

Minutes of the Curriculum Committee meeting held on Wednesday September 8, 2010

Members present: Roger Allen; Terry Beck; Derek Buescher; Alyce DeMarais; Kent Hooper; Alisa Kessel; Paul Loeb; Bob Matthews; Amanda Mifflin; Brad Reich; Brad Richards; Jonathan Stockdale; Brad Tomhave; Rand Worland; Alec Wrolson; Steven Zopfi; Jane Carlin, visitor; Fred Hamel, Senate liaison

Call to order and Chair Selection

Senate liaison Fred Hamel convened the meeting and oversaw the election of Bob Matthews as Chair of the committee (**M/S/P**) for the 2010-2011 academic year.

Secretary Selection

After no volunteers/nominations for a permanent secretary were forthcoming, we agreed that a rotating secretary would be used to record minutes this academic year. DeMarais reminded us of the importance of keeping good records of committee business. Since DeMarais was already taking notes for this meeting, she will provide the minutes. We will start a reverse-alphabetical rotation at the next meeting. Jane Carlin volunteered to take minutes in her turn and Brad Tomhave was excused from secretarial responsibilities. Matthews asked that working groups send (electronically) their reports to the secretary [or to DeMarais], preferably in advance of presentation at a meeting.

Meeting Time Confirmation

DeMarais reported that there was not a meeting time when everyone on the committee was available. It was agreed that Wednesdays at 9:00 a.m. is an acceptable meeting time. Those who cannot attend this fall (Conyers, Kaminsky, Richards) will contribute to the working groups. We will chose a time for the spring that will accommodate those who cannot meet this fall.

Approval of the minutes of the April 23, 2010 meeting

M/S/P to approve of the April 23, 2010 minutes as submitted.

Calendar Approval, Round 1

After providing some background information on the calendar approval responsibilities of the committee, DeMarais asked for approval of the general calendar for 2013-2014. Action on this calendar by the 2009-2010 committee was postponed by a discussion of the academic calendar and DeMarais neglected to bring it up for approval before the end of the year. DeMarais noted that we would be returning to the calendar discussion at a later meeting.

M/S/P to approve the general calendar for 2013-2014.

Overview of committee process and Working Group preferences

DeMarais provided a brief overview of the committee process and directed members to the materials in their notebooks. Committee members identified their prioritized

preferences for working group service. DeMarais noted that each working group has business pending. Once the group membership is determined she will send materials. The Senate will meet soon to provide charges for the year to the committee.

Other Business

Transfer Seminar Enrollment: DeMarais asked for forgiveness for making a decision in August, on behalf of the committee, to allow a few transfer students to enroll in first-year only seminars (one per seminar). The rationale for this decision was the unexpected increase in the number of transfer students and the corresponding lack of seats in the designated transfer seminars. Enrollment in a given seminar was contingent on the faculty member's approval.

Hooper asked whether transfer students need two seminars. He noted that some students take their seminars just prior to graduation. Tomhave argued that providing exceptions to the two-seminar requirement would open the floodgates of requests to waive the seminars. He also noted that the transfer seminars in the fall are designed to provide a shared community experience for transfer students in addition to content and skill development. Wrolson related that his transfer seminar experience was a good introduction to the university and helped students build bonds that remain in place now.

Buescher wondered about revisiting the sequencing value of placing transfer students in designated seminars in the fall semester, especially if those students are well-prepared and, therefore, frustrated with the seminar. Others reiterated the value of community building and introduction to the college for transfer students. Stockdale asked if transfer students were required to take their seminar courses within the first year of enrollment. Tomhave replied that the students are held to completing their two seminars within the first two semesters; however, some students (including non-transfer students) withdraw or fail a seminar and, therefore, are enrolled in seminar(s) beyond the first two semesters. Beck wondered why transfer seminars were limited to the fall. Rationale: experience (most students in the spring semester have had some experience at the college), scheduling, and selection (providing enough variety in terms of topic and timing would not be possible for both semesters—selection for transfer students is restricted in the fall).

M/S/P with one abstention to retroactively approve the decision to add transfer students, on a limited basis, to non-transfer seminars if seats are not available in transfer seminar sections.

Carryover Business: Buescher reminded us that the 2009-2010 committee's recommendation to allow 2 units of activity credit to apply to graduation requirements should be brought to the full faculty. Also, the committee should continue to review the Independent Study policy.

M/S/P to adjourn at 9:45 a.m.

Respectfully submitted by: Alyce DeMarais