

**Plymouth State University Curriculum Committee  
December 18, 2020 via ZOOM**

**MINUTES**

**Voting Members Present:** Hilary Swank (Chair), Liz Ahl, Dave Mackey, Justin Wright, Kimberly Ritchie, Jennifer DeMoras, Clarissa Uttley (*At 4:48 pm a voting member left the meeting, at 5:09 pm a second voting member left the meeting*)

**Non-Voting Presenters/Members Present:** Pat Cantor, Sarah Robertson, Jeremy Heidenreich, Candy King, Martin Hellwig, Barbara Lopez-Mayhew, Chantalle Forgues, Tinglan Yang, Matt Cheney, Meg Peterson, Wilson Garcia, Sarah Parrish, Kyle Burke

**Absent/Excused:** Tonya Labrosse, Melissa Ulery, Laura Tilghman, Roxana Wright

Chair Hilary Swank called the meeting to order at 2:31pm.

- I. Approval of the November 20, 2020 Minutes: *Approved as submitted.*
- II. Online Voting: All proposals are in CIM [#####] = ID [Online voting period 12/12-12/20/2020].
  - a) **Art**
    - i) Delete course AH 3150 : Museum Studies: Objects and Collections [97]  
*[Online Passed 7-0-0-2]*
    - ii) Delete course AE 1000 : Introduction to Art Education [29]  
*[Online Passed 7-0-0-2]*
  - b) **Athletic Training**
    - i) Delete course AT 2100 : Introduction to Clinical Practice [429]  
*[Online Passed 8-0-0-1]*
  - c) **Biological Sciences**
    - i) Change course description and prerequisite for BI 3130: Evolution [559]  
*[Approved 8-0-0-1] Discussion: Online vote postponed to in-person vote due to a question regarding the prerequisite. The Registrar's Office will include the pre-requisite in the course description however; it cannot be an official prerequisite. Chair notified the program faculty.*
    - ii) Delete course BIDI 2020 : Human Biology II [664] *[Online Passed 8-0-0-1]*
  - d) **Education Academic Unit**
    - i) Change course description and title of CE 5120 [948] *[Online Passed 6-0-0-3]*
    - ii) Delete course ER 2200 The Constructivist Approach in Early Care and Education [1994]  
*[Online Passed 8-0-0-1]*
    - iii) Delete course ER 2305 Young Children's Learning and Development in Context [1996]  
*[Online Passed 8-0-0-1]*
    - iv) Delete course ER 3210 Assessment in Early Childhood [2005] *[Online Passed 8-0-0-1]*
    - v) Delete course RL 2500 : Language and Literacy Development in Young Children [4415]  
*[Online Passed 8-0-0-1]*

- vi) Delete course HD 7021 Practicum in Higher Education Instruction [2457]  
*[Online Passed 8-0-0-1]*
- vii) Delete course HD 7022 : Practicum in Higher Education Administrative [2458]  
*[Online Passed 8-0-0-1]*

e) **Mathematics**

- i) Delete course MA 2250 Mathematics for Computer Scientists [3064]  
*[Online Passed 8-0-0-1]*
- ii) Delete course MA 3050 Introduction to Mathematics Education [3083]  
*[Online Passed 8-0-0-1]*
- iii) Delete course MA 4040 Teaching and Learning Mathematics for Secondary and Middle School [3105] *[Online Passed 8-0-0-1]*
- iv) Delete course MA 4210 Topics in Mathematics Education [5150] *[Online Passed 8-0-0-1]*

III. **Unfinished Business:**

a) **Interdisciplinary Studies**

- i) Approve new course IP 2000 Foundations of Interdisciplinary Studies [5173]
- ii) Approve new course IP 2500 Cluster Learning Springboard [5174]
- iii) Approve program changes as indicated for the Interdisciplinary Studies Degree. [40]  
Note: The committee considered the three courses previously but wanted to discuss questions with the Program Coordinator. *[Approved 7-0-0-2] Discussion: Motion to approve this request as a package, including the IP4500 course listed below in New Business, so moved.*

