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One Hundred and Second Report of the Curricular Affairs Committee

University of Rhode Island Faculty Senate

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8.41.11 renumbered
8.40.13

Serial Number 74-75--60

UNIVERSITY OF RHODE ISLAND
Kingston, Rhode Island

FACULTY SENATE
BILL

Adopted by the Faculty Senate

RECEIVED
UNIVERSITY OF R. I.
MAY 28 1975
OFFICE OF THE PRESIDENT

TO: President Frank Newman

FROM: Chairman of the Faculty Senate

1. The attached BILL, titled One Hundred and Second Report of the Curricular Affairs Committee.

is forwarded for your consideration.

2. The original and two copies for your use are included.

3. This BILL was adopted by vote of the Faculty Senate on May 22, 1975 (date)

4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Regents, completing the appropriate endorsement below.

5. In accordance with Section 8, paragraph 2 of the Senate's By-Laws, this bill will become effective on June 12, 1975 (date), three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Regents for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Regents, it will not become effective until approved by the Board.

May 23, 1975
(date)

Albert J. Lott
Albert J. Lott
Chairman of the Faculty Senate

ENDORSEMENT 1.

TO: Chairman of the Faculty Senate

FROM: President of the University

1. Returned.

2. Approved ✓. Disapproved _____.

3. (If approved) In my opinion, transmittal to the Board of Regents is not necessary.

June 6, 1975
(date)

Frank Newman
President

RECEIVED
JUN 9 1975
UNIVERSITY OF RHODE ISLAND
FACULTY SENATE

(OVER)

ALTERNATE ENDORSEMENT 1.

TO: Chairman of the Board of Regents

FROM: The University President

1. Forwarded.
2. Approved.

(date)

President

ENDORSEMENT 2.

TO: Chairman of the Faculty Senate

FROM: Chairman of the Board of Regents, via the University President.

1. Forwarded.

(date)

(Office)

ENDORSEMENT 3.

TO: Chairman of the Faculty Senate

FROM: The University President

1. Forwarded from the Chairman of the Board of Regents.

(date)

President

Original received and forwarded to the Secretary of the Senate and Registrar for filing in the Archives of the University.

(date)

Chairman of the Faculty Senate

UNIVERSITY OF RHODE ISLAND
Kingston, Rhode Island

May 12, 1975

Faculty Senate Curricular Affairs Committee One Hundred and Second Report

Joint Report of the Faculty Senate Curricular Affairs Committee and the Graduate Council.

S E C T I O N I

The following recommendations for changes in the University Manual were approved by the Curricular Affairs Committee at its May 8, 1975 meeting and by the Graduate Council at its May 9, 1975 meeting:

A. That section 8.41 be revised to read as follows:

8.41.10 Courses. The university offers permanent courses and temporary courses for credit.

8.41.11 Only permanent courses may be listed in the Undergraduate Bulletin or in the Graduate School Bulletin.

8.41.12 An open-ended course is a permanent course, the subject matter of which may vary between offerings. Open-ended courses include workshops, seminars, colloquia, special topics, special problems, and special projects.

8.41.13 A temporary course (formerly designated as experimental) may be offered no more than ^{AND ONLY}twice during a two-year period following its approval. A temporary course must meet one or more of the following criteria: a) it is experimental in nature. It is innovative, using unconventional devices either in pedagogical methods; course materials, approach to course content or student-teacher relationships; b) it is being tried out on a temporary basis so that its value and effectiveness can be tested before it is added to a department's permanent curriculum; c) it is intended for a limited duration, such as in the case of employing a visiting specialist temporarily available or to satisfy temporary needs and interest of students or to deal with timely issues.

B. That the description of 900-level courses in section 8.42.10 be revised to read:

900-999 Level. Special types of graduate courses for which no program credit is allowed. Characteristics. Workshops, institutes, courses taken for certificate credit only, courses taken to remedy deficiencies, and temporary courses which have not been approved by the Graduate Council for graduate program credit.

C. That section 8.43 be revised to read as follows:

8.43.10 Course Jurisdiction. All new courses must be approved by a vote of the department faculty.

8.43.11 The content, textbook, over-all conduct and method of presentation of single-section courses shall be the responsibility of the instructor. The administration of multi-section courses shall be determined by departments.

(Section I - C. continued)

8.43.12 After departmental approval a permanent course must gain the approval of the college(s), the Curricular Affairs Committee and/or the Graduate Council, the Faculty Senate, and the President.

8.43.13 A temporary course shall have the approval of the department(s) proposing it, the dean(s) of the college(s) involved, and the Curricular Affairs Committee and/or the Graduate Council.* The Graduate Council may refuse to grant or may attach conditions to the granting of graduate program credit for the course. Each college may require internal channels of approval in addition to those specified here.

