

# Curriculum Committee

## Minutes of the April 15, 2016 Meeting

**Present:** Robert Beezer (Secretary), Peggy Burge, James Evans, Lisa Ferrari, Nick Kontogeorgopoulos (Chair), Chris Kendall, Julia Looper, Janet Marcavage, Gabe Newman, Kieran O'Neil, Alec Pankow, Elise Richman, Brad Tomhave, John Woodward.

**Visitor:** Lisa Hutchinson.

KONTOGEOURGOPOULOS called the meeting to order at 1:00 PM in the McCormick Room, welcoming the seven members present at that time.

The minutes of the April 8, 2016 meeting were approved with one spelling correction.

There were several announcements from the Chair. The Senate Executive and representatives of faculty standing committees attended a lunch this week with incoming university president Isiaah Crawford. KONTOGEOURGOPOULOS represented the committee and remarked that there was a "good conversation." He spoke about the age of the current Core Curriculum (about fourteen years) and that some faculty feel it is in need of revision.

A review of our original charges from the Faculty Senate shows that we have made good progress on them.

Year-end reports from the working groups are due to KONTOGEOURGOPOULOS by May 2.

KONTOGEOURGOPOULOS asked if it would help the working groups working on the committee's guidelines if they had a definition of "Experiential Learning"? RICHMAN reported that she was on a committee that was in the process of formulating a Puget Sound-specific definition.

**Working Group 4 Report** LOOPER reported that they continue to work on the review of the Economics Department, and the review of their assigned guidelines.

LOOPER represented the committee at a meeting on the KNOW graduation requirement organized by Professor Amy Ryken. LOOPER was asked about the committee's expectations in approving courses meeting this requirement. The conversation turned to the question of if one section of a course could be taught to fulfill the requirement, while another section of the same course might be taught so as to not fulfill the requirement. TOMHAVE and FERRARI confirmed that this has never been the case for courses in the Core Curriculum and the committee confirmed that once a course is approved for the KNOW requirement, then it will include that component every time the course is offered. KONTOGEOURGOPOULOS will communicate this expectation to Ryken.

**Working Group 3 Report** RICHMAN moved approval of the working group's review of their *Guidelines for Working Groups Conducting Interdisciplinary Program Seven-Year Reviews and Reviewing Proposals*, in other words work with interdisciplinary majors, minors and emphases. There was some discussion of double-counting of courses, which will be described as "unlimited." **Action:** Approved.

**Working Group 2 Report** MARCAVAGE reported that they had concluded their review of the Natural Sciences Approaches core area. KONTORGEOPOULOS suggested the group formulate questions for Institutional Research to use during their survey work the next time this area is reviewed. (This is a new procedure the committee has adopted.) KONTORGEOPOULOS will communicate those questions to Institutional Research.

FERRARI reported on their work on guidelines for working groups and their leads. Changes are meant to help committee members minimize friction in working with faculty colleagues. A suggestion by TOMHAVE led to language clarifying that the working groups are composed of "faculty, students and staff." **Action:** Approved.

**Working Group 1 Report** EVANS reported on their review of course proposals for "unusual format courses." An entire additional page will be added to each of the course proposal forms being revised currently. **Action:** Approved.

**Review of KNOW Course Proposals** KONTORGEOPOULOS reminded the committee of discussion, continued from the last meeting, of the committee's reviews of courses proposed to meet the KNOW requirement. The following language had been proposed as an addition to the Curriculum Statement.

In accordance with the procedures used to evaluate and approve Core courses (see section IV.A. below), the Curriculum Committee will evaluate and approve KNOW proposals based on their adherence to the Guidelines, not the Learning Objectives.

FERRARI suggested KONTORGEOPOULOS determine the appropriate procedures for the addition of clarifying language to the Curriculum Statement. **Action:** The proposed addition was endorsed.

**Committee Documentation and Forms** KONTORGEOPOULOS presented explicit language to use on forms to describe the workflow for routing completed course proposal forms to the Committee, as decided at the last meeting. BEEZER suggested language and procedures where the Associate Deans Office "will close the loop" and acknowledge receipt of the form to both the proposer and the department head officer. EVANS questioned, and FERRARI streamlined, language describing the case of multiple proposers from multiple departments. **Action:** Approved.

This will take effect in the next academic year and KONTORGEOPOULOS will present the changes at an upcoming Chair's meeting.

The motion to adjourn was made by RICHMAN, professor of Art, at 2:00 PM. The next meeting of the full committee will be Friday, April 22 at 1 PM in the McCormick Room.

Respectfully submitted,  
Robert Beezer