*A question was raised regarding the difference between declaring an IDS Major versus the completion of the IDS contract at the November CC meeting. Also noted, Cluster Learning Springboard course for grading also lists a need for contract. Matt Cheney attended the meeting and clarified the language is outdated. Matt will correct. The three-bundle package and the IP4500 approved, pending Gen. Ed. approval.*

b) **Education**

- i) To delete the school principal certification standalone program, as well as the emphasis at both the Masters and CAGS degree levels. Also, delete the Masters of Education in Educational Leadership [135], [136] Notes: The committee sought clarification because one program did not have a corresponding proposal; this was remedied [136]. Academic Unit Curriculum Committee Declined to vote on deletions initiated by Academic Affairs.  
*[Approved 5-0-0-4) Note: last vote of the meeting.*

IV. **New Business:**

a) **Interdisciplinary Studies Program**

- i) Approve new course IP 4500: Interdisciplinary Studies Senior Seminar [5164] *as of 12/12/20: In "Gen Ed Committee Chair" space in CIM not our usual space.*  
*[Approved 7-0-0-2] Discussion: Bundled with unfinished business above. Approved pending Gen. Ed. approval.*

b) **Art**

i) Delete the BA in Art History Program [139]

**[Not Approved 0-4-3-2] Discussion:** *The program provided a teach-out plan, as well as a cover letter stating strong opposition to deletion of the major. Sarah Parrish answered questions. A member asked details regarding grant monies mentioned in the cover letter. The grant award was specific to planning the curriculum. A member asked whether the Art History major could possibly come under a streamlined BFA or other cluster path. Possibly, however if enrollment remains low, the major is still vulnerable to elimination. A question to clarify if there are many courses unique to the Art History major. The program is paring down courses specific to the Art History major, and continuing courses that support other disciplines and programs. A member asked if the Art History major goes away is there a suggestion of something to replace. No, however the program expresses a thoughtful approach in moving forward with planning for Art History. The program is working with general education, as well as other disciplines to strategize.*

*Although written and verbal opposition to delete the major is present, a member reminds the committee there is a difference between the elimination of the Art History major versus the Art History program; the Art History program integrates with many disciplines and programs across the university, and that program is not going away.*

c) **Tourism, Environment and Sustainable Societies**

i) Delete the BA in Anthropology/Sociology Program [13]= Proposal AND Separate “AN/SO Teach out Plan” (both identified by [13])

**[Vote deferred] Discussion:** *No vote due to inconsistent and confusing language within the proposal and teach-out plan. A member raised a question regarding language in the teach-out plan stating the need to use shared resources within the USNH system. Chair will seek clarity from the discipline, and online voting will take place in January 2021.*

d) **Mathematics**

i) Delete Mathematics Education (Middle Level) Option and Mathematics Education (Secondary Level) Option of the BS in Mathematics. [42] **[Approved 6-0-1-2] Discussion:** *Because there are three required options within the major, and the proposal only included the removal of two of the three required options, the suggestion is for the program to do clean-up to delete the required third option. The cleanup has no impact on the vote.*

ii) Revise the Mathematics Education K-8 Minor [102] **[Approved 6-0-1-2]**  
**Discussion:** *This revision prompted a general discussion with minors not requiring upper level course work. A member responded that minors do not require upper level course work, and the onus of upper level course requirement is on the student and not the minor. Although the discussion has no impact on the vote, the CC agrees to review minor policies in the future.*

iii) Delete the Mathematics Education 7-12 Minor [101] Note: Deletions of the Math Ed programs prompted by the Office of Academic Affairs, but supported by program faculty. **[Approved 7-0-0-2]**

iv) Delete the General Mathematics Minor [103] Note: This deletion not initiated by the Office of Academic Affairs. **[Approved 7-0-0-2] Discussion:** *A member asked what general mathematics course is available to students once the course deletes. Technical Mathematics*

is still available.

v) Approve New Course MA 2450 Mathematical Reasoning [5216] **[Approved 7-0-0-2]**

e) **Languages and Linguistics**

i) Delete the MEd in Language Education [147]

Note: The Office of Academic Affairs initiates this deletion. **[Not Approved 1-2-4-2]**

**Discussion:** Questions regarding enrollment numbers, as well as other initiatives such as new courses for education majors, English and dual language learners. The program is interested in the possibility of participating in discussion.

ii) **Spanish** (Listed later in the agenda, moved up in consideration of attendees.)