8.43.14 The Curricular Affairs Committee and the Graduate Council shall give priority at their meetings to the consideration of proposed temporary courses. Prior to approving temporary courses, these committees shall distribute to all faculty a description of these courses and shall provide faculty members with a ten-day period in which to register comments with the Chairman of the Curricular Affairs Committee and/or with the Dean of the Graduate School.

8.43.15 An open-ended course shall be administered by the department which originated it. Initially, an open-ended course shall be proposed and approved in the same manner as other permanent courses (see 8.43.12 above). Prior to each offering the content of the course shall be discussed in a department meeting, thereby allowing its faculty to become aware of the subject matter to be presented and to have an opportunity for constructive criticism.

8.43.16 After approval of each offering of an open-ended course at the departmental level, a copy of the title, subtitle, and description shall be forwarded for schedule authorization to the Registrar via the academic dean.

8.43.17 Courses submitted to the Registrar for scheduling shall be certified by the department chairman via the academic dean as being permanently approved or authorized temporary courses. For each course not listed in the latest issue of the Undergraduate Bulletin or Graduate School Bulletin, an authorization form signed by the Chairman of the Curricular Affairs Committee and/or the Dean of the Graduate School must be provided to the Registrar.

8.43.18 It is the responsibility of the Registrar to limit the offering of a temporary course to only twice during a two-year period.

8.43.19 The permanent record for all temporary and open-ended courses shall be maintained by the Registrar and shall consist of the certifications required in sections 8.43.16 and 8.43.17.

8.43.20 A course which has been formally deleted may not be offered again without formal approval.

8.43.21 A course not given for four successive academic years shall be deleted from the curricular offerings unless its retention can be justified. The Scheduling Office shall determine annually which courses have not been given in the previous four successive academic years. The Registrar shall furnish to the Curricular Affairs Committee and the Graduate Council a full list of such courses. These committees shall notify the appropriate department chairmen and academic deans of the courses under their jurisdiction that are on the list. The committees shall rule on the justification submitted to them by the department chairmen and/or the academic deans and report their rulings to the Faculty Senate for confirmation.

8.43.22 Policies and procedures for the approval of new courses (published yearly by the Faculty Senate Curricular Affairs Committee and the Graduate Council) are outlined in Appendix E of the University Manual.

* except that one credit temporary courses taught for undergraduate credit only do not require the approval of the Curricular Affairs Committee.

(Section I - Continued)

D. That other sections of the current Manual be renumbered as follows:

<u>old numbers</u>	<u>new numbers</u>
8.41.10	8.40.12
8.41.11	8.40.13
8.41.14	8.40.14
8.41.15	8.40.15
8.43.20	7.50.13

E. That the Senate delete the provisions of Senate Bill #72-73--13 as is appears below:

1. Under section 8.41.00, insert the following statement:
 - a) An approved course is a course which has been formally approved by the Faculty Senate and the President of the University.
 - b) Courses submitted to the Registrar for scheduling shall be certified by the Department Chairman as being approved courses, or authorized experimental courses. For each approved course not in the latest issue of the University Bulletin, the chairman will add a note indicating the date and page of the latest reference to the course in the minutes of the Faculty Senate.
2. Policies and Procedures for course approval (published yearly) to be inserted as an appendix to the University Manual.

S E C T I O N I I

I N F O R M A T I O N

A. Procedures for processing curricular materials would become an appendix of the University Manual if section 8.43.22 is adopted as proposed. These procedures would be drawn with few changes from the memorandum of October 15, 1974 distributed to all faculty members by the Chairman of the Faculty Senate Curricular Affairs Committee and the Dean of the Graduate School. One new feature of these procedures would be the authorization form mentioned in sections 8.43.16, 8.43.17 and 8.43.19 above. The authorization form for permanent and temporary courses would be sent to the Registrar by the Chairman of the Curricular Affairs Committee and/or the Dean of the Graduate School and might look like this:

