

Plymouth State University Curriculum Committee
April 19, 2019 – 2:30pm, HUB 119

MEETING MINUTES

Present: Mary Campbell (Director of Curriculum Support, non-voting), Liz Rosencrum [Observer, non-voting], Tonya LaBrosse (Registrar, non-voting) Scott Coykendall (Chair), Liz Ahl, Pat Cantor, Dave Mackey, Roxana Wright, Jonathan Couser, Christie Sweeney, Jason Moran [Observer, non-voting], Matthew Wallace [Observer, non-voting], Meghan Schaffer [Observer, non-voting], Gail Mears [Observer, non-voting], Jeremy Heidenreich [Observer, non-voting]-eight voting members present. Kyle Burke [late arrival]

Excused: Mary Earick

Presenter of Proposals: Justin Wright, Julie Bernier, Ross Humer, Eric Spieth, Deborah Brownstein, Scott Mantie, Matthew Cheney, James Whiting, Peter Parker [late arrival]

Scribe: Kelli Kemery

Scott Coykendall, Chair, called the meeting to order at 2:30 pm.

I. Approval of the Minutes from February 15 (see Curriculum Committee, [April Folder](#)).

II. New Business:

[All files can be found here.](#)

a. **TESOL (Packaged i, ii, iii, iv, v, vi, vii, viii, ix, x, xi, xii, xiii, xiv)**

All proposals were APPROVED 7-0-0-2

*****Discussion: Provost approval confirmation. Need to pay attention to students currently enrolled in the 3 credit versions.**

Note that supporting files (letter to students, explanation of 4-credit changes) have the prefix “20_”.

- i. Delete LI 2000 Introduction to Language and Linguistics [see documents with the filename prefix “21”]
- ii. Change LIDI 2020 Queer Language Culture & Identity to 4 credits [see documents with the filename prefix “22”]
- iii. Change LIDI 2450 Creating Language to 4 credits [see documents with the filename prefix “23”]
- iv. Change LIDI 2500 History of the English Language to 4 credits [see documents with the filename prefix “24”]
- v. Change LIDI 2950 Language Acquisition to 4 credits [see documents with the filename prefix “25”]
- vi. Change TE 3300 Foundations of Multilingual Multicultural Studies to 4 credits [see documents with the filename prefix “26”]
- vii. Modify catalog description of TE 4100 TESOL Methods and Practices to reflect additional content covered [see documents with the filename prefix “27”]
- viii. Delete TE 4300 Literacy in Language Learning [see documents with the filename prefix “28”]
- ix. Change TE 4820 Language Assessment to 4 credits [see documents with the filename prefix “29”]
- x. Revise TESOL Minor Program of Study [see documents with the filename prefix “30”]
- xi. Revise TESOL Cert Program of Study [see documents with the filename prefix “31”]
- xii. Revise Applied Linguistics minor [see documents with the filename prefix “32”]

- xiii. Blanket Agreement UG [see documents with the filename prefix “33”]
- xiv. Blanket Agreement Grad [see documents with the filename prefix “34”]

b. HHP (Julie Bernier)

Please see supporting document “06_supporting document for RAD for women and men”

- i. New course: PE 1555 Self-Defense for Men-RAD [see files with filename prefix “06_”]

HELD OVER FROM ONLINE VOTE

APPROVED 7-1-0-1

***** Discussion: Dave Mackey proposed questions related to the current gender identity concerns and the related changes within the University. Therefore, why separate courses by gender? Julie advised that the course is updated regularly by RAD. and spoke of the gender related concerns for women and the importance of separating the classes on the basis of those gender related concerns. For example, woman’s strengths and body size and psychological concerns between genders. Most enrolled presently are survivors of rape or sexual assault. Feel very strongly that there are a large number of students who wouldn’t take the class if it were not separated by gender. Gender Identity question will be addressed by Julie with RAD. Gail Mears concurred that this is the solution for now until the issue of gender identity is addressed directly with the national organization, RAD. Needs further review for gender neutral curriculum/classes. Core of 4 instructors presently teaching the course, two non-police officers and 2 police officers.**

c. Math (Justin Wright)

