

University Committee on Curriculum Planning
January 23, 2002
Library Conference Room, 7:00am

Present: Stan Gwin, Kim Craft, Michael Richards, Artis Grady, Verlinda Angell, Diana Graff (Chair), Sheri Butler (Secretary)

Absent: Brian Heuett, Maxine Stolk, Terry Lewis

Motion to approve the January 12 minutes by V. Angell, seconded by S. Gwin and approved.

Fall Semester Meeting Time: This committee needs a regular meeting time during the school day. The assignment is for everyone on the committee to look at next years' schedule to free up a time for a meeting. D. Graff will stress the importance of a dedicated meeting time to the deans for their support.

Report from Policy Revision Subcommittee: Chair V. Angell pointed out the major changes to the policy: more empowerment to the committee, policy in sections for ease of revision, and a larger committee.

Each section of the proposed policy was discussed.

Review of 6.8.1: The committee felt it was a positive step to have more representation from the faculty and departments, but that having a large committee may be very difficult to manage. The suggestion was made that we reduce the number from the faculty senate from two to one and add the director of honors. The argument was made that having a smaller committee would make it easier to get course reductions for faculty to be able to spend more time on this committee. M. Richards shared a concern with regard to this document that members of the faculty must give this committee the support it needs. He felt that if any collective body in an institution should have interest in the curriculum, it should be the faculty. The senate and the deans have got to be committed to the integrity of the curriculum committee.

6.8.2: S. Gwin made a motion moved that we add "D" to this section regarding election deadlines.

6.8.3: Defines the process of curriculum changes and approvals. Change F to read: Proposals for courses and programs instituted on an experimental basis will be for a limited time (generally one to three years) and will include an assessment component to evaluate the effectiveness of the experiment

One of the first things that the chair and the committee will do when the committee is established as outlined in the proposed policy will be to write a set of by-laws and make subcommittees to establish standards by which the committee is run.

6.8.4: Curriculum Change Form. This form that will be used for all curriculum changes, new courses, and GE courses. The form will be set up on the web to be filled in electronically. Suggestion made to add a requirement for a syllabus and a statement about the quality of the

faculty teaching the course. Program review will monitor that the course continues to be taught by a qualified faculty member.

Motion made by S. Gwin, seconded by V. Angell to accept this document with changes noted and send it on to the dean's council to begin the approval process. Approved.

Being no further business, the chair declared the meeting adjourned at 8:43am.
The next meeting will be Wednesday, January 30 at 7:00am.