

CURRICULUM COMMITTEE MINUTES

12 October 2007 (Friday)

Misner Room

Present: Lori Blake (for Brad Tomhave), Jane Brazell, Brad Dillman, Jordan Conley, Alyce DeMarais, Brad Dillman, Greg Elliott, Leon Grunberg, Fred Hamel, Kriszta Kotsis, Mary Rose Lamb (Chair), Lynda Livingston, Paul Loeb, Bob Matthews, John McCuiston, Elise Richman, Barbara Warren, Jenny Wrobel

The gathered Committee expressed appreciation to Chair Lamb for providing us with coffee at this early hour

Call to order. Chair Lamb called the meeting to order at 8:03 by distributing documents related to today's discussion. In addition to a memorandum from Carrie Washburn (currently traveling in China), and a new Committee contact list, the draft full calendar for the 2008 - 2009 academic year (Attachment A) and the draft basic calendar for the 2011 - 2012 academic year (Attachment B) were distributed. The guidelines for setting the academic calendar were included in the introductory package distributed at the first meeting.

Remarks by the Chair: Chair Lamb reported that she had met with Eric Orlin, the Committee's liaison with the Accreditation Team. She will send an email with the questions to be asked of the Committee, considers the response to the questions of the Accreditation Team to be one of her responsibilities as Chair of the Committee. Asking if any of the working groups would prefer to take that on, and hearing no response, it was agreed that the Chair would take on this responsibility.

Approval of Minutes of September 28, 2007: The minutes were approved as written.

Announcements: DeMarais reported that the Interim Study Abroad Committee had removed the Danish Institute for Study Abroad (DIS) summer program from the list of Study Abroad options (due to a DIS change that shortened their summer courses to three weeks). The regular semester and full-year DIS programs remain as approved programs. The London ILACA program was changed from a UPS-sponsored program to a partner program. The effects of those changes are reported in Attachment C. The changes are to take effect next year.

DeMaris also reported the receipt of the Art Department curriculum review

Working Group Reports:

WG 1: Nothing to report. They are eagerly awaiting work.

WG 2: **Loeb** reported for WG 2 and **M/S/P approval** for

- 1) CSOC 107, *The Anthropology of Societal Collapse*, by Andrew Gardner
- 2) Geology 113, *Exploring the Solar System*, by Mike Valentine
- 3) IPE 111, *The Beautiful Game*, by Michael Veseth

WG 3: Nothing to report

WG 4: Nothing to report

WG 5: Nothing to report

Calendar Approval: Chair Lamb discussed the process associated with the setting of the Academic Calendar. DeMarais noted that the Fall term 2008 - 2009 would again begin after Labor Day .

No changes were proposed to the calendar setting guidelines.

Loeb M/S/P the approval of the full calendar for 2008 - 2009 and the 2011 - 2012 basic calendar.

Other business: There was no other business.

Adjournment: There being no further business, **McCuistion M/S/P** we adjourn, and we did adjourn at 8:16.

Respectfully submitted

Bob Matthews

Attachment A: Full Calendar for the 2008 - 2009 academic year.

DRAFT

2008-2009 Academic Year

Basic dates approved by the Curriculum Committee and ratified by the Faculty Senate Fall 2003.
Complete calendar to be approved by Curriculum Committee Fall 2007.

