

Curriculum Committee

April 18, 2011 – Student Senate Room (HUB 119)

MINUTES

Present: Bonnie L. Bechard, Julie N. Bernier (2:32 pm), Christian Bisson, Christina Bradbury (non-voting new faculty observer, 3:15 pm), Mary E. Campbell (consultant, non-voting), Elizabeth A. Cox, Joyce C. Larson, Wendy J. Palmquist (Chair), Lisa D. Spradley, Anil Waghe [eight voting members]

Absent: Catherine Fisher (student, voting)

Excused: Devin L. Bell (student, voting), Karolyn Kinane

Presenters of Proposals: Elizabeth A. Ahl, John C. Krueckeberg, Vedran Lelas, Cynthia W. Vascak

Note: *Unless otherwise indicated, all curricular changes noted below will become effective with the 2012-2013 edition of the Academic Catalog.* Recorded in the order in which the agenda item was discussed.

Wendy Palmquist called the meeting to order at 2:30 pm.

I. The minutes of the March 18th meeting were *approved as presented 7-0-0-4.*

II. New Business

A. Art:

1. AR 4110 Senior Thesis I: change name to 3D BFA Thesis I
AR 4120 Senior Thesis II: change name to 3D BFA Thesis II
Approved 8-0-1-2.

B. English and Women's Studies:

1. ENDI 1500 The Contemporary American Male: His Issues, His Desires (SSDI): change discipline to Women's Studies (WS). *Approved 8-0-0-3.*

C. History and Philosophy [and Social Science for item 1]:

1. (a) BS Social Science, Social Studies Teacher Certification (5-12) Option: delete the Option
(b) Create BS Social Science Teacher Certification (5-12), sponsored by the History and Philosophy Department. No change in requirements
(c) BS Social Science, Contract Option: remains sponsored by the Social Science Department
Approved 8-0-0-3 pending action by the Council of Teacher Education. [The new degree needs to be submitted to the Faculty and to SAPC.]
2. New course: PYDI 1300 Perspectives on Religion (3 credits). Introduces students to the interdisciplinary study of religion as informed by history, philosophy, the fine arts, and literature. Examines the development of select religions, noting their synthetic emergence from and reaction to pre-existing religions. Explores the complex causes of religious movements and societal attitudes towards both religious practices and differing conceptions of God/Ultimate Reality. Considers the relevance of religion to contemporary issues. Falls and Springs. (PPDI) *Approved 8-0-0-3.*

D. College of Business Administration:

1. BU 3310 Business and the Media: change prerequisite from BU 2450 to BU 2290. *Approved 8-0-0-3.*
2. BS Marketing/Integrated Marketing Communications: add BU 3050 to the Integrated Marketing Communications elective choice
BS Marketing/Professional Sales: add BU 3050 to the Professional Sales elective choice
BS Marketing/Public Relations: add BU 3050 to the Public Relations elective choice
Approved 8-0-0-3.

III. Reports

A. SAPC. The Provosts are talking about Granite State College creating a USNH site on the Nashua Community College (NCC) campus, which NCC will build. We're not talking about any capital project. There is a market in the Nashua area. Perhaps we will offer a program there as we do at White Mountains

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Community College; perhaps we will offer out graduate courses. We're trying to get funding to go really high tech, e.g., have a professor here and televise the course to NCC. Granite State College has a new master's degree in project management

- B. General Education Committee. Have met February 28th, March 14th, March 28th, April 11th. Discussed possible critical thinking assessment instrument; revising the end-of-course student evaluations of the Directions courses and moving those evaluations online; departmental focus groups; faculty-wide survey; viability of CLEP, AP, DANTES, credit-by-exam assessments to receive credit for Gen Ed; Foundations courses (First Year Seminar with Wendy Palmquist; Composition with Elliott); student focus groups; re-labeling Directions courses; AACU&U conference on General Education.
- C. Council on Teacher Education. Did not meet in March due to the NCATE visit at the beginning of that month and spring break. Meeting April 18th; agenda includes Social Studies Certification program proposal, the Music Education proposal passed March 18th by the Curriculum Committee, discussion on programs that have a seminar required with their student teaching. The Council will not meet in May; members will have a retreat May 23rd.
- D. Steering Committee. Talking about problem of decline in investment in faculty governance. Junior faculty do not see rewards in service to the institution; they are being told by their departments not to do it. Seems like sense of community is fading away.