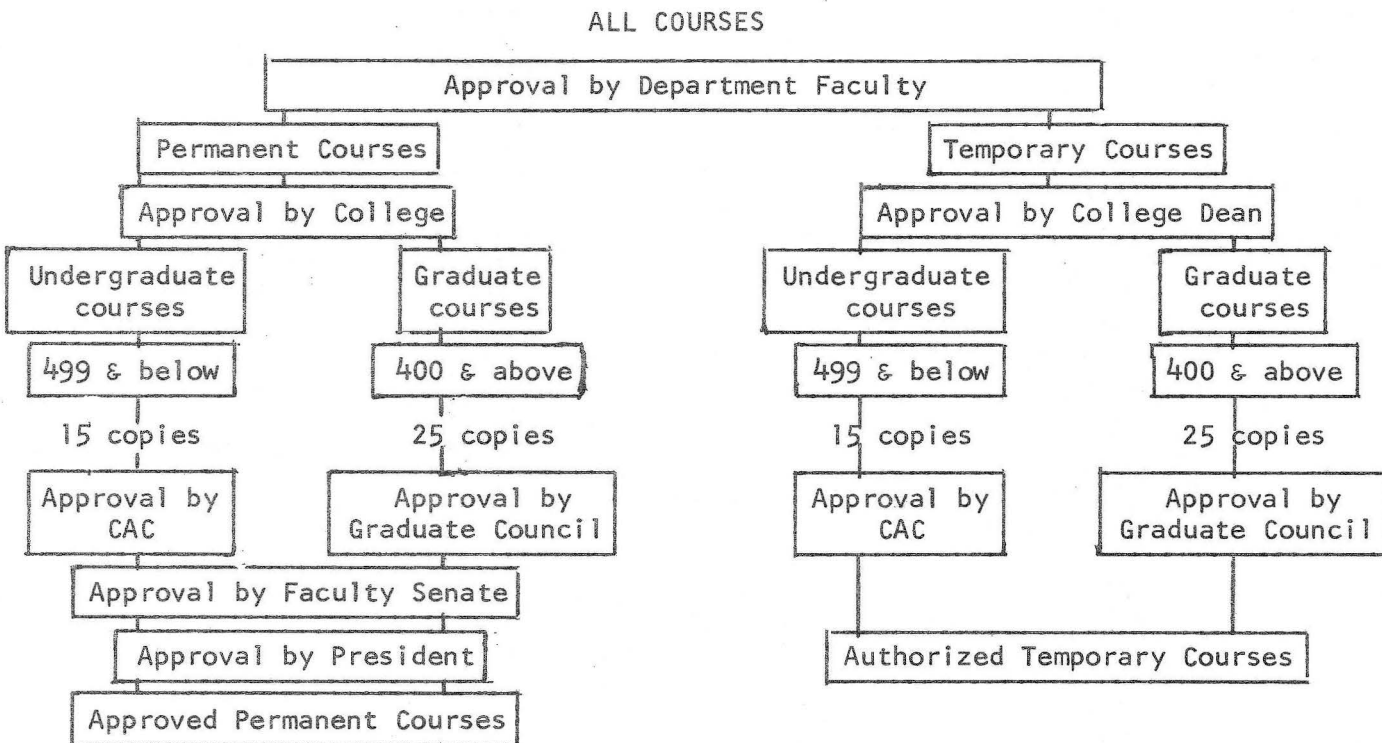
	(indicate if open-ended)
Department of Political Science	
PSC 467X - Urban Maxi Study	1, 1-3 Fall 75
Varied research and intensive studies in the area of contemporary urban affairs. Emphasis on individual involvement with some aspect of urban or metropolitan crisis, change, public policy, and priorities. (<u>Lec. 1-3</u>) <u>Prerequisite: PSC 113 and at least one other Political Science course or permission of the staff.</u> Junior or Senior standing.	
Leduc, Stein, Killilea	
Chairman, FSCAC	date
Dean of Grad. Sch.	date

(Section II., A. - continued)

Note that the course listed above is not an open-ended course. The suffix "X" indicates that it is a temporary course.

The authorization form for the specific offering of an open-ended course would resemble that used for permanent and temporary courses, except that the only signature required would be that of the Department Chairman.

B. The following flow chart illustrates the steps by which new courses would be approved, should the recommendations of the Curricular Affairs Committee and the Graduate Council be approved:



* * * * *

SECTION III

RATIONALE

The "experimental course" was created at URI in 1972 as a means to permit faculty members to try out innovative approaches to education without enduring the tedious process known as "regular course approval." Prior to 1972 a full year or even two years could lapse between initiation of a new course proposal and the first offering of the course. It is no wonder then that the new-born "X" course was greeted with joy by the experimentally inclined and with something approaching relief by those in administration.

During the past three years "experimental" courses have become an ever more prominent part of the graduate and undergraduate curricula of the university. During those years a number of problems associated with experimental courses have developed and have come to the attention of the Graduate Council and the Curricular Affairs Committee. Having examined these problems and possible remedies at length, the Graduate Council and the

(Section III - Continued)

Curricular Affairs Committee recommend a series of changes to the University Manual which would allow for more careful record-keeping and review of experimental courses.

It is not the aim of these recommendations to eliminate educational experimentation at URI. On the contrary: the changes which are recommended here should insure the continuation of experiments by eliminating much of the current basis for criticism of experimental courses.

