

**CURRICULUM COMMITTEE  
Salem State University  
MINUTES  
Meeting: 18/19:04**

Date: November 14, 2018  
Central Campus, Room 236

**MEMBERS PRESENT:** Greg Carroll, Megan Miller, Lisa Chen, Kenneth Reeds, Kurt von Seekamm, Peter Kvetko, Chris Schoen, Gail Gasparich, Susan Edwards, Lynn Fletcher, Shannon Mokoro, Rebecca Hains

**GUESTS:** Li Li (History); Donna Hills (Nursing); Ryan Fisher (Biology); Jacy Ippolito (Secondary & Higher Education); Anneliese Worster (Early Childhood Education & Care); Sara Moore (Sociology); Sara Ilges (Registrar)

<b>I.</b>	<b>Chair’s Report</b>
	<p><b>A.</b> Having established a quorum, Committee Chair Rebecca Hains called the meeting to order at 3:02 p.m.</p> <p><b>B.</b> Fall Meeting Schedule November 28, 2018 3 p.m. December 5, 2018 3 p.m. December 13, 2018 9:30 a.m. (full-day meeting)</p> <p><b>C.</b> Reminder: Two vacancies remain open on our committee. Because the union has made three calls for appointments, these can be made from any department and any area. If anyone is interested, please ask them to contact Jim Gubbins (MSCA-Salem Chapter President) to request an appointment to the committee.</p>
<b>II.</b>	<b>Subcommittee Reports</b>
	There were no subcommittee reports.
<b>III.</b>	<b>Special Business</b>
	There was no special business.
<b>IV.</b>	<b>Old Business – those assigned to specific proposals discussed their status and provided updates.</b>
	<p><b>A. HISTORY</b> C. Schoen moved to accept History department packet 17:182. S. Mokoro seconded this motion.</p> <p>1. HST298-Dalai Lama, Kungfu, Sumo, and Fengshui: History of Buddhism, Confucianism, Shintoism and Taoism-New Course-PGR, WC <a href="#">17:182</a></p>

	<p>-C. Schoen confirmed that the members of the WC subcommittees had reviewed and approved the change in course. As a former member of the PRG subcommittee he found the course to have met that general education criteria.</p> <p>- The UCC members reviewed the appropriate and relevant new course documents and forms.</p> <p>-Li Li, History faculty member, explained the course to the UCC membership present</p> <p>-M. Miller asked if this course could be used in the Asian Studies minor and asked that Li Li and C. Schoen update the new course form to include that minor. C. Schoen will do this.</p> <p>There being no further discussion, R. Hains called for the vote to approve packet 17:182. All UCC members present voted to approve packet 17:182.</p>
	<p><b>B. SCHOOL OF NURSING</b></p> <p>P. Kvetko made a motion to accept School of Nursing packets 19:130-19:131. C. Schoen seconded the motion.</p> <ol style="list-style-type: none"> <li>1. BA-Nursing-Change in Flowsheet <a href="#">19:130</a></li> <li>2. NUR420A-Prep for Professional Licensure-Change in Course <a href="#">19:131</a></li> </ol> <p>- The department is changing the number of credits earned for this course from 1 credit to 2 credits with a request for a waiver since they will be going above the 55 credit maximum for majors at SSU.</p> <p>-D. Hills, Chair of Nursing explained the request for change in course. She stated that this change would be a positive thing as the School of Nursing moves to better prepare their students for the NCLEX test. This is a temporary solution as they are in the process of revising their curriculum. L. Fletcher asked whether, if this is a temporary solution, the Committee wished to establish a date by which the major must return to 55 credits. M. Miller said there is no such requirement currently in UCC procedures. R. Hains could not recall the establishment of similar cases in the past and asked if any UCC member felt that there should be a date by which the department would be compelled to return with a revision. There was discussion that, logistically, enforcing a time limit of this nature may not be feasible. D. Hills stated that the School of Nursing faculty would act in good faith to revise their curriculum and return to the 55-credit limit.</p> <p>- The UCC members reviewed the appropriate and relevant new course documents and forms.</p> <p>There being no further discussion, R. Hains called for the vote to approve packets 19:130 and 19:131. All UCC members present voted to approve the packets.</p>

**C. SCHOOL OF NURSING**

P. Kvetko made a motion to accept School of Nursing packets 19:135-19:141. G. Carroll seconded this motion.

1. BS-Nursing-Accelerated Second Degree-Change in Flowsheet [19:135](#)
2. NUR466-Population Health and Community Nursing-Change in Course [19:136](#)
3. NUR468-Women's Health Care through the Life Span-Change in Course [19:137](#)
4. NUR476-Role Immersion Seminar-Change in Course [19:138](#)
5. NUR475-Role Immersion Practicum-Change in Course [19:139](#)
6. NUR467-Nursing Care of the Adult and Aging Population III-Change in course [19:140](#)
7. NUR469-Health Care of Children-Change in Course [19:141](#)

-Peter explained that these are changes to their accelerated seconded degree Bachelor of Science in Nursing.

-There was a letter of support from Joanne Carlson, ABSN Program Coordinator.

-D. Hills, Chair of Nursing explained the proposed changes.

-There was discussion about the effective date to appear on the flowsheets (summer 2019).

-The UCC members reviewed the appropriate and relevant change in course documents and forms.

-P. Kvetko will make minor changes to submission dates and abbreviated title as agreed upon in the meeting.

There being no further discussion, R. Hains called for the vote to approve packets 19:135-19:141. All UCC members present voted to approve packets 19:130-19:141.

