

**Curriculum Committee**  
**November 2, 2023**  
**Minutes**

Present: Paul Ballard, Sayantani Mukherjee, Fabio Ambrocio, Tim Sorey, Benjamin White, Lizzie Brown, Susan Merrill, Yoshiko Takahashi, Jenny Dechaine-Berkas, Mike Gimlin

Absent: Hideki Takei, CAH faculty representative, CAH faculty representative, student representative

Guest(s): Toni Burvee, Katrina Whitney, Dale Larson, Andrea Eklund

Meeting called to order at 3:10 p.m.

Agenda – Ben added the Internship discussion at 4:00 p.m.

Committee introductions - Introduction of new committee member Fabio Ambrosio from College of Business.

October 19, 2023, minutes approved as presented.

Chair Report – Last weeks meeting was canceled due to committee members being gone and would have had a lack of quorum. Met with co-chairs of the Graduate Council Curriculum Committee (GCCC). The GCCC is still working on how they are going to operate. They agreed to approve the proposals on 2<sup>nd</sup> and 4<sup>th</sup> weeks of the month to coincide with FSCC schedule. Include some documentation or notes if there were proposals that had discussion and/or changes so FSCC know the history of the proposal. Their first meeting was a week ago. IDS 335 hold parties have all met to try and resolve the issues. Seems like all parties have agreed to changes. Ben will make sure all parties are okay with the separate agreements and will hold until November 16<sup>th</sup> to make sure everything is good. Provost Kirstein will be joining the committee on November 16<sup>th</sup>. Next week the committee will start talking about the curriculum deadlines.

Approval Log – Hold ASP 485 and LIS 298. Paul moved to approve the Curriculum Summary Approval Log. Lizzie seconded and motion carried.

Review Log

Course changes - \*8, #16, #9, #15

#8 AVP 470 - Outcome #2 think they meant to say reflection instead of reflect. Also, AVM 450 seems to have very similar outcomes. The General Education Committee (GEC) wanted FSCC to review these before they make any decisions on these courses being added into GE. Maybe leaner outcome #1 needs to be broken into two outcomes. Maybe could have contextualized outcomes. Paul/Lizzie

#9 CDFS 436 – Typo of an extra comma after the first assessment at the end.

#14 PHYS 121 – Learner outcome #2 and #3. Try to get away from demonstrate knowledge language. Paul

#15 SOC 386 – In learner outcome table, the header learner outcomes is missing the “t” in Outcomes. Under learner outcome #5 the United States is misspelled.

#16 WGSS 326 – Demonstrate understanding of in learner outcome #1. The other verbs are consistently defined. Suggest Distinguish between. Lizzie

Syantani moved to send the course change proposals out for campus review. Tim seconded and motion passed.

Internship discussion – Toni Burvee, Dale Larson, and Katrina Whitney

Dale indicated that Career Services is implementing policy 5-20-16 [correction 5-50-060(1)] Cooperative Education. Requires a student release and learner agreement for all X90 courses. Only deans are authorized to approve contracts. Dale pre-screens them and the dean approves after the department signs off. Career services enrolls students in the course after all this has been done.

Toni indicated that the agreements follow the Fair Labor Standards Act (FLSA). CWU has had instances of students who experienced challenges with placements and violations of FLSA. Part of the learning agreement are also overarching agreements with school districts and clinics that require we meet pre-reqs before placement (e.g. fingerprints, immunizations, etc.). CWU has to keep a record of this information for at least six years. Career Services is a management service and tracking of students. Unfortunately, we have some departments that have created their own process and modified the learning agreement and are doing this outside of Career Services. Registrar’s office pulled a list of all courses that have internships, practicums, etc. that have been created outside of the X90 courses. CWU cannot provide professional liability if a course is not registered. This may need to be a policy change to list description versus course numbers that fall under this policy. A course needs to be added to the coverage prior to student placement.

Education practicums are a gray area of what should be covered and what is not. Definition of practicum and internship are not consistent between the catalog, CBA, etc.

Toni asked if there is a way she can be notified when a course is approved that have these terms in them.

New Course

#5 ASP 515 – This is a similar issue as with ASP 215. Says it can be taken up to a 14-credit max. First four outcomes are the same. The fifth one is different and does seem to be at the graduate level. Almost seems like a self-study. Tim suggested maybe it could be a 496/596. Maybe a variable credit course for how many modules. It was suggested to place these courses on hold and invite the originator to the next meeting. Ben will reach out to the originator. This course will be held as well as ASP 215.

#7 AVM 450 this is the same issue as AVP 470 in course changes.

#11 LLAS 405 – Typo in learner outcome. Referred to a social economic and not modifying any noun. Ben will do form.

Paul moved to send the new courses out for campus review with the exception of ASP 515. Lizzie seconded and motion carried.

Program Change

Dual Degree program –

Tim moved to approve the changes to the Dual-Degree Physics/Engineering Program BS. Paul seconded and motion passed.

Meeting adjourned at 5:03 p.m.