

CURRICULUM COMMITTEE MINUTES

31 October 2008 (Friday)

Library 020

Present: Jane Brazell, Sarah Moore (for Alyce DeMarais), Greg Elliott, Leon Grunberg, Fred Hamel, Kent Hooper, Kriszta Kotsis, Mary Rose Lamb, Paul Loeb, Bob Matthews, John McCuiston, Brad Richards, Brad Tomhave, Kurt Walls, Barbara Warren

Call to order: Acting Chair **Grunberg** called the meeting to order at 8:03.

Opening remarks: There were no opening remarks.

Announcements: There were no announcements.

Approval of Minutes of September 12, 2008: The minutes of the October 3, 2008 meeting were approved as written.

Ratification of Calendar:

The detailed calendar for the 2009 – 2010 academic year, and the general calendars for 2010 – 2011, 2011 – 2012, and 2012 – 2013 academic years had been distributed in advance to members of the Committee, and are attached to these minutes as appendices A – D.

Brazell reviewed the academic calendars. In response to a question, **Tomhave** noted that open registration ends on Thursday in the 2009 – 2010 calendar to help advisors of first year students know what classes would be available for first-year registration.

Loeb M/S/P approval of the detailed calendar for the 2009 – 2010 academic year and the general calendars for the 2010 - 2011, 2011 – 2012, and 2012 – 2013 academic years.

In further discussion, **Walls** asked about the difference in the number of days in the Fall term and in the Spring term. **Brazell** noted that the length of terms is set in the document titled Guidelines for Setting Academic Calendar.

Reports of working groups:

Working Group 1

Lamb reported that no work had been received for Working Group 1

Working Group 2:

Loeb, reporting for Working Group 2 said that the working group had met with the Comparative Sociology Department and **M/S/P to approve** the Comparative Sociology Department Curriculum Review.

Working Group 3:

Hamel reported that Working Group 3 was working on the School of Music Curriculum Review.

Working Group 4:

Richards reported that the International Political Economy Curriculum Review was progressing.

Working Group 5:

Kotsis reported that both the review of proposal for the Special Interdisciplinary Major (SIM) were in progress, as the Asian Studies Curriculum Review.

Brazell reminded working groups that **DeMarais** should be advised of all working group meetings. She also asked that syllabi from earlier reviews be returned to the Office of the Associate Deans.

Comments on Chapter 2 of the reaccreditation document

Moore opened the discussion on chapter 2 of the reaccreditation document distributed earlier. She asked the Committee to identify broad issues that emerge from the self-study, and to note particularly the changes in the last decade.

Walls asked who was responsible for the document. **Moore** replied that the Reaccreditation Committee (Jay Becker (Facilities Services), Debbie Chee (student affairs), Jo Crane (chemistry), Alyce DeMarais (accreditation liaison officer), Theresa Duhart (information services), Janet Hallman (Accounting and Budget Services), Grace Kirchner (education), Maggie Mittuch (Student Financial Services), Sarah Moore (associate academic dean), Randy Nelson (institutional research), Eric Orlin (classics), Lori Ricigliano (Collins Memorial Library), Jack Roundy (academic advising), Zach Street (admission), and Carolyn Weisz (psychology) had prepared the document. **Walls** then asked about the next step. What do we do about the remaining issues?

Kotsis, noting the Senior Survey question “Appreciate the arts” (Table 2.4: HED Senior Survey Results) that the Art Department does not teach art appreciation, but rather the contextual analysis of the arts.

The issue of foreign languages was raised, with several noting that one year of foreign language was not sufficient for the study of a foreign language. The fact that perhaps 40% of our students study abroad at some point in their academic career was noted (The Secretary checked with **Jannie Meisberger**, director of International Programs, who reported that the figure for students graduating last academic year was 43%).

Hooper reminded the Committee that this issue had been raised before, and that a stronger foreign language requirement had been rejected. **Matthews** concurred with the need for more foreign language, but noted that the problems of staffing additional foreign language courses was an important issue.

Moore asked what the purpose of a strengthened foreign language requirement would be. **Kotsis** suggested that we look at different models for teaching a foreign language, perhaps involving a more focused set of language courses at the 100 – 200 level taught by adjunct faculty perhaps including local graduate students from other institutions. **Hooper** suggested that the issue of a foreign language requirement needs to be revisited and agreed with **Moore** that the objectives of the requirement have not been clearly defined.

Loeb suggested that the document was dense, and that perhaps it should be passed on in bits to the working groups. **Moore** replied that the document is due in December, and the purpose of this session was to note things that needed to be added or corrected. The document will be read by colleagues in a variety of disciplines, who may concentrate on issues identified as problems in earlier evaluations.

The Committee commended the Reaccreditation Committee for the document before it and for the quality of the Reaccreditation Committee’s work.

Moore asked that any further comments be sent to **Alyce DeMarais, Lisa Ferrari**, or to herself.

Adjournment

McCustion moved that we adjourn, and we did adjourn at 8:40.

Respectfully submitted
Bob Matthews

Appendix A: 2009 – 2010 Academic Year Calendar

2009-2010 Academic Year

Fall Semester 2009

August 4	Tuesday	Confirmation Deadline (postmarked by)
August 20	Thursday	Open Registration for Fall Closes
August 21	Friday	New Student Orientation Check In, Open at 8 AM
August 21	Friday	Board Meal Plan Service Opens, 7 AM
August 21	Friday	Residential Facilities Open for all New Students, 9 AM
August 21 – 30	Friday – Sunday	Orientation Week
August 28	Friday	Residential Facilities Open for Continuing Students 9 AM
August 31	Monday	Classes Begin
August 31	Monday	Add/Drop and Audit Registration Begins
September 1	Tuesday	Last Day to Drop with 100% Tuition Adjustment
September 8	Tuesday	Labor Day (No Classes)
September 8	Tuesday	Last Day to Add or Audit Classes
September 8	Tuesday	Last Day to Exercise P/F Option
September 11	Friday	Application for May/August/December, 2010
Graduation		
September 14	Monday	Last Day to Drop Without Record
September 14	Monday	Last Day to Drop with 80% Tuition
Adjustment		
September 18	Friday	Last Day to Drop with 50% Tuition Adjustment
September 25	Friday	Last Day to Drop with 40% Tuition Adjustment
October 2	Friday	Last Day to Drop with 30% Tuition Adjustment
October 9	Friday	Last Day to Drop with 25% Tuition Adjustment
October 12	Monday	Last Day to Withdraw with an Automatic “W”
October 16	Friday	Incomplete Spring/Summer Work Due to Instructor
October 16	Friday	Mid-Term
October 16	Friday	Last Day to Change Meal Plan
October 16	Friday	Last Day to Drop with 20% Tuition Adjustment
October 19-20	Monday-Tuesday	Fall Break (No Classes)

October 21	Wednesday	Mid-Term Grades Due, Noon
October 23	Friday	Last Day to Drop with 15% Tuition Adjustment
October 23	Friday	Preliminary 2010 Summer Schedule Available
November 6 – 13	Friday – Friday	Registration for Spring Term
November 23	Monday	Open Registration Begins (continuing and transfer students)
November 25	Wednesday	Board Plan Meal Services Closes, 3 PM
November 25	Wednesday	Travel Day (No Classes)
November 26-29	Thursday-Sunday	Thanksgiving Holiday
December 9	Wednesday	Last Day of Classes
December 10-13	Thursday-Sunday	Reading Period (No Classes)
December 14-18	Monday-Friday	Final Examinations
December 18	Friday	Board Plan Meal Service Closes, 6 PM
December 19	Saturday	All Residential Facilities Close, Noon
January 4	Monday	Final Grades Due, Noon
January 5	Tuesday	Probation/Dismissal meeting for Fall 2009, 9 AM