**Discussion:** The Spanish faculty do not agree with the deletion of the Spanish major initiated by the Office of Academic Affairs. Program representatives Wilson Garcia and Barbara Lopez-Mayhew attended the meeting to express concerns and notify the committee of the decision not to submit a program deletion. Program representatives stated the value of the Spanish major, and expressed multiple concerns with the elimination of the major.

A member asked with the elimination of the Spanish major, is there impact to the Spanish Minor. The program is making changes to ensure the minor is sustainable. There was clarification that some Spanish courses will remain intact in support of Gen. Ed., and other disciplines.

A member reminded the committee the initiation to delete the Spanish major will move forward regardless of whether the Curriculum Committee votes or not. Since a proposal did not come to the Curriculum Committee as a motion, it cannot pass to the full faculty as a motion. The CC chair will include details of today's discussion and report no vote taken in the Curriculum Committee Monthly Report to the full faculty.

f) **English**

i) Delete the MEd in Literacy and the Teaching of Writing [150]

NOTE: The Office of Academic Affairs initiated this deletion. **[Not Approved 0-2-5-2]**

**Discussion:** Program representative Meg Peterson available to answer questions. She informs the committee the entire department voted against the proposed deletion. She also suggests the elimination of programs on the graduate level will have a domino effect across the university in weakening programs.

Because the Curriculum Committee only offers advisory votes, the Chair will provide clarity to the program on how the proposal moves to the full faculty.

g) **Education Academic Unit**

i) Delete PBIS Certificate (embedded in MEd in Special Education) [156]

NOTE: This is the same proposal the Curriculum Committee reviewed last month with added language and attachments for the PBIS Certificate. The committee only voted on the PBIS part. NOTE: This deletion was faculty-initiated rather than by Office of Academic Affairs **[Approved 7-0-0-2]**

h) **Health and Human Performance**

- i) Approve new course PBH 3010 : Epidemiology and Biostatistics for Public Health [5165]  
NOTE: This appears to be the same course but with a Gen Ed Attribute now approved.  
NOTE: The Chair requested a shortened course description as the existing in CIM is eight words over. *[Approved 7-0-0-2]*

i) **Business**

- i) Delete the International Business Certificate and the Strategic Marketing Certificate from the MBA in General Management program [141]  
NOTE: The Business Graduate Advisory Council declined to vote on deletions initiated by Academic Affairs. *[Approved 5-0-2-2]*

ii) Approve new course BUS 1200 Business Law and Ethics [5191]

iii) Approve new course BUS 1300 Digital Information Technologies [5192]

iv) Approve new course BUS 1400 Principles of Economics [5187]

*[Approved 7-0-0-2] Discussion: A motion to approve three courses as a package made by Justin Wright, so moved.*

j) **Electromechanical Technology and Robotics**

- i) Approve proposed changes to the EMTR program [28]

NOTE: associated documents in the Google Drive, including added document: “[28] EMTR Requirements” (Emailed separately.)

*[Approved 6-0-1-2] Discussion: Program representatives Martin Hellwig and Kyle Burke in attendance to provide a program overview and answer questions. Overview of the proposed changes are to diversify the robotics program to provide students more options to custom fit to their needs. The new course proposal removes former required sequences and rigid prerequisites, allowing more flexibility for students to take multiple courses at the same time.*

*Discussion ensued around the efficacy of language requirements in the proposal. Vocabulary and language helps students to learn how to speak with a computer. A minimal exposure to language will provide students with some foundation. The Registrar’s Office suggests a drilled down review to make the language requirements populate automatically in Degree Works. Program will work directly with the RO to make that happen.*

- ii) Approve new course CS 2900: Introduction to Electronic Circuitry [5201]

*[Approved 6-0-1-2] Discussion: Noted there are some inconsistencies in the syllabus and proposal regarding university policy for fair grading and academic integrity. Program will make corrections. This proposal is approved pending receipt of revised syllabi in accordance with university policy.*

- iii) Approve new course CS 2901: Introduction to Materials, Design and Fabrication Technology [5202]

*[Approved 4-0-2-3] Discussion: Noted there are some inconsistencies in the syllabus and proposal regarding university policy for fair grading and academic integrity. Program will make corrections. The Chair noted course fees listed in this proposal are not part of the CC vote, as the Office of Academic Affairs reviews course fee proposals. This proposal is approved pending receipt of revised syllabi in accordance with university policy, and with*