Fall Semester 2008

August 5	Tuesday	Confirmation Deadline (postmarked by)
August 22	Friday	Open Registration for Fall Closes
August 22	Friday	New Student Orientation Check In Open, 8 AM
August 22	Friday	Residential Facilities Open for all New Students, 9 AM
August 22	Friday	Board Meal Plan Service Opens, 7 AM
August 22 – 31	Friday – Sunday	Orientation Week
August 29	Friday	Residential Facilities Open for All Continuing
Students, 9 AM		
September 1	Monday	Labor Day (No Classes)
September 2	Tuesday	Classes Begin
September 2	Tuesday	Add/Drop and Audit Registration Begins
September 3	Wednesday	Last Day to Drop with 100% Tuition Adjustment
September 9	Tuesday	Last Day to Add or Audit Classes
September 9	Tuesday	Last Day to Exercise P/F Option
September 12	Friday	Application for May/August/December, 2009
Graduation		
September 15	Monday	Last Day to Drop Without Record
September 15	Monday	Last Day to Drop with 80% Tuition
Adjustment		
September 19	Friday	Last Day to Drop with 50% Tuition Adjustment
September 26	Friday	Last Day to Drop with 40% Tuition Adjustment
October 3	Friday	Last Day to Drop with 30% Tuition Adjustment
October 10	Friday	Last Day to Drop with 25% Tuition Adjustment
October 13	Monday	Last Day to Withdraw With an Automatic "W"
October 17	Friday	Incomplete Spring/Summer Work Due to Instructor
October 17	Friday	Mid-Term
October 17	Friday	Last Day to Change Meal Plan
October 17	Friday	Last Day to Drop with 20% Tuition Adjustment
October 20 - 21	Monday-Tuesday	Fall Break (No Classes)
October 22	Wednesday	Mid-Term Grades Due, Noon
October 24	Friday	Last Day to Drop with 15% Tuition Adjustment
October 24	Friday	Preliminary 2008 Summer Schedule Available
November 7-14	Friday-Friday	Registration for Spring Term
November 24	Monday	Open Registration Begins (Continuing
and Transfer Students)		
November 26	Wednesday	Board Plan Meal Service Closes, 3 PM
November 26	Wednesday	Travel Day (No Classes)
November 27-30	Thursday-Sunday	Thanksgiving Holiday
December 10	Wednesday	Last Day of Classes
December 11-14	Thursday-Sunday	Reading Period (No Classes)
December 15-19	Monday-Friday	Final Examinations
December 19	Friday	Board Plan Meal Service Closes, 6 pm
December 20	Saturday	All Residential Facilities Close, Noon
January 2	Friday	Final Grades Due, Noon
January 5	Monday	Probation/Dismissal meeting for Fall 2008, 9
am		

2008-2009 Academic Year

Spring Semester 2009

January 5	Monday	Confirmation Deadline, by mail (Postmarked by)
January 14	Wednesday	Board Plan Meal Service Open
January 16	Friday	Open Registration for Spring closes
January 17	Saturday	Residential Facilities Open for All Continuing Students, 9 am
January 19	Monday	Martin Luther King, Jr. Birthday (No Classes)
January 19	Monday	Orientation for New Students
January 20	Tuesday	Classes Begin
January 20	Tuesday	Add/Drop and Audit Registration Begins
January 21	Wednesday	Last Day to Drop with 100% Tuition Adjustment
January 27	Tuesday	Last Day to Add or Audit Classes
January 27	Tuesday	Last Day to Exercise P/F Option
February 2	Monday	Last Day to Drop Without Record
February 2	Monday	Last Day to Drop with 80% Tuition Adjustment
February 6	Friday	Last Day to Drop with 50% Tuition Adjustment
February 13	Friday	Last Day to Drop with 40% Tuition Adjustment
February 20	Friday	Last Day to Drop with 30% Tuition Adjustment
February 27	Friday	Last Day to Drop with 25% Tuition Adjustment
March 2	Monday	Last Day to Withdraw with an Automatic "W"
March 6	Friday	Last Day to Drop with 20% Tuition Adjustment
March 13	Friday	Last Day to Drop with 15% Tuition Adjustment
March 13	Friday	Incomplete Fall Work Due to Instructor
March 13	Friday	Mid-Term
March 13	Friday	Last Day to Change Meal Plan
March 16-20	Monday-Friday	Spring Recess (Residential Facilities Remain Open)
March 23	Monday	Classes Resume
March 23	Monday	Mid-Term Grades Due, noon
April 6-10	Monday-Friday	Registration for Fall Term
April 13	Monday	Early Registration for Summer begins
April 20	Monday	Open Registration for Fall begins (Continuing &
Transfer Students)		
May 6	Wednesday	Last Day of Classes
May 7-10	Thursday-Sunday	Reading Period (No Classes)
May 11-15	Monday-Friday	Final Examinations
May 15	Friday	Board Plan Meal Service Closes, 6:00 PM
May 15	Friday	Class of 2009 Graduation Party, 8:00 PM
May 16	Saturday	Residential Facilities Close for non-graduating
students, noon		
May 16	Saturday	Convocation, 2:00 PM
May 17	Sunday	Baccalaureate, 10:00 AM
May 17	Sunday	Commencement, 2:00 PM
May 18	Monday	Residential Facilities Close for Graduating
Seniors, noon		
May 27	Wednesday	Final Grades Due, noon
May 29	Friday	Probation/Dismissal Meeting for Spring 2009, 9:00
AM		

2008-2009 Academic Year

Summer Session 2009

Term I

May 18 Monday Term I Begins
May 18 Monday Last Day to Drop with 100% Tuition Adjustment
May 22 Friday Last Day to Exercise P/F Option
May 22 Friday Last Day to Add a Class
May 22 Friday Last Day to Register for Audit
May 22 Friday Last Day to Drop without Record
May 22 Friday Last Day to Drop with 50% Tuition Adjustment
May 25 Monday Memorial Day (No Classes)
May 29 Friday Last Day to Drop with a "W"
May 29 Friday Last Day to Drop with 25% Tuition Adjustment
June 26 Friday Term I Ends
July 7 Tuesday Term I Grades Due, 12:00 Noon

Term II

June 29 Monday Term II Begins
June 29 Monday Last Day to Drop with 100% Tuition Adjustment
July 2 Thursday Last Day to Exercise P/F Option
July 2 Thursday Last Day to Add a Class
July 2 Thursday Last Day to Register for Audit
July 2 Thursday Last Day to Drop without Record
July 2 Thursday Last Day to Drop with 50% Tuition Adjustment
July 3 Friday Independence Day Holiday (No Classes)
July 10 Friday Last Day to Drop with a "W"
July 10 Friday Last Day to Drop with 25% Tuition Adjustment
August 7 Friday Term II Ends
August 17 Monday Term II Grades Due, 12:00 Noon

Term A

June 22 Monday Term A (MAT) Begins
June 22 Monday Last Day to Drop with 100% Tuition Adjustment
June 26 Friday Last Day to Drop with 75% Tuition Adjustment
June 26 Friday Last Day to Exercise P/F Option
June 26 Friday Last Day to Add a Class
June 26 Friday Last Day to Register for Audit
June 26 Friday Last Day to Drop without Record
July 2 Thursday Last Day to Drop with 50% Tuition Adjustment
July e Thursday Last Day to Drop with a "W:"
July 3 Friday Independence Day Holiday (No Classes)
July 10 Friday Last Day to Drop with 25% Tuition Adjustment
August 14 Friday Term A Ends
August 24 Monday Term A Grades Due, 12:00 Noon

Attachment B: Basic Calendar for the 2011 - 2012 academic year.

2009-2010 Academic Year

Approved Fall 2005.

Fall Semester 2009

August 31	Monday	
Classes Begin		
September 7	Monday	
Labor Day (No Classes)		
October 19-20	Monday-Tuesday	
Fall Break (No Classes)		
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		

Spring Semester 2010

January 18	Monday	
Martin Luther King, Jr. Birthday (No Classes)		
January 19	Tuesday	
Classes Begin		
March 15-19	Monday-Friday	Spring
Recess		
May 5	Wednesday	Last
Day of Classes		
May 6-9	Thursday-Sunday	
Reading Period (No Classes)		
May 10-14	Monday-Friday	Final
Examinations		

Summer Session 2010

May 17	Monday	
Term I Begins		
May 31	Monday	
Memorial Day (No Classes)		
June 21	Monday	
Term A (MAT) Begins		
June 25	Friday	
Term I Ends		
June 28	Monday	
Term II Begins		

July 5
Independence Day Holiday

Monday

Observed (No Classes)
August 6
Term II Ends

Friday

August 13
A Ends

Friday

Term

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		

DRAFT
2011-2012 Academic Year

To Be 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
A Ends

Friday

Term

Attachment C: Contents of an email from Dean DeMarais to Bob Matthews regarding the change of the ILACA London program from "sponsored" to "partner" 10/12/07:

Dear Bob,

The main outcomes of changing the ILACA London program from "sponsored" to "partner" are:

- The program is in the same category (partner) as our other ILACA program (Granada).
- The program is more in line with other partner programs in terms of faculty involvement (while our faculty members may direct or teach in the programs, they do not do so every time it is offered).
- The curriculum committee will no longer review each course offered in the program (by our faculty or by other faculty); the review will be conducted by the program provider and our transfer evaluator will determine which courses can be transferred for credit (in conjunction with our academic departments).
- Grades will no longer be listed on the transcript or computed into the students' GPA.

Let me know if I can be of further assistance.

Best wishes,

Alyce

Alyce DeMarais

Associate Dean

University of Puget Sound

1500 N Warner #1020

Tacoma, WA 98416-1020

(253) 879-3207