

Plymouth State University Curriculum Committee Minutes
November 20, 2020 via ZOOM

Voting Members Present: Hilary Swank (Chair), Liz Ahl, Dave Mackey, Roxana Wright, Justin Wright, Laura Tilghman, Kimberly Ritchie, Jennifer DeMoras, Clarissa Uttley (*Nine voting members present, one departed the meeting at 3:55 pm*)

Non-Voting Presenters/Members Present: Pat Cantor, Sarah Robertson, Jeremy Heidenreich, Eric Hoffman, Lourdes Aviles, Candy King, Stephen Saravara

Absent/Excused: Tonya LaBrosse, Melissa Ulery

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

- I. Approval of the April 17, 2020 Minutes: *Approved as submitted.*
Approval of the September 15, 2020 Minutes: *Approved as amended.*

II. **New Business:** All proposals are in CIM [####] = ID.

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

- i) [12] Approve Blanket agreement request to allow BA students in catalogs prior to 2020-2021 to fulfill their language requirement:

FR 1011 (French Language and Culture Studies I) replaces FR 1015 (same title)

FR 1012 (French Language and Culture Studies II) replaces FR 1025 (same title)

FR 2023 (French Language and Culture Studies III) replaces FR 2030 (same title)

FR 2024 (French Language and Culture Studies IV) replaces FR 2040 (same title)

[Approved 9-0-0-0] Discussion: *This will go into Degree Works into the foreign language block that applies to all BA students.*

b) **Meteorology and Physics**

- i) Approve New Program: B.S. in Climate Studies [169]

- ii) Approve new course CLM 1000 : Introductory Climate Studies Seminar [5208]

- iii) Approve new course CLM 4000 : Climate Studies Capstone Project [5209]

[Approved 9-0-0-0] Motion to approve this request as a package, so moved by Liz Ahl.

Discussion: *Lourdes Aviles and Eric Hoffman answer questions around focus, foreign language requirements, credits, and electives. Chair reminds review of prerequisites to make appropriate corrections, and recommends planning guides. A member suggests specifying 'Natural Sciences,' versus just 'Sciences.' Discussion ensued around the sensitivity of new major introduction, while others face deletion; OAA should take lead in answering faculty questions.*

c) **Environmental Science and Policy**

- i) Approve new course ESP 4325 : Decision Making in Environmental Management [5197]

NOTE: The committee approved deletion of this course's predecessor last month pending approval of this course proposal. **[Approved 8-0-0-1]**

d) **Interdisciplinary Studies**

- i) Approve program changes as indicated for the Interdisciplinary Studies Degree. [40]
[Vote deferred] Discussion: A question was raised regarding the difference between declaring an IDS Major versus the completion of the IDS contract. Also noted, Cluster Learning Springboard course for grading still lists the need for a contract. No vote due to inconsistent language in the proposal. Chair will seek clarity from the discipline either in writing or in person at the December meeting. The three-bundle package (includes unfinished business below) vote will take place either online or at the December meeting.

e) **Education Academic Unit**

- i) Change Title, Description and Term offered of HD 7060 [2464]
[Vote deferred] No vote due to unmatched description and syllabus. Motion withdrawn. Chair will add to online voting upon correction and resubmission.
- ii) Delete CAGS in Arts, Leadership and Learning [2]
NOTE: 1-person program, Academic Unit Curriculum Committee declined to vote on deletions initiated by Academic Affairs.
[Approved 3-1-4-1] Discussion: The committee reviewed teach out plan and discussed program specific course deletions. Discussion included the curriculum committee being a platform for faculty to discuss a proposed deletion, which this program chose not to discuss further. A member also noted that the Office of Academic Affairs is doing the necessary due diligence for compliance with the CBA by bringing program deletions to the Curriculum Committee regardless of whether a vote is taken or not.

- iii) Delete Graduate Certificate in Online Instructional Design [134]
NOTE: This certificate nested within the MEd in Curriculum and Instruction, which is not up for deletion.

- iv) Delete five courses Associated with Online Instructional Design Certificate:

ID 5010: Introduction to Instructional Design [2783]

ID 5020: Designing Online Learning Experiences [2784]

ID 5030: Instructional Strategies and Assessment [2785]

ID 5040: Technologies for Online Learning [2786]

ID 6900: Capstone: Developing Online Learning [2787]

[Approved 7-0-1-1] Discussion: Items III and IV voted on as a package. A member advised the committee that items III and IV are not part of the recent program closure discussion; the program chair initiated elimination two years ago due to low enrollment. This accounts for the omission from the timeline for Degree Curtailments provided by the Office of Academic Affairs.

