

MINUTES OF THE SEPTEMBER 5, 2014, MEETING OF THE CURRICULUM COMMITTEE

Location: Gardiner Hall 340

Present: Simona Bertacco, Matt Church, Humberto Rodriguez Gutierrez, Changbing Hu, Dwain Pruitt, Christopher Tillquist, Wendy Yoder, Haifeng Zhang

Guests: Nisha Gupta (Delphi Center), Beth Willey (English),

The meeting was convened at 12:31 PM.

The minutes of the August 19, 2014, meeting were approved without correction.

Dr. Tillquist briefly overviewed the committee's charge and processes for new committee members. Committee members were encouraged to focus on the "meta issues" related to curriculum and academic standards in their evaluations, emphasizing appropriateness, quality and rigor. Committee members were further encouraged to consider Matt Church's curricular and advising expertise in matters concerning potential catalog issues and were directed to Dr. Pruitt for any information or data they might need/want in evaluating materials submitted to the committee.

He recommended that the committee adopt a new practice when departmental or other guests are invited to the Curriculum Committee's meetings. Guests will now be invited to speak/present one at a time, rather than having all the guests in the room at the same time. The committee agreed to adopt this practice.

The committee briefly discussed the "proofreading" aspects of serving on the committee. Dr. Pruitt agreed that he will review CIF as submitted for accuracy and completeness and will return incomplete forms to the appropriate departments for correction/expansion before sending them forward for committee review. Dr. Pruitt will also send to all persons submitting syllabi a checklist indicating all the items that the College of Arts and Sciences requires be included in a syllabus to prevent the committee from having to return materials that do not conform to the College's published standards. Dr. Pruitt also agreed that he will locate and provide to the committee information on expectations that courses must meet in order to satisfy general education requirements. Committee members also asked to receive a copy of the reverse side of the CIF form, which Dr. Pruitt will provide.

15 items were submitted for the Curriculum Committee's review at this meeting. The agenda appears at the end of the minutes.

- 01-14F: APPROVED ENGL 350: Special Topics in Creative Writing contingent upon the submission of a complete syllabus that meets all of the College's expectations. Missing items noted in committee discussions included the course's grading scale and a statement indicating that the course schedule is subject to change.
- 02-14F: APPROVED the course description change for ENGL 381.
- 03-14F: APPROVED the course description change for ENGL 373.
- 04-14F: APPROVED the course description change for ENGL 491.
- 05-14F: APPROVED the course description change for ENGL 376.
- 06-14F: APPROVED the proposed change in the English BA program eliminating the current restriction on the number of hours of Special Topics courses students may take in the major. The current restriction limiting students to a total of 6 hours has been eliminated.
- 07-14F: APPROVED the course title and description changes in PADM 625 contingent upon the department's correction of an error on the CIF.

- 08-14F: APPROVED the course title and description changes for PADM 600 contingent upon the department's correction of an error on the CIF.
- 09-14F: APPROVED the course title and description changes for PADM 605 contingent upon the department's correction of an error on the CIF.
- 10-14F: DEFERRED action on requested changes to PLAN 618 pending clarification from the department about its proposed new cross-list (the committee was unsure if the department was dropping the existing cross-listed GEOG course), clarification of the course's title and abbreviated titles (the abbreviated title is longer than the proposed official title). The CIF will be returned to the department chair for clarification.
- 11-14F: APPROVED contingent upon correction of the number of contact hours indicated on the CIF.
- 12-14F: APPROVED requested prefix and description changes for undergraduate JA courses in anticipation of the department's name change to Criminal Justice.
- 13-14F: APPROVED requested prefix and description changes for graduate JA courses in anticipation of the department's name change to Criminal Justice.
- 14-14F: DEFERRED action on request pending clarification of department's intentions. The proposal indicates that the COMM department wishes for all OC courses to be listed as acceptable prerequisites. The proposal only includes COMM courses satisfying the OC requirement. The committee wishes to know if the department all accept other approved OC courses as satisfying the COMM 319 prerequisite or only approved COMM courses.
- 15-14F: DEFERRED action on English's proposed CUE course. The committee discussed English's proposal with Dr. Beth Willey and Dr. Nisha Gupta. Dr. Willey explained why the department is proposing a one-credit seminar as its CUE. English Studies covers lots of topics and approaches, so the department is proposing a CUE that students would take while enrolled in a 500-level course of their own choosing. This seminar would put students into conversation with one another across a wide spectrum of topics and interests while also introducing students to field issues in English Studies, what one can do with an English major, etc.. The committee discussed the appropriateness of a one-credit CUE and reviewed the approved one-credit CUE options that have already been approved in A&S. Concerns were raised about the number of contact hours indicated in the syllabus and whether they would be adequate for the course to earn one credit (Pruitt will forward relevant guidelines to the committee and to Dr. Willey), what specific activities students would be engaged in and how they would be held accountable for them, and the grading scale. Dr. Willey was asked to provide additional details about student output and the types of structured activities in which they will be engaged. She was also asked to resubmit the CIF and CUE forms for the course, which were submitted in Spring 2014 in the course's initial submission. Dr. Yoder gave Dr. Pruitt a copy of those forms and he agreed to send them to the committee members after he was able to make copies. Discussion of English's CUE proposal will be the first item for business at the September 19, 2014, meeting of the committee.

The meeting was adjourned at 1:33 PM.

Respectfully submitted,

Dwain C. Pruitt, Ph.D.
Assistant Dean for Curriculum and Governance
Prepared September 5, 2014

College of Arts and Sciences
Curriculum Committee
September 5, 2014
12:30-2:00 PM
Gardiner Hall 340

AGENDA

- 1) Approval of Minutes of August 19, 2014, Meeting (attached)
- 2) New Business (attached)
 - 01-14F–Addition of ENGL 350: Special Topics in Creative Writing
 - 02-14F–Course Description Change, ENGL 381
 - 03-14–Course Description Change, ENGL 373
 - 04-14F–Course Description Change, ENGL 491
 - 05-14F–Course Description Change, ENGL 376
 - 06-14F–Proposal to Change English BA Program
 - 07-14F–Change Title and Description of PADM 625
 - 08-14F–Change Title and Description of PADM 600
 - 09-14F–Change Title and Description of PADM 605
 - 10-14F–Change in Title and Cross-Listing for PLAN 618
 - 11-14F–Change in Title, Description and Cross-Listing for PADM 606
 - 12-14F–Prefix and Description Changes for Several Undergraduate Justice Administration Courses in Anticipation of the Department’s Name Change to Criminal Justice–161, 162, 300, 301, 325, 358, 360, 365, 370, 390, 400, 403, 415, 420, 421, 426, 450, 460, 485, 488, 495, 499, 521
 - 13-14F–Prefix and Description Changes for Several Graduate Justice Administration Courses in Anticipation of the Department’s Name Change to Criminal Justice–521, 652, 749, 798
 - 14-14F–Prerequisite Change for COMM 319
 - 15-14F–English CUE Course Proposal