

## *Faculty Senate Curriculum Committee*

*October 20, 2016*

### *Minutes*

Present: Jan Byers-Kirsch, Teri Walker, Toni Sipic, Coco Wu, Michael Groeger, Maria Sanders, Jon Fassett, Ginny Blackson, Kathy Whitcomb, Mike Harrod, Lene Pedersen, Linda Hoff

Absent: Jeff Stinson, Ethan Bergman, Mather Kurtz, Michele Reilly

Guests: None

The meeting was called to order at 3:12 p.m.

The agenda was approved.

Ginny moved and Coco seconded to approve the minutes from Oct. 6, 2016 after changing "Ethan German" to "Ethan Bergman." The motion passed and the minutes were approved.

Teri reported that corrections to the Oct. 6, 2016 Curriculum log have been updated. Those corrections are:

New Courses -

- Item 6: MGT 488, pre-requisite change approved
- Items 7, 8, 9: TH 115, 116, 117, new outcomes approved
- Item 11: SCM 492, course number changed for a practicum
- Item 12: ENG 598, revised #3 outcome was received
- Item 14: MUS 498 Feminist & Gender Topics in Music (3 credits)

Some issues remain. Teri sent a detailed explanation for learner outcomes and what she thought they were trying to say, but got a revision back with the same types of errors. It's not a problem with the course, but a problem with the outcomes. Some verbs need to be changed, and department sent that, but the originals were actually better than the revisions. Assessments and learner outcomes didn't align; additionally, the learner outcomes are too low for a 400-level class. More detail and clarification need to be added. That's still not what came back in the revision. The Music department wants to offer this course in winter.

Ginny asked if we [the Curriculum Committee] can send the course back to the Music department for revision, but designate two members of our committee to review it and say yes or no, then send it along or leave it alone, in order to have it

ready to offer in Winter quarter. Linda said that if someone could work with them for the next two weeks, before her office's next meeting on Nov. 3, then it could be possible to offer the course in winter.

Ginny moved, and Coco seconded, to empower Teri and Toni to review MUS 498, Feminist & Gender Topics in Music. Motion passed.

Jon asked what the approval log would show while this process was taking place. Linda said it would show a hold and say "course pending approval."

Course changes, Reactivations, or Conversions:

- Item 20: SOC 366

Review is pending. Ginny stated that she is still waiting for learner outcomes to be rewritten, but is not receiving responses. She asked the committee to do the same with this course as with the music course in Item 14 by assigning two people to review it and write up something to send to Sociology. Ginny said she will volunteer, but another person is needed as well. Toni volunteered.

Ginny moved, and Coco seconded, to conditionally approve SOC 366 pending the recommendation from Toni and herself. Motion passed

Curriculum on Hold:

- There are five formal holds on the new Aviation courses. The holds are from Marketing as they are saying the proposed Aviation courses are duplicates with courses from their department. However, they are not mentioning their specific courses. Toni and Coco will let the College of Business know.

Ginny moved, and Coco seconded, to approve the approval log as is. Motion passed.

Review of 10/20/16 Curriculum Log -

New Programs:

- Jan moved, Jon seconded, to move the new radio broadcast certificate to the approval log. Motion passed.

- Ginny moved, Coco seconded, to approve the Women & Gender Studies minor and move it to the approval log. Motion passed.

- Ginny moved, Jon seconded, to move the Science Honors Program to the approval log. Motion passed.

- Jon moved, Michael seconded, to move items 5 through 8 to the approval log pending resolution. Motion passed.

(New Programs cont.)

Items 4, 7, 9, 10, 11, and 12 were discussed.

Item 4 (ANTH 363) – Jan thought the assessments were okay, but the outcomes were too low for a 300-level class, and the verbs needed to be stronger. (How do you measure “recognize” or “connect”?) Toni agreed and questioned if they were using words from our outcomes list. Teri said that she didn’t have issues with this one; she thought the students would be connecting concepts from the class to social/environmental issues. Jan said she would agree with the committee’s decision, even though she thought the course description was vague. Lene pointed out that the course is a research-based course and will be assessed more through research papers, which involves looking at the thought process involved. This course has already been taught as a Special Topics (398) course, and is being moved to a regular course.

Item 7 (COM 304) – Jan questioned language of “practice and perfect” used in the third outcome. Teri said that she understood it to mean students will practice and receive feedback, though perhaps “improve” would be a better word than “perfect.”

Discussion about co-reqs and pre-reqs followed. COM 205 is a co-req for COM 304, so students have to take them at the same time. Does that mean should COM 205 also be a co-req for COM 304? Linda said she will look into it. In Curriculog, the co-req is checked as variable credit, which is not correct.

Item 9 (ETS 309) – Ginny thought the outcomes and assessments were too low for a 300-level class. Assessments are assignments, and outcomes are 100-level skills. Some words used include “define,” “discuss,” “identify,” all of which are used at 100-level. Teri agreed. . Lene said the assessments didn’t match up with the outcomes. Jon also mentioned the assessments being quizzes and tests. That needs to be addressed. A proposal review form was submitted.