- i. To limit the MA courses new MA majors can transfer [see files with filename prefix “13_MATH”]

*****Discussion: Proposal was submitted prior to February meeting. Motion tabled until Academic Affairs Committee considers impact on transfer policy. Registrar’s office proposed concerns regarding the housekeeping/tracking related to making a transfer policy program/major specific. Needs to be a University consistent policy. Curriculum Committee would like to hear creative solutions/suggestions from Academic Affairs Committee. Justin will continue discussion with the Academic Affairs Committee. Curriculum Committee is happy to hear proposal again in the Fall or Spring.**

d. COBA (Scott Mantie, Eric Spieth, Deborah Brownstein, Ross Humer)

- i. Approve new course BU4050 Lean Incubation and Business Launch [see files with filename prefix “15_TIDE”] **(Packaged i, ii) APPROVED 8-0-0-1**
- ii. Approve new course BU3050 Entrepreneurial Growth and Strategy [see files with filename prefix “16_TIDE”] **(Packaged i, ii) APPROVED 8-0-0-1**

*****Discussion: In depth discussion on general “TIDE” program. It’s value, details, needs, certificate vs minor, implications with financial aid, etc. Scott reminded of sensitivity to reducing electives with transition to 4 credit courses. Scott will place on September agenda for additional discussion on this program. Early program submission applauded.**

e. Interdisciplinary Studies (Matt Cheney)

- i. Increase the number of credits allowed in the program to 55 [see files with filename prefix “14_”] **APPROVED 8-0-0-1**

*****Discussion: Currently minimum of 51-53 credits. Moving to new max of 55 credits. Questions proposed: Will it solve the problem? Why did it appear ½ of the counsel abstained? Matt advised that there were no abstentions per say, there was no return communication. Counsel just deferred to Matt, which per Matt, is not uncommon. Matt advised, yes it will solve the problem “for the moment”. Liz Ahl opposed.**

f. Summer Ascent courses

- i. Approve IS 1304 Oral Storytelling for a second offering [see files with filename prefix “11_Ascent”] **(Packaged i, ii) APPROVED 8-0-0-1**
- ii. Approve IS 1308 Expressing Yourself Via Websites [see files with filename prefix “12_Ascent”] **(Packaged i, ii) APPROVED 8-0-0-1**

g. Inactivating Courses

- i. The [list of courses to be inactivated](#) has been updated. Some departments wrote to say that they were happy to have those courses made inactive, some included rationales for maintaining the courses as active. Most did not respond.

APPROVED 8-0-0-1

***** Discussion: Minimal response from faculty. Faculty were asked to provide rationale for not closing the course(s). Also discussed process moving forward. Liz Ahl offered to lead any faculty related discussions that are needed pertaining to inactivated courses. Registrar explained the difference between deleting and inactivating courses. Keeping the following courses listed below and inactivating the rest on the list.**

- **CS 2990 Algorithm Dev Under Time Const**
- **EN 5620 Promising Pract Tchng Wrtnng**
- **ESP 3300 Soils and Environmental Change**
- **ESP 5040 Environmental Consulting**
- **ESP 5080 Soils and Environmental Change**
- **ESP 5210 Forest Ecosystems**
- **ESP 5620 Environmental Law & Policy**
- **MT 4400 Numerical Weather Prediction**
- **PE 2525 Group Exercise Leadership**
- **PS 3260 Perception**
- **PS 4800 Adv Research Sem in Psychology**
- **PY 3840 Pragmatism**
- **CH 5910 Independent Study**
- **EV 5560 Spec Topics in Enviromntl Sci**
- **FR 5910 French Independent Study**
- **GE 5910 Independent Study**
- **SO 5140 Special Topics in Sociology**
- **SO 5910 Independent Study in Sociology**
- **TH 5910 Independent Study**

h. Updating curriculum forms

All revised forms are in the folder for the meeting.

