

## CURRICULUM COMMITTEE MINUTES

14 November 2008 (Friday)

Library 020

**Present:** Jane Brazell, Alyce DeMarais, Greg Elliott, Fred Hamel, Kriszta Kotsis, Mary Rose Lamb, Lynda Livingston (Chair), Bob Matthews, John McCuiston, Brad Richards, Lori Ricigliano, Florence Sandler, Kurt Walls, Barbara Warren

**Call to order:** Chair Livingston called the meeting to order at 8:02.

**Opening remarks:** The Chair thanked DeMarais and Brazell for taking good care of the material under discussion during her absence at the last meeting, Grunberg for chairing the last meeting, and Grunberg and Walls for carrying us through the calendar discussion.

**Announcements:** There were no announcements.

**Approval of Minutes of October 31, 2008:** The Secretary noted a mistake in the October 31 minutes. Working Group #2 had not met with the Department of Comparative Sociology, but had corresponded with them. **Warren M/S/P** that the minutes of the October 31, 2008 meeting be approved as corrected...

### **Discussion of Functions of Associate Deans Office revision Fall 2008:**

**DeMarais** started the discussion of the current document titled "The Functions of the Associate Deans' Office in Curricular Matters". The document describes those actions which the Curriculum Committee has delegated to the Office of the Associate Deans, and is reviewed by the Curriculum Committee on an annual basis. The modifications this year included approval of all core courses by the committee, removing approval of Continuing Education courses from the delegated action list (due to the discontinuation of the Continuing Education program), and the transfer of approval of Study Abroad programs to the International Education Committee (IEC).

**Hamel** asked about the membership of the International Education Committee. **DeMarais** replied that the membership is determined by the Faculty Bylaws (Section 6 (Standing Committees, Sub-section J (The International Education Committee), paragraph **a** which requires that "The Committee shall consist of the Dean of the University (ex-officio), the Dean of Students (ex-officio), the Director of International Programs (ex-officio), no fewer than seven appointed members [sic] of the Faculty, and two students."), **Livingston** noted that

departments were generally involved in the approval of Study Abroad courses. **Hamel** asked if the Curriculum Committee should have some formal mechanism for review of IEC actions. **Kotsis** asked how many Study Abroad programs were under review. **DeMarais** replied that roughly 100 programs were under review, and that 2 - 3 programs had been added and one removed. **Livingston** asked if a member of the Curriculum Committee should sit on the IEC.

**Sandler** asked if the actions of the IEC would be reported to the Curriculum Committee. **DeMarais** replied that the Curriculum Committee would be receiving reports of additions and deletions to the Study Abroad list of programs. She noted further that the IEC is now a standing committee, taking over functions that were previously in the purview of the Curriculum Committee.

**Sandler** then asked if some more formal way could be provided so that the Curriculum Committee be kept informed of the actions of the IEC. **DeMarais** suggested that the "Functions of Associate Deans Office" document could be modified to add "The Office of the Associate Deans will report to the Curriculum Committee actions of the International Education Committee at least annually." **Hamel M/S/P** to approve the "Functions of Associate Deans Office" as amended. The revised document is attached as appendix A.

## **Reports of working groups:**

### **Working Group 1**

**Lamb** reported that no work had been received for Working Group 1. **DeMarais** reported that some work is likely to come soon, suggesting that perhaps the Foreign Language review could be moved from Working Group 5 to Working Group 1.

### **Working Group 2:**

**Warren**, reporting for Working Group 2, reported that no work was currently at hand.

### **Working Group 3:**

**Walls** reported that the review of the Connections Core and a review for a proposed new course were underway.

### **Working Group 4:**

**Richards** reported that the International Political Economy Curriculum Review was complete and **M/S/P** approval for the IPE review. Working Group 4 has begun working on the Department of Economics review.

## **Working Group 5:**

**Kotsis** reported that both the review of proposal for the Special Interdisciplinary Major (SIM) is ongoing. The Working Group is asking if the intent of the SIM could be met in existing majors. The Working Group will be meeting with the Asian Studies program.

**Livingston** asked DeMarais what the Committee should address most urgently. **DeMarais** suggested the need to move on the core review areas.

## **Adjournment**

**Kotsis** moved that we adjourn, and we did adjourn at 8:26.

Respectfully submitted  
Bob Matthews

## **Appendix A: The Functions of the Associate Deans' Office in Curricular Matters**

### **The Functions of the Associate Deans' Office in Curricular Matters**

General Curriculum Management. The Associate Deans' Office maintains all official curriculum records: approval sheets, course syllabi, minutes of Curriculum Committee and subcommittee meetings, basic legislation regarding the curriculum, and the University *Bulletin*. All changes in the curriculum are processed through this office and the appropriate persons or offices notified. Official curricular action is reported on a Curriculum Action Report.

Preliminary Review. All curricular materials which must ultimately be acted upon by the Curriculum Committee are received in the Associate Deans' Office. They are reviewed to ensure that they are complete and that no obvious deviations from established policy or practice are present. The material then is forwarded to the full committee or to an appropriate subcommittee for action.

The committee generally has reserved for itself action on such matters as the following:

- (1) review of departmental curricular packages;
- (2) approval of new majors and minors;
- (3) approval of new academic programs;
- (4) approval of core courses;
- (5) determination of curricular policy;
- (6) establishment of curricular standards;
- (7) approval of Special Interdisciplinary majors

Delegated Action. The Curriculum Committee has delegated to the Associate Dean authority to take certain actions on its behalf, in accordance with the policies and procedures it has established. Included are the following:

- (1) approval of individual new non-core or revised courses;
- (2) approval of revisions to major/minor requirements;
- (3) approval of mechanical modifications to existing courses (titles, numbers, descriptions, etc.);
- (4) petition matters referred by the Academic Standards Committee (usually having to do with the Core);
- (5) one extension for one semester may be approved by the Associate Dean in cases where core courses have received temporary or one-time approval and then subsequently ask for extensions, with referral to the full Curriculum Committee for any additional requests for extension;
- (6) provisional approval of Writing and Rhetoric, Scholarly and Creative Inquiry, and Connections courses over the summer. Such approvals are reviewed by the Committee in Fall term.

All such actions are reported monthly to the committee. There is an inherent right of appeal from these actions to the committee.

The Associate Dean will report to the Curriculum Committee actions of the International Education Committee at least annually.

Committee Support. The Associate Deans' Office provides secretarial support to faculty standing committees and to the Faculty Senate. Thus, for the Curriculum Committee, minutes and agendas of all meetings (including subcommittees) are received and distributed, and other materials germane to its deliberations are distributed as directed by the committee chair.

Participation in Committee Proceedings. The Associate Dean sits *ex officio* with the committee and its subcommittees, as the delegate of the Dean of the University.

Revised Fall 2008; reapproved Fall 2008.