

CURRICULUM COMMITTEE MINUTES
11 September 1996 (Wednesday)
Misner Room

Present: Bartanen, Bruce, Fields, Fikes, Hooper, Kline, Lupher, Magnus, Mehlhaf, Morgan, Neshyba, Proehl, Tomlin, Valentine, Washburn

Bartanen convened the meeting at 8:05 a.m., after Washburn had distributed committee notebooks and reference materials.

Chair: The committee selected **Tomlin** as chair through a process of paper nominations and votes.

Secretary: A brief discussion led to a decision to have a rotating secretary. This duty will be rotated in reverse alphabetical order.

Meeting time: The committee agreed to **Wednesdays, 8:00 a.m.**, as the regular weekly meeting time. The meeting should end by 9:00 a.m.

Associate Deans' Office: Committee members reviewed the reference document labeled "The Functions of the Associate Deans' Office in Curricular Matters.

ACTION M/S/P approval of these functions as outlined.

Minutes of Curriculum Committee Meetings: Washburn noted that meeting minutes will be posted on the University's web page, on the campus-only server. They can be accessed at:

<http://www.ups.edu:3080/>

They can also be accessed through the "News and Announcements" link to the campus-only server on the U.P.S. home page. Last year's minutes are archived at this location, as well. Notification of the posting of minutes and future meeting agenda will be made by email. Minutes should be emailed to:

facultycoms@ups.edu

These should be in the form of an attached Microsoft Word document or text file.

Subcommittees: Evaluation of the Communication I core guidelines will be carried over from last year, a course proposal for a Comparative Values core course is anticipated, and there will be departmental reviews for Asian Studies, Chemistry, Foreign Languages, History, the Internship and Cooperative Education Program, Philosophy, and Physics. Additional subcommittees will be created as necessary. Committee members filled out preference forms for subcommittee assignment. Through a brief discussion, it was decided to examine the subcommittee process at the next meeting.

University Reaccreditation: Bartanen distributed a memo on the impending University reaccreditation. The Curriculum Committee's role in preparing departments for this process was discussed. Assessment of programs is an important part of the reaccreditation process, and the Curriculum Committee may be able to ask additional questions of the departments under review this year, in order to better prepare them for future assessment. Bartanen offered the opinion that we already do much of what will be required by accreditation agencies, and that we need to articulate it in terms these agencies require. Departments should get reaccreditation review packages in Spring 1997.

Course Scheduling: Mehlhaf brought up a memo from John Finney to Department chairs regarding class rescheduling. Does the Curriculum Committee need to talk about this? Department chairs will discuss this again and recommend further action.

The meeting was adjourned at 8:55.

Respectfully submitted,
Michael Valentine