- v) To delete the school principal certification standalone program, as well as the emphasis at both Masters and CAGS degree levels. Also, delete the Masters of Education in Educational Leadership [135] NOTE: Seeking clarification because this motion mentions multiple programs. Academic Unit Curriculum Committee declined to vote on deletions initiated by Academic Affairs. *[Vote deferred] Discussion: No vote due to inconsistent language in the proposal. Chair will seek clarity from the discipline. The vote will take place either online or at the December meeting.*

- vi) To delete the MED in Special Education Administration K-12 with state certification, CAGS in Special Education Administration K-12 with state certification and State Certification only in Special Education Administration K-12 programs. [156]
NOTE: Academic Unit Curriculum Committee declined to vote on deletions initiated by Academic Affairs. *[Approved 7-0-1-1]*

f) **Business Academic Unit**

- i) Approve new course BUS 1700: Business Writing and Presenting [5185]
[Approved 8-0-0-1] Discussion: Registrar's Office will program as an equivalent to BU 2290, including transfer credits.

g) **Mathematics**

- i) Obsolete MA 2140 : Pre-calculus [3062]
NOTE: This is housekeeping, approved the new version of this course last month.
Approve pre-requisite change for MA 2550: Calculus I. [3073]
NOTE: This is housekeeping, the course number for Pre-calculus changed.
[Approved 8-0-0-1]

h) **Music, Theatre and Dance**

- i) Approve new course DN 3071 : Moving Intelligence and Body Design [5055]
[Approved 8-0-0-1] Discussion: Chair will bring suggestion back to program to enhance the course title for transcript purposes.

i) **Biological Sciences**

- i) Delete MS in Biology program [132]
NOTE: requested deletion in 2022-2023 catalog. Likely to delete 2021-2022, with courses taught out for additional time.
[Approved 8-0-0-1] Discussion: Chair clarified with program for the deletion to be effective in the 2020-21 catalog. A question brought forward about the thesis option versus the non-thesis option. Eight students mentioned in the teach-out program, seven active. Based on submission details, students enrolled in the thesis credit option.

j) **Physical Therapy**

- i) Change co-requisites for PTH 8224 : Clinical Inquiry II: Study Design [4277]
- ii) Change co-requisites for PTH 8234 : Clinical Inquiry III: Models, Reviews & Guidelines [4281] *[Approved 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]
NOTE: We considered both these previously but wanted to review them in the context of the overall program changes, which we now have. *[Vote deferred-See above IDS notes]*

IV. Discussion

a. Update on Certificates

CC sub-group met about certificates, notes posted in the General Google Docs folder. Sub-group lead asks members to jump in and provide comments, questions, and/or

clarifications on the notes. The Curriculum Committee will review certificates in March/April, 2021.

Pat Cantor added she and Ann McClellan attended a webinar reporting more than half of Grad certificates nationwide have zero students enrolled, and the average number of students enrolled in universities with the biggest certificate programs is four students per semester. Academic leadership from another institution questioned whether Grad certificates bring ROI, and the answer was no. Pat specifically asked if certificate programs are an effective recruitment tool for Grad programs, and it was a strong no.

- b. CEP request to announce program closures prior to faculty vote (for accreditation purposes)

Chair asked if anyone had any questions or concerns; none raised. Chair will work with steering committee and the Holmes Center on the best way to move forward.

- c. Updates on program Closures

- i. An email regarding the MS in Environmental Science and Policy: “We do not agree with the program deletion planned by the Office of Academic Affairs and/or we do not wish to or cannot complete the program deletion process. We want no further discussion on the matter.”

Chair reviewed the program decision not to participate in any discussion with the Curriculum Committee. A member asked if there is any student impact. The Chair will circle back with the program to ensure there is a teach-out plan for existing students.

- d. New workflow for new programs, new template for financial plan.

Chair discussed the newly created workflow and template system for new program approval process, thanking Pat and Ann for their hard work in providing an improved system. Pat Cantor gave props to Sarah Robertson for fixing the workflow, which now routes the proposal to the Provost first, which allows the Office of Academic Affairs to work with programs for the financial model and the market research before it goes to the Curriculum Committee. A member asked if the OAA will consider adding the financial modeling and marketing research attachments to proposals in CIM. Another member suggested some kind of cover letter to avoid the need for separate emails with additional details, a checklist of some kind to support one-stop review.

- e. Other

The Curriculum Committee meets on the third Friday of the month from 2:30 – 5:00 pm. The next meeting is Friday, December 18, 2020.

The meeting adjourned at 5:18 pm.

Respectfully submitted,

Patricia Rice, Scribe