**R. Hains called for a motion to change the order of business in order to discuss the Sociology proposal. N. DeChillo moved to change the order to business. S. Edwards seconded.**

**D. SOCIOLOGY DEPARTMENT**

M. Miller made a motion to accept Sociology Department packets 19:018 and 19:019. G. Gasparich seconded this motion.

1. SOC217-Gender and Society-Change in Course-DPDS [19:018](#)
- Members of the DPDS subcommittee reviewed and approved changes to this course.

-S. Moore, faculty in Sociology explained the nature and content of the course.

- The UCC members reviewed the appropriate and relevant change in course documents

and forms.

2. SOC218-Sexuality and Society-New Course-CS [19:019](#)

-Members of the CS subcommittee reviewed and approved changes to this course.

-S. Moore explained this course and how it differs from SOC217

-The UCC members reviewed the appropriate and relevant new course documents and forms.

There being no further discussion, R. Hains called for the vote to approve packets 19:018 and 19:109. All UCC members present voted to approve packets 19:018 and 19:019.

**E. BIOLOGY DEPARTMENT**

K. von Seekamm made a motion to accept Biology department packets 19:115-19:128. N. DeChillo seconded this motion.

Ryan Fisher, Chair of Biology explained the context and the content of the proposed changes being presented. In the creation of these new flowsheets, the department would do away with concentrations, instead establishing “options” for students to specialize in. This would greatly reduce the number of different flowsheets in the department. Students would be able to select one or more option, or not select any; R. Fisher explained that students would not need to declare these options, but rather would accrue them as they completed the requirements.

1. BS-Biology-Change in Flowsheet [19:115](#)

-UCC members reviewed the new flowsheet, which reflects the “options” R. Fisher mentioned the department would begin offering in lieu of “concentrations.”

-There was a discussion about how a student and advisers would be able to keep track of the option(s) in degree tracker. S. Ilges said that subplans could be created in degree tracker so that students could keep track of the various options represented on the flowsheet (Biomedical, Biotechnology, Environmental Biology, Marine Biology & Aquaculture).

-A question arose about the “capstone elective – check box” note on the flowsheet. R. Fisher explained that this was meant as a way for students to take a capstone course without accruing additional credits – the capstone course would serve double-duty with other major requirements, and would be determined in consultation with the department chair. He described the types of courses or experiences are acceptable for that requirement. R. Hains asked if a full list was available yet. R. Fisher said that he knew some of the courses that they would use towards this requirement, but not all. R. Hains suggested that it would be helpful to specifically list the courses that are already

approved for this requirement, and return to the committee later with a finalized list of options.

- R. Fisher agreed to work with K. von Seekaamm to create and submit the preliminary list of capstone course choices prior to this proposal being forwarded to AUC for their review.

2. BA-Biology-Change in Flowsheet [19:116](#)

-UCC members reviewed the new flowsheet.

3. BIO212-Cell Biology-Change in Course [19:117](#)

4. BIO217-General Genetics-New Course [19:118](#)

5. BIO218-Ecology & the Environment-New Course [19:119](#)

- R. Fisher and L. Fletcher explained the idea for the 4<sup>th</sup> credit proposed in the course to involve out-of-class experiences. R. Fisher said the intent was to schedule 3 hours and have 1 hour out of class. G. Gasparich and N. DeChillo expressed concern that the requirements of the 4<sup>th</sup> credit were not clearly defined and noted that many courses require out-of-class experiences. R. Hains proposed a solution: that the sentence describing out-of-class experiences could be removed from the course description, and the department chair could use discretion to either schedule the course as 4 credits with 4 hours of fully face-to-face meeting time, leaving shared time on the schedule for field trips/excursions, or as a hybrid course meeting for 3 hours with 1 hour's worth of additional online/independent work monitored via the hybrid format. G. Gasparich proposed an alternative solution: that the department should make the proposed course 3 credits only and return to the committee later if they devise fully defined 4<sup>th</sup> credit. R. Fisher agreed to G. Gasparich's proposal.

-The course proposal is being change to 3 credits. The flowsheet will also be adjusted to reflect that 218 will be a 3-credit course instead of a 4-credit course.

6. BIO219-Evolution-New Course [19:120](#)

7. BIO307-Human Anatomy-New Course [19:121](#)

8. BIO405-General Physiology-Change in Course [19:122](#)

9. BIO415-Biology Seminar-Change in Course [19:123](#)

10. BIO419-Portfolio Seminar-New Course [19:124](#)

11. BIO117H-Honor Biology-New Course [19:125](#)

12. BIO322-Biological Oceanography-Change in Course [19:126](#)

13. BIO304-Microbiology & Its Application-Change in Course [19:127](#)

14. BIO406-Microbiology-Change in Course [19:128](#)

-UCC members reviewed the relevant new course and change in course documents and forms for all the proposals in this packet.

There being no further discussion, R. Hains called for the vote to approve packets 19:115-19:128, with the recommended changes detailed above. All UCC members present voted to approve packets 19:115-19:128.

At 4:30 p.m., during the BIO proposal discussion, N. DeChillo made a motion to extend the meeting 15 minutes. C. Schoen seconded that motion. The motion passed.

The time allotted the meeting having been reached at the conclusion of the BIO proposal discussion, S. Mokoro made a motion to adjourn the meeting. L. Chen seconded the motion to adjourn. The committee adjourned at 4:40 p.m.

The next UCC meeting is scheduled for Wednesday, November 28, 2018.

Respectfully submitted by  
*Shannon A. Mokoro*