

Curriculum Committee Meeting Minutes
Tuesday, September 11, 2012 - 4:00-4.31 PM
Collins Memorial Library #020

Attendees: Phillip Brenfleck, Gwynne Brown, Julie Christoph, Sara Freeman, Alison Tracy Hale, Lisa Hutchinson, Lisa Johnson, Tatiana Kaminsky, Alan Krause, Mike Spivey, Brad Tomhave, Barbara Warren, Linda Williams

Chair: Tatiana Kaminsky

Secretary: Lisa Johnson

Meeting called to order by the Chair at 4:03 pm

Kaminsky reported that she met with Warren, former Chair of the Curriculum Committee (CC), and Lisa Ferrari to discuss procedures and timelines for the CC.

Kaminsky noted that the Humanistic Approaches core report is expected at our next meeting.

Kaminsky asked whether there were changes to the minutes from the September 4, 2012 meeting. Williams noted that she was listed as present, but she had not been aware of that meeting due to her name having been inadvertently omitted from the meeting call, so she had not been there. Brown noted that her name was misspelled in the minutes. Warren moved to approve the minutes with the changes made. Seconded. Motion passed.

Kaminsky noted that the CC members were to have reviewed the document *The Functions of the Associate Deans' Office in Curricular Matters*. That document lists the duties that have been delegated to the Associate Deans' Office by the CC. Kaminsky asked whether there were questions about that document or the delegated duties.

Christoph questioned delegated action (6) related to the provisional approval of Writing and Rhetoric, Scholarly and Creative Inquiry, and Connections courses over the summer. Christoph noted that there may be many first year seminar proposals during the next summer. Christoph asked whether the Associate Deans' Office should be expected to review those proposals over the summer, given the likelihood that there would be many of them. Kaminsky asked if there were any issues with the Associate Deans' Office doing that. Spivey asked if the courses in question would be courses taught during the next calendar year. Christoph answered that those courses would be taught during the next calendar year. Freeman asked how the CC should feel about Scholarly and Creative Inquiry classes not going through the CC. Warren noted that she has never heard anyone from the CC object if the Associate Deans' Office is willing to do work for the CC, because the CC members have generally been happy to have the Associate Deans' Office do it. Tomhave stated that the approval for the courses would normally come from the entire body of the CC rather than a Working Group (WG). Christoph noted that she was happy either way, but she wanted to mention the issue that the next summer will likely be

different than regular summers, due to the great amount of work to do. Kaminsky noted that we can table this issue, since Ferrari could probably answer those questions, but she was absent at the present meeting. Tomhave noted that historically the Associate Deans' Office has done this type of work. However, Tomhave noted that there might be justifiable concern in having a single person approve courses that usually go through an extensive process in the CC. Warren moved to table the discussion until next time, when the CC could discuss the issue with Ferrari present. Brown seconded. All voted in favor. The issue was tabled until a representative from the Associate Deans' Office is present.

Kaminsky discussed the CC expectations and responsibilities. The CC is responsible for approving the calendar for the academic year. Hutchinson distributed a draft calendar for the next academic year. Kaminsky asked Tomhave if he wanted to comment. Tomhave said that for fall, we work backwards. The previous draft has us starting a week earlier, but that got in the way of summer school. Hutchinson noted that the present draft in the hands of the CC members is the first and only draft that members of the CC have seen. Kaminsky noted that we are responsible to review the calendar to see if there are any issues with it, and if it looks OK, the CC should approve. Kaminsky noted that we can bring the academic calendar issue up for a vote during the next meeting. Kaminsky noted that this will allow members of the CC to look over the calendar before voting on it. Tomhave noted that the date when fall grades are due is potentially a sensitive issue. Spivey asked why. Tomhave said that some faculty did not believe the date provided enough time. Discussion ensued. Tomhave noted that the Registrar's Office sets dates based upon guidelines.

Kaminsky said that one of the major things that the CC does is to look at the departmental reviews. WGs make sure that the department has answered all questions in the review. The WGs get clarification from the home department then the WGs make recommendations to the entire CC. Kaminsky reported that prior to the present meeting, Kaminsky, Ferrari and Warren discussed that a 4 – 6 week time frame for each mid-sized department to do the review is reasonable. Larger departments may take longer than that. Kaminsky mentioned that this is simply a guideline for the CC members to consider. Kaminsky asked whether anyone wanted to discuss that process for the new people. No one said anything.

Kaminsky said that the other process that is more time consuming is the core curriculum review. Kaminsky said that Social Scientific Approaches and Connections are the two core curriculum reviews this year. The WGs working on those reviews are to consider course design and outcomes. The first step is to gather and read syllabi. Based upon that information, questions may be brought forth. Faculty members who are teaching in that area are surveyed in writing. Kaminsky shared some sample survey questions. After faculty members respond to the surveys, information is compiled and reviewed for common themes. Faculty members are then invited to face-to-face meetings with WGs. Those meetings are best done at the beginning of the spring semester. That means that the work that should occur prior to those meetings needs to happen in the fall semester. The WGs make recommendations to full CC. If modifications are required, then the WG works on that. After that, it goes to full CC, then to the Faculty Senate, and then to full

faculty. We are discussing it today, because there were one or two reviews last year that were started a little bit late. We have two to do this year, so the WGs that will be addressing those reviews should begin right away. Kaminsky asked if there were any questions or comments. Alison Tracy Hale noted that when her WG worked on the Fine Arts review, they researched prior reviews first, so that the faculty who were invited to meet with the WG did not feel as if they were being asked the same thing over again. Discussion ensued. Kaminsky noted that regarding departmental reviews, there was a question related to diversity that would be changing starting next year.

Kaminsky noted that the CC is also responsible for charges brought by the Faculty Senate. That work is above and beyond the work of the WGs. When we get those charges, we will discuss them.

Kaminsky noted that several issues can be addressed now. WG 5 is responsible for Classics. That review will be postponed until next year. So, WG 5 will very likely be doing reviews for the seminars, which will overflow into WG 5. WG 1 can begin Social Scientific approaches core area. Also, WG 1 should note that Biology and Honors are both in. However, Kaminsky noted that Ferrari said that Biology is the priority. WG 2 can start on the Connections core review. WG 3 should note that Dual-Degree Engineering is in, and it can be started.

Kaminsky noted that the CC will not meet next week, because the faculty meeting is scheduled for the same date and time as our regular meeting. Everyone is encouraged to attend the regular faculty meeting.

Freeman asked whether the WGs worked individually and set their own deadlines. Kaminsky said that each working group has a lead. Each lead organizes and schedules the WG meetings. Warren asked if all leads have already contacted the members of their respective WGs. Discussion ensued. Kaminsky said that all leads work differently. Leads can reserve set times or they can call meetings when needed.

Kaminsky noted that she anticipates that the CC will meet on September 25, 2012. The WGs will have things to report by then. Additionally, we can discuss the academic calendar and the Associate Deans' responsibilities then.

Williams moved to adjourn. Warren seconded. Meeting adjourned at 4:31 pm.

Respectfully submitted,

Lisa Johnson, PhD, JD
Associate Professor
Secretary, University Curriculum Committee