Shortcomings of the current experimental course procedures include the following:

- 1) Inadequate records are kept about experimental courses;
- 2) experimental courses are approved by one college without any guarantee that possible overlap with other colleges has been explored;
- 3) experimental courses are approved for graduate credit without consultation with the Graduate School or the Graduate Council;
- 4) there seems to be very little that is truly "experimental" about many "X" courses.

Each of these problems has been examined and would be eliminated by the proposed additions and amendments to the Manual.

Other issues to which the Curricular Affairs Committee and the Graduate Council address themselves with these recommendations include record-keeping problems with open-ended courses, and confusion regarding the nature and function of 900-level courses. Finally, it is proposed that Manual sections 8.41 and 8.43 be reorganized in a more logical order.

The Curricular Affairs Committee and Graduate Council considered endorsing a proposal from the College of Arts and Sciences that the new category of "provisional" courses be recognized by the university.* After much debate these committees decided that the creation of a new category of courses would more often serve to create confusion than to advance the educational purposes of the university.

The first problem listed above is to be solved by proposed Manual sections 8.43.17, 8.43.18, and 8.43.19. At present the university simply does not keep satisfactory records about approved experimental courses. No one was assigned nor has assumed responsibility for keeping such records. There is no complete file of experimental course titles and descriptions. One would have to elicit such information from the separate colleges, departments,

* Motion passed by the Faculty of the College of Arts and Sciences, March 13, 1974:

That each department initiating a new course that it intends to add to its permanent course offerings assign it a Provisional status, that Provisional course proposals be processed in the same manner that new course proposals are presently; that upon approval by the Dean, the Curriculum Committee, and the College, the course may be taught the following semester. Its legal entry into the college catalog will not occur until after subsequent passage by the Curricular Affairs Committee, the University College and General Education Committee, and the Graduate Council when appropriate, and the Faculty Senate. If a course is questioned or rejected for any reason by any of these bodies it is to be returned to the Curriculum Committee for consultation with representatives of the initiating department to resolve any problems identified. If critical issues are not resolved it will be removed from the course offering schedule of the department at the end of the given semester.

(Section III - Continued)

and instructors to supplement the incomplete information which has been supplied to the Faculty Senate Office, the Graduate School Office, and the Registrar. No one has been monitoring the number of times each experimental course is offered (the unofficial "record" seems to be seven times) nor does anyone make sure that each experimental course is offered only during the authorized two-year period following its approval. No single URI "authority" could supply information to potential employers or to another university about experimental courses which appear on a student's transcript.

It would be irresponsible for the university to continue to keep such incomplete, inaccurate, and inaccessible records. The Graduate Council and the Curricular Affairs Committee believe that they are proposing regulations which will guarantee the maintenance of complete, accurate, and accessible records in the Registrar's Office. This record-keeping should not prove unduly burdensome to department chairmen, and deans, nor to the Registrar.

The record-keeping problems related to open-ended courses are simpler. If sections 8.43.12 and 8.43.13 of the current Manual were observed by all departments and colleges, the problems would not exist. The Curricular Affairs Committee and the Graduate Council propose new sections 8.43.16 and 8.43.19 to eliminate the problems. These new sections do not change the procedures by which open-ended courses are approved and taught, but these are procedures which cannot be ignored.

The second problem listed above would be solved by proposed Manual sections 8.43.13 and 8.43.14 which would require that temporary courses receive university-wide publicity and receive approval of university-wide committees before they are taught.

These same Manual sections would eliminate the third problem by insuring that all graduate-level courses meet the standards of the Graduate Council for graduate program credit before their first offering. This problem is particularly acute, because it jeopardizes the timely graduation of graduate students. A graduate student who currently includes an experimental course in his or her program of studies runs the risk of having the program disapproved by the Dean of the Graduate School, after the experimental course has been taken, if the Dean has objections to the experimental course. Any objections or reservations which the Dean or the Graduate Council has about experimental graduate-level courses should be noted before the course is offered for credit.

The fourth problem involves the discrepancy between the term "experimental" and the actual practice of "X" courses. The Curricular Affairs Committee and Graduate Council propose that the more inclusive term "temporary" be substituted for the limited term "experimental" and that criteria be established which justify the granting of "temporary" (as opposed to permanent) approval to a proposed new course. These criteria are listed in proposed section 8.41.13.

Another change would require that all new courses be approved by a vote of the faculty of a department (8.43.10). Presumably, this is already the case at URI, but there seems no harm in making this point explicit.

A final change would alter the description of 900-level courses in section 8.42.10. The current description contains the misleading and irrelevant statement that this classification includes "Courses offered one time only by visiting faculty."

* * * * *