- i. New Course Proposal
- ii. Curriculum Change Proposal
- iii. Experimental Course Proposal

(Packaged i, ii, iii) APPROVED: 8-0-0-

*****Discussion: Scott added info on the form(s) and revised. URL’s pointing toward curriculum guide. Also, faculty were confused and incorrectly assumed that by answering “yes” to the question regarding deleting a course, this meant the course was deleted. A new form is required for that action. Additional discussion surrounding the signatory line and COBA. Changed signatory area. Scott revised to say, “Designated Signatory”. RE:**

Cluster Codes-Registrar advised to be careful of the # of digits in the code format that is proposed in order to stay aligned with Banner and new curriculum software. What is the advantage of having a cluster code? Topic to be re-visited in the Fall. Test case(s) may be needed.

II. Discussion:

- a. Election of chair for 2019-2020

Scott Coykendall will remain committee chairperson for 2019-2020.

- b. Update on Courseleaf/CIM (Tonya) and feedback from committee on setting the choices for the Instructional Type during the course proposal process in CIM.

*****Discussion: Courseleaf/CIM coming in the Fall! Current process is to fill out forms, submit to Curriculum Committee, committee online votes or meets to discuss. Courseleaf/CIM will change all of that. For faculty, the process of submitting a course proposal will be done through a web application. The Curriculum Committee will not see the proposals until they have been signed off by the Provost's office thus eliminating the circumventing of prior approvals. It will change processes for the committee. The design of the application and workflow process is solid, per Scott. Going to need to write more documentation on "help" guides and develop sufficient training for faculty. Deadlines for faculty proposals will change dramatically. Fall schedule will advise now that the Curriculum Committee will not accept new proposals and be able to submit via Courseleaf after the last day of the Fall semester. Workflow will change. The Curriculum Committee will review in batches in January and approve online or schedule for February meeting. Problematic proposals can be sent back and the Committee will consider revisions through February deadline. Also requires a commitment from the Provost's office to review the proposals timely. Anything that impacts the student's progress through a degree program must go through the Provost's office. Provost deadline needs to be established to help guide the Faculty submittal deadline. New process will be beneficial to both Registrar's office and Curriculum Committee allowing for less bottleneck at the last minute. Plan is to release a joint statement next week between Curriculum Committee and Provost's Office.**

Registrar asked: Do we want to bring some of the pilot ideas to Curriculum Committee, bring Robin to discuss, involve same 5 working on it now? Time is of the essence. Launch is scheduled for end of summer. Registrar advised Courseleaf is "up and running". Need volunteers from Curriculum Committee to assist the Registrar's office with the launch. Mid-July proposed date to begin.

- c. Follow-up on discussion with Traci and Gail about administrative support for curriculum
- Met with Cathie, Brandon, Traci, and Gail on 3/28 to discuss need for curriculum consultation & coordination between the Gen Ed & Curriculum committees

*****Mary Campbell has been reinstated as the Director of Curriculum Support per Scott.**

- d. Review [Curriculum Committee Guide](#)

*****Discussion: Several people have sent comments to Scott. Scott has addressed all of them. Imperative to get the guide published. Scott will make links go "live" with the Committee's permission. Scott invites folks to continue to make comments. Courseleaf will force some changes. Additional conversation tabled until the Fall 2019 meeting.**

- e. [Fall Schedule](#) & Training

- f. Summer Ascent (**Jason Moran**)

- Some faculty group needs to take ownership of the academic portion of this program so that they can assign/recruit/maintain the course offerings

- Is it possible to create a toolkit version of a special topics course? That way course ideas could be submitted to the above group and not require faculty to come through CC. This would likely be easier for the RO, as well.

