrar, seven faculty members (no more than two of whom are Department Chairs), and three members selected from the student body to be chosen by procedures established by the Student Senate. Only one member of a department may serve on the Curriculum Committee at one time.

- Selection of Faculty: To fill annual vacancies, each department which is not represented or which is losing representation, will present the name of one nominee to the Nominating and Balloting Committee. Election is by majority vote of the faculty. Regular term of office shall be three years.
- Students: Student members are chosen by procedures established by the Student Senate.
- In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years service at PSU. There shall also be a non-voting representative selected by the President's Commission on Diversity.
- The Chair: The Chair of the Committee is elected annually by the members of the Committee.
- Consultants: The Committee may invite as many consultants as it wishes and as often as it wishes.

*[amended 9-2-09 and 12-4-13]*

Function:

- (1) Faculty members of the Committee are considered representatives of the entire faculty.
- (2) Departments shall have the right to present all curricular proposals before the Committee and shall be considered advocates for the proposals so presented.
- (3) The Committee oversees all courses and programs offered by the University. The Committee considers proposals for curricular changes initiated by departments and other curricular groups and acts to ensure the integrity and coordination of all aspects of the curriculum.
- (4) The Committee considers and approves, or denies by its own authority, all minor\* changes in the curriculum. The Committee publishes minor\* changes on the Web. Action on minor\* changes becomes official on the twenty-first day after the action is posted, unless a member of the faculty lodges an objection to the change with the Faculty Speaker prior to the twenty-first day.
- (5) The Committee brings before the Faculty the Committee's recommendations concerning all proposed major\* curricular changes.
- (6) The Committee may, by its own initiative, develop and implement curriculum review processes.

\*Major and minor are operatively and dichotomously defined. A minor change is one which is not major; a major change is one which either a member of the Curriculum Committee declared major during the meeting at which the matter was deliberated, or a member of the faculty, within 20 days of posting, has declared major to the Faculty Speaker. Upon being declared major, the Faculty Speaker will notify the Chair of the Curriculum Committee and the person responsible for the proposal. The latter person must provide, in a timely fashion, the Faculty Speaker with the proposal and any supporting materials. *[amended 12/5/07 and 5-6-15]*

c. Relationship with other committees:

The Council of Teacher Education reports to the Curriculum Committee.

*[amended 5-7-97, 5-5-99, 11-3-99, 12-6-00, 12-3-03, 4-7-04, and 4-4-07]*

Representative from Academic Affairs?

What is the reason for having the Registrar as a voting member?

Is it appropriate to have a Dean as a voting member?

Should we have only one administrator so the faculty has the majority vote?

We could have the administrator present at meetings but not vote.

What is the General Education Committee doing about a representative from Academic Affairs?

## Curriculum Committee

Steering Committee said to ask the Deans what they thought.

- Student members: we are supposed to have three students. Should we continue with three students? Their positions have been vacant for awhile. What is the rationale for having students on the Committee? What brings students to the table? Do they speak for the students or vote just for themselves? They don't bring expertise as the faculty and administrators do.

Definition of quorum, for online voting and for committee meetings? One-half of the membership = quorum. Non-voting versus voting members.

We would like a Dean to be present. There is a void of information if the Dean is not present. If the administrator was unable to come affects the quorum versus having the administrator as a non-voting member, which doesn't affect the quorum.

Require versus by invitation for agenda topics?

A representative from the Registration's Office? Being named as non-voting member? Expecting someone from the Registrar's Office?

A consultant is not required or expected to attend.

Having administrators on the Committee was meant to have engaged in shared governance.

Inviting to the table and giving them a vote gives a buy-in from administrators.

Is this the right time to talk about this if change happens again next year?

Suggest to be vague so use "representative from academic affairs."

Reflect what your needs are.

- Associate Vice President for Academic Affairs position [voting member] becomes representative from Academic Affairs [as ex-officio non-voting member]
- Registrar becomes an ex officio (non-voting) member; consultant from Registrar's Office
- Increase faculty by two? If so, would it make it harder to fill the other committees?
- Students: expertise they bring? Have them attend but not vote? Would like to have them attend; participate but not vote. If we have a service transcript for students, serving on the Curriculum Committee could be noted there.

Have seven faculty and a quorum of five.

Take draft to Steering Committee; the proposed motion would be on the agenda for the December 16<sup>th</sup> Curriculum Committee meeting; if approved, the motion goes to the February 1, 2017 Faculty meeting. Delete voting from Registrar, students, and Academic Affairs representative.

### c. Experimental Offerings

"We had the problem this month of courses being put in the schedule that had not been approved for second or permanent offerings. There is also some concern that experimental offerings may skirt governance and/or be overused as we transition to integrated clusters."

