

Curriculum Committee
February 27, 2020
Minutes

Present: Julie Bonner, Hongtao Dang, Sayantani Mukherjee, Clem Ehoff, Michael Goerger, Maria Sanders, Benjamin White, Trista Drake-Jones, Coco Wu, Mike Harrod, Mike Gimlin, and Mark Samples.

Absent: Sabrina Juhl, Alexis Daggett, Bernadette Jungblut, Scott Robinson, and Heidi Henschel Pellett.

Guest(s): None

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

Clem moved to approve the agenda. Maria seconded and motion was approved.

Maria moved to approve the February 20, 2020 minutes. Clem seconded and motion was approved.

Approval Log

Mathematics: Secondary Education, BA - This was approved by the committee as one major. Found out that it was really meant to be a standalone major with an option to do the STEM teaching program to be certified to teach. The department wants this title so employers know they only have math to the high school level. Maria moved to approve this with the changes. Ben seconded and motion was approved.

Chair updates - Michael told the committee to be prepared for more curriculum in the next month. There is a Hold Petition on SCED 411/511.

ACCT 310 is put in as repeatable course, but it should not be. The department asked Mike Gimlin to make the change. Does it need to go out on the log again? The committee decided this change was okay without going back out on the review log.

Curriculum deadlines - Scheduling would like to have course changes only happen once a year. Remove the tentative 2022-23 deadlines from the memo. Maria moved to approve the curriculum deadlines without the tentative dates for 2022-23. Hongtao seconded and motion was approved.

Procedures manual – The committee reviewed changes to the procedure manual. It was suggested to allow the each side have 2 minutes to give a final statement. Another suggestion was to do this only using a paper process, rather than an in-person hearing. Michael will write up a different version of the procedures manual using a written process.

Summer Curriculum Work-group – Michael indicated he is looking at asking for a summer workgroup. This would be to look at some of the long-term issues that have come up. The group would go through policy and procedure as there is a lot of housekeeping that needs to be done. There are places where policy doesn't reflect the current process. The group would need to consider adding areas to expand information or to clarify issues. Would also need to discuss issues that are not included in policy that maybe needs to be included. The group would also look at the entire curricular process from the outside to see if there might be a better way to do curriculum on campus. Work on instructions for originators, reviewers, chairs, deans, and what they should be looking at on proposals. Mike Gimlin indicated that the Registrar Office feels their step is outside of the 15 deadline. They would like to this to be clarified in policy. Another area would be to look at how much the curriculum process costs? Maybe work on an onboarding handbook for new FSCC committee members. It was suggested the website be updated to

include additional information about the curriculum process. Sayantani asked the group to talk about committee member who join remotely to how to make this situation go more smoothly. Michael suggested the group looking at the pre-fix change process, variable topic policy, Curriculog proposals, and how long they should be left in the system. The outcome examples on the website need to be updated. Add policy on a form approval process. Look at curriculum deadlines for the future. It was suggested to look at peer institutions and review their process. Consider expanding the role of having a curriculum person who would do curriculum development, curriculum mapping, how you construct a good course or program.

Meeting was adjourned at 4:46 p.m.