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Curricular Affairs Committee Minutes November 19, 2012

University of Rhode Island Faculty Senate

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CURRICULAR AFFAIRS COMMITTEE

Minutes for the third meeting of the 2012-2013 academic year

I. The meeting was called to order at 3:00 p.m. on Monday, November 19, 2012 in Library Conference Room A, Chairperson Mundorf presiding.

The following members were present: Professors Brand, Covino, Doerner, English, Honhart, Jervis, Misto, Mundorf and Owens; Dean Quina; Ms. Buss; Ms. Neff from the Faculty Senate Office was also in attendance.

II. The Minutes of Meeting #2, October 22 were approved with the correction of Professor Owens to the names of members present.

III. UNFINISHED BUSINESS

A. Chairperson Mundorf reported on the Faculty Senate’s discussion of the CAC’s proposal to amend section 8.81.62 of the University Manual. It was explained that the Faculty Senate felt that the language wasn’t clear with regard to Enrollment Services’ role in the proposed new process. Following discussion, the CAC agreed to replace “Enrollment Services shall determine annually which of these courses will be scheduled for the following academic year as requested by the department chairs or college deans.” with “Enrollment Services will verify annually which of these courses have been scheduled at the request of department chairs or college deans.”

The proposed new 8.81.62 to read:

8.81.62 A course not taught for two successive calendar years and not scheduled for the third year shall be deleted from the public list of curricular offerings (Official University Catalog). Enrollment Services will verify annually which of these courses have been scheduled at the request of department chairs or college deans. Courses not scheduled will be considered suspended and will remain on the Enrollment Services non-public list for 4 years. If the suspended course is offered any time during the four-year period, it will be returned to the public list of curricular offerings (University Catalog). If the suspended course is not offered within 4 years it will be considered deleted and may not be offered without approval as a new course.

Ms. Grubman reported on two changes to the language recommended by the Graduate Council. Following discussion, the CAC agreed that all 400-level courses are undergraduate courses and should be subject to the same deadlines as 100-, 200-, and 300-level courses.

The CAC agreed that NEASC requirements should prevail with regard to deadlines for all courses but that the proposed changes recommended by the Graduate Council should be left to the purview of the Faculty Senate.

B. Chairperson Mundorf reported that he had spoken to Deans Brownell and Morokoff about the need for better coordination between the College of Arts and Sciences Curriculum Committee and the CAC. He said that he asked that a faculty member from the A&S Curriculum Committee attend CAC meetings on a regular basis. Chairperson Mundorf reported that the deans had suggested that the four members of the CAC from the College of Arts and Sciences take turns attending Arts and Sciences Curriculum Committee meetings.

After discussion, Chairperson Mundorf agreed to ask the Arts and Sciences Curriculum
Committee for a few minutes to review the curricular process and to discuss the need for coordination between the two committees.

IV. NEW BUSINESS

A. New Courses

Following discussion, PLS 321X Practical Plant Science for Educators, 3 cr. was approved pending no objections during the 7-day posting period.

B. Course Changes

The following consent items were approved:

a. The deletion of BIO/GEO 472

b. The change in description and prerequisite for CVE 205

c. The deletion of KIN 222 and KIN 341.

d. The change in prerequisite for the following courses:

1) KIN 310
2) KIN 314
3) KIN 315
4) KIN 368

e. The change in description for KIN 325 and KIN 369.

C. 400-level courses

Ms. Neff and Ms. Grubman asked members of the CAC to review the following section of the UNIVERSITY MANUAL:

8.30.10 Course Numbering System
400-499* Level. Generally limited to juniors and seniors majoring in field. Open to other advanced undergraduates and to graduate students with permission. Characteristics: Extensive background required, may be taken for graduate credit. (Limitations may be stated by department if desired.)

* Courses numbered at the 400 level must have approval of both the Curricular Affairs Committee and the Graduate Council.

They explained that courses approved by the CAC at the 400-level are held up by the Graduate Council with some regularity. This requires that the Faculty Senate Office must hold these courses in limbo (in one instance, a year) until the Graduate Council acts on them.

They said that sometimes the Graduate Council insists on title and description changes after the CAC has approved the original proposal. Ms. Grubman explained that she usually shares with the Graduate Council changes to 400-level courses proposed by the CAC. This appears to work well when the Graduate Council hasn’t taken action on the course in question.

Members of the CAC suggested that the Faculty Senate Office explore with the Graduate School a way of streamlining approval of 400-level courses.
D. Policy on Computer-Related Courses

Ms. Grubman reported that when she and Ms. Neff reviewed the Faculty Senate website they found a few inconsistent statements. The first, having to do with cross listing had been discussed at the first meeting in the fall. Another policy, Computer-related courses, had been shared with the Department of Computer Science and Statistics, which was asked if the policy was up-to-date. Ms. Grubman explained that the recent policy was forwarded by the department chair and now presented to the CAC for consideration.

Following discussion, it was agreed that a separate policy on computer-related courses was no longer applicable.

VI. OLD BUSINESS

A. Syllabus Guidelines

Chairperson Mundorf reported that Professor MacDonald had informed him that she and Ms. Finan were waiting for Dr. Erickson’s to align her website with the proposed learning outcomes information for syllabi.

Following discussion, it was agreed that members of the CAC would review the sample syllabi on the Faculty Senate website and recommend which samples were no longer appropriate to serve as examples. In addition, Ms. Neff volunteered to review the doc template and update it to conform to the information the CAC now expected to be included.

The meeting was adjourned at 4:12 p.m.

Respectfully submitted,

Sheila Black Grubman