

Curriculum Committee Minutes September 9, 1998

Present: Barnett, Bruce, Cannon, Goleeke, Grunberg, Hooper, Kirkpatrick, Kline, Livingston, Mehlhaff (Chair), Pinzino, Proehl, Stevens, Sugimoto, Warning, Heavner, Bartanen, Tomhave, Washburn

As convener Bartanen called the meeting to order at 5:03 p.m.

Chair. By paper ballots for nomination and election the committee elected Mehlhaff as chair, and he assumed the role.

Secretary. After some discussion in favor of a permanent secretary throughout the year, Goleeke M/S/P to elect Barnett as permanent secretary; and she assumed the role. In discussion Barnett noted that this arrangement in the past involved a degree of released time from subcommittee assignments; this seems to be the current understanding.

Minutes. **Kline M/S/P approval of the minutes for the meeting of 30 April 1998.**

Departmental reviews: Deferral

ENGLISH. The committee considered a request from the Department of English to defer the department curriculum review for one year in order to accommodate new faculty members and also to be able better to judge the effect of changes implemented in the last five-year review; 1998-99 is the first year in which all English majors are proceeding according to the curriculum put in place as the result of the last review.

WOMEN STUDIES PROGRAM. The committee considered a request from Nancy Bristow, the new Director of the Women Studies Program, to defer the curriculum review of the program until next year because of program faculty who are away in 1998-99 and the desire to have faculty in place at the time of the review.

Mehlhaff stated that deferral of these reviews would put them in the committee's next "follow year," when core reviews only are on the schedule. The deferred department/program reviews would be in a year intended for other work.

ACTION: Cannon M/S/P that the requests from the Department of English and the Women Studies Program to postpone their reviews until 1999-2000 be approved.

Associate Deans' Office. Washburn distributed copies of the document entitled "The Functions of the Associate Deans' Office in Curricular Matters," which outlines services to the committee: General curriculum management, preliminary review of curricular materials, actions delegated by the committee to the Associate Dean (such actions include approval of individual new non-core or revised courses and mechanical adjustments to program requirements), committee support, and participation in committee proceedings. The document also lists actions the committee "generally reserves for itself," including departmental reviews and approval of core courses. Bartanen explained that at the outset of each year the document is subject to the committee's approval.

ACTION: Kline M/S/P to continue to delegate to the Associate Deans' Office the actions as outlined.

Faculty Senate charges to the committee. Mehlhaff directed attention to the charges to the committee for 1998-99 as posted on the University's website:

- "Analyze data from pilot assessments of Fine Arts, Science in Context, and Communication One core-areas and examine feasibility of ongoing, systematic assessment of the Core Curriculum.

- “Review Communication I Core Guidelines.
- “Review ten programs currently slated for 1998-99.”

In brief discussion the committee recognized the reduction to eight of the number of programs for review this year because of the two deferrals granted earlier in the meeting. The review of Communication I core guidelines is a task deferred from an earlier time, and Kline observed that it might again be postponed because of the assessment projects for the University's reaccreditation and the core discussion by the faculty this year.

With reference to the charge of analyzing data from pilot assessments, Bartanen will talk with Mehlhaff to determine a plan. Bartanen pointed out that Kline and former committee members Tom Fikes and Ron Fields worked on getting assessments over the summer; the committee can review their findings prior to the time when department curricular reviews come in. The task is to assess the methods in each experiment to see if the assessment tool is useful on an ongoing basis. The analysis is to be an exhibit in the reaccreditation report and is due by 1 November 1998.

Subcommittee assignments and processes. Washburn distributed copies of a grid of subcommittees for the work of the committee this year and asked members to indicate preferences. Mehlhaff asked colleagues to prioritize four preferences, two departmental reviews and two core areas. Bartanen pointed out that each subcommittee will have a chair and that as Associate Dean she serves on all subcommittees. The document entitled “Introduction to the Curriculum Committee” in the “General” section of each committee member's notebook outlines the committee's procedures.

Meeting time. Committee members offered no alternative to the meeting time of Wednesdays at 5:00 p.m. and thus affirmed this time. Washburn noted that the committee will meet in Library 134 with the exception of 14 October, when, if a meeting takes place, it will be in the McCormick Room.

Self-Study Guide. Washburn's inquiry as to whether every committee member had received a copy of the “Department Curriculum Review: A Self-Study Guide” as revised in spring 1998 brought the realization that the 1996 version is necessary for one review, by prior arrangement.

At 5:45 p.m., upon the motion by Stevens to adjourn, the meeting ended.

Respectfully submitted,

Suzanne W. Barnett
10 September 1998