



# Curriculum Committee Summary Report

November 4, 2022

1:00 pm – 3:00 pm

Zoom Meeting ID: 872 5168 6980; Passcode: 233721  
<https://fsw.zoom.us/j/87251686980?pwd=N2lzZlBJUUZyQkFkb2ZlNDYyYDNTdz09>

**Corrections to agenda and amended items** appear in green font.

**Meeting Minutes** appear in blue font.

**Notifications** appear in red font. Notifications include effective dates, clarifications of intent and application, and reminders that further action may be required.

**All Action Items take effect Fall 2023 (AY 2023-2024 catalog) unless otherwise noted.**

### Abbreviations:

CC = Curriculum Committee

BOT = Board of Trustees

CLOs = Course Learning Objectives/Outcomes

VPAA = Vice President of Academic Affairs

<b>CHAIR</b>	Dr. Sheila Seelau
<b>VICE CHAIR</b>	TBD

### Item Summary

<b>Information Items</b>
1 Memo: Course Deletions by 5-Year Rule, 2023-2024 catalog
<b>Action Items: Course Change Proposals</b>
1 IDS 2891 CREATIVE Capstone (Syllabus changes effective Fall 2022)
2 HUS 2428 Treatment and Resources in Substance Abuse (Syllabus changes may take effect Spring 2023)
<b>Committee Business: Announcements and Actions</b>
1 New Members & Representatives [updated 11/4/2022]
2 Revised Curriculum Calendar (Effective 10/19/2022)
3 2022-2023 Curriculum Documents & Links – Availability & Updates
4 2022-2023 Committee Membership – Updates & Open Positions
5 2022-2023 Vice Chair Nominations & Election (Faculty members only)
6 2022-2023 Committee Membership Responsibilities & Orientation (Faculty members only)

### Attendance

FACULTY MEMBER	Present/Absent	Notes
Dr. Sheila Seelau, Chair	P	
Prof. Jeremy Pilarski	P	
Dr. David Evans, Jr.	P	
Prof. Randy Moffett	P	
Prof. Dani Peterson	P	
Dr. Monique Harrington	P	

FACULTY MEMBER	Present/Absent	Notes
Prof. Alisa Callahan	A [Proxy = Seelau]	
Prof. Bill Van Glabek	P	
Dr. Julia Kroeker	P	
Prof. Angela Marchionni	A [No proxy]	
Dr. Marsha Weiner	P	
Dr. Eric Commendatore	P	
Prof. Anthony Valenti	P	
Dr. Esmaeel Samaliazad	P	New member: SoPAS: Natural Sciences
Prof. William Stoudt	P	New member: SoPAS: Mathematics
Dr. Elizabeth Whitmer	P	New member: SoHP: Applied Health Professions

EX OFFICIO MEMBER	Present/Absent	Notes
Dr. Martin McClinton	P	
Dr. Deborah Teed	P	
Dr. Joseph Van Gaalen	P	
Dr. Brenda Knight	P	
Tim Maricle	P	
Dr. Ashley Kuhn	P	New representative: Student Affairs: Academic Advising

## I. INFORMATION ITEMS

<b>INFORMATION ITEM</b>	1
<b>Type of proposal</b>	VPAA Memo
<b>Presenter</b>	Dr. Judith Bilsky or Dr. Martin McClinton
<b>Memo: Course Deletions by 5-Year Rule, 2023-24 catalog</b>	<b>Effective Date: Fall 2023</b>
<b>Summary</b>	
<p>Memo from VPAA approving courses to be deleted from the 2023-2024 catalog, by recommendation of faculty and Academic Deans. Memo has been submitted to BOT for 11/8/2022 meeting. All courses will be inactivated in Banner and removed from the pending AY 2023-2024 catalog.</p> <p>Additional courses identified by deans that were not included in this memo will be held for 5-year deletion in Fall 2023. They will not need to be reviewed by faculty at that time. A list of these courses is appended as an Excel file.</p>	
<b>Attachments:</b>	
<ol style="list-style-type: none"> <li>1) <a href="#">Memo_5Yr_Course_Deletions_2023-24 11-8-2022.pdf</a></li> <li>2) <a href="#">5YR_Inactive_Courses_F22 – Delete in Fall_2023.xls [dated 11-4-2022]</a></li> </ol>	
<b>Required actions for courses on Memo:</b>	
<ul style="list-style-type: none"> <li>• <b>Registrar:</b> Request that State Course Numbering System (SCNS) inactivate these courses.</li> <li>• To be removed from the <b>General Education Program Guide: HUM 2510 and IDS 2930.</b></li> </ul>	

- **School Deans, Department Chairs, and Program Directors:** Please note that although Impact Reports were not required for this memo process, you are responsible for ensuring that all impacts of these course discontinuations are evaluated and remediated.
  - **All necessary remediations of these impacts must be proposed through the regular curricular process** (e.g., Course Change proposals removing deleted courses from pre-/co-requisites; Program/Certificate Change proposals removing courses from Electives lists).
  - **Please submit remedial curricular proposals through Curriculog ASAP.** Note that proposals submitted between Jan-Dec 2023 take effect in Fall 2024 upon approval (AY 2024-2025 catalog) unless you request an “Exception to the Effective Date” on the proposal form.

## II. COURSE CHANGE PROPOSALS

<b>ACTION ITEM</b>	1		
<b>Type of proposal</b>	Course Change		
<b>Presenter</b>	Dr. Angus Cameron		
<b>IDS 2891 CREATIVE Capstone</b>	<b>Effective Date: Fall 2022</b>		
<b>Summary</b>			
Based on Sp22 pilot sections, integral and supplemental course learning objectives (CLOs) have been refined to improve clarity and emphasize student self-reflection. New CLOs have been incorporated into F22 syllabi to facilitate assessment. AVPAA approved exception to effective date.			
<b>Supporting Curriculog Attachments:</b> Revised Course Level Assessment Table, QEP Year Zero Annual Report, Impact Report (no impacts).			
Reviewers questioned the clarity and complexity of the revised CLOs. Dr. Cameron discussed how the CLOs are linked to the three main course assessment goals and rubrics. CLOs are clearly explained to students within assignments.			
Motion to approve: Moffett; Second: Commendatore.			
<b>CURRICULUM ACTION</b>			
<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Accepted with Minor Corrections	<input type="checkbox"/> Postponed	<input type="checkbox"/> Denied
<b>Attachment:</b> IDS 2891 CREATIVE Capstone Syllabus Approved 11-4-22 for Fall 2022.docx			
This revised syllabus is ready to lock and upload to the Document Manager for immediate use.			

<b>ACTION ITEM</b>	2		
<b>Type of proposal</b>	Course Change		
<b>Presenter</b>	Dr. Cristy Clark		
<b>HUS 2428 Treatment and Resources in Substance Abuse</b>	<b>Effective Date: Fall 2022*</b>		
<b>Summary</b>			
Updates to topic outline and CLOs. Former topic outline was textbook dependent. CLOs have been condensed and rewritten using Bloom’s taxonomy verbs for assessment purposes. Accreditation notations were removed.			
<b>Supporting Curriculog Attachment:</b> Impact report (no impacts of the proposed changes).			
Reviewers suggested adjustments to topic outline and CLOs for clarification and ease of assessment. Dr. Clark agreed to make the minor modifications specified in the meeting.			
Motion to approve: Peterson; Second: Pilarski.			
Revisions have been incorporated into the appended (final) syllabus.			

CURRICULUM ACTION			
<input type="checkbox"/> Accepted	<input checked="" type="checkbox"/> Accepted with Minor Corrections	<input type="checkbox"/> Postponed	<input type="checkbox"/> Denied
<b>Attachment:</b> HUS 2428 Treatment and Resources in Substance Abuse Syllabus FINAL 11-14-22 for Fall 2023.docx This revised syllabus may be loaded into the Document Manager to be used as soon as Spring 2023.			

### III. COMMITTEE BUSINESS – ANNOUNCEMENTS AND ACTIONS

<b>COMMITTEE BUSINESS</b>	1
<b>Presenter</b>	Dr. Sheila Seelau
<b>New Members &amp; Representatives</b>	<b>Effective Date: 11/4/2022</b>
<b>Summary</b>	
<p>The committee welcomes <a href="#">three new faculty members who have joined us since September</a>:</p> <ul style="list-style-type: none"> <li>• Dr. Esmaeel Samaliazad, SoPAS: Sciences/Anatomy &amp; Physiology, Lee</li> <li>• Prof. William Stoudt, SoPAS: Mathematics, Lee</li> <li>• <a href="#">Dr. Elizabeth Whitmer, SoHP: Health Professions/Health Information Technology, Lee</a></li> </ul> <p><a href="#">Dr. Samaliazad and Prof. Stoudt join us from SoPAS, filling existing positions, and Dr. Whitmer fills a new position that the committee voted to create, effective Fall 2022 (See CB Item 5).</a></p> <p>We also welcome two new ex officio <a href="#">representatives from Student Affairs</a>:</p> <ul style="list-style-type: none"> <li>• Dr. Ashley Kuhn, Student Affairs: Director, Academic Advising</li> <li>• Rachel Bussell, Student Affairs: Academic Advising, Student Success Advisor II</li> </ul> <p><a href="#">Dr. Kuhn will and Ms. Bussell will serve on the Student Affairs review team, and Dr. Kuhn has been added to our membership roster as the representative appointed to attend meetings.</a></p>	
<b>Attachment:</b> 2022-2023 Curriculum Committee Roster & Curriculog Review Groups 11-4-2022.pdf	

<b>COMMITTEE BUSINESS</b>	2
<b>Presenter</b>	Dr. Sheila Seelau
<b>Revised Curriculum Calendar</b>	<b>Effective Date: 10/19/2022</b>
<b>Summary</b>	
<p>Due to Hurricane Ian, the October Curriculum Committee meeting was canceled and all proposals under review in Curriculog were moved to this meeting (November 4, 2022) for first read.</p> <p><b>November 7, 2022</b> is the extended Curriculog submission deadline for all proposals requesting Fall 2023 effective dates (to be included in the 2023-2024 catalog).</p> <p>The Curriculog submission deadline for the 2/3/2023 meeting has been extended to Monday, 12/12/2022. Please note that this is during finals week on the revