

**Curriculum Committee Minutes
September 5, 2003**

Members Present: Richard Anderson-Connolly, Bill Barry, Dewayne Derryberry, Mott Greene, Susannah Hannaford, Christine Kline, Kelli Kline, David Lupher, Sarah Norris, Ken Rousslang, Karin Sable (Chair), Joyce Tamashiro, Brad Tomhave, Melissa Weinman Jagosh, Carrie Washburn

Visitors Present: Lori Ricigliano

Item 1: Selection of Chair

K. Sable expressed a modicum of interest in being the chair and was unanimously elected by the other grateful members.

Item 2: Selection of Secretaries

It was decided that the secretary would rotate based upon alphabetical order.

C. Washburn announced that secretaries should send meeting notes to facultycoms@ups.edu

Item 3: M/S/P minutes of May 5, 2003 meeting.

Item 4: Review of the functions of the Associate Deans' Office in curricular matters

M/S/P the following inserted document:

The Functions of the Associate Deans' Office in Curricular Matters

General Curriculum Management. The Associate Deans' Office maintains all official curriculum records: approval sheets, course syllabi, minutes of Curriculum Committee and subcommittee meetings, basic legislation regarding the curriculum, and the University *Bulletin*. All changes in the curriculum are processed through this office and the appropriate persons or offices notified. Official curricular action is reported on a Curriculum Action Report.

Preliminary Review. All curricular materials which must ultimately be acted upon by the Curriculum Committee are received in the Associate Deans' Office. They are reviewed to ensure that they are complete and that no obvious deviations from established policy or practice are present. The material then is forwarded to the full committee or to an appropriate subcommittee for action.

The committee generally has reserved for itself action on such matters as the following:

- (1) review of departmental curricular packages;
- (2) approval of new majors and minors;
- (3) approval of new academic programs;
- (4) approval of courses for SCIS, W&R, and Connections core areas;
- (5) determination of curricular policy; and
- (6) establishment of curricular standards.
- (7) approval of Special Interdisciplinary majors
- (8) approval of Study Abroad programs for affiliated status

Delegated Action. The Curriculum Committee has delegated to the Associate Dean authority to take certain actions on its behalf, in accordance with the policies and procedures it has established. Included are the following:

- (1) approval of individual new or revised courses;
- (2) approval of revisions to major/minor requirements;

- (3) approval of mechanical modifications to existing courses (titles, numbers, descriptions, etc.);
- (4) petition matters referred by the Academic Standards Committee (usually having to do with the Core); and
- (5) approval of Continuing Education courses.; and
- (6) one extension for one semester may be approved by the Associate Dean in cases where core courses have received temporary or one-time approval and then subsequently ask for extensions, with referral to the full Curriculum Committee for any additional requests for extension.
- (7) approval of additional programs to the IES Study Abroad options
- (8) approval Study Abroad programs for " approved" status
- (9) approval of all courses proposed for the old core. The Associate Dean will refer to the appropriate Curriculum Committee Subcommittee all courses that he believes may not or do not meet current core guidelines.**
- (10) approval of courses for the Approaches core categories in the new core. The Associate Dean will refer to the appropriate Curriculum Committee Subcommittee all courses that he believes may not or do not meet the new core guidelines.**

All such actions are reported monthly to the committee. There is an inherent right of appeal from these actions to the committee.

Committee Support. The Associate Deans' Office provides secretarial support to faculty standing committees and to the Faculty Senate. Thus, for the Curriculum Committee, minutes and agendas of all meetings (including subcommittees) are received and distributed, and other materials germane to its deliberations are distributed as directed by the committee chair.

Participation in Committee Proceedings. The Associate Dean sits *ex officio* with the committee and its subcommittees, as the delegate of the Dean of the University.

End Inserted Document

Item 5: The next meeting of the curriculum committee was scheduled for 8:00 AM Monday, September 15, 2003.

Item 6: Overview of the 2003-2004 business of the committee

B. Barry discussed the likely business of the Curriculum Committee based upon the Final Report of the 2002-2003 Committee (full report is found at <http://www.ups.edu/dean/zxxx/CommMinutes/CUR/0203/cur0203final.html>).

To quote from that document:

Charges from the Senate for next year could include:

1. Complete the 5-year review for Art and Asian Studies
2. Continue the on-going business of the Committee including the 5-year reviews for Business and Leadership, Economics, Environmental Studies, Exercise Science, Foreign Languages and Literature, International Political Economy, Music, Physical Education and Philosophy.
3. Consider a unit maximum on Special Interdisciplinary Majors (SIM)
4. Establish a schedule for rotation of core area reviews
5. Begin the implementation of the core assessment process

Committee members voted for their preferences regarding subcommittee assignments (although the often problematic nature of matching preferences with assignments was revealed by C. Washburn).

Item 7: Meeting adjourned at 8:40

Respectfully Submitted,

Rich Anderson-Connolly