

CURRICULUM COMMITTEE MINUTES
13 September 2006 (Wednesday)
Misner Room

Present: Suzanne Barnett, Elizabeth Benard, Brad Dillman, Mary Rose Lamb, Grace Livingston, Paul Loeb, Bob Matthews, Brad Richards, Michelle Salter '07, Florence Sandler, David Scott, Christine Smith, Stuart Smithers, Kurt Walls, Lisa Wood (Chair), Alyce DeMarais, Brad Tomhave, Carrie Washburn, Lori Ricigliano

Not present: Lynda Livingston (subcommittee service only this fall), John McCuiston, Elise Richman, Stuart Smithers

Call to order. Chair Wood began the meeting at 8:04 a.m.

Minutes. The committee M/S/P approval of the minutes for the meeting of 6 September 2006).

Introductions. In response to Walls's suggestion, Wood asked committee members to do self-introductions again at this meeting. This process enabled the welcome of student member Salter. [One more student yet to be named by ASUPS President Van Lang Pham will be joining the committee.]

Subcommittees. Wood laid out an innovative plan for accomplishing the work of the committee this year by organizing subcommittees into five **WORKING GROUPS**, each with a **lead** (chair). Each Working Group will subsume two or more subcommittees and will consist of members who all work together through the year to complete tasks of all subcommittees in the Working Group. Wood expressed the hope that this system will be effective and will allow the Curriculum Committee to meet as a whole only when full-committee business prompts. This would prevent the full committee from meeting "just for the sake of meeting." Wood passed around a grid of subcommittee assignments and announced the combinations of subcommittees into Working Groups. For the secretary DeMarais provided a list of the groupings and names of committee colleagues as worked out with Wood before this meeting in consideration of committee members' indications of subcommittee preferences at the last meeting. (See the full list of Working Groups and their membership appended to these minutes.)

Each subcommittee on the grid has a specified task in service to one of the following categories of committee business:

- (1) Scheduled five-year department or program reviews for 2006-07 (Chemistry, English, Geology, History, Internship, Latin American Studies, Physics)
- (2) Scheduled core-rubric reviews for 2006-07 (Fine Arts Approaches, Humanistic Approaches)
- (3) Core-course proposals in rubrics not up for mandated review this year (Connections, First-Year Seminars [Writing and Rhetoric, Scholarly and Creative Inquiry], Ad Hoc other core rubrics [Social Scientific Approaches, Mathematical Approaches, Natural Scientific Approaches])
- (4) Special Interdisciplinary Major (SIM) proposals

The subcommittees are in Working Groups as follows:

WORKING GROUP ONE:	Chemistry / Humanistic Approaches
WORKING GROUP TWO:	Latin American Studies / Fine Arts Approaches
WORKING GROUP THREE:	English / Geology / First-Year Seminars
WORKING GROUP FOUR:	History / Physics / Connections
WORKING GROUP FIVE:	Internship / SIM / Ad Hoc other core

Wood directed the Working Groups to meet in varied corners of the Misner Room as part of this meeting of the full committee. The purpose of these group meetings was to find a time for each Working Group to meet in pursuit of assigned subcommittee responsibilities.

At 8:30 a.m. Wood reconvened the committee as a whole and initiated conversation about the Working Groups / subcommittees process. Matthews pointed out that the Misner Room is available for Working Group (WG) meetings at 8:00 a.m. on Wednesdays when the full committee does not meet. DeMarais, who serves on every WG, said that WG meetings could take place in her office and added that Julie Novak, in the Office of the Associate Academic Deans, has access to DeMarais's schedule and can enter WG meetings onto the calendar.

Department or program reviews. Wood urged WG meetings in person as the standard pattern and personal contact between a WG and the chair or director of a department or program up for review. Already one chair of a department or program up for review has asked for personal contact with the review committee in order to clarify the review process. Wood: Please *do* contact a department or program under review, for personal contact is important to the work we do. As a committee we are here to help academic units within the context of the whole University. The effort is a system that emphasizes relationships as well as administrative action.

Washburn reminded that a department or program review report comes first to the Office of the Associate Academic Deans (Jones 212), not to a WG / subcommittee directly. That Office keeps track of all review materials, and WG leads should send copies of written exchanges with a department or program head for filing either during the review process or upon its conclusion. Wood suggested that WG leads might contact department or program heads even before submission of the review materials but should reiterate that the materials should go to Jones 212.

Wood advised reviewers to look at coverage in the University *Bulletin* of a department or program under review. Barnett suggested that perhaps one person on a WG / subcommittee could take a look at the department or program's previous five-year review report to see how the current review report shows the department's current thinking.

Sandler observed that in the past a sense of tension existed between a department or program under review and the committee. She sought--and received--added assurance that talking to colleagues in the department or program's area /discipline is an appropriate part of the review process.

In reference to a review subcommittee's possible lack of expertise in the area of the department or program under review, Dillman observed that the review report should be able to communicate the work of the department or program to colleagues in other fields. DeMarais added that the review is "not content based" in any event. Benard aptly commented that the review seems to be "the ultimate liberal arts approach."

Student participation in WG / subcommittees. Wood invited Salter to look over the subcommittee list and consider whether to serve on a WG or just to serve on the full Curriculum Committee.

Subcommittee work under way. Washburn distributed two core-course proposals to relevant WG / subcommittees, one proposal for Writing and Rhetoric and one proposal for Connections.

WG / subcommittee reports to the full committee. Barnett reminded that subcommittee chairs usually send the prepared motion and any special comments by email attachment to the secretary for selective use in the minutes or, sometimes, additionally for appending as a whole to the minutes. Washburn said that sometimes a subcommittee's report will state a particular inquiry to a department or program chair that brought a satisfactory response.

Next meeting: Scheduled for 20 September. Wood expressed the expectation that at the next meeting the committee will resume discussion of actions delegated by the committee to the Associate Academic Dean. Faculty Senate charges to the committee for 2006-07 may also be on the agenda if they are available.

At what may have been 8:54 a.m. Scott M/S/P to adjourn.

Respectfully submitted,
Suzanne W. Barnett
(14 September 2006)

APPENDIX

CURRICULUM COMMITTEE WORKING GROUPS 2006-07

WORKING GROUP ONE

Subcommittees: **Chemistry / Humanistic Approaches**

Members: Brad Dillman (lead)
Florence Sandler
Brad Tomhave
Alyce DeMarais

WORKING GROUP TWO

Subcommittees: **Latin American Studies / Fine Arts Approaches**

Members: Mary Rose Lamb (lead)
Grace Livingston
Stuart Smithers
Alyce DeMarais

WORKING GROUP THREE

Subcommittees: **English / Geology / W&R and SCIS Seminars**

Members: Paul Loeb (lead)
Elisabeth Benard
Bob Matthews
Elise Richman
Alyce DeMarais

WORKING GROUP FOUR

Subcommittees: **History / Physics / Connections**

Members: David Scott (lead)
Lynda Livingston
Brad Richards
Kurt Walls
Alyce DeMarais

WORKING GROUP FIVE

Subcommittees: **Internship / SIM / Ad Hoc other core**

Members: Christine Smith (lead)
John McCuiston
Brad Tomhave
Alyce DeMarais