**Monday, March 25, 2019 - 2:30-4:00, HUB 119**

**Members Present:** Kate Elvey (Chair), Brandon Haas (Chair), Cathie LeBlanc (General Education Coordinator), Sarah Parrish (Minutes), Botao An, Joey Rino, Wendy Palmquist

**Members Absent:** John Lappie (New Faculty Observer)

**Approval of Minutes:**

Minutes from February 25, 2019 approved as written

**Preapprovals (Sunset Renewals and Initial Proposals):**

List:

* N/A

**New Business (Sunset Renewals and Initial Proposals):**

List:

* N/A

**Key points from Discussion about proposals reviewed at the meeting:**

* N/A

**Discussion Items:**

* What do we need in administrative support?
  + We need to create a list of needs. Brandon and Cathie (Kate out of town) will have meeting later this week with curriculum committee.
  + Kate: We need someone who can correspond between Curriculum and Gen Ed.
  + We don’t know much about Courseleaf and what role this will play. Cathie went to a 2-day pilot and she doesn’t get too excited about educational technology and she’s really excited about this and thinks it will help it keep track of meeting minutia.
  + Cathie doesn’t think software ever replaces people, so what we need is someone with a big picture view/understanding of curriculum and intimately knowledge of catalogue.
  + A notetaker.
  + Responsible for updating the faculty government website (Wendy: This used to happen through the President’s Office)
    - Cathie: Everyone who has access to Courseleaf has access to ALL proposals no matter what their involvement. This may make the minutes take on a different role/nature.
  + Registrar is attending Curriculum Committee just to stay in the loop. They have a non-committee member taking their minutes.
  + Books rooms, meeting place and time.
  + Sends out reminders about Sunset Renewals, etc. and knowing WHO to send them to.
* Discuss 1 credit TECO from Christian Bisson
  + Cathie wants to bring this back to us so we know Gen Ed Coordinator is still approving these overrides.
  + Wendy: Why don’t we make this a 3 course plus one course co-requisite?
  + This would require re-writing either the Gen Ed rules or his syllabus.
  + Sets dangerous precedents: backdooring and 1 credits, slippery slope (Why Connections? Why not Directions?)
  + This is also a curriculum Committee issue: enrollment is low, but this is generally taught for free, individual enrollment.
  + Wendy: for certain situations we do need to be more flexibility for unusual circumstances – This is a case of transfer (Knowles course)
  + Cathie will continue to approve this override. In the future we should talk about things and not dismiss them.
* Voting Process Discussion: TABLED because we want to see what Courseleaf can do and how we can synchronize with Scott. See process form (forthcoming in Moodle today)
* Assessment discussion (requested by Cathie?)
  + We received a brief overview of assessment before it went to faculty meetings. Course-Based Assessment Model with key assessments.
  + It went to full faculty but there wasn’t a need to vote because it’s in the Gen Ed handbook that we should be assessing, so there’s no need to approve a specific model.
  + Now that the taskforce work is done, we need to implement it. Now we can stop using taskforces. Clearly some of this will be Cathie’s role, but we also need another group like an “assessment day” so we can look at the data critically.
  + Kate: Do you also see this playing into Taskstream? Joey says Taskstream should be a place where data is gathered, but this also means people need support on how to get data into it.
  + Cathie says missing piece is: who is the group that’s going to organize the assessment day? Cathie can’t do it by herself. This should be the role of the assessment subcommittee, which would need to get together more than once a year.
  + Cathie: Organizing assessment day needs to happen sooner rather than later, it needs to happen this summer (both organizers and participants need to get it on their radar).
  + Joey says it may be worth going through the suggestions in that report and deciding what needs to be acted upon. Joey will resend report and/or chairs will put it in Moodle.
* Discuss changing our bylaws to remove the Department restrictions
  + Currently state only 1 person per department can serve. Curriculum Committee has removed all their restrictions now.
  + Upload faculty bylaws – vote in next meeting (delete term dept) – Sarah will do – this has to go to full faculty next.
* Discuss our new course (which was updated) and sunset renewal forms (which were not updated) (are these backwards?) and what will happen with CourseLeaf
  + We changed forms asking for cluster vote, deleting chair terminology, fact that Cathie signs form, etc. Realized we also need a new course form as well as renewal form.
    - Cathie: What if the form doesn’t specify? Different clusters have different processes
    - People may choose a roundabout way (eg going to the cluster rather than the dept) but we can only do the best we can
    - We had a good reason for separating the 2 forms but we can’t remember…Kate is going to go back and review the minutes, still thinks we need to update the new proposal to delete the confusing “effective by” date and reflect where the university is headed
* Courseleaf report from Sarah Robertson
  + Web-based catalogue and curriculum management software.
  + They have 4 products and we bought two: 1) Online dynamic catalogue and 2) curriculum management workflow system – approvals and steps are built in, and when it goes all the way it automatically enters into the catalogue.
  + It’s a very transparent program; you can see where things are held up.
  + Complex voting system with different user roles, forums, etc.
  + As much as we think PSU is weird, the company thinks it’s all normal – everyone’s weird. Software is flexible and so is the company.
  + Registrar can make changes without custom programming or contacting company.
  + Cathie thinks we should still make changes to forms and deadlines just in case Courseleaf is not operational yet by fall.
  + We need to streamline the February process for both groups and registrar so are not slammed.
  + Wendy: Will we still keep a February catalogue deadline, or will it be more dynamic? Scott thinks maybe we should push it to the end of the first semester instead. This would allow the curriculum committee to take through February. We need to leave 20 days for faculty to declare something major.
  + Cathie: There is an ecosystem feature, so if you delete a course it will pop up relationships of what it’s a prereq for, required for minors, etc.
  + Sarah R: We need February to clean up from earlier “ecosystem”
  + There’s an “expiration date” field for sunsets, and we can generate reports for who needs sunsets this year, etc.
  + We hardly talk about waivers, but waivers also have sunsets, so we need to make a date field at the program level as well.
  + Every proposal needs a point-person to push approval button (or a quorum) and this needs to change when leadership changes. Can include multiple people.
  + We can have different approval paths and processes tailored to different clusters.
* Discuss the possibility of creating a rubric or set of guidelines for each Gen Ed status for proposers and committee members to use when evaluating a course
  + Make a rubric? A checklist? Also upload some exemplars of annotated syllabi. Will be helpful for both committee evaluations and
  + We also need to be more explicit about how we’re phasing in the habits of mind (esp. in new courses)
  + This may also entail updating the course evaluation questions, which don’t address habits of mind and haven’t been updated in a long time
  + CATHIE VOLUNTEERS FOR CHECKLIST FOR EACH GEN ED STATUS (but not Habits of Mind yet) and take a stab at the new course form. Will bring to the next meeting, and we’ll decide how to add in the Habits of mind then (Subgroup? Whole group? Individual?)

**Next meeting:** April 8, 2019

* Review Cathie’s checklist for Gen Ed Status proposals and New Course form.
* Decide mechanism for adding Habits of mind to New Course Form (Subgroup? Whole group? Individual?)
* Approve updated bylaws (revised to reflect Cluster model)
* Assessment day discussion and planning