

Senate Curriculum Committee Meeting Minutes

HL 205 3:30 – 5:00 pm

Date: May 18, 2010

Present Members: Laurie Burton, Kathy Farrell, Claire Ferraris, Kristina Frankenberger, Robert Monge, Sriram Khe, Jodie Raborn, Amanda Smith, Tamina Toray, Steve Wojcikiewicz

Ex-Officio: Danielle Ambrose

Absent Members: Tracy Smiles

1.0 Attendance and approval of minutes from 4/20/10 (Robert Monge)

Minutes Approved

2.0 Chair's report

2.1 Remind your divisions that the Fall 2011 catalog deadline will be the January 2011 CC meeting; proposals due to the CC level by the 2nd Tuesday of January.

3.0 Committee Business

3.1 Update of *Charge/Mission* for the Curriculum Committee
(Khe, Raborn, Smiles, Smith)

Motion to strike #4 of the Revised Charge: Work with the Center for Teaching and Learning in order to identify current trends in curricular and assessment matters, and appropriately provide updates to the Faculty Senate on issues that the committee believes will be of significance to faculty.

All in Favor: Laurie Burton, Kathy Farrell, Claire Ferraris, Kristina Frankenberger, Robert Monge, Jodie Raborn, Tamina Toray

All Opposed: none

Abstained: Sriram Khe, Amanda Smith and Steve Wojcikiewicz

Charge changes then approved and forwarded to faculty senate (see end of minutes)

3.2 Program Change form Memo (Burton)

Memo summarizing suggested changes (approved in previous meetings) presented and discussed. A few minor adjustments were made and the memo was and forwarded to faculty senate (see end of minutes).

3.3 2010 – 2011 membership (terms ending 2011—Khe, Monge, Raborn, terms ending 2010—rest of committee)

Robert Monge was unanimously voted in as CC Chair for 2010-2011

All Proposals available via Portal Gateway

4.0 New Business: Course/program proposals

4.1 Natural Science and Mathematics

4.1.1 New courses

4.1.1.1 CH 345 (Intro to Toxicology) Action Approved

4.1.2 Courses Revisions

4.1.3 Program Change

4.1.3.1 Mathematics (P00463 Applied Math) Action Approved

4.1.3.2 Mathematics (P00463 Math) Action Approved

4.2 Creative Arts

4.2.1 New courses

4.2.2 Courses Revisions

4.2.3 Program Change

4.2.3.1 BA, BS, BM in Music Action Approved

5.0 Adjournment

Existing

The charge of the Curriculum Committee is to:

- (1) provide representative faculty review of curricular matters including proposals for new courses, programs and degrees and modifications or elimination of existing courses, programs, and degrees;
- (2) recommend and monitor university procedures for establishment and change of curriculum to assure that such procedures are working effectively and efficiently;
- (3) assist the Faculty Senate and other Senate committees by examining curricular implications of issues, policies and procedures;
- (4) inform the faculty Senate of committee activities and significant curricular issues and to refer all policy recommendations to the Faculty Senate for approval;
- (5) alert the Faculty Senate of curricular issues which the Committee believes are of significance to faculty.

Revised

The charge of the Curriculum Committee is to:

- 1) Provide faculty review of curricular matters, including proposals for new courses, programs, and degrees, and modifications or elimination of existing courses, programs, and degrees;
- 2) Assist the Faculty Senate and its committees by examining the curricular implications of policies and procedures;
- 3) Recommend and monitor university procedures for establishment and change of curriculum in order to promote efficiency and effectiveness;
- 4) Work with the Center for Teaching and Learning in order to identify current trends in curricular and assessment matters, and appropriately provide updates to the Faculty Senate on issues that the Committee believes will be of significance to faculty.

MEMO

To: Faculty Senate Executive Committee
From: Curriculum Committee
Re: Proposed changes and additions for the “Program Change” forms
Date: May 19, 2010

The Curriculum Committee voted on May 18, to forward these changes and additions to your committee. We wish to revise the *Program Change* form and the *Curriculum Committee Guidelines* to better assist faculty as they prepare requests for program changes.

I. Proposed Program Change Form (Portal) Changes and Additions

Existing Change Program Form Field	Recommended Changes and Additions
Describe the proposed degree program change(s) in terms of how the changes differ from the program as currently approved and published in the latest WOU catalog (specify the latest catalog date).	(change) Give a summary of the proposed revisions with rationale/evidence for each.* Attach a cover letter (1 – 2 pages, maximum 500 words) explaining the big picture, reasons for the proposed changes and the students and programs affected.
Describe the reasons for making this change	(change) Give the current catalog description (specify catalog date and page numbers). Give the proposed catalog description
<i>Dean Review Only</i>	(addition) Faculty and facilities needed

II. Optional Items

Footnote (see row 1 above) to put by “attachment” button at end of proposal page (footnote linked to *Curriculum Committee Guidelines* which are housed on the CC page)

*See the *Curriculum Committee Guidelines* for a list of possible (not required) items you may wish to use to support your proposal

This list is to include as a new item at the end of the *WOU Faculty Senate Curriculum Committee Guidelines and Procedures for Curricular Proposals*

Tips for Program Change Curriculum Proposals

Possible (not required) items to use for rationale / evidence for proposed revisions:

- Summary of internal program review / evaluation
- Summary of external program review / evaluation
- Articles, reports or other published professional materials
- Student surveys
- Comparison to other OUS institution programs
- Summary of internal or external program review / evaluation
- State, national, professional or other standards
- Accreditation reports
- Current and revised degree plan forms for majors / minors (contact Patrick Berry, Graduation Evaluator, berry@wou.edu, for original documents)