*the understanding, it is pending approval or denial of course fees by OAA.*

- iv) Approve new course CS 2905: Introduction to Microcontrollers [5203]  
*[Approved 5-0-1-3] Discussion: Noted there are some inconsistencies in the syllabus and proposal regarding university policy for fair grading and academic integrity; description must be shortened to 60 characters. Program will make corrections. This proposal is approved pending receipt of revised syllabi in accordance with university policy and revised description.*
  
- v) Approve new course CS 3901: Industrial Robotics [5204]  
*[Approved 5-0-1-3] Discussion: Noted there are some inconsistencies in the syllabus and proposal regarding university policy for fair grading and academic integrity; description must be shortened to 60 characters. The Chair took this time to remind program representatives to review prerequisites on all proposed courses, and a member noted to update the general mathematical changes. Program will make corrections. This proposal is approved pending receipt of revised syllabi in accordance with university policy, revised description, and mathematics prerequisite update.*
  
- vi) Approve new course CS 3902: Robots in Science and Scientific Inquiry [5205]  
*[Approved 4-0-2-3] Discussion: Noted there are some inconsistencies in the syllabus and proposal regarding university policy for fair grading and academic integrity; description must be shortened to 60 characters. Program will make corrections. This proposal is approved pending receipt of revised syllabi in accordance with university policy, revised description, and mathematics prerequisite update.*

*Noted this proposal did not include a course outline. A general discussion ensued as to whether a course outline is required in a proposal. The Curriculum Committee agreed to create clarity around syllabi requirements for future proposals.*

- vii) Approve new course CS 3905: Robotics in Aviation and Spaceflight [5206]  
*[Approved 4-0-1-4] Discussion: Noted there are some inconsistencies in the syllabus and proposal regarding university policy for fair grading and academic integrity. Program will make corrections. This proposal is approved pending receipt of revised syllabi in accordance with university policy, and mathematics prerequisite updates.*

*A member asked whether there is an agreement with the Plymouth Airport to fly drones, as well as the logistics of transporting students to the airfield. The program reminded to review logistics and insurance requirements with the appropriate university departments as a part of the planning process.*

- viii) Approve new course CS 3970: Current Events, Topics and Issues in Robotics [5207]  
*[Approved 4-0-1-4] Discussion: Noted there are some inconsistencies in the syllabus and proposal regarding university policy for fair grading and academic integrity. Program will make corrections. An inquiry was made as to whether this is a Special Topics course. Yes, repeatable up to two times, topics will change based on current events and industry partners. This proposal is approved pending receipt of revised syllabi in accordance with university policy, and changes to indicate the course is repeatable up to two times.*

ix) Change course title and prerequisite for CS 4790 [1386] [*Approved 5-0-0-4*]

V. Discussion

a. Program Closures

2) Spanish Discussion

(*See discussion notes above*)

3) All other programs for which the faculty took no action.

Undergraduate:

Chemistry  
French  
Geography  
Environmental Planning  
Public Management  
Philosophy

Graduate:

Post-baccalaureate  
Eating Disorders Certificate (under M.Ed.  
in Health Ed and Promotion)  
Athletic Administration Certificate (under  
M.Ed. in Physical Education)  
Superintendent Concentrations (CAGS)

**Discussion:** *Chair will add the program deletions into the Curriculum Committee Monthly report to all faculty. Will also include reminders to notify the state of program deletions to ensure continued certification to teach out courses.*

Reminder: CEP request to announce program closures prior to faculty vote (for accreditation purposes)

b. Upcoming request to inactivate a program – What policies will we follow?

NOTE: There will be two documents in this month's folder from the committee's earlier work on this issue.

c. Upcoming proposal for 3+2 program. What criteria are we using to evaluate these? What policies or guidance exists?

**Discussion:** *A member asked if academic affairs will be involved with criteria, standards, policies, and guidance for activation and inactivation of programs. The Chair will reach out to committee members early January to request feedback on criteria to move forward.*

d. Other

*The Curriculum Committee meets on the third Friday of the month from 2:30 – 5:00 pm, with the exception of January 2021. The next meeting is Friday, January 22, 2021.*

The meeting adjourned at 5:31 pm.

Respectfully submitted,

Patricia Rice, Scribe