Spring Semester 2010

January 4	Monday	Confirmation Deadline, by mail (postmarked by)
January 13	Wednesday	Board Plan Meal Service Opens
January 15	Friday	Open Registration for Spring closes
January 16	Saturday	Residential Facilities Open for All Continuing Students, 9 AM
January 18	Monday	Martin Luther King, Jr. Birthday (No Classes)
January 18	Monday	Orientation for New Students
January 19	Tuesday	Classes Begin
January 19	Tuesday	Add/Drop and Audit Registration Begins
January 20	Wednesday	Last Day to Drop with 100% Tuition Adjustment
January 26	Tuesday	Last Day to Add or Audit Classes
January 26	Tuesday	Last Day to Exercise P/F Option
February 1	Monday	Last Day to Drop Without Record
February 1	Monday	Last Day to Drop with 80% Tuition Adjustment
February 5	Friday	Last Day to Drop with 50% Tuition Adjustment
February 12	Friday	Last Day to Drop with 40% Tuition Adjustment
February 19	Friday	Last Day to Drop with 30% Tuition Adjustment
February 26	Friday	Last Day to Drop with 25% Tuition Adjustment
March 1	Monday	Last Day to Withdraw with an Automatic "W"
March 5	Friday	Last Day to Drop with 20% Tuition Adjustment
March 12	Friday	Last Day to Drop with 15% Tuition Adjustment
March 12	Friday	Incomplete Fall Work Due to Instructor
March 12	Friday	Mid-Term
March 12	Friday	Last Day to Change Meal Plan
March 15-19	Monday-Friday	Spring Recess (Residential Facilities Remain Open)
March 22	Monday	Classes Resume
March 22	Monday	Mid-Term Grades Due, noon

April 5-9	Monday-Friday	Registration for Fall Term
April 12	Monday	Early Registration for Summer begins
April 19	Monday	Open Registration for Fall begins
(Continuing & Transfer Students)		
May 5	Wednesday	Last Day of Classes
May 6-9	Thursday-Sunday	Reading Period (No Classes)
May 10-14	Monday-Friday	Final Examinations
May 14	Friday	Board Plan Meal Service Closes, 6 PM
May 14	Friday	Class of 2010 Graduation Party, 8 PM
May 15	Saturday	Residential Facilities Close for non-graduating
students, noon		
May 15	Saturday	Convocation, 2 PM
May 16	Sunday	Baccalaureate, 10 AM
May 16	Sunday	Commencement, 2 PM
May 17	Monday	Residential Facilities Close for Graduating
Seniors, noon		
May 26	Wednesday	Final Grades Due, noon
May 28	Friday	Probation/Dismissal Meeting for Spring 2010, 9
AM		

Summer Session 2010

Term I

May 17 Monday Term I Begins
May 17 Monday Last Day to Drop with 100% Tuition Adjustment
May 21 Friday Last Day to Exercise P/F Option
May 21 Friday Last Day to Add a Class
May 21 Friday Last Day to Register for Audit
May 21 Friday Last Day to Drop without Record
May 21 Friday Last Day to Drop with 50% Tuition Adjustment
May 28 Friday Last Day to Drop with a "W"
May 28 Friday Last Day to Drop with 25% Tuition Adjustment
May 31 Monday Memorial Day (No Classes)
June 25 Friday Term I Ends
July 6 Tuesday Term 1 Grades Due, Noon

Term II

June 28 Monday Term II Begins
June 28 Monday Last Day to Drop with 100% Tuition Adjustment
July 2 Friday Last Day to Exercise P/F Option
July 2 Friday Last Day to Add a Class
July 2 Friday Last Day to Register for Audit
July 2 Friday Last Day to Drop without Record
July 2 Friday Last Day to Drop with 50% Tuition Adjustment
July 5 Monday Independence Day Holiday Observed (No Classes)
July 9 Friday Last Day to Drop with "W"
July 9 Friday Last Day to Drop with 25% Tuition Adjustment
August 6 Friday Term II Ends
August 16 Monday Term II Grades Due, Noon

Term A

June 21	Monday	Term A (MAT) Begins
June 21	Monday	Last Day to Drop with 100% Tuition Adjustment
June 25	Friday	Last Day to Drop with 75% Tuition Adjustment
June 25	Friday	Last Day to Exercise P/F Option
June 25	Friday	Last Day to Add a Class
June 25	Friday	Last Day to Register for Audit
June 25	Friday	Last Day to Drop without Record
July 2	Friday	Last Day to Drop with 50% Tuition Adjustment
July 2	Friday	Last Day to Drop with a "W"
July 5	Monday	Independence Day Holiday Observed (No Classes)
July 9	Friday	Last Day to Drop with 25% Tuition Adjustment
August 13	Friday	Term A Ends
August 23	Monday	Term A Grades due, Noon

Appendix B: 2010 – 2011 Academic Year

2010-2011 Academic Year

Approved Fall 2006.