Some experimental courses are in the spring schedule of courses that are 2<sup>nd</sup> experimental offerings and had not been submitted to the Curriculum Committee. Chairs can put them in the schedule but zero cap them until they are approved by the Curriculum Committee for either a 2<sup>nd</sup> experimental or permanent offering. Offering an experimental course in the fall semester and then offering it in the

## Curriculum Committee

immediate spring semester does not give time for a good evaluation of the 1<sup>st</sup> offering. Perhaps we should create a policy to not allow a 2<sup>nd</sup> experimental offering until the 1<sup>st</sup> offering is completed and the instructor can get a good response from the course evaluation. Having a semester between the 1<sup>st</sup> and 2<sup>nd</sup> offering would give time to analyze the 1<sup>st</sup> offering and reflect.

Is there a limit to the number of sections of an experimental course that can/should be offered?  
Should only one section be offered?

How does one know the course is an experimental offering? Should something be added to the course ID? Should we have some designation so we know it is an experimental course?

Should faculty bring the 1<sup>st</sup> experimental offering to the Curriculum Committee, so then the Committee would know? In the past the 1<sup>st</sup> experimental offering went to the Associate Vice President for Academic Affairs, who was a member of the Curriculum Committee and of the General Education Committee.

Electronic voting helps to get a decision sooner.

Experimental offerings are flexible; offer opportunities for creativity. Experimental offerings bypass quality-based review. Faculty in a department sometimes do not always have any knowledge of an experimental course being offered by their department.

There is a meeting on November 30 for all faculty, hosted by Cluster Guides and including the Curriculum Committee and the General Education Committee. We should have a position and then based on that conversation, we could maybe go forward with a motion.

For the December agenda, possible motions are:

- By-law changes
- Experimental courses

d. Clusters and Curriculum:

“Committee’s Role in November 30<sup>th</sup> event?”

How to collaborate with guides?

Continue discussion from last time about mechanisms to accommodate Cluster “activities” such as courses, open labs, research, etc.”

What is the Curriculum Committee role with Clusters?

Cluster proposals/actions should go through regular process with Curriculum, with Gen Ed?

A taskforce has to have a charge to do something.

The Cluster Guides asked last month about creating a Cluster discipline code. The curriculum Committee approves Discipline codes.

Proposed changes for IS 1111 First Year Seminar sound like a substantive change.

Try to do Clusters following the regular procedures of Curriculum Committee; use experimental offerings and/or special topics.

Have questions about four-credit courses, separate from Clusters

Start to communicate what the thoughts/plans are; searching for information. Ask the Cluster Guides on November 30<sup>th</sup>.

e. Four Credit Model:

“How many credits in a degree with the four-credit model? 128 or 120?”

How to proceed with approvals?

What guidelines do we offer to programs?

Other questions arising from committee members or faculty?”

## Curriculum Committee

How many total credits: 120 or 128? Take content you have and figure how to present that in 120 credits. Not complete understanding of four credits. Create some guidelines? How to do that? Meet with the Deans?

Repackaging of curriculum to go to four credits and have electives (maintain 15 credits) and keep 120 credits.

With the Lego system of how one, two, three, and four credits can be scheduled, would it be easier to have a variety of credits?

The Curriculum Committee should develop guidelines for going to four credits. A minimum of the degree is 25% for the major. Some majors require competencies versus individual courses. Each program should know what their accreditation requires. We don't know if General Education is going to be four credits.

Keep 15 credits of electives and 120 total credits; reorganize other credits. The major should not be growing if you are rearranging the content.

Let's hear the November 30<sup>th</sup> discussion and decide afterwards.

### VI. Reports

- a. General Education Committee. The General Education Committee met October 24<sup>th</sup> and November 14<sup>th</sup>. The President attended the October 24<sup>th</sup> meeting. General Education attributes were approved for CHDI 1800 Chemistry for a Sustainable World (SIDI), LLDI 2300 Comedy and History in Foreign Films (PPDI) (GACO), and ESDI 2500 Environmental Science (SIDI). They considered necessary By-law changes.

The two Working Groups, First Year Experience and the Gen Ed/Cluster Process, met November 7<sup>th</sup>. Each Group reviewed their work thus far and the proposed plans for additional discussion/decisions. They decided to have a meeting with the faculty and Curriculum Committee on November 30<sup>th</sup>, 3:30-5 pm to present their ideas (e.g., themes for First Year Seminar; General Education Certificates). Three break-out sessions will be included for First Year Seminar, Curriculum, and General Education.

- b. Council of Educator Preparation. Scheduled to meet November 21<sup>st</sup>.
- c. Steering Committee. No report due to the lateness of the hour.

The meeting adjourned at 5:05 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, **December 16, 2016 at 2:30 pm.**

Respectfully submitted,

Mary E. Campbell, Scribe  
Director of Curriculum Support

## Curriculum Committee

<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 accepted as written on December 16, 2016.*