

Curriculum Committee

November 15, 2013 – Student Senate Room (HUB 119)

MINUTES

Present: Elizabeth A. Ahl (Chair), Christian Bisson, Mary E. Campbell (consultant, non-voting), Roxana Fera (President's Commission on Diversity, non-voting), Michael Garcia (student, voting), George T. Gilmore, Barbara D. Lopez-Mayhew, David Mackey, Sandra McBournie (new faculty observer, non-voting), Michele L. Pruyn (arrived at 2:36 pm), Hilary Swank, David Zehr (in place of the Provost) [nine voting members]

Absent: Joseph Boisvert (student, voting)

Excused: Julie N. Bernier, Holly E. Oliver

Vacant: one student member

Presenters of Proposals: Kate Donahue, Richard Hunnewell, Cathie LeBlanc, Linda Levy, Jayme Yahr, Stacey Yap

Note: *Unless otherwise indicated, all curricular changes noted below will become effective with the 2014-2015 edition of the Academic Catalog.* Recorded in the order in which the agenda item was discussed.

Liz Ahl called the meeting to order at 2:30 pm.

I. The minutes of the October 18, 2013 meeting were accepted as written.

II. New Business

A. College of Business Administration:

1. New course: BU 4xxx Competitive Sales. No representative was available to answer questions.
Motion to table the proposal until the December 20, 2013 meeting, 7-0-1-3.

B. Social Science:

1. (a) SO 3070 The Sociology of the Family: delete prerequisite
(b) SO 3100 Urban Sociology: delete prerequisite.
(c) SO 3160 Women in World Development: delete prerequisite
(d) SO 3210 Topics in Sociology: delete prerequisite
(e) SO 3350 Sociology of Popular Culture: delete prerequisite
(f) SO 3370 Sociology of Race and Ethnicity: delete prerequisite
(g) SO 3390 Environment and Society (INCO): delete prerequisite of (AN 2210 or SO 2220; prerequisite of Junior status remains because the course is an Integration Connection (INCO)
(h) SO 3450 Social Stratification: delete prerequisite
Approved 8-0-0-3.

C. Health and Human Performance:

1. (a) BS Physical Education, Physical Education and Health Education Teacher Certification: Blanket Agreement to allow PE 2430 Elementary Activities to substitute for PE 2330 Movement Concepts for Elementary Education for students following pre-2012-13 Catalogs
(b) BS Physical Education, Teacher Certification: Blanket Agreement to allow PE 2430 Elementary Activities to substitute for PE 2330 Movement Concepts for Elementary Education for students following pre-2012-13 Catalogs
Approved 8-0-0-3.
2. PE 3760 Advanced Laboratory Techniques: change prerequisite to PE 3580 and PE 3750.
Approved 8-0-0-3.
3. PE 4790 Exercise Biochemistry: change prerequisite to (CH 2330 or CH 2335), PE 3580, and PE 3750. *Approved 8-0-1-2.*

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4. AT 2750 Clinical Athletic Training I: change course description; change prerequisite to: current CPR/AED for the Professional Rescuer certification, valid NATA membership, 2.33 core and cumulative GPA, permission of instructor.
5. AT 3760 Clinical Athletic Training II: change course description; change prerequisite to: AT 2750, current CPR/AED for the Professional Rescuer certification, valid NATA membership, minimum 2.50 cumulative GPA, permission of instructor
6. AT 4760 Clinical Athletic Training III: change course description; change prerequisite to: AT 3760, current CPA/AED for the Professional Rescuer certification, valid NATA membership, minimum 2.70 cumulative GPA, permission of instructor.
7. AT 4800 Clinical Athletic Training IV: change course description; change prerequisite to: AT 4760, current CPA/AED for the Professional Rescuer certification, valid NATA membership, minimum 2.75 cumulative GPA, permission of instructor.

Approved 9-0-0-2.

D. Art:

1. (a) AH 3710 Ancient Art: delete course.
(b) AH 3720 Medieval Art: delete course.
Approved 9-0-0-2.
2. AH 2700 20/21: Art Since 1900 (WRCO): delete prerequisites. *Approved 9-0-0-2.*
3. (a) AH 3150 Museum Studies I: change title to Museum Studies: Objects and Collections; change course description
(b) AH 3170 Museum Studies II: change title to Museum Studies: Trends and Practices; change course description.
Approved 9-0-0-2.

