

Curriculum Committee Meeting Minutes
Friday, September 9, 2011 - 8:00-8:32 AM
Collins Memorial Library #020

Attendees: Roger Allen, Terry Beck, Jane Carlin, Alyce DeMarais, Brad Dillman, Lisa Ferrari, Lisa Hutchinson, Tatiana Kaminsky, Amanda Mifflin, Katie Mihalovich, Emilie Peine, Ned Sherry, Brad Tomhave, Alison Tracy Hale, Barbara Warren, Carolyn Weisz, Linda Williams, Steven Zopfi

Secretary of the Day: Roger Allen

The meeting was convened by Fred Hamel, Faculty Senate liaison.

- **Selection of Committee Chair**
 - Barbara Warren volunteered to serve as chair for AY 2011-12.
 - Her nomination was moved and seconded, with no other volunteer contenders or nominees.
 - Elected chair by voice vote.

- **Meeting Time & Place**
 - The meeting time for the fall 2011 semester was set at Fridays 8-9 AM.
 - Venue will be Collins Memorial Library #020.
 - Frequency of meetings was not discussed.

- **Document Distribution**
 - Documents for committee review will be distributed electronically, unless a member specifies an individual preference for receiving hard copies.

- **Approval of Minutes from April 20, 2011**
 - M/S/P

- **AY 2015-16 Draft Calendar**
 - Approval of draft calendar for AY 2015-16 M/S/P

- **Overview of Committee Process and Agenda - Alyce DeMarais**

Bulk of committee work will involve working groups reviewing academic programs scheduled for review during this academic year, review of undergraduate core areas, course proposals, and any charges identified by the Faculty Senate.

- **Working Group Preferences**
 - Sign-up sheet distributed for members to express working group preferences
 - After discussion, committee decided by consensus that a member should not sit on a working group evaluating his/her own academic unit.

- **Proposed Modification of First-Year Seminars- Alyce DeMarais**

- Curriculum Committee review of the first-year seminars (2009-2010) suggested modifications to the first-year seminar rubrics.
 - Distributed a memo and revised rubric produced by a group of faculty members that worked over the summer to modify the rubric.
 - The Faculty group would like the committee to review the documents prior to submission to the full faculty (at the October 12 faculty meeting).
 - Alyce proposed we meet next week (9/16) for discussion of the group's report.
- **By-Laws Change to Include Library Director as Standing Member of the Committee**
 - In AY 2010-11 the Curriculum Committee voted to amend the by-laws to include the Puget Sound library director as a standing member of the committee.
 - Bylaws changes require approval of the full faculty.
 - First reading before the full faculty will be on September 20, 2011.
 - Second reading will be on October 12, 2011.
- **Senate Charges to the Curriculum Committee**
 - Alyce reports that the committee will receive this year's specific charges from the Faculty Senate following the September 12, 2011 meeting of the Senate.
- **Adjournment**
 - With respect to past precedents, a member of the committee from the Art Department moved to adjourn.
 - S/P
 - Adjournment at 8:32 AM

Respectfully submitted,

Roger Allen, PhD, PT
Professor
Physical Therapy Program
Neuroscience Program