Fall Semester 2010

August 30	Monday	Classes Begin
September 6	Monday	Labor Day (No Classes)
October 18-19	Monday-Tuesday	Fall Break (No Classes)
November 24	Wednesday	Travel Day (No Classes)
November 25-28	Thursday-Sunday	Thanksgiving Holiday
December 8	Wednesday	Last Day of Classes
December 9-12	Thursday-Sunday	Reading Period (No Classes)
December 13-17	Monday-Friday	Final Examinations

Spring Semester 2011

January 17	Monday	Martin Luther King, Jr. Birthday (No Classes)
January 18	Tuesday	Classes Begin
March 14-18	Monday-Friday	Spring Recess
May 4	Wednesday	Last Day of Classes
May 5-8	Thursday-Sunday	Reading Period (No Classes)
May 9-13	Monday-Friday	Final Examinations

Summer Session 2011

May 16	Monday	Term I Begins
May 30	Monday	Memorial Day (No Classes)
June 20	Monday	Term A (MAT) Begins
June 24	Friday	Term I Ends
June 27	Monday	Term II Begins
July 4	Monday	Independence Day Holiday
August 5	Friday	Term II Ends
August 12	Friday	Term A Ends

Appendix C: 2011 – 2012 Academic Year

2011-2012 Academic Year

Approved Fall 2007.

Fall Semester 2011

August 29	Monday	Classes Begin
September 5	Monday	Labor Day (No Classes)
October 17-18	Monday-Tuesday	Fall Break (No Classes)
November 23	Wednesday	Travel Day (No Classes)
November 24-27	Thursday-Sunday	Thanksgiving Holiday
December 7	Wednesday	Last Day of Classes
December 8-11	Thursday-Sunday	Reading Period (No Classes)
December 12-16	Monday-Friday	Final Examinations

Spring Semester 2012

January 16	Monday	Martin Luther King, Jr. Birthday (No Classes)
January 17	Tuesday	Classes Begin
March 12-16	Monday-Friday	Spring Recess
May 2	Wednesday	Last Day of Classes
May 3-6	Thursday-Sunday	Reading Period (No Classes)
May 7-11	Monday-Friday	Final Examinations

Summer Session 2012

May 14	Monday	Term I Begins
May 28	Monday	Memorial Day (No Classes)
June 18	Monday	Term A (MAT) Begins
June 22	Friday	Term I Ends
June 25	Monday	Term II Begins
July 4	Wednesday	Independence Day Holiday
August 3	Friday	Term II Ends
August 10	Friday	Term A Ends

Appendix D: 2012 – 2013 Academic Year

2012-2013 Academic Year

Approved Oct. 31, 2008

Fall Semester 2012

August 27	Monday	Classes Begin
September 3	Monday	Labor Day (No Classes)
October 15-16	Monday-Tuesday	Fall Break (No Classes)
November 21	Wednesday	Travel Day (No Classes)
November 22-25	Thursday-Sunday	Thanksgiving Holiday
December 5	Wednesday	Last Day of Classes
December 6-9	Thursday-Sunday	Reading Period (No Classes)
December 10-14	Monday-Friday	Final Examinations

Spring Semester 2013

January 21	Monday	Martin Luther King, Jr. Birthday (No Classes)
January 22	Tuesday	Classes Begin
March 18-22	Monday-Friday	Spring Recess
May 8	Wednesday	Last Day of Classes
May 9-12	Thursday-Sunday	Reading Period (No Classes)
May 13-17	Monday-Friday	Final Examinations

Summer Session 2013

May 20	Monday	Term 1 Begins
May 27	Monday	Memorial Day (No Classes)
June 24	Monday	Term A (MAT) Begins
June 28	Friday	Term I Ends
July 1	Monday	Term II Begins
July 4-5	Thursday-Friday	Independence Day Holiday
August 2	Friday	Term II Ends
August 16	Friday	Term A Ends