

University Committee on Curriculum Planning
January 16, 2002
Library Conference Room, 7:00am

Present: Suzanne Larson, Stan Gwin, Michael Richards, Brian Heuett, Maxine Stolk, Kim Craft, Artis Grady, Verlinda Angell, Terry Lewis, Diana Graff (Chair), Sheri Butler (Secretary)

Discussion about meeting time: The meeting time will be held weekly on Wednesdays at 7:00am.

Motion by Stan Gwin to approve the minutes of December 12 and January 8, seconded by V. Angell, with corrections. Approved.

Priority Items for Review:

1. Review of Curriculum Policy: The committee discussed some of the items not addressed in the current policy including change in prefixes and credit hours and contact hours. M. Richards pointed out that we now need to refine the policy based upon our experiences of the last 12 months. Also, we need to have the policy reflect the general education expectations and procedures needed.

The chair suggested a subgroup to review the policy and the curriculum form and bring their suggested changes back to the committee. V. Angell, M. Stolk, B. Heuett and M. Richards and S. Gwin volunteered to be members of this subcommittee and V. Angel to serve as the chair.

The suggestion was made to make the GE document an addendum to the Curriculum Policy so that the structure of GE and the rationale are available for the faculty to use. The form that was used for GE last year will no longer be used and all curriculum will be submitted on the curriculum change form. We will need to look at this form and incorporate other items that we feel are necessary. S. Gwin suggested that we write our own mission statement consistent with the mission and vision that is already approved by the regents and append the documents.

Particular items that the UCCP would like them to address are: standardized syllabi, prefix changes, clarify consent and substantive changes and the process, the purpose, timing for curricular changes, mission statement, incorporate all items that should be required into the curriculum change form, and the audit role of the committee.

Faculty need to understand that curriculum can be submitted throughout the year and that the deadline for curriculum changes will be the 1st Friday of November.

This committee will also be discussing curriculum obsolescence and redundancy. Do we have a responsibility to the faculty to assess the actions we made them take regarding assessments and outcomes?

M. Richards suggested that at a future meeting we have a presentation from the assessment committee and how we are going to bridge the gap on campus between the goals, mission

statement and vision that exist, and the assessment that is going on all over the campus.
Other Items:

S. Gwin sent a memo to HHS regarding the proposals that still need to be submitted for GE curriculum. Two courses History 2700 and 2710 will not be submitted since they are not appropriate for GE. The committee omitted them from GE in the catalog.

Lists were given to committee members for GE courses that still need paperwork.

A final reminder to the committee to inform the deans that we are open to have course proposals submitted now for review for the 2003-04 catalog.

All the items on the agenda today will be discussed at subsequent meetings. The next meeting will be January 23 at 7:00am.

Motion to adjourn by B. Heuett. Meeting adjourned 8:45am.