



FACULTY SENATE

Curricular Affairs Committee

Draft Minutes

October 6, 2016

Present: (21) Professors Almstead, Cichoskikelly, Dale, Dickinson, Everse, Franklin, Garrison, Kasser, Kervick, Marshall, Monsen, Nichols, Paradis, Phelps, Sisk, Strickler, Snapp, Rowe, Tomas, Weinstock, and Duy Nguyen.

Absent: Professors Hazelrigg, Sisock, Wojewoda

Guests: Cathy Paris, Beth Taylor-Nolan, Brian Reed, Cindy Forehand, Lise LaRose

The meeting was called to order at 4:16 pm in Waterman 427A.

I. Approval of the Minutes. The minutes of September 1, 2016 were approved as written.

II. Chairperson's Remarks

Laura Almstead provided an update on the status of Academic Program Reviews. The following three programs are moving forward: RSENR, Music & Dance, and CDAE. All others APRs have been put on hold until the Spring.

III. Reports (20 minutes)

A. Proposal for a new PhD in Human Functioning & Rehabilitation Science.

Stephen Everse and Garth Garrison recommended approval of the proposed PhD program in Human Functioning & Rehabilitation Science submitted by the College of Nursing and Health Sciences and the Graduate College. The program is an interprofessional program between all departments in CNHS that will facilitate the generation of new knowledge by providing an academic training platform for research collaboration. It would begin in the Fall of 2017. The proposed program supports the strategic goal of both the University and CHNS to enhance research infrastructure while requiring a minimum of resources.

Laura Almstead called a vote to approve the proposed new PhD in Human Functioning & Rehabilitation Science.

Vote: 19 approved, 0 opposed, 2 abstained.

IV. Other Business (none at this time)

V. APR Reports (20 minutes)

A. Counseling, CESS

Jennifer Strickler and Rosemary Dale presented the APR subcommittee report on the Counseling program, and reported that the subcommittee strongly recommends approval of the Graduate Program in Counseling. The subcommittee noted that the external review process, coupled with the internal process has been extended over two years. The external review was done by the National Council for the Accreditation of Teacher Education (NCATE), which is the accrediting organization for the program. The subcommittee echoed the sentiments of the external reviewers that the Counseling program offers a curriculum of the highest quality. Overall the subcommittee was highly impressed by the dedication, enthusiasm and talent in this department, and their ability to maintain a high quality program in spite of limited resources.

One correction was suggested for the report: In the first section, the Counseling program is listed as a department, and the program coordinator is listed incorrectly as a chair. The subcommittee will make the corrections and submit a revised report.

Laura Almstead called a vote to accept the report of the APR subcommittee for the Counseling program with the suggested corrections.

Vote: 21 accept, 0 oppose, 0 abstain

VI. New/Other Business (40 minutes)

A. Ongoing projects – Laura Almstead provided an overview of ongoing projects of the CAC.

- Liaison with the Unit-level curricular committees.

Unit curriculum committees are the first to review proposals for new programs. Making the CAC more visible as a resource could help reduce some common issues and confusions that arise. A discussion took place to identify a good way to communicate with the Unit curriculum committees. It was decided that Laura will develop a “tips” document and meet with the Chairs of the Unit curriculum committees. Laura will circulate the “tips” document to CAC members to get their comments and feedback before sharing it with the Unit curriculum committees.

- Revision of APR guidelines

J. Dickinson is working on the revising the APR guidelines to include language regarding assessment. With the assistance of Brian Reed and the Provost’s office, the guidelines will also be updated based on what we have learned through the first five years of the new process. The CAC will receive the proposed revisions for review once they are complete.

- Miscellaneous

- Revision of the guidelines for New Program proposals to include more specific language about describing how the program will be assessed
- Working on clarifying language on certificates (BA, MA, Certificate, etc.)

B. Teaching quality discussion – Laura Almstead reminded committee members that reviewing and establishing policy around teaching quality is one of the charges of the CAC indicated in the Faculty Senate Constitution and bylaws. Discussion included the resources that are available, or that may be lacking. The Center for Teaching and Learning was highlighted as offering many opportunities for faculty. The CTL has a schedule of “in-place” sessions, and will launch some webinar content in January. The faculty mentoring program has moved from the Faculty Senate office to the Associate Provost for Faculty Affairs, Jim Vigoreaux.

C. Other new business - Cathy Paris noted that the *Cynic* includes a recent interview with SGA president Jason Maulucci. The SGA has passed a resolution outlining undergraduates’ expectations for holding faculty accountable for expanded course descriptions. Although use of expanded course descriptions has been recommended, it has been adapted slowly and spottily across campus. Cathy asked that the CAC place the issue of mandating expanded course descriptions for all undergraduate courses on the agenda for discussion and vote at the next CAC meeting. Laura Almstead will inquire with the Registrar’s Office to ensure that a report of courses with/without course descriptions can be provided to units. Brian Reed will inquire with Legal regarding the Federally required timeframe for releasing a syllabus to students.

VII. Adjournment - Ellen Rowe moved that the meeting adjourn at 6:01 p.m. The motion carried.