

Plymouth State University Curriculum Committee Meeting Minutes

March 19, 2021

Voting Members Present: Hilary Swank (Chair), Liz Ahl, Roxana Wright, Justin Wright, David Mackey, Jennifer DeMoras, Clarissa Uttley, Laura Tilgham

Non-Voting Presenters/Members Present: Pat Cantor, Sarah Robertson, Jeremy Heidenreich, Candy King, Lori Armstrong, Mike Mariska

Absent/Excused: Kimberly Ritchie, Tonya LaBrosse, Stephen Saravara

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

I. **Approval of the February Minutes - Approved as written**

II. **Online Voting** Closed 3/12/21

a	HHP	1641	Change title of EE 5240 to Reflection Tools and Techniques	Program Coordinator Jamie Hannon provided an email overview (paraphrased): “Project Adventure and High 5 Adventure allows students to earn a high-quality Master’s degree in an economical format. Adventure Program Management courses have been modified/shifted over the years by PSU, while the development of the Tier Two Social-Emotional courses driven by Project Adventure’s student demand and instructor input, and interest in SEL competency training throughout the education profession.”	Passed 8-0-0-1
b	HHP	5270	Approve new course EE 5375 : Social Emotional Learning – Tier II Interventions	<i>See above.</i>	Passed 4-1-1-3
c	Music, Theatre & Dance	5264	Approve new course TH 3430 : American Theatre		Passed 8-0-0-1
d	History and Social Studies Education	2560	Add prerequisite of 24+ credits for HI 2223 : Methods, Theories, and Careers in History	Comments: Program notified typically 2000 level courses can accept first year students, however if the program wishes to restrict enrollment it would be by status not by credit. Program agrees sophomore status is fine.	Passed 6-0-1-2
e	Allied Health Sciences	12	Revise requirements in the Allied Health Sciences Major as indicated		Passed 6-0-1-2
f	Counselor Ed and School Psych	145	To streamline the Organizational Leadership MA program, to a 30-credit master's program (reducing it from a 33-credit program) with one track containing ten courses (this obsoletes the two previous tracks, Personal and Organizational Wellness and Human Services Leadership).	Comments: NECHE expectation for the <u>minimum</u> number of credits for a Master's degree program is 30 credits. The Provost and Associate Provost agree it makes sense for PSU to align the minimum expectation with NECHE, at 30 credits.	Passed 7-0-0-2

g	Art and Design	29	Approve Blanket Requests for Art and Design as indicated.		Passed 7-0-0-2
h	HHP	907	Delete CC 3881		Passed 8-0-0-1
i	HHP	5293	Approve New Course SM 3880	Discipline code change only.	Passed 8-0-0-1
j	HHP	910	Delete CC 4881		Passed 8-0-0-1
k	HHP	5291	Approve New Course SM 4880	Discipline code change only.	Passed 8-0-0-1
l	Spanish	121	<p>Change Spanish Minor Curriculum as indicated: Change free nine credits of Spanish electives in the Spanish minor with nine credits from the following four Spanish courses:</p> <ul style="list-style-type: none"> • SP 3120 Spanish Culture and Civilization • SP 3140 Spanish American Culture and Civilization <p>AND</p> <ul style="list-style-type: none"> • SP 4370 Literature of Spain <p>OR</p> <ul style="list-style-type: none"> • SP 4380 Latin American Literature 		Passed 8-0-0-1
M	Philosophy		<p>Delete courses:</p> <ul style="list-style-type: none"> • PY3110: History of Ancient Philosophy • PY3111: History of Medieval Philosophy • PY3112: History of Modern Philosophy • PY3113: History of Contemporary Philosophy • PY3360: Ethics and Psychology • PY3370: Ethics and Communications • PY3380: Humans and Humanoids: Ethics in Technology • PY3515: Philosophy of World Religions • PY3610: Philosophy of Technology • PY3730: Philosophy of Communication • PY3830: Phenomenology • PY3840: Pragmatism • PY3870: Non-western Philosophy 	<p><i>Comments: Program had a meeting with OAA on Friday 2/26. They will report the outcome to the Chair.</i></p>	Withdrawn

