

**Curriculum Committee  
Minutes  
December 7, 2017**

Present: Jan Byers-Kirsch, Teri Walker, Toni Sipic, Coco Wu, Michael Goerger, Maria Sanders, Bruce Palmquist, Maura Valentino, Scott Robinson, Mike Harrod, Ginny Blackson, Rose Spodobalski-Brower and Michael Johnson

Absent: Jon Fassett, Hannah Barta, Linda Hoff, Jeff Stinson, Sathy Rajendran

Guest(s): Lizzie Brown and Becky Pearson

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

Coco moved to approve the agenda. Toni seconded, and agenda was approved.

Toni moved to approve the November 16 and 30, 2017 minutes. Michael seconded, and minutes were approved as presented.

#### Approval Log

##### Program Change -

#58 Bruce moved to approve the #58 MS Primate Behavior program change. Coco seconded, and motion was approved.

##### New courses

#16 Bruce moved to approve #16 CHEM 567. Michael seconded, and motion was approved.

#20 ENG 103 will be held until ENG 102 is reviewed by the committee. #63 CWU 187 will continue to be held until some of the issues with review and policy and be agreed upon.

##### Course Change

#5 ADMG 410, #6 ADMG 412, #7 ANTH 180, #18 CS 105, #21 ENG 347, #24 ENTP 287, #26 FCL 435 (held until 545 comes through) #30 HIST 143, #31 HIST 144, #37 IT 260, #39 JAPN 442, #44 MGT 200, #45 MGT 389, #47 MUS 102, #48 MUS 103, #49 MUS 105, and #59 PSY 205 are still held until response from the department or until Teri can work with departments.

Jan moved to approve #1 ADMG 201, #2 ADMG 271, #8 ASP 305, #9 AST 102, #10 BUS 241, #11 CHEM 101, #12 CHEM 111, #13 CHEM 111LAB, #14 CHEM 181, #15 CHEM 181LAB, #17 COM 202, #19 DNCE 161, #22 ENST 201 #23 ENST 310, #25 ETSC 311, #27 GEOG 250, #28 GEOG 489, #29 GEOL 523, #32 HIST 325, #33 HIST 339, #34 HUM 102, #35 HUM 103, #36 IEM 330, #40 JAPN 462, #41 LIS 245, #42 MET 489B, #43 MET 489C, #46 MUST 101, #50 PHIL 103, #51 PHIL 105, #52 PHYS 103, #53 PHYS 106, #54 PHYS 181, #55 PHYS 322, #56 POSC 101, #57 POSC 210, #60 PSY 310, #61 RELS 102, and #62 TH 107. Bruce seconded, and motion was approved.

##### Reserve

Coco moved to put #3 ADMG 301, #4 ADMG 317, #38 IT 360 on reserve. Maria seconded, and motion was approved.

## Review log

### New courses

Coco moved to put #7 COM 222, #22 IDS 357, #26 MATH 120, #31 PHIL 107, #36 PHYS 304, #38 POSC 344, #39 PSY 242 on the review log. Michael seconded, and motion was approved.

#8 CS 102 – The outcomes were long and start with “students will be able to”. Split up learner outcomes.

#9 CS 107 – The outcomes and activities don’t match well. Learner outcome #2 needs review. Appear to have Gen Ed outcomes rather than course outcomes. Maybe reconsider the title.

#11 EDBL 250 - Generalized content for a 4-credit course. Seems overly broad. Only three outcomes and seem too general.

#13 ENST 360 - Learner outcomes need revision. Learner outcome #4 is not clear. Not sure observe is the correct word. Demonstrate influences of class, race....

#14 EXSC 154 - Justification is that this is a new Gen Ed course and not about the course. Outcome #3 clarify.

#15 FILM 150 - First outcome is not measurable, and assessments are not measurable.

#16 FIN 101 – The outcomes need to be more specific to financial literacy.

#17 FR 200 - They didn’t justify the level. Didn’t justify why they are adding that specific content. Learner outcomes could be more clearly stated.

#18 FR 201 - same as #17.

#24 LAJ 203 - Needs a space between Enforcement and is all one word. (Rose will take care of). Learner outcomes do not have assessments. They need to use Faculty Senate form.

#32 PHIL 110 - Eliminate “your” in learner outcome #5. Rose will take care of.

#33 PHIL 151 - These are duplicative with #34 and #35. Can students take all three courses?

#34 PHIL 152 – Same as #33. Synthesize high quality sources.

#35 PHIL 153 – Same as #33.

#40 PSY 333 – There is a formatting issue, need to align learner outcomes and assessments in a single row.

#48 WLC 250 – There is a concern why it is cross-listed with POSC.

