

Curriculum Committee

Minutes

Tuesday, November 7, 2006

Lakeview Conference Room

Present: Ellis, Evans, Oberdeck, Uden

Excused: Ehlke, Korte, Lotegeluaki, Stolt, Valentino

REPORTS:

Oberdeck reported on the Management Operations for Syllabi Storage committee. The committee has met twice. The university will probably have a portal system within eighteen months. Compatibility with any system that the committee suggests will be important. A Microsoft program called *SharePoint* may be helpful in reviewing syllabi on-line. The committee will be meeting on November 30 to look at a syllabus template.

SYLLABI FOR REVIEW:

Two new syllabi were approved and will be forwarded to the Faculty Chair.

EDC 401 Human Learning and Development (Knorr)

AL 271 Social Psychology (Evans)

OLD BUSINESS:

1. Syllabi Approval Cover Sheets

Oberdeck presented three cover sheets to be used in place of the single cover sheet in order to avoid confusion in the approval process. Directions for each are included on the cover sheet. Discussion followed and several changes were made. To bring the cover sheets in line with practice established in 2003, the directive sending new syllabi to the Academic Council for approval was removed. The word "review" was also removed from the documents. After further discussion the forms were approved. The forms will be sent to the Academic Office. (see attachments)

2. Faculty Handbook Revision

Discussion on the handbook revision for section 3.350 followed. A question was raised as to why both a Course Syllabus and a Student Syllabus were necessary. Would it be possible to satisfy student, faculty and accreditation needs with a single document and relieve duplication of effort? Oberdeck will inquire about this with the Academic Office.

The opening paragraph of 3.350 was discussed. It was noted that there are two responsibilities for the Curriculum Committee listed; syllabi approval and program approval. The old paragraph did not clearly distinguish between the approval processes for each. Approved programs are sent to the Academic Council. Approved syllabi are sent to the Faculty Chair. This distinction is made explicit in the revised paragraph.

3.350 Undergraduate Curriculum Committee

Original:

The Undergraduate Curriculum Committee's principal task is to review all new and revised other than minor revisions such as a change in a required textbook and/or course description) course syllabi and new prospecti submitted by a division's chair and dean on behalf of its faculty members. Approved documents (those complying with the prescribed standard format and content outlined in the faculty handbook) submitted for review are then sent to the Vice President of Academics for recommendations to the Academic Council. In turn, the Academic Council will send approved documents for new courses to the faculty for their review and approval. Revised syllabi will go directly from Academic Council to the Academic files.

Deletions (strikeout) and additions (italics)

The ~~Undergraduate Curriculum Committee's principal task is to review~~ *approve* all new ~~and revised other than minor revisions such as a change in a required textbook and/or course description)~~ *programs* submitted by a ~~division's chair and school's dean~~ *school's dean* on behalf of its faculty members. Approved ~~documents~~ *syllabi* (those complying with the prescribed standard format and content outlined in the faculty handbook) ~~submitted for review~~ are then sent to the ~~Vice President of Academics for recommendations to the Academic Council~~ *Faculty Chair for approval by the plenary faculty*. *New syllabi are then sent to the Academic Office. Revised syllabi approved by the school's dean go directly to the Academic Office. In turn, the Academic Council will send approved documents for new courses to the faculty for their review and approval.* ~~Approved programs are sent to the Academic Council. Upon approval of the Academic Council new programs are sent to the plenary faculty for approval. Upon approval by the plenary faculty new programs are sent to the Academic Office. Revised syllabi will go directly from Academic Council to the Academic files.~~

Changes in introductory paragraph with strikeouts removed:

The Curriculum Committee's principal task is to *approve* all new course syllabi and new *programs* submitted by a *school's dean* on behalf of its faculty members. Approved *syllabi* (those complying with the prescribed standard format and content outlined in the faculty handbook) are then sent to the *Faculty Chair for approval by the plenary faculty*. *New syllabi are then sent to the Academic Office. Revised syllabi approved by the school's dean go directly to the Academic Office. Approved programs are sent to the Academic Council. Upon approval of the Academic Council new programs are sent to the plenary faculty for approval. Upon approval by the plenary faculty new programs are sent to the Academic Office.*

The curriculum committee approved the changes in the introductory paragraph. The two remaining sections, "Membership" and "Function" will be discussed at the next meeting.

NEW BUSINESS:

There was no new business.

Next meeting will be Tuesday, December 5, at 4:00 p.m. in the Lakeshore Conference Room.

John Oberdeck
Chair