

CURRICULUM COMMITTEE MINUTES

1 February 2008 (Friday)

Misner Room

Present: Jane Brazell , Jordan Conley, Alyce DeMarais , Leon Grunberg, Fred Hamel, Kriszta Kotsis, Mary Rose Lamb (Chair), Lynda Livingston, Paul Loeb, Bob Matthews, Brad Richards, Elise Richman, Florence Sandler, Stuart Smithers, Lori Blake (for Brad Tomhave), Barbara Warren

Call to order. Chair Lamb called the meeting to order at 9:03.

Remarks by the Chair:

1. The Chair reported to Dean Bartanen that the Committee in informal email discussions in December had approved the reduction in units for EDUC 622 (from three units to two) and EDUC 629 (from two units to one), though some members of the Committee expressed concern that this was requested at a time during which the Committee would not generally meet (References: email 12/11/07 Dean Bartanen to Chair Lamb, copied to the Committee on 12/12/07. Response by Fred Hamel forwarded by Chair Lamb to the Committee in an email dated 12/13/07, final note from Chair Lamb to the Committee on 12/18/07)
2. Student member Jenny Wrobel will not be able to attend meetings of the Committee this term due to a class schedule conflict. Chair Lamb is in discussions with ASUPS to appoint a replacement student member of the Committee.
4. The Chair continues her work on re-accreditation.

Approval of Minutes of November 30, 2007: The minutes of November 30 having not yet been posted, approval of those minutes was deferred to the next meeting of the Committee.

Announcements: **Sandler** has returned from her sabbatical and resumed her position as a member of the Committee to general applause.

Working Group Reports:

WG 1: **Richards** reported that WG 1 was working on the review of the Social Scientific Approaches core, and is arranging a meeting with SSA faculty..

WG 2: **Loeb** reported on behalf of WG 2 and made the following motions:

1. **M/S/P** to approve the five-year review of the Classics Department.
2. **M/S/P** to approve Philosophy 103: The Philosophy and Science of Human Nature for the SCIS core.
3. **M/S/P** to approve IPE 132: The U.S. Empire on a one-time basis for the SCIS core.

WG 3: **Livingston** reported for WG 3 and **M/S/P** approval of the five-year review of the Honors Program.

WG 4: **Kotsis** reported that work on the Internship Program review was in progress.

WG 5: **Smithers**, reported for WG 5 that work was in progress.

Discussion of Calendar Setting

The Committee then moved to a discussion of the setting of the Academic Calendar. There were several issues raised:

1. The last day of final exams in Fall 2007 (this academic year) was December 21, in violation of the *Guidelines for Setting Academic Calendar* which state that "The Fall Semester will end no later than December 20, requiring a semester beginning date which will accommodate the prescribed length of the term."
2. The later than usual ending of the Fall term led to a reduced interval between the last final exam and the time that final grades were due.
3. The later than usual ending of the Fall term intruded into family and other activities of the holiday season.

Blake reported that moving the due date for Fall grades presented significant problems, since the probation / dismissal meeting (Academic Standards Committee) is scheduled for the day following the day that Fall term grades are due, and that several other processes (such as setting the Dean's List, providing records needed for students transferring to another institution) needed to be done in a timely fashion before the start of the Spring term. She reported that the number of colleagues who had not turned in their grades by the due date was larger this year than in years past. In response to a question, she reported that there was no penalty fixed for turning grades in past the due date.

Colleagues discussed the advantages of a later start to the Fall semester, including the time provided for student and faculty field work, but also addressed the problems of large classes with lab sections having scheduled finals on the last day of final exams. **Sandler** provided a historical perspective, reminding the Committee of the discussions which set the interval between the end of the semester and the time grades were due. The Faculty in earlier years had decided that we should take final exams seriously and ensure that we had time for adequate consideration of student work.

Hamel suggested that we should consider shifting due dates in those years in which this problem arose. **Loeb** suggested that perhaps we could identify students at risk and be sure to get the grades for those students in early. **Smithers** suggested that it was perhaps time to consider a shortened semester. **Matthews** suggested that, if the problem occurred only in one year out of four, perhaps we should continue in those years as we did this year.

In the end, the Committee agreed that we needed to take some action, since the schedule this year was in violation of the guidelines for setting academic schedules. There being no remaining time for discussion, **Kotsis M/S/P** we adjourn, and we did adjourn at 9:45.

Respectfully submitted
Bob Matthews