

Approved September 22, 2010

**College of Arts & Science
COMMITTEE ON THE CURRICULUM**

**Meeting Minutes
September 8, 2010**

Present: Greta Binford, Jim Bunnelle, David Champion, Diane Crabtree, Jeff Feld-Gore, John Holzwarth, Jane Hunter, Erik Nilsen, Gary Reiness, Bruce Suttmeier, Rishona Zimring, Ben Osborn, Tamara Ko, recorder.

Interim Dean Hunter convened the first Curriculum Committee meeting of 2010-2011 at 3:20pm.

I. Introductions

Welcoming the new and returning members of this year's Curriculum Committee. The continuing faculty member from last year is Professor Rishona Zimring. New faculty members are Professors Greta Binford, David Champion, John Holzwarth, Erik Nilsen and Bruce Suttmeier. One more faculty member from the Mathematical and Natural Sciences division will be appointed to the Committee.

The new student representative is Mr. Ben Osborn. One more student representative will be appointed to the Committee. Ex-officio members are Acquisitions and Collection Development Librarian Jim Bunnelle, Registrar Diane Crabtree, Associate Dean Jeff Feld-Gore and Interim Dean Jane Hunter (who will be represented by Associate Dean Gary Reiness in future meetings).

II. Election of Committee Chair & Subcommittees

Interim Dean Hunter opened the floor for nominations for a Committee Chair. Professor Zimring nominated herself and Professor Suttmeier to serve as co-chairs for the fall semester (with Professor Suttmeier then continuing as chair for spring semester). As the one continuing faculty member from last year's Committee, Professor Zimring's institutional memory would be a great asset to her as co-chair.

Prior to the formal voting of a Committee Chair, Registrar Crabtree also outlined the other subcommittees and responsibilities: Course Proposal Subcommittee, Subcommittee on Petitions, Appeals and Student Designed Majors (SPAS), and the International Studies Coordinating Committee (ISCC).

The Committee unanimously approved Professors Zimring and Suttmeier as co-chairs.

Associate Dean Feld-Gore wanted to clarify with the Committee whether a second student representative would be needed. Professor Nilsen stated that it would be a great idea to have student representation on both subcommittees (course proposal and SPAS); Associate Dean Feld-Gore and Mr. Osborn will work on finding the second student representative.

Mr. Osborn expressed interest in serving on SPAS. There had been some faculty concerns last year about having a student representative on this subcommittee but Registrar Crabtree stated that as a member of the Committee, students are working on behalf of the College and are thus entitled to review confidential student information. They are also required to complete a FERPA tutorial. Additionally, having that student representation on the subcommittee is a much needed and appreciated perspective.

The Committee expressed no concerns with appointing Mr. Osborn to SPAS.

Professors Binford and Holzwarth will comprise the rest of SPAS with Professor Binford serving as subcommittee chair.

Registrar Crabtree mentioned that the course proposal subcommittee generally has faculty representation from the three divisions to provide expertise. The Committee elected to delay the constitution of the course proposal subcommittee and ISCC until the additional faculty member and student representative are announced.¹

III. GETF Proposal

One of the continuing issues from last year's Committee is to review the General Education proposal from last year's task force. Co-Chair Zimring stated that it would be best practice for the Committee to determine a schedule for discussing the proposal and a possible review of *Exploration & Discovery*.

Interim Dean Hunter clarified that the GETF was created by the Committee; thus, the Committee can move forward with the final report as it deems appropriate. She believes the hope of the GETF is that the proposal will eventually be presented to the faculty with some energy and that last year's members are eager to aid in the process. One conceivable strategy is for the Committee to have departmental discussions over the GETF's final report and then reconvene with any resulting ideas.

The Committee will need to determine how to further proceed with the report; for example, whether the individual models in the final report should be ranked and prioritized, or whether it should be presented in its entirety, etc. If department meetings were to occur, Co-Chair Suttmeier suggested condensing the report into a basic summary for presentation as opposed to the entire report. Professor Nilsen also suggested the possibility of sending the final report to the faculty with a call for input.

