

CURRICULUM COMMITTEE
Salem State University
MINUTES
Meeting: 18/19:01

Date: September 19, 2018

MEMBERS PRESENT: Greg Carroll, Neal DeChillo, Susan Edwards, Gail Gasparich, Rebecca Hains, Megan Miller, Peter Kvetko, Kenneth Reeds, Chris Schoen, Kurt Von Seekamm

GUESTS: Pamela Leong (SOC)

I.	<p>Chair's Report</p> <p>A. Having established a quorum, Committee Chair Rebecca Hains called the meeting to order at 3:03 p.m.</p> <p>B. R. Hains asked for a change in the order of business. Moved by Megan Miller, seconded by Peter Kvetko. All present UCC members voted in favor of changing the order of business.</p> <p>C. R. Hains reminded UCC members that in their liaison roles, liaison needs to follow their packets all the way to the end of the process, including following up with their packets' sponsors when items are approved pending post-meeting revisions.</p> <p>D. M. Miller and R. Hains reminded the UCC members that procedures have been amended so that DPDS proposals must be for courses that are above the 100-level. DPDS courses are intended to be taken after a student's first semesters.</p>
II.	<p>Subcommittee Reports</p> <ol style="list-style-type: none"> 1. M. Miller and J. Kasprzyk gave the UCC members an update on Curriculog and the system's capabilities, in particular the ability to synchronize with the catalog and PeopleSoft. R. Hains thanked J. Kasprzyk for his work updating the procedures forms over the summer. She said she and he had then collaborated on the updated documents at the beginning of the semester and asked if any UCC members had any further suggestions 2. M. Miller said the goal date to launch is March 1, 2019. 3. J. Kasprzyk spoke about doing training with UCC members and then the rest of the SSU community. He noted that after the current academic year ends, all proposals will have to go through Curriculog and that submissions via the current UCC forms will not be accepted after the traditional March 1 cutoff date.
III.	<p>Special Business</p> <p>A. Formation of subcommittees</p>

	<ol style="list-style-type: none"> 1. For the benefit of new members and as a reminder to returning members, R. Hains explained the subcommittees and their purpose and function. 2. The membership for the Gen Ed Advisory subcommittees is as follows: <ul style="list-style-type: none"> FYS, WI/WII/WIII: C. Schoen, L. Fletcher CEA, OC, PGR: P. Kvetko, M. Miller CS, HP, WC: S. Edwards, K. Reeds. K. von Seekamm DPDS: G. Carroll, S. Mokoro QR, SR, SRL: N. DeChillo, J. Kasprzyk BS, BA to MA: G. Gasparich, M. Miller <p>R. Hains noted that she will solicit <i>ad hoc</i> subcommittee members from the campus community.</p>
	<p>B. Review and approval of 2018-2019 curriculum forms</p> <ol style="list-style-type: none"> 1. R. Hains called for a motion to approve the curriculum forms as drafted. C. Schoen made the motion. M. Miller seconded the motion. 2. M. Miller proposed that the new course, delete course, and change in course forms ask sponsors to detail how relevant flowsheets will be impacted by the course proposal and offer instructions in order to minimize some of the previously-required accompanying paperwork. <p>If the new, deleted, or changed course is going to be newly added to or removed from any existing flowsheet(s), and/or if a change in course credit is involved, the new or changed course proposal must be accompanied by a Change in Flowsheet form for <u>each</u> affected flowsheet.</p> <p>Changes to electives relevant to a flowsheet <i>but not explicitly listed on the flowsheet</i> will <i>not</i> require a Change in Flowsheet form – the nature of the impact on the flowsheet must be explicitly and precisely included in the notes.</p> <ol style="list-style-type: none"> 1. R. Hains called for a vote. All UCC members present voted to approve the curriculum forms as amended.
	<p>C. Review and approval of 2018-2019 committee procedures</p> <ol style="list-style-type: none"> 1. R. Hains thanked J. Kasprzyk for his work updating the procedures forms over the summer. She said she and he collaborated on the updated documents at the beginning of the semester and made some revisions, and asked if any UCC members had any further suggestions. 2. The committee had a conversation about the corrective change process.

3. R. Hains called for a motion to approve the UCC Procedures as drafted. L. Fletcher seconded the motion. All UCC members present voted to approve.

IV.	<p>Old Business – those assigned to specific proposals discussed their status and provided updates.</p> <p>A. Sociology Department Chris Schoen moved to accept the Sociology department proposal as submitted. Neal DeChillo seconded by Neal DeChillo.</p> <p>1. SOC 206 – Statistics for the Social Sciences – Change in course 18:260 - Pamela Leong explained the request to change the course to a 300-level course.</p> <p>- R. Hains reminded Pamela Leong that SOC will need to change the current SOC Flowsheet to indicate this course number change. M. Miller noted that this course is a prerequisite for several other courses, and that SOC will additionally need to submit course change forms for those courses to reflect the change in their prerequisite course number. The affected courses are: SOC 403 - Research Methods; SOC 404 - Data Analysis; and SOC 405 - Grant Writing.</p> <p>There being no further discussion, R. Hains called for the vote, amended per the second bullet point above. She noted that if approved as amended, the UCC will not need to see the flowsheet change or the course prerequisite changes listed above; P. Leong will work with C. Schoen, and the additional forms will be packaged with 18:260 and forwarded to AUC.</p> <p>11 members of the UCC voted to approve the course change, pending the additional changes that P. Leong needs to make. There was 1 abstention.</p>
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There being no further business, R. Hains called for a vote to adjourn. M. Miller moved to adjourn the meeting; J. Kasprzyk seconded. The vote to adjourn was unanimous, and the committee adjourned at 4:35 p.m.

Next meeting is on Wednesday, October 3, 2018.

Submitted by
Shannon A. Mokoro