

## Curriculum Committee Minutes - November 22, 2019

Members in Attendance: Julie Christoph, Jacob Price, Jennifer Pitonyak, Elena Staver, Jane Carlin, Kathleen Campbell, Oscar Secrist, Lynnette Claire, Jonathan Stockdale, Gary McCall, Courtney Thatcher, Brad Rich, Jeff Tepper

- The minutes from 11/8/19, submitted by Gary McCall, were approved.
- The minutes from 11/11/19, submitted by Lynnette Claire, were approved with two amendments.
- The committee discussed the need for clarification of the procedures for proposing and approving new courses. Although there are deadlines for the initial submission of a new course proposal (10/1 for Spring, 2/15 for Fall), there is no firm deadline for completing any required revisions. In addition, the updating of course requirements (including pre-requisites) in the Bulletin and in PeopleSoft is not automatic – numerous steps are required. Coordinating course changes across multiple departments that may require the same course is difficult. And while course revisions are due in February, Julie indicated they are almost never submitted on time. All of this can create stress for students during registration, especially with respect to prerequisites.
- To address these issues three steps were recommended: (1) Deadlines must be enforced, and chairs need to be reminded of this. (2) A memo outlining steps that must be taken following approval of a new course should be sent to any faculty member who has had a new course approved (see below). (3) Department chairs need to ensure that all new classes are included in the EXCEL file that is sent to Doris Acosta.
- Julie circulated a draft version of the memo to be sent to all faculty members who have had a new course approved. The committee discussed revisions to the wording and content of that memo; a final version was approved by the committee and is included on the second page of these minutes.
- The final topic of discussion was a proposal to revise the school's language requirement, making it mandatory that all students take two courses taught in a foreign language, even if they have demonstrated proficiency through testing. It was unclear whether this proposal falls within the purview of the Curriculum Committee, or whether we were just being asked to "legitimize it", and what the impact of this requirement would be on the overall curriculum. The committee agreed to postpone further discussion of this proposal until a future date, and that in the interim Kathleen would see if it possible to determine the number of students who would be impacted by this change.
- The meeting was adjourned on time.

These minutes submitted by Jeff Tepper.

Below is the final version of the memo that will be sent to faculty who have has a new course approved:

Dear colleagues,

Thank you for your work to continue to develop our curricular offerings. The Curriculum Committee has approved this course, and it is ready to be added to a class schedule.

Here are some action items to be completed as soon as possible and no later than a week before registration:

- Please review the attached Curriculum Action Report (CAR) for accuracy and respond to [curriculum@pugetsound.edu](mailto:curriculum@pugetsound.edu) with questions and corrections.
- Please review the specified prereqs, as the prereqs will affect how/what students are able to register: If the course has no prereqs, is the course suitable for all students who might register, regardless of class standing or prior preparation? If the course *has* prereqs, are they the best prereqs to help appropriate students find seats in the class?
- Please contact Doris Acosta [dacosta@pugetsound.edu](mailto:dacosta@pugetsound.edu) to make arrangements if you would like to reserve seats in the class specifically for students in your major or program.

**Note: The primary department chair must notify the Registrar's office to add this new class to the upcoming semester's schedule.** Contact Doris Acosta [dacosta@pugetsound.edu](mailto:dacosta@pugetsound.edu) and cc Julie Christoph [jchristoph@pugetsound.edu](mailto:jchristoph@pugetsound.edu) immediately to put this course onto the schedule, indicating what course this one will replace.

Thanks,  
The Curriculum Committee