Co-Chair Zimring stated that she would like to get some idea from the GETF of what further consultation is desired. It is noted that as co-chair of last year's GETF, Professor Copenhagen is anticipating meeting with the Committee for discussion.

It was queried what the necessity of individual department meetings would be; Co-Chair Suttmeier responded that they would really be for the sake of communication. If the Committee can explain ahead of time some of the intricacies of the final report, then there may not be as many questions at the faculty meeting. Interim Dean Hunter added that the Committee may find

¹ It is noted that both Professors Champion and Nilsen expressed interest in serving on the ISCC.

individual or departmental sentiment clustering around one to two models. If so, this would help to expedite the overall process.

The Committee elected to invite Professor Copenhagen and interested members from last year's GETF to next week's meeting. The Committee will then determine how to further proceed.

IV. Program Internal Reviews

Co-Chair Zimring stated that reviewing the GETF report will take a significant amount of time from the Committee and adding reviews for *E&D* along with the Gender Studies and Latin American Studies programs may be too heavy of a load for one academic year. She recommends the possibility of deferring the internal reviews for the latter two programs to the next academic year.

Registrar Crabtree said it is important for the Gender Studies program to be reviewed because the courses which satisfy the program requirements have never been officially approved – the College Catalog only asks students to look at the program website. The last time the courses were officially reviewed and approved by the Committee were in 1992. For the sake of consistency and efficiency, Registrar Crabtree would like to list the actual courses in the Catalog for the students.

Co-Chair Zimring also added that last year's Committee did not officially determine whether *E&D* should go through an internal or external review (although it is too late to stipulate an external review for this academic year), and whether the program even needs to be reviewed this year (the program's fifth year of existence). Interim Dean Hunter will look into the latter question.

Co-Chair Zimring remembered that last year's internal review of the Ethnic Studies Program was a relatively quick turnaround; the Committee could first wait to see how the GETF report and *E&D* review are progressing. Registrar Crabtree suggested the possibility of having the programs arrange review documents in preparation. If the hope of the Committee is to review the program in spring semester, then it could ask for documents in January. If time does not allow for a review to occur this academic year, the program will at least know that the next Committee will take it up as the first priority.

V. Calendar Issues

Interim Dean Hunter asked the Committee for input on convening a small task force to look at the issue of the College's commencement date repeatedly falling on Mother's Day. The task force would be asked to look specifically at spring semester only, with the possibility of starting one week later. Pushing the starting date of spring semester back one week would then place spring break more closely aligned within the middle of the semester.

It was questioned whether pushing the College's commencement date back would negatively impact the neighboring hotels who need to accommodate the other institutions for their commencement dates.

Co-Chair Zimring asked whether the entire academic year could be open for discussion. Registrar Crabtree said that a guiding principle for fall semester is that finals cannot continue past December 19 because then it affects airline pricing for students. Interim Dean Hunter also added that fall semester is very complicated to work with in regards to timing. She will give a very targeted charge to this task force.

VI. Scheduling Course Times

Associate Dean Reiness told the Committee that one of his tasks as associate dean is to sign off on course schedules for departments and he is noticing an increasing trend of faculty members scheduling classes outside the normal times.

Typically, the lines have blurred in regards to evening courses, which cannot start until after 7pm for dinner purposes. However, Associate Dean Feld-Gore did add that the cafeterias are now open later to offer more flexible times to students.

Registrar Crabtree said that there is simply not enough rooms for faculty members to teach at the same time; some courses need to be held at the less desirable times of 8am and 9am in order for students to be able to maximize their schedules. She reported that spring semester is already going to have difficulty with too many faculty members scheduled into rooms that will not be able to accommodate their students. Registrar Crabtree added that this has been an ongoing situation for awhile although this year is especially pressing.

Interim Dean Hunter decided that the easiest way to first initiate discussion with departments would be for her and Associate Dean Reiness to send a letter out to the chairs.

The meeting was adjourned at 4:49pm.