

CURRICULUM COMMITTEE
Salem State University
MINUTES
Meeting: 15/16:01

Date: September 9, 2015

MEMBERS PRESENT: Cleti Cervoni, Elizabeth Coughlan, Jen Girgen, Pamela Halpern, Donna Hills, Joe Kasprzyk, Megan Miller, Alexandra Peary, Gretchen Sinnett, Amy Smith

GUESTS: Tad Baker

I. Chair's Report

Elizabeth announced that a quorum had been reached and called the meeting to order at 3:05pm.

A. Meeting Schedule for Fall 2015:

- September 16, 2015
- September 23, 2015
- September 30, 2015
- October 7, 2015
- October 14, 2015
- October 21, 2015
- October 28, 2015
- November 4, 2015
- November 18, 2015
- December 2, 2015
- December 9, 2015
- December 16, 2015

If there's no old business, meeting will be cancelled. Elizabeth may ask sub-committees to meet instead if there's a lot of new business.

B. Elizabeth created 3 course review sub-committees instead of 4 because we are under staffed. She is reaching out to past members and department chairs, as well as drafting a direct appeal to the faculty. Steve Matchak is also reaching out to people.

UCC Sub-Committees to Date

- A: Cleti Cervoni, Joe Kasprzyk, Donna Hills, Alex Peary
- B: Neal DeChillo, Amy Smith, Cindy Vincent
- C: Jen Girgen, Pam Halpern, Gretchen Sinnett
- D: Megan Miller

Elizabeth has asked Tad Baker, Gen Ed Rep, to attend our meetings, which he is happy to do.

UCC Gen Ed Sub-Committees to Date

- FYS:
- WI: Neal DeChillo, Donna Hills, Alex Peary
- WII/WIII: Elizabeth Coughlan, Tanya Rodrigue
- OC: William Cunningham, Neal DeChillo, Amy Smith
- PGR: Amy Smith

CEA: Megan Miller, Gretchen Sinnett
WC: Gretchen Sinnett
HP: Megan Miller, Gretchen Sinnett
CS: Jen Girgen, Donna Hills
SR: Joe Kasprzyk
QR: Pam Halpern
BA/BS → MA (4+1): Cleti Cervoni, Megan Miller

C. Liaison Assignments

Joe has volunteered to be the liaison for the new Biology packet. There are several packets that were tabled that will need to be reassigned. Elizabeth has emailed the liaisons from last year to check on the status.

D. Megan reminded the committee that Degree Maps are now required for new programs and curriculum changes. She suggested that Elizabeth email department chairs to remind them.

II. Subcommittee Reports

No reports

III. Special Business

A. Discussion of UCC Forms.

Joe sent out UCC procedures and updated forms to the committee. Jen motioned to approve discussion and potential amendments to the procedures. Amy seconded.

1. Megan moved that we amend our procedures to require that course descriptions include the number of contact hours. Change would affect New Course and Course Change forms. Amy seconded.

The vote to approve was unanimous.

2. Megan moved that we add an administrative section to the New Course form and Change in Course form to allow Academic Affairs to indicate the SCHI associated with the course. We will add it to the form but we're not responsible for approving it. Academic Affairs approves it. Megan and Joe will discuss the best location for the field on the forms. Amy seconded. Megan's people are trying to clean up their data so that there is a clear map so there can be consistency in line with the contract.

The vote to approve was unanimous.

3. Megan suggested that Global Changes have an earlier deadline than changes to individual courses. She suggests same deadline as Program Changes (October 1). Joe seconded. Global Changes potentially have a large impact on master schedule and with implementing changes effectively and efficiently.

The vote to approve was unanimous.

4. Megan discussed the possibility of allowing pre-requisite changes to be made globally. The committee discussed this and decided to make no change to the guidelines for what can be submitted on the global change form.

	<p>5. Joe suggested using the same procedure for approving Gen Ed certifications as was implemented last spring. Tad agreed that the system had worked well. Elizabeth and Tad will discuss representatives from the Gen Ed committee for each area.</p> <p>6. Cleti asked about the September 15 deadline for new programs and majors. Joe pointed out that this is a new deadline so this will be our first cycle working with the new deadline.</p> <p>7. Joe made some changes to the forms. In addition to the department chair's signature, we have added a field for a proposal sponsor. Liaison will contact the proposal sponsor. If sponsor field is blank, liaison will contact chair. Joe has also added pop-up boxes that offer clarification of fields.</p> <p>8. Joe motioned that we make an announcement that UCC will accept proposals on old forms through October 15. After that, the proposal will need to be resubmitted on the current form. Amy seconded. Elizabeth will contact department chairs, All University, etc.</p> <p>The vote to approve was unanimous.</p> <p>The vote to approve amendments to procedures and forms was unanimous.</p>

IV. Old Business	
	<p>A. <u>PHILOSOPHY DEPARTMENT</u> (10/29/14, CRS B, Regina, 12/8/14) TABLED PHL304-Existentialism (W-II)</p> <p>15:146 PHL311-Sustainable People, Sustainable Planet (PGR)</p> <p>15:150</p>

There being no further business, Megan moved to adjourn the meeting; Amy seconded. The vote to adjourn was unanimous, and the committee adjourned at 4:05pm.

Submitted by Gretchen Sinnett