n	Computer Science	5210	Approve new course CSDI 2930 : Robotics For Everybody	<i>Comments: There was a question of inequity of course fees. Email response from Martin Hellwig (paraphrased): "A compromise is for EMTR to purchase materials and then hand off to the Makerspace to keep in separate dedicated stockpiles. Proposed group work (instead of individual assignments), so not everybody uses material, and cost per student goes down. Approximate \$60 course fee with no additional expected expense."</i>	Passed 7-0-0-2
o	Education Academic Unit	2464	Change course title and description of HD 7060 as indicated		Passed 5-0-0-4
p	Music, Theatre & Dance	64	Approve changes to BA in Theatre Arts: 1) Delete American Drama and American Musical Theatre courses, remove from options and program, replace with new 4-credit course: American Theatre as part of major requirements. 2) Music Theatre Option - Eliminate Music Theory I and Piano I and replace with Introduction to Reading Music 3) Music Theatre Option - replace range of Dance Courses permitted and replace with new 2-credit course Theatrical Tap and Jazz. May repeat for credit. 4) Music Theatre Option - increase Dance credits from 6 to 16. Students would take eight semesters of Theatrical Tap and Jazz. 5) Music Theatre Option - Add Dance Project to "Ensembles." 6) Acting Option - add new 2-credit course Acting Company, with two enrollments being required. Course may be repeated for credit		Passed 6-0-0-3
q	Mathematics	42	Approve changes to Mathematics major as indicated: 1) Obsolete MEML and MESL options for the Mathematics BS degree. 2) Remove the Math Option from the Math program, as we only have one option left. 3) In Math, remove MA2400 Intro to Formal, MA3120 Linear, and MA3510 Differential from the list of required courses (new courses will subsume these		Passed 7-0-0-2

			<p>courses). Remove the list of MA electives completely. Require MA2450 Math Reasoning, MA3600 Differential Equations and Linear, MA3280 Regression, MA4110 Expositions, MA4350 Probability Theory.</p> <p>NOTE: We already approved removal of the Math Ed Options. Suggested cleanup since there was only one option left in the major and there have been some changes to courses.</p>		
r	Environmental Science and Policy	33	<p>Change BS Environmental Science and Policy curriculum as indicated: In ESP's core, we add one elective course requirement, and add courses in CS that may substitute for GE 2050. In Science Option, change required math course from Calculus to MA 2140 Pre-calculus; change requirement of CH 2335 General Chemistry I, AND CH 2340 General Chemistry II, AND PH 2210 Physics I, AND PH 2430 Physics Laboratory I to: CH 2335 General Chemistry I AND CH 2340 General Chemistry II, OR CH 2335 General Chemistry I AND PH 2210 Physics I AND PH 2430 Physics Laboratory I OR CH 2335 General Chemistry I AND PH 2410 University Physics I AND PH 2430 Physics Laboratory I. In the Policy Option, we remove one required course and make it an elective. This retains an approximate balance of credits between the Science and Policy Option. The Math Foundation moves to MA 2330 Statistics, a core requirement of all our Options.</p>	<p><i>Comments: MA2140 Pre-calculus is now MA2130 Pre-calculus. Course MA2490 no longer offered; math requirement in one option fulfilled by MA2130 or MA2550.</i></p>	Passed 5-0-0-4

III. **Unfinished Business: Postponed from Online voting with closing date 3/12/21:**

a	Nursing		<p>Change the prerequisites and corequisites for the following 23 courses:</p> <p>NR2100: Foundations of Professional Nursing</p>	<p><i>Discussion: The RO reminds the initial discussion included an eight-semester recommended course sequence and</i></p>	Approved 8-0-0-1
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	<p>NR2300: Biochemistry for Nurses NR2500: Health Assessment NR2700: Pathophysiology NR3020: Introduction to Patient-Centered Care NR3052: Nursing Care of Children NR3052: Clinical Applications of Patient-Centered Care NR3054: Clinical Applications of Pediatric Wellness and Illness NR3057: Clinical Applications of Community Based Care NR3065: Leadership, Collaboration, and Quality in Healthcare Systems NR3070: Health and Wellness of Older Adults NR3085: NCLEX-RN Success I NR3092: Evidence-Based Practice in Psychiatric Mental Health Nursing NR3094: Evidence-Based Practice in Medical Surgical NR3150: Pharmacology NR3700: Clinical Evidence-Based Practice in Psychiatric Mental Health Nursing NR 4015: Maternal and Newborn Care NR4020: Global Health and Population-Based Health Care NR4055: Clinical Applications of Evidence-Based Practice in Medical Surgical NR 4057: Clinical Application of Maternal and Newborn Care NR4060: Research Process and Evidence-Based Practice NR4073: NCLEX-RN Success II NR4082: Leadership and Quality Improvement in Clinical Settings</p>	<p><i>nursing specific cohort model. Including major restrictions for nursing preventing other disciplines from enrolling in the program, and standard restrictions prevent class jumping to upper level courses prematurely. The program asked to amend the proposals at the February meeting.</i></p>	
<p>b counselor Ed and School Psych</p>	<p>133 Approve new concentration in Professional Leadership in the Clinical Mental Health Counseling MS program</p>	<p>Discussion: Program representative Mike Mariska in attendance to answer questions. Mike states the intent of the proposal, 'To preserve organizational Master Leadership Program.' Intended for people going into leadership roles in mental health leadership, working with mental health providers/clinicians. Members suggest a change to the title to alleviate confusion around Business Programs. Approved pending a new title.</p> <p>Addendum email message from Mike Mariska (paraphrased): "After some discussion, we've come up with the name, 'Wellness Leadership' for the CMHC concentration. This is a concentration we hope to add to the School Counseling and School Psychology degrees as well, so a more inclusive title was needed. It seemed to</p>	<p>Approved 8-0-0-1</p>