Michael moved to put on review log #8 - 11 (pending learner outcomes), #13(pending justification), #14 (pending justification), #15, #16(pending proper form), #17, #18, #24(pending outcomes/assessment in proper form), #32, #33-35(pending clarification of duplicity), #40(pending formatting issue in learner outcomes), #48. Bruce seconded, and motion was approved.

## Special Topics

#37 PHYS 398 – Michael moved to put #37 on review log pending #2 outcome improvement. Maria seconded., and motion was approved.

## Course Change

#1 ABS 110 – Has too long of a description.

#2 BIOL 213 - Pre-req has grammar issues. (Rose will look into this.)

#3 BIOL 499S - learner outcome #2. Outcome #2 is more of an assessment than an outcome. (These are temporary courses is this an issue for a seminar class). Create individual rows for several outcomes.

#4 CHEM 113 - Seems to be two sets of outcomes. Rose will take out “students will be able to”. Once that is removed they seem to make sense. Pending clarification of what they changed in learner outcomes.

#5 CHEM 113 Lab - same issue as #4

#6 CHEM 488 - same issue as #4

#12 ENST 202 - Outcomes say, “students can”. Three outcomes for a 200-level course is a concern.

#19 - GEOL 489 - Description is too long. Course is out of sequence so needs that additional information. This is okay.

#20 GEOL 493 - Registrar will take care of.

#21 HED 101 - Typo. There are 9 outcomes and 5 assessments listed. Not lined up with outcomes.

#25 LAJ 489 - Type of course changed in addition to marked changes. This is okay.

#27 MET 418 - Move ABET reference to end. Remove “an ability to” from learner outcomes.

#28 MGT 380 - Equivalent to MGT 382 - where are the changes to that course? Need to get rid of equivalent and need to submit that for MGT 382.

#30 PHIL 106 - Improvement of learner outcomes.

#41 PUBH 209 – There are typos and needs more detailed justification of changes to the course.

#42 PUBH 311 - same as #41

#43 PUBH 317 - same as #41

#44 PUBH 351 - same as #41

#45 SOC 109 - the Gen Ed category is missing.

#46 SOC 322 - Outcomes are not measurable

#49, #50, #51 YES 101, 102, 103 - Outcomes seem vague. "Student will be able to" needs to be removed. Otherwise they are okay.

Coco moved to put #1 (pending shortened description) #2, #3(pending clarification), #4 (pending clarification of learner outcomes #5, #6, #12, #19, #20, #21, #25, #27(pending learner outcome revisions), #28(pending equivalent course issue), #30, #41, #42, #43, #44, #45, #46(pending learner outcome revisions), #49-#51 on the review log. Maura seconded, and motion was approved.

Chair Report - Teri reported a meeting yesterday to worked on draft for CWU 187.

CWU 187 First year experience (General Education Program). This course requires variable prefix and a variable topic approval.

Variable Topic: While the structure of the course is maintained (title, description, credits, learner outcomes and assessments) discipline-specific content is overlaid requiring a sub-title and sub-description.

Variable Prefix: Once a course is approved with a dedicated number and CWU prefix and prefix may be replaced with the appropriate prefix to present the department/program offering the course. Only the prefix may change unless it was also a variable topic.

Scott brought up the timeline and when would the topics and descriptions need to be to the Curriculum committee. 187 courses would be up to Gen Ed Committee on how often and the timeline. Right now, it is the quarter before implementation and would be when you schedule the term. This way the campus community gets a chance to review.

Michael Johnson indicated that the Executive Committee is suggesting the General Education Committee put out the populated framework with sub-topic listed and instructions to faculty to review and a feedback process.

Toni indicated that the Curriculum committee needs to review variable topic courses once approved by General Education Committee

The committee suggested developing a new form for variable topic courses to be able to submit their sub-topic and sub-description.

Coco commented that last year the committee received scrutiny over committee review and being consistent. 187 would not have been reviewed any other way. There needs to be academic integrity of the course. If policy and procedures could be drafted, then this might get approved.

There were three things suggested:

- Curriculum Form
- Curriculum Committee in the approval loop
- Creation of a Subcommittee to work on these issues

Michael moved to remove the hold from CWU 187 and approve the course. Maura seconded, and motion was approved. (2 nay)

Several other items were requested for CWU 187

- Memo of understanding needs to be in with the program change.
- Draft of policies before 1/4.
- Put the variable topic, variable prefix and first year experience in the MOU.
- Request to see the MOU by 1/4/18
- Variable topic form (CC responsibility)

The committee will approve the log in two weeks 12/21. The committee will approve it via email.

Meeting was adjourned at 6:05 p.m.