G. Nursing:

1. BS Nursing, RN Completion Program: change the name to RN-BS Program. *Approved 9-0-0-2.*
2. NR 3071 Nursing Clinical Decision-Making for Healthy Populations (WECO): change title to Nursing Decision Making for Healthy Communities; change course description.
Approved 9-0-0-2.
3. NR 4021 Global Health and Population-Based Health Care for the Registered Nurse (GACO): change course description. *Approved 9-0-0-2.*

E. Communication and Media Studies:

1. Professional Communication minor: change requirements. *Approved 9-0-0-2.*

F. Education, Learning, Leadership and Curriculum:

1. New course: ND 1xxx Making the Most of How You Learn Best. *Withdrawn.*

III. Reports

A. SAPC (or its replacement). No report.

- B. General Education Committee. Met October 28th. Committee members met with the NEASC visiting team on November 4th. As reported by the President at the November 6th Faculty meeting, the NEASC visiting team liked our General Education program but noted a lack of assessment of student learning. The Committee is using a Moodle page to organize all materials and have them available to the members, e.g., proposals for renewal or initial Gen Ed status. It is working very well and makes it easier to keep track of everything. Minutes are also posted there. Will it become an archive for the General Education Committee? Only members can access it, unless the Chair includes other individuals.

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- C. Council of Educator Preparation. Will meet November 18th. Their agenda includes the proposed new OAD Director, EFolios and their January 7th retreat.
- D. Steering Committee. They are discussing updating and streamlining the Faculty Governance web site. Liz will ask about posting minutes on this site versus posting minutes in a Moodle site. The Steering Committee is also discussing updating some Faculty by-laws. Pat Cantor and Liz will be meeting to update the General Education Handbook and the Curriculum Handbook as well as the forms that both committees use. They will bring proposals to their committees in February and also share them with Chairs, with the idea of having something in one place. The Steering Committee is also updating and clarifying signatures—signatures on forms matching reality; who needs to sign what. Do people use either Handbook?

IV. Discussion Items

- A. Proposed bylaws change. Liz e-mailed Julie, David, Lourdes, and Bob about having the by-laws for the Curriculum Committee match the reality, regarding Composition. Current bylaws include:

Curriculum Committee

a. Composition

The Curriculum Committee is composed of twelve voting members: the Vice President for Academic Affairs (or Associate Vice President for Undergraduate Studies), Registrar, seven faculty members (no more than two of whom are Department Chairs), and three members selected from the student body to be chosen by procedures established by the Student Senate.

Only one member of a department may serve on the Curriculum Committee at one time. The Vice President for Academic Affairs may appoint the Associate Vice President for Undergraduate Studies to participate as a full voting member of the Curriculum Committee in the Vice President's absence.

Curricular proposals for a program can have staffing issues. The Provost will attend the Curriculum Committee meetings on an as-needed basis. KSC and UNH do not have their Provost on their Curriculum Committees. The Associate Vice President for Undergraduate Studies has more day-to-day experience with curricula issues.

Liz created a proposal to substitute the Associate Vice President for the Provost.

Motion: change the bylaws by

- (1) striking "The Vice President for Academic Affairs may appoint the Associate Vice President for Undergraduate Studies to participate as a full voting member of the Curriculum Committee in the Vice President's absence" in the second sentence of the second paragraph, *and*
- (2) replacing the Vice President for Academic Affairs with the Associate Vice President for Undergraduate Studies in the first sentence of the first paragraph.

Approved 9-0-0-2.

Proposed new language:

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Liz will submit this proposal to the Steering Committee and then to the Faculty.

- B. Liz announced that she will be attending a conference in February which conflicts with the February 21st Curriculum Committee. Christian volunteered to chair the meeting.
- C. Moodle. The General Education Committee is using a Moodle page this year and they like it very much. Would the Curriculum Committee like to try a Moodle page and have pre-approved deadlines for the February meeting, which usually has a large agenda? Moodle allows for online discussions and organizes the necessary files. Posting minutes: need permission? Who posts? Minutes should be posted and open to all. Moodle would be restricted to members of the committee. Perhaps we could test having a Moodle page after the February meeting and perhaps we could start using it next fall.

The meeting adjourned at 3:27 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, **December 20, 2013**.

Respectfully submitted,

Mary E. Campbell, Scribe
Director of Curriculum Support

<http://www.plymouth.edu/committee/faculty/faculty-committees-and-appointed-groups/curriculum/forms-and-documents/> links to the Curriculum Committee **Forms** and the following documents:

- New Program Approval Process from the Provost's Office
- PSU Syllabus Checklist

These minutes were approved December 20, 2013.