*****Discussion: There is no faculty counsel for these at present. Need a group for governance and academic integrity. Liz would like to participate but it boils down to bandwidth and timing. When is the right time? Gail suggested that a group of faculty get together with Robin to discuss. Scott notes that this should be part of the overall effort with increasing retention and recruitment. Jason Moran advises that now is the time to be having these discussions. The co-curricular piece resides and should continue to reside in student success area. Liz suggested this be by discipline in which case the department would take over the curricular responsibility? Discussion surrounding compensation as an issue, institutional expectations, programmatic vision, scheduling concerns. Needs to be institutional ownership of the program. Gail advised that she will put a group of faculty together to form a Summer Ascent Council to determine how to move forward with some structure that would be supported. Perhaps frame it in the same manner as Gen Ed is framed. Right now it is not seen the same. Jason's concern is the timing of a resolution. Gail believes it is "solvable" but need to move forward with a group to discuss with the Provost. University Days may be an opportunity and the best forum. Scott suggested it might be helpful to have one of the members of the counsel that oversees "the wicked problem" and the retention group there to provide insight and assistance. Form a counsel later. Scott further suggested that submitting proposals through the curriculum committee may have dampened enthusiasm to participate. Toolkits in general may be more popular if not such a process. Suggestion made to form a student focus group to provide feedback on the program. More discussion is needed, will revisit at Fall meeting, Gail will develop faculty group between now and then.**

g. Cluster Curriculum

- The A&T cluster is planning to bring a proposal in the fall:
 1. to create an ATX cluster-course code designation with a view toward creating a cluster capstone. Could --X be the template for cluster codes (e.g., Education, Democracy, & Social Change = EDX; Justice & Security = JSX; TESD = TEX; Health & Human Enrichment = HHX; Innovation & Entrepreneurship = IEX; Exploration & Discovery = DSX...or EXX)?
 2. To create a cluster version of the toolkit as a special topics course.
 3. To create a cluster INCAP

*****Discussion: [g. 1, 2 & 3] Skip/abled for future discussion in the Fall. [See 1. h i, ii, iii]**

h. Other: _____

III. Electronic Business:

a. April online voting

TESD

- New course: AN3620 Archeological Field Methods
APPROVED 9-0-0-0

Computer Science

- Change the prerequisite for CS 3600 Database Management Systems from "CS 2370 and (MA 2200 or MA 2250 or MA 3200)" to "CS 2370 and (MA 2200 or MA 2250 or MA 2700)"
APPROVED 7-0-0-2

HHP

- Blanket agreement for the MS in Athletic Training
APPROVED 7-0-0-2
- Blanket agreement for Health and Human Performance majors in [BS in Allied Health Sciences; BS Athletic Training; BS in Exercise and Sport Physiology; BS in Health Education and Promotion; BS in Physical Education (all options)]
APPROVED 7-0-0-2
- Experimental Summer Ascent toolkit course: IS 1306 Amazing Just the Way You Are: Body Confidence

APPROVED 7-0-0-2

- New course: PE 1555 Self-Defense for Men-RAD

HELD FOR MEETING

Communication Studies

- Change CM 3960 Internship from variable 1-3 credits to 1-4 credits and to allow students to repeat for max of 8 credits

APPROVED 7-0-0-2

- Blanket agreement for CMS majors

APPROVED 7-0-0-2

Elementary Education Program EDSC Cluster

- 2nd offering Experimental Summer Ascent toolkit course: IS 1305 Creating Digital Graphic Novels

APPROVED 7-0-0-2

Art

- Experimental Summer Ascent toolkit course: IS 1307 Visual Narration

APPROVED 7-0-0-2

IV. Reports

- a. General Education Committee: **No Report**
- b. Council of Educator Preparation: **No Report**
- c. Steering Committee: **No Report**

V. Adjourn.: **Meeting adjourned at 5:08 pm**

Next meeting: September 20, 2019