Item 10 (IDS 405) – Ginny thought the outcomes and assessments were unaligned. Also, this is a 400-level class with no grammatical pre-req. Mike pointed out that anyone who is an IDS major already has to be a senior, so they will have already taken ENG 101 and 102. Coco said that outcome #4 seemed unclear. It sounded like the intention is to do a funding proposal, which does not align with the assessments. Ginny agreed and said that the outcomes are not measurable. A proposal review form was submitted.

(New Programs cont.)

Item 11 (NUTR 495) – Ginny pointed out that nutrition already has a field experience class (NUTR 490). In that case, “Field Experience” should be removed from the course description, unless it’s okay for them to have two such classes. It’s not a Special Topics course, but is marked as a research course and has variable credits. \_\_90s are internships/professional experience; \_\_95s are research. This is a combination. Teri commented that even though there are only two outcomes listed for the course, they are packed. Michael pointed out that the description says “field research experience” so maybe that is intended as the distinction. Mike said that Nutrition is a minor so they don’t have a mechanism to do field experience. That could be why they are proposing this. Michael wondered if perhaps the department is trying to get around the 490 policy.

Item 12 (PHYS 441) – Ginny wondered if the course would have a lab attached to it. Mike said that it would because it’s a lecture and a practice course. Linda brought up a concern about co-reqs and pre-reqs. The same courses as listed as both. Jon explained that the intention is to have students be able to do both MATH 272 and CHEM 382, rather than one or the other. Linda wondered if a class can be both a co-req and a pre-req. Teri asked her to check on the intent of the issue as it relates to this course. Resolution is pending.

Coco moved, and Maria seconded, to move Items 4, 7, 9, 10, 11, and 12 to the approval log (pending all changes and resolutions to each item). Motion passed.

Special Topics \_98, Seminars \_99, Workshop \_91:

- Jon moved, and Toni seconded, to move Item 13 to approval log. Motion passed.

Item 14 (MUS 498, Arts & Entrepreneurship) – Maria thought the assessments were okay, but the course needed higher outcomes for a 400-level class. Coco questioned the outcome/assessments about the portfolio, but Kathy pointed out it is more about learning how to market themselves or a band, as if for a career in music. Teri moved, and Coco seconded, for approval. Motion passed.

Course Change, Reactivation, or Conversion:

- Jon moved, and Michael seconded, to move Item 16 to the approval log. Motion passed.

(Course Change...cont.)

Item 15 (BIOL 428) – The course is a layered graduate course. It is currently being held pending Grad Council approval of BIOL 528, but there is no reason the Curriculum Committee is holding until until we see 528. Linda said the course would normally drop into the hold log until the CC approvals 528.

Item 17 (PHYS 103) – Jon said that this is a Gen-Ed course. Changes had been made through our committee in the past and not approved at the Gen-Ed level. Mike pointed out that it's not the course itself but the type of course, because it's a lecture/lab hands-on type of thing. Linda said it normally goes through us (Curriculum Committee) and then on to Gen-Ed.

Jan moved, and Mike seconded, moving Item 15 (pending approval of BIOL 528) and Item 17 to approval log. Motion passed.

Curriculum on Hold:

Aviation Courses – Linda said that the Aviation department sent through a lot of changes at the end of last year. No one could do anything or edit. Someone from the department was asked to edit and shorten descriptions to 35 words or fewer. That was done, but there are still conflicts with titles, descriptions, etc. (The title for AVA 513 was changed from “Aviation Organization Design and Leadership” to “Resources Management.”) Holds have come through from the College of Business.

Chair Updates:

Teri reported two chair updates. There have been recommendations to consider adding “Webb’s Depth of Knowledge” to our learner outcomes. She and Ginny met with Bernadette Jungblut last Friday. Bernadette is requesting more information be added to Curriculog, some of which could require a policy change. She is particularly talking about data for accreditation purposes, which relates to being able to answer the various accreditation and academic questions for which she is responsible. However, some of that information (regional accreditation items A though I) seemed very clearly outside our purview. Bernadette wants to enter data into Curriculog, but the question is, can it be used for other purposes? Can certain information be hidden or only shared with certain people or groups? There is also the issue of the course fee not being tied to curriculum because that is not really our thing.

Secondly, at the Faculty Senate open Executive Committee meeting, interest was expressed in potentially having conversations about how graduate curriculum is handled, and possibly adding graduate faculty to Curriculum Committee, as this would streamline the process. Cody Stoddard has been working on it.

Curriculum issues:

Toni said that it works perfectly now. Ginny discovered that you can click “print,” then save the document as a PDF file anyway – to your computer, tablet, or even to your phone. It makes for easier viewing. Teri mentioned an issue in Curriculum for programs. The credits are on the list, but there’s no way to add up the math.

Holds on Aviation Course:

Some departments in the College of Business have put holds on AVA 502, AVA 504, AVA 513, AVA 522 because titles or descriptions of the courses conflict with those offered in their department. However, they did not specify the Aviation courses, but not the courses from their own departments. Linda will work on it and ask them to come back them for specifics.

The meeting adjourned at 4:37 p.m.