

**CURRICULAR AFFAIRS COMMITTEE  
OF THE FACULTY SENATE  
ANNUAL REPORT: Fall 2016 – Spring 2017**

---

The Curricular Affairs Committee (CAC) of the Faculty Senate met nine times during the 2016-2017 academic year.

**Reviews of Proposals to Initiate, Alter or Terminate an Academic Program:**

During the current academic year, the Curricular Affairs Committee of the Faculty Senate completed the review of twelve proposals to initiate (7), alter (3), or terminate (2) academic programs. The committee also approved a new General Education Requirement and the termination of an institute.

Completed Reviews

- Approved a proposal from the Graduate College in conjunction with the College of Nursing and Health Sciences for a new PhD in Human Functioning and Rehabilitation Science
- Approved a proposal from the College of Arts and Sciences for a new minor in Public Policy Analysis
- Approved a proposal from the College of Education and Social Services for a new Minor in Education for Cultural and Linguistic Diversity
- Approved a proposal from the College of Arts and Sciences for a new Minor in Law and Society
- Approved a proposal from the Graduate College in conjunction with the College of Agriculture and Life Sciences for a new Certificate of Graduate Studies in Agroecology
- Approved a proposal from the College of Arts and Sciences in conjunction with the College of Education and Social Services and the College of Nursing and Health Sciences for a new Undergraduate Academic Certificate in Physical Activity Promotion in Children and Youth
- Approved a proposal from the College of Engineering and Mathematical Sciences for a new Undergraduate Certificate of Computer-Aided Engineering Technology
- Approved a proposal from the Quantitative Reasoning General Education Committee for a new Quantitative Reasoning General Education requirement
- Approved a proposal from the College of Arts and Sciences for significant revisions to the existing Bachelor of Science and Bachelor of Arts in Chemistry
- Approved a proposal from the College of Engineering and Mathematical Sciences for significant revisions to the existing Bachelor of Science and Bachelor of Arts in Computer Science
- Approved a proposal from the College of Engineering and Mathematical Sciences for significant revisions to the existing Bachelor of Science in Engineering Management

- Approved an uncontested request by the directors of the Environmental Sciences Program to terminate the Environmental Sciences: Biology Minor and the Environmental Sciences: Geology Minor
- Approved an uncontested request by the Dean of the Rubenstein School of Environment and Natural Resources and Director of the Gund Institute for Ecological Economics to terminate the Gund Institute for Ecological Economics

Reviews in Progress (three)

- A proposal from the College of Nursing and Health Sciences for a new Minor in Integrative Health Care
- A proposal from the College of Nursing and Health Sciences for a new Minor in Emergency Medical Services
- A proposal from the Graduate College in conjunction with the College of Nursing and Health Sciences for new Master of Science in Physical Activity and Wellness Science

**Other Proposals Reviewed and Approved by the CAC**

Thirteen other proposals were reviewed and approved by the CAC, and the CAC voted to support an additional proposal.

- Approved a proposal for a University-wide Environmental Institute
- Approved a proposal from the College of Education and Social Services for a new Early Childhood Content concentration in the existing Early Childhood PreK-3 Education program
- Approved a proposal from the College of Arts and Sciences for a new Crime and Criminal Justice concentration in the existing Sociology major
- Approved a proposal from the College of Arts and Sciences for a new Global Health concentration in the existing Anthropology major
- Approved a proposal from the College of Engineering and Mathematical Sciences in conjunction with Continuing and Distance Education for a new Cybersecurity Track in the existing Computer Software certificate
- Approved a proposal from the College of Nursing and Health Sciences to add a residential option to the existing on-line Bachelor of Science in Health Sciences
- Approved a proposal from the College of Arts and Sciences to eliminate the Language Studies and Formal Linguistics concentrations in the existing Linguistics major
- Approved a proposal from the College Arts and Sciences, Department of Music and Dance to change the name of the existing Minor in Music Technology to the Minor in Music Technology and Business

- Approved a proposal from the Graduate College in conjunction with the Larner College of Medicine to change the name of the existing Certificate of Graduate Study in Environmental Public Health to the Certificate of Graduate Study in Global and Environmental Health
- Approved a proposal from the Graduate College in conjunction with the Grossman School of Business to change the name of the existing Sustainable Entrepreneurship Master of Business Administration (SEMBA) to The Sustainable Innovation Master of Business Administration (The SIMBA)
- Approved a proposal from the College of Nursing and Health Sciences to change the name of the existing program, major, and BS degree in Exercise and Movement Science (EXMS) to Exercise Science (EXSC)
- Approved a proposal from the Council of Associate Deans to revise and clarify the language describing the Late Withdrawal Policy
- Approved a proposal from the Provost's Office for a new reduced-tuition summer internship option. Increasingly, and in order to comply with federal regulations, employers offering unpaid internships require the internship to be undertaken for academic credit. The reduced-tuition option will allow students to participate in unpaid, elective internships during the summer for academic credit at a substantially lower cost per credit. All internships will be mentored by a UVM faculty member, and all existing expectations for academic quality and student learning outcomes will apply, consistent with the Policy on Academic Internships (see link below). Credits earned through this option will not count towards degree completion, but will be recorded on students' transcripts. It is hoped that this new option will enable students to take advantage of unpaid internships that will give them valuable training experiences and enhance their resumes without undue financial burden.  
<http://www.uvm.edu/~provost/Policy%20on%20Academic%20Internships%20as%20Approved%20by%20Faculty%20Senate.pdf>
- Voted to support a proposal from the Provost's Office and Office of the Registrar for a new grade designation policy for administratively assigned failing grades. To comply with federal regulations, students must be assigned a grade for all courses by the final grade deadline (noon on the Tuesday after final exams end). Currently, administratively assigned failing grades are not distinguished from those assigned due to unsatisfactory performance. Understandably, receiving an administratively assigned failing grade is stressful for a student, and can jeopardize scholarship and/or program eligibility. Under the new policy, failing grades assigned administratively due to failure of faculty to submit grades on time will be designated as AF, AUP, and ANP instead of F, UP, and NP, respectively. Administratively assigned failing grades will still have the same computational and curricular consequences as failing grades assigned due to lack of satisfactory performance, but will be more easily identified by students and others as administratively assigned. Additionally, it is hoped that the new policy, along with other efforts, will increase faculty's awareness of the consequences of late final grade submission, and thus reduce the total number of administratively assigned failing grades.

