

**Curriculum Committee
Minutes
December 6, 2018**

Present: Teri Walker, Clem Emhoff, Michael Goerger, Maria Sanders, Jon Fassett, Bruce Palmquist, Sabrina Juhl, Kaleena Wilson, Scott Robinson, Mike Harrod, Rose Spodobalski-Brower, Sathy Rajendran Sayantani Mukherjee

Absent: Julie Bonner (technical difficulties), Bernadette Jungblut, Jeff Stinson, Greg Schwab, Ginny Blackson

Guest(s): None

Meeting was called to order at 3:13 p.m.

Bruce moved to approve the agenda. Jon seconded and agenda was approved.

Bruce moved to approve November 15, 2018 minutes. Clem seconded and minutes were approved.

Chair updates – Michael reported an issue came up with the Math department around course changes they just put through. When the General Education program rules were changed at Faculty Senate, it will impact the pre-requisites of all of the Quantitative Reasoning courses. Michael indicated there are several options. One is to have them fill out a single course change and list all of the courses they want the pre-req language changed. Registrar could also re-route their recent proposals back to Math for them to make the changes and then they would go right back to Lydia. However, that would mean that technically no one approved the new language. Rose indicated that the Registrar is holding these proposals and there are other issues that need to be addressed. There is a meeting next week to talk about this with Math and about 10 other people. Janet Shiver had Lydia Anderson change all the Math milestones to new requirements. There will be other similar changes with Gen Ed courses. Michael will talk with Mike Gimlin about if this is possible to use one form. At the Skype meeting with NKU they indicated they have a mass change form. This is being looked at to see if it could be used here.

Priorities for winter quarter. Michael talked with the committee about some of the priorities for winter quarter. The committee needs to rectify and identify what are some of the common issues we are seeing. Teri & Michael started a draft last year. The committee needs to talk with people who play a role in the process to see where they are encountering errors. Curriculum deadlines need to be looked at. Michael looked at other institutions and a lot of them are set as a time in the quarter, like last Friday of the quarter. One charge is to come up with a procedure for creating and changing CurricuLog forms.

Rose indicated she would like the deadline discussion on the February 28th agenda so there is time to discuss it. Curriculog proposals should be on the March or April agendas so there is time get what the committee wants before summer.

Approval log

Bruce moved to approve #9 ETSC 380, #10 ART 283, #11 ART 285, #12 ART 333, #13 ART 370, #14 ART 383, #15 ART 420, #16 EDEC 493, #21 ANTH 499, #22 CHIN 261, PHYS 109, UNIV 303. Jon seconded and motion was approved.

Review log

#1 ANTH 314 - This is okay.

#4 PSY 545 - This is okay.

#2 History Department Graduate Information - This is okay.

#3 History, MA - This is okay.

Jon moved to put #1-4 out to campus on the review summary log. Maria seconded and approved.

Committee reviewed CWUP 5-50-070 (5) Listing program requirements.

English 101 and 102 is currently an exception because they were basic skills and required of everyone. That will no longer be the case in the new Gen Ed.

Striking except English 101 and 102. Bruce moved to strike the words in parenthesis (except English 101 and 102). Maria seconded and motion was approved. This policy change will be forwarded to the Executive Committee.

CWUP 5-50-050 Catalog copy

This policy indicates that it requires a catalog narrative form that no longer exists. It should read "require a program change form". It was suggested to add "descriptions of" before program fees or financial obligations. Another change was to change "in terms of" to "including".

Jon moved to change this policy to be:

Catalog copy for departments and programs is approved by the FSCC. Changes to catalog narratives, including admission requirements, special requirements, descriptions of program fees or financial obligations, require a program change proposal and FSCC approval. All changes will be effective in the fall term following publication in the official electronic catalog (OEC). All curriculum will be imported to the OEC from Curriculog.

Maria seconded and motion was approved.

The committee talked about when curriculum policy goes into effect. Rose suggested that changes to Curriculum policy changes go into effect the next Fall. There was discussion around wanting some sort of language for exceptional circumstances that

might take effect immediately following UPAC with Senate approval? Michael will draft up some language for the committee to review.

5-50-060(13) Reserve Courses and Programs - Change courses to four years. Bruce moved to approve the change from three years to four years for courses to be put on reserve. Maria seconded and motion was approved.

2-50-60(10) (A) also needs to be changed to four years. Bruce moved to change 2-50-060(10) to ready four years as well. Jon seconded and motion was approved.

Rose indicated there is another place in policy or procedure that refers to the moratorium on course numbers that will also need to change to four years. Rose will find the policy.

5-50-100 The committee discussed the recommended changes sent by Provost Council. Michael will check with Bernadette to clarify where they want Provost Council approval to be inserted. It is not clear on the information that was provided.

2-50-060: Contact Type list – Michael talked to the committee about defining why we want to change these. If it is about letting students know what kind of course, maybe we should add course type that would add to description. Academic Service Learning would like to add two course types of ASL and CEC. This will be discussed at a later meeting

Curriculum Issues – Rose indicated that the next log will be larger.

Meeting was adjourned at 4:41 p.m.