

Curriculum Committee Minutes September 10, 1997

Present: Barnett, Bruce, Clifford, R. Fields, Fikes, Goleeke, Kline (Chair), Lupher, Mehlhaff, Proehl, Bartanen, Washburn, Morgan
Absent: Hooper

As convenor Bartanen called the meeting to order at about 8:05 a.m.

Chair. By paper ballots the committee elected Kline as chair, and she assumed the role.

Secretary. After some discussion Barnett M/S/P to have a permanent secretary who will have a degree of released time from subcommittee assignments; this motion passed with one vote against. At issue in this matter were two concerns, that an ongoing secretary would not be part of the committee's process of debate (Mehlhaff) and that the secretary's released time from subcommittee service would put more subcommittee burdens all other members of the committee (Washburn). In the motion's favor were the prospect of a consistent record and the willingness of at least one member of the committee to serve as permanent secretary. By paper ballot the committee elected Barnett as secretary, and she assumed the role.

Minutes. Washburn explained that minutes of the committee will be available on the University's website (under the category "Faculty and Staff" and the subcategory "Faculty and Committee Resources"). Members of the committee will receive notice by e-mail of the availability of new minutes.

Associate Deans' Office. Washburn called attention to the committee 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.

ACTION Mehlhaff M/S/P to reaffirm the authority of the Associate Dean in these actions.

In discussion, in response to a point raised by Fikes, the committee added the following to the committee's own actions: **approval of Special Individual Majors (SIM).**

Subcommittees. On a form provided by Washburn each member of the Committee could indicate preferences for subcommittee service. Bartanen conveyed the expectation that the Faculty Senate will ask the committee to assess the **Core** curriculum for the University's reaccreditation Self-Study, and thus the form lists a subcommittee for each area of the Core. The form also lists a subcommittee for each **departmental review** scheduled for this year. In response to a request from the department, the committee took the following action:

ACTION Barnett M/S/P to defer the review of the Department of Economics but to ask the department to submit the curricular review package by 1 September 1998.

REACCREDITATION. Returning to the prospect of the assessment of the Core, Bartanen explained that the University must undertake a full review in 1997-98 and produce a review document to be ready in fall 1998. The membership of the Self-Study Steering Committee is as follows: John Finney, Kris Bartanen, Carrie Washburn (who will serve as editor of the Self-Study document); faculty members Bill Beardsley, Cathy Hale, Bruce Lind, Tom Rowland, and Roberta Wilson; and Marilyn Mitchell, Raney Ellis, John Hickey, Sherry Mondou, and Don Marshall. The Steering Committee has asked the Senate to ask the committee to assess the Core curriculum.

Bartanen distributed copies of "Standard Two - Educational Program and Its Effectiveness," from materials provided by the accreditation agency, and called attention to sections 2.C ("Undergraduate Program") and 2.1 ("General Education"). She suggested using the fall term to determine how we are currently assessing the core and how we might draft a report indicating what further we might do; in the spring we might "pilot" some new procedures and work toward a final report to be complete by 1 May 1998.

Discussion about the expected charge to assess the Core brought out the following concerns: (1) Mehlhaff asked how we can accomplish the task and whether we could delay every other task until the Core curriculum Self-Study is complete. (2) Responding to Clifford's question, Washburn explained that reaccreditation has changed such that our burden is "assessing whether or not our program delivers what we say it does." This review is important not just to satisfy the evaluators but to establish a "measure" for ourselves in the future. (3) Kline and Fikes spoke to the need to set clear goals and to allocate tasks with care if we are to undertake this charge. (4) Proehl asked if the committee is the appropriate group to accomplish this task.

As the meeting drew to a close the committee agreed that Kline as Chair, in consultation with Bartanen and Washburn, should work out some procedural options regarding the Core Self-Study for the committee's deliberation at the next meeting.

The meeting ended at about 8:55 a.m. The normal meeting time will be Wednesdays at 8:00 a.m.

Respectfully submitted,

Suzanne W. Barnett