IV. Discussion Follow-up

Length of course descriptions. The Committee asked Mary to suggest a reasonable length for course descriptions. She distributed a sampling of word count of courses descriptions in the current Catalog (does not include when offered, course fee, prerequisite, corequisite). The number of words ranged from 25 (AH 2700, PS 3220) to 118 (EN 1200) in this sample. She suggested limiting the size of course descriptions to 60 words. The Provost announced that the 2011-2012 Academic Catalog will be the last printed edition, due to the need to reduce expenses. We will continue to post a pdf of the Catalog (see <http://www.plymouth.edu/academics/undergraduate-programs/college-catalog-search/>) and we are investigating how to access the information electronically in a more user friendly manner, including access for prospective students. We currently do not have a web master or an assistant web master. It was moved and seconded to limit the size of course descriptions in the Academic Catalog to 60 words. *Approved 8-0-0-3.* Joyce will add this statement to the New Course Proposal form and repost the form on the web.

Karolyn provided a copy of her document of the discussion items and actions proposed at the March 18th Curriculum Committee meeting. [She was unable to attend today due to the Medieval Forum.] Wendy suggested that she and Julie meet to discuss Karolyn's document. Julie would like to add to the list the following:

- What should be included in a syllabus? Need to say objectives, description of the course, assessment, outline. Should we decide what are the minimum items on a syllabus?
- How are credit hours defined? This is being discussed by the Council for Higher Education Accreditation, a national body of which NEASC is a part. 37.5 hours for three credits, assuming two hours outside of class for every one hour in class. How do you deal with it if it is a blended or online course? There is no seat time. Have to clearly define objectives/outcomes, then show how they are being evaluated. We need to get our syllabi to clearly state outcomes and how they are being assessed. Do our students really know what we say we're teaching them? Recommend content for syllabus; outline/schedule of content. We can start to institute it (a) when a New Course Proposal is submitted and (b) with departmental Program Reviews. Departments keep syllabi for each semester; faculty have to submit their syllabus each semester to the Chair. Some departments give specific instructions on how to construct a syllabus. Put a syllabi template on Moodle. Have a workshop for faculty; how to identify outcomes, how to assess them. NEASC is coming in three years. Julie will bring a draft of a syllabus to the Curriculum Committee in May and to the Chairs. The Curriculum Committee will

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finalize the draft in September. Then electronically archive syllabi. Syllabi of graduate courses are available online. Moodle has a template for syllabi. Julie will send credit hour information to the Committee (see her April 15th e-mail to the Committee); she and Wendy will meet.

The move to colleges. Do all curricular proposals still come to the Curriculum Committee? There would have to be a governance discussion. Do we need a separate designation of “graduate faculty” because the graduate programs are going into colleges?

Class schedule grid. There are an increasing number of courses not being taught within the grid. Some students thought that all classes were canceled for today because of the Medieval Forum; only classes held in Rounds were cancelled and they were not cancelled by the Forum. Department Chairs make the schedule; should say that classes have to follow the grid. Julie has made only one exception, which is COBA. There are other departments who offered Monday/Wednesday classes. The Nursing program was designed to use Friday and Saturday classes. COBA is 25% of the student population. Thursday night student behavior in the middle of the night is in large part due to not having classes on Friday. Students have schedule conflicts with other departments’ offerings. A former proposal of Monday/Thursday, Tuesday/Friday and Wednesday classes works only if everyone does it. Some subjects work better with 50 minute classes. Attendance on Fridays is poor. Some adjuncts occasionally can’t come more than one or two days/week. Is the issue that the grid is not functioning or we don’t operate the grid correctly? Every adjunct teaching 12 credits must have permission to do so. Chair with no faculty duties?

Study Abroad. How many have affiliate programs that courses transfer to our major? Reciprocity? Do more of? Articulation Agreements? Have lots of agreements but not for courses. The University of Plymouth is a two way swap. Dan Moore and Deb Regan serve on the International Steering Committee.

The meeting adjourned at 4:20 pm.

The Curriculum Committee meets on the third Friday of the month from 2:30 until 5:00 pm in the Student Senate room (HUB 119). Proposals need to reach the Chair 10 days prior to the meeting. Their next meeting is Friday, **May 20th**. *The meeting will probably begin at 2 pm due to Convocation starting at 4 pm.*

Respectfully submitted,

Mary E. Campbell, Scribe
Director of Curriculum Support

These minutes were approved May 20, 2011.