

Curriculum Committee

Minutes of the November 13, 2015 Meeting

Present: Richard Anderson-Connolly (Chair), Robert Beezer (Secretary), Peggy Burge, Luc Boisvert, David Chiu, James Evans, Lisa Ferrari, Nick Kontogeorgopoulos, Pat Krueger, Janet Marcavage, Gabe Newman, Alec Pankow, Elise Richman, Brad Tomhave, John Woodward.

Visitor: Lisa Hutchinson.

The meeting was called to order by ANDERSON-CONNOLLY at 1:01 PM in the McCormick Room.

The minutes of the October 30, 2015 meeting were approved as drafted.

Working Group 2 Report BOISVERT reported on their review of the Global Development Studies program and their request to convert from an interdisciplinary emphasis to a minor. Answers have been received to their questions about the submitted review and they will meet again today.

ANDERSON-CONNOLLY asked if there had been any particular issues regarding the change from an interdisciplinary emphasis to a minor? BOISVERT responded that the program review should be routine, but that the committee might want to discuss the general question once the working group has the benefit of experience with this instance.

The group is also preparing their survey of the faculty teaching in the Natural Science Approaches core area.

Working Group 1 Report EVANS reported that their survey of the faculty teaching in the Fine Arts Approaches core area was ready for distribution.

EVANS stated that the group “respectfully declined” to complete their review of the Fine Arts Approaches core area by the end of the academic year without the benefit of data from students via Institutional Research’s efforts. Some compromises were offered and discussed and the working group agreed to finish their review over Summer 2016. (Institutional Research had been consulted in advance about the feasibility of this timeline). KRUEGER suggested they could form a draft review by the end of spring and prepare an addendum during the summer.

Working Group 3 Report RICHMAN reported that the group had responded to the Psychology Department as part of their review. They will begin consideration of the African-American Studies major on Monday.

Working Group 4 Report KONTOTHEORGIOPOULOS reported that the course proposal tabled at our previous meeting was indeed meant to be for *all* sections of the course. So he moved approval of Politics and Government 104, *Introduction to Political Theory* for the KNOW requirement, as proposed by Alisa Kessel (Politics and Government). **Action:** Approved.

For the review of the Science, Technology and Society Program, the working group is waiting on responses to questions they sent to the faculty in the program.

Committee Documentation and Forms BOISVERT presented the work of a subcommittee which met over the previous summer, supported by a Burlington Northern Curriculum Development grant. The other four members were three-year veterans of the Curriculum Committee: Gwynne Brown, Lisa Ferrari, Sara Freeman, and Alan Krause.

First was a discussion of various documents meant to help the committee perform their essential and recurring duties. These will assist in some uniformity in approach across the working groups and should be especially valuable for new members of the committee. These are not prescriptive guidelines, nor meant to replace official policy, and so will not undergo approval by the committee. They will be made available on the committee's SoundNet site.

Second was modified forms for (a) new course proposals in the core and KNOW areas (simply "core course proposal" subsequently), (b) new course proposals for all other courses, and (c) changes to existing courses. These have been harmonized to a common look and feel. With input from FERRARI, it was decided that the core course proposals only needed to be dated in the Associate Deans office, while the two other forms should be signed by the Associate Dean acting on the committee's behalf (as a delegated action). FERRARI asked for an area of the course change form to allow for changes between a graded course and a pass/fail course. TOMHAVE was in agreement that this was necessary.

Third was expanded instructions to accompany, and now precede, the forms themselves. The intent was to make it clear to proposers which types of items committee reviewers expected or required to see. There was extensive discussion about the new requirement that syllabi include "student learning outcomes." While MARCAVAGE thought that the existing requirement of "objectives" was nearly synonymous, BOISVERT and WOODWARD disagreed and KONTOTHEORGIOPOULOS thought the change was a good addition. BEEZER felt that the individual requirements for a syllabus be made mandatory or recommended, rather than the distinction being subject to the practice of each working group.

ANDERSON-CONNOLLY was in favor of approving the improvements to the forms, with more discussion about pre-existing conditions in subsequent meetings.

Instructions for the core course proposal form now have two pages of general instructions, followed by ten pages with the relevant sections of the Curriculum Statement and tips, for each of the core areas and the KNOW requirement. EVANS thought this excessively lengthy and KONTOTHEORGIOPOULOS thought some of the general instructions should be copied verbatim into each of the subsequent sections (per-core area). It was decided to organize the instructions so there is a version for each core area and the KNOW requirement, each containing common general instructions and form.

ANDERSON-CONNOLLY hoped that these instructions would be reviewed and updated based on the work of the committee, so RICHMAN suggested that this review could be made part of each working group's final report.

During the course of other comments, several committee members expressed their appreciation to BOISVERT for the good work of their summer subcommittee. **Action:** Continued.

At the next meeting, we will continue the discussion of instructions for preparing course proposals.

The motion to adjourn was made by MARCAVAGE, professor of Art, at 2:01 PM. The next meeting of the full committee will be November 20.

Respectfully submitted,
Robert Beezer