

Memo

To: Patricia Prelock, Dean, CNHS

From: Elizabeth Adams, Chair, CNHS Curriculum and Planning Committee

CC:

Date: 5/17/2018

Re: End of Year Report

2017-2018 CNHS Curriculum and Planning Committee End of Year Report

In the fall semester, the membership of the CNHS Curriculum and Planning Committee included Chris Griffin (MLRS), Stuart Whitney (Nursing), Jeremy Sibold (RMS), Sarah Abrams (ex-officio), and Elizabeth Adams (CSD & Chair). In the spring semester, Kit Vreeland transitioned into the RMS member role and Jeremy Sibold transitioned into the ex-officio role as Associate Dean.

The committee was very busy this year, meeting weekly until mid-February, connecting bi-weekly after that. There were 168 Course Action Forms (CAFs) submitted which were reviewed and processed by the committee. Along with reviewing and approving the CAFs, the committee spent substantial time reviewing several program proposals and requests. They are as follows:

1. Master of Science in Athletic Training (MSAT)
2. Doctor of Physical Therapy prefix change, course number changes, and curriculum revisions
3. Name change and prefix change from Exercise and Movement Science (EXMS) to Exercise Science (EXSC), with associated catalog and course updates
4. Name change from Medical Laboratory & Radiation Sciences (MLRS) to Biomedical & Health Sciences (BHSC)

The following programs were approved by the Board of Trustees (BOT) this academic year and will be in next academic year's catalog (2018-2019):

1. Master of Science in Physical Activity & Wellness Science
2. Minor in Emergency Medical Services
3. Undergraduate Certificate in Integrative Health Care
4. Master of Science in Athletic Training – pending BOT vote on 5/18/18

In the fall semester, the committee conducted a systematic review of all HLTH courses and updated the listing in the catalog via CAFs. The committee initiated a plan to move the courses out of the purview of the Dean's office and into specific departments so that consistent curricular oversight and review occurs. An organizational chart of all current HLTH courses was created, indicating which department is the 'home' for each HLTH course. This resource was provided to the Associate Dean; it also can be found in the CPC folder on the L: drive.

Per the newly revised CNHS bylaws, the CPC was tasked with establishing a procedure to assure that faculty have an opportunity to review proposals with interdisciplinary impact prior to the Provost and Curriculum Affairs Committee. A schedule was developed by the CPC, approved by the Dean, which facilitates faculty review on all proposals. It provides department chairs with a schedule to facilitate planning workload adjustments for faculty participating in the creation of new proposals. This timeline is located on the CNHS CPC website <https://www.uvm.edu/cnhs/curriculum-planning-committee>. This timeline for new proposals begins effective AY18-19.

In October, a CNHS CPC website was developed and went 'live' for faculty and staff to access important information about the committee, its members, and its work. Links for quick access to curriculum planning resources for new program development, program revisions, and the CAF system are available. Sara White from OSS was an important part of supporting this initiative. The website can be found at <https://www.uvm.edu/cnhs/curriculum-planning-committee>.

The CPC was asked by the Dean to present to the CNHS Advisory Board. On 2/28/18, Stuart Whitney, Nursing representative, provided information on the work and accomplishments of the CPC. Information about initiatives, approved programs, and upcoming programs was shared with an opportunity for questions from the Advisory Board members.

As a final act this academic year, the committee identified five syllabi from each program as samples for a virtual document room for NEASC site visitors in March, 2019. Syllabi were gathered from all eighteen programs in the four departments in CNHS. An electronic folder holding the syllabi was submitted to the office of the Associate Provost for Curricular Affairs on 5/10/2018.

Looking ahead, it is anticipated that a pre-proposal for a Certificate on Integrative Health Coaching will be submitted to the leadership team by RMS. If this occurs by the 1/15/19 deadline, initial review by the CPC will begin in the spring, 2019 with final review likely occurring in the fall, 2019. Based on the proposed timeline for submission of new proposals, anticipated start would be fall, 2020. Also, RMS will be submitting CAFs for two study-abroad courses (Cuba and Mongolia) that are electives for the Certificate in Integrative Healthcare. These have previously run successfully as Special Topics courses and now require permanent numbers given the number of times that they have been offered. Karen Westervelt, program director, is aware of this requirement and will be submitting the CAFs prior to the 11/15/18 deadline. Lastly, the CPC was charged by the Associate Dean to invite students/faculty of color and other diverse groups to 1-2 CPC meetings per academic year. It is hoped that this will provide opportunities for input on courses or proposals related to initiatives in and around inclusive excellence. Specific meeting dates will be identified early in the semester so that the CNHS community can be notified and invited.