## **Additional Actions**

- Collaborated with the Center for Teaching and Learning (CTL) to revise and update syllabus guidelines posted on the CTL website. <http://www.uvm.edu/~ctl/?Page=resources-teaching/syllabus/index.php>
- Revised the proposal guidelines for New Academic, Research, or Service Endeavors and for Substantial Revisions to Academic, Scholarly, or Service Endeavors.
- Revised the proposal guidelines for Undergraduate Academic Certificates to include a specific description of the required integrated learning component(s).
- Revised the guidelines for proposals Terminate an Academic, Scholarly, or Service Endeavors to include language allowing a Department or Unit to voluntarily terminate a program with a memo rather than a full proposal. The memo must include the rationale for the request, a brief history of the program, the number of students currently enrolled in the program and a plan to facilitate their completion, and a record of the faculty vote on the termination proposal.
- Worked to develop lines of communication between unit-level curriculum committees and the Curricular Affairs Committee. The primary goal is to increase awareness at the unit-level of the guidelines and approval process for new programs, and university-wide policies and approval processes relating to new course proposals, course revisions, and special topic courses. A Unit Curriculum Committee Tips document was developed, and the CAC Chair met with the chairs of unit-level curriculum committees. The meeting was viewed as productive and helpful by all. At the suggestion of the unit-level curriculum committee chairs, the Unit Curriculum Committee Tips document is now posted on the Faculty Senate website under Curricular Resources. Unit-level curriculum committee chairs agreed that yearly or bi-yearly meetings with each other and the CAC Chair should become regular occurrences.
- Worked to communicate guidelines for new program proposals and proposals to revise existing programs, and to make faculty more aware of the approval processes. Efforts include increasing communication with unit-level curriculum committee chairs (see above), a presentation to the Faculty Senate by the Chair of the CAC, and development of a document to clarify changes to existing programs (Policy Clarification: Substantial Revisions to Existing Academic, Scholarly, and Service Endeavors: Approval Process and Definition). The document is now posted on the Faculty Senate website under Curricular Resources.
- Participated in the Educational Stewardship Committee (ESC; formerly the Strategic Curriculum Oversight Committee), a joint committee between the Provost's Office and the Faculty Senate.
- Collaborated with the Provost's Office to carry out Academic Program Reviews. CAC reviews and concluding Summary Meetings have been completed for all programs in Cycles 1 through 5 with the exception of one externally accredited program that are reviewed under a different protocol. (See section below for additional details.)

- Continued to participate in the development and oversight of UVM's General Educational program. Two members of the CAC serve on the Diversity Review Curriculum Committee, and one member serves on the Sustainability Curriculum Review Committee. As noted above, the CAC reviewed and approved a proposal for a new Quantitative Reasoning General Education requirement. A committee of General Education committee chairs has been established. Cathy Paris, Faculty Senate President, serves as Chair. Laura Almstead, Chair of the Faculty Senate CAC, and Brian Reed, Associate Provost for Teaching and Learning are also members.

**Academic Program Reviews**

Reviews were completed for four programs; six are currently in progress.

*Reviews completed this year:*

- Counseling
- Social Work
- Community Development and Applied Economics
- Music and Dance

*APR activity is underway for the following programs:*

- Rubenstein School of Environment and Natural Resources
- Public Administration
- Political Science
- Geology
- Asian Languages and Literatures
- Geography

**Members of the Curricular Affairs Committee, 2016-2017**

Almstead, Laura	Garrison, Garth	Monsen, Erik	Strickler, Jennifer
CichoskiKelly, Eileen	Hazelrigg, Ann	Nichols, Aaron	Tomas, Amy
Dale, Rosemary	Hughes, Jeffrey (Sp17)	Phelps, Stephanie	Weinstock, Jackie
Dickinson, Jennifer (J.)	Kasser, Sue	Rowe, Ellen	Wojewoda, Christina
Everse, Stephen	Kervick, Colby	Sisk, Jennifer	
Franklin, John	Marshall, Jeffrey	Snapp, Robert (F16)	

Report submitted by Laura Almstead, Chair of the Curricular Affairs Committee, May 4, 2017.