				<i>us that this was distinctive enough to not cause any confusion for people looking for business related programs.”</i>	
c	Geography	32	Approve blanket requests for the GIS Certificate as written		Approved 7-0-1-1

IV. **New Business:**

- a. NONE

V. **Discussion**

- a. *Chair opens discussion with a list of items for the committee to review and potentially prioritize. A member mentions a good start may be to clarify the difference between curriculum policy and faculty governance versus procedural requirements for the registrar’s office to program approved curriculum. Another member asks the Chair to share the mission statement of the Curriculum Committee. Discussion ensues on how to improve submitted proposals, as well as how the committee can improve the review of proposals. Members discuss, word counts in CIM, checklists, cover letters, and bundling of supporting documents. The RO reviews a ‘bundle option’ coming to CIM. A member states CIM is a workflow tool; it should not drive how a program actually creates a respective proposal. Conversation includes how the Curriculum Committee may be more effective and support faculty and programs. Ideas include possible workshops and mentorships to support faculty and programs, especially with many program revisions in the next academic year.*

A member asks if there is a way to remove the ‘notify all’ emails to committee members every time there is a workflow change in CIM, as the volume of emails is overwhelming. Chair and RO were not aware all members were receiving flow emails. Chair agrees to amend the rule in CIM to stop the ‘notify all’ rule.

- b. ***M.Ed. in School Psychology:*** *a member asks the status of the name change of the M.Ed. in School Psychology to M. Ed. in Professional Psychology. (The committee did not approve the proposal at the February meeting) Chair and the Registrar’s Office met with the program to suggest alternative options. The program declines alternative options and chooses to leave the name as is. Although the original proposal stated the request is an accreditation requirement, the program now states it is a recommendation, not a requirement.*

- c. **MIL:** Chair refreshes the committee about the MIL code discussion to discern which courses are military versus other transfer credits. Justin Wright made a motion to approve new MIL discipline code for the purpose of military related transfer credits. **[Approved 8-0-0-1]** The Chair will program into CIM.
- d. **Minor and Certificates:** Committee agrees there is a need for better definition/structure to Minors and Certificates. (Some minors may change with program curtailments) Admissions inform there is no promotion of Certificates outside the university. Discussion around discipline versus practice, what is the industry expectation, set of specialties versus set of skills, how it ties back to academics. A member suggests programs should evaluate to determine the value of Certificates. A Certificate Review Sub-Committee formed with members Liz, Laura, Jen, and Jeremy as an observer.
- e. **Requirements for majors and options:** The RO reminds the committee the PSU Curriculum Guide states 30-credits required in a major and fifty percent required upper level courses. Little to no enforcement with curriculum changes causes challenges. A lack of required Connections courses of TECO, QRCO, and WECO in new or changed majors also effects the sharing rules in Degree works. When a major is missing 30-credits, it requires individual blocks within Degree works with manual calculation of the individual blocks. The committee reviews the existing curriculum guide and agrees it is outdated and not always followed. The committee agrees there is a need to create a particular set of standards and guidance.
- f. **Curriculum Committee meetings:** with new Curriculum Committee members incoming, a member suggests the need for possibly two meetings monthly. Commit one meeting as a 'working' meeting, and one to review and vote on incoming proposals. Chair takes suggestion under advisement.
- g. **Pass/No Pass:** Chair states there are rules for undergraduate students. According to NECHE, by credit count, no more than one sixth of a degree can be P/NP. The committee agrees review of competency-based education and trends while working within the accreditation rules for PSU is prudent. Tabled for future discussion.
- h. **Program review:** evidence based information will help the Curriculum Committee to understand how a proposal benefits students and ties back to the university mission. Ask programs to create an executive summary including, 'what are the action steps you plan to take on the basis of this self-study.'
- i. **Curtailment:** faculty welfare asks the Curriculum Committee to work with them for assistance around current and future program curtailments. Define what we want to ask of faculty and administration for the process. Curtailment Review Sub-Committee formed with members Hilary, Dave, and Roxana.

The Curriculum Committee meets on the third Friday of the month from 2:30 – 5:00 pm. The next meeting is Friday, April 16, 2021.

The meeting adjourned at 5:06 pm.

Respectfully submitted,

Patricia Rice, Scribe