

## Curriculum Committee

April 15, 2016 – Student Senate Room (HUB 119)

### MINUTES

Present: Mary E. Campbell (consultant, non-voting), David A. Mackey (left at 3:10 pm), Mary Beth Ray (new faculty observer, non-voting; arrived 3 pm), Kimberly A. Ritchie, Maria A. Sanders, Daniel Spearman (student, Voting), Hilary K. Swank (Chair), Ann E. Thurston (arrived at 2:50 pm), Roxana Wright, David Zehr (arrived at 2:50 pm) [eight voting members]

Excused: Christian Bisson, Kurt A. Schroeder

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

Observer: Sarah L. Robertson, Associate Registrar for Graduate Studies

Presenters of Proposals: Lourdes B. Aviles, Patrick J. May, Mary Ann McGarry,

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.

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

I. The February 19, 2016 and March 22, 2016 minutes were *approved as written*.

II. Unfinished Business

a. Atmospheric Science and Chemistry:

*Motion to remove this proposal from the table was approved 7-0-0-3.*

i. MT 4550 Topics in Meteorology: change credits from 3 to 1-4. Change prerequisite to Meteorology major and permission of the instructor. *Approved 7-0-0-3.* New course number is MT 4560.

b. Social Science:

i. New course: ANDI 1200 Artifacts, Customs and Fossils: Study Humans Through Anthropological Perspectives (3 credits). Anthropology brings insights into humankind's past, present, and future. Explores what it means to be human through the perspectives and methods of linguists, ethnographers, biological anthropologists, and archaeologist. Students understand the advantages of examining contemporary issues through multiple scientific methods and how doing so can provide a holistic outlook on the diversity of human experience. Falls and Springs. (SIDI) *Approved 7-0-0-3.* [SIDI was approved by the General Education Committee February 22, 2016.]

III. New Business

a. Environmental Science and Policy:

i. Second Experimental Offering: ESP 3220 Introduction to Ecological Economics for Fall 2016. First offering was Spring 2015. *Approved 7-0-0-3.*

IV. Discussion

a. Meeting Schedule. Given the anticipated increase in curricular proposals for next year, what can we consider to improve efficiency and productivity? Increased use of electronic voting? Additional February meeting? (or early March?) Other ideas?

- Substantial issues should come to the Committee for discussion and action.
- Electronic voting has been for items that were not required to go beyond the departmental level of approval
- Add to electronic voting the ability to ask simple questions. If the proposer can answer the questions prior to the meeting, then the decision could be accomplished with an electronic vote.
- Put all proposals up for electronic voting but do not include proposals that are not signed

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- If any committee member has questions that are not simple or the proposer does not respond in time, then the proposer comes to the committee meeting
  - Committee members need to vote on time, twice a month
  - Where is the URSA process? Should we expect more program/course deletions? Some programs are still under review. There is a level 1 review April deadline. When will decisions be made? Curriculum Committee could request information on what might be dropped.
  - The Provost has asked, what should happen if a program is recommended to be deleted but the faculty does not want to do so. It could come to the Curriculum Committee; it could be declared major and go to the full faculty. The curriculum lives with the faculty but the finances of the University need to be considered.
  - Need a timeline on decisions for this first review. Choices are: consolidation; deletion; continuation with revisions.
- b. Selection/election of a New Chair. Our next meeting falls after graduation. Therefore, our next meeting is in September. Select/elect a chair in the fall when new members have returned to campus? (Pat is on sabbatical and Scott is returning after his semester teaching abroad).
- Usually the new members of the Committee are invited to attend the May meeting and participate in electing a new Chair. They were not available to come today.
  - The Committee agreed to wait until their September 16<sup>th</sup> meeting to elect a Chair. Hilary agreed to call the first meeting to order.
- c. Academic Minors. Is this something we want to leave for the committee next year? Something to put on hold in the midst of so much other upheaval and our anticipated workload? If we want to pursue it, we should put a plan and some work-groups in place.
- We need to decide (a) a definition for an academic minor and (b) the rules pertaining to an academic minor.
  - The current rules for academic minors do not allow DegreeWorks to audit academic minors.
  - Students/advisors are unclear on what counts for a minor and what counts for electives. Can courses shown in DegreeWorks as electives apply to requirements for an academic minor?
  - How many students have declared academic minors?
  - The Curriculum Committee has a heavy workload next year.
  - There are Curriculum Planning Guides for academic minors on the Undergraduate Studies web page.
  - An academic minor is an important issue. We need time and resources to address this topic and we need to address it.
  - The Committee decided that the topic of academic minors is officially off its plate.
- V. Reports
- a. Systems Academic (formerly SAPC). No report.
- b. General Education Committee. They met March 28<sup>th</sup> and April 11<sup>th</sup>. Discussion items included the assessment plan for the learning outcomes for the Directions, the pilot project done Fall 2015, and the task of assessing the program. With the current topics being discussed by the faculty, a new General Education program may be created. The election results for membership on the General Education Committee for 2016-17 were dismal. We are waiting for the final report of the General Education Task Force. We are discussing the sunseting requirements. Next year we may focus on assessment. The General Education Committee meets again April 25<sup>th</sup> and May 9<sup>th</sup>.
- c. Council of Educator Preparation. They met March 21<sup>st</sup>. Most of the time was spent on having a conversation with President Birx: How do we see educator preparation fitting and thriving within the cluster model?

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- What is PSU's commitment to remaining an institution that places great value on educator preparation?
  - Is the institution willing/planning to commit the resources needed for high quality educator programs and CAEP accreditation?
  - What factors will influence the size and types of education preparation programs offered at PSU from this point forward?
  - Is there an expectation that educator preparation programs will grow, remain the same, or be discontinued? How will these decisions be determined?
- d. Steering Committee. They talked about what would happen to a program if there is disagreement about its status.

The Chair thanked Mary Beth and Kimberly for their participation this academic year. The Committee thanked the Chair and the Scribe.

The meeting adjourned at 3:25 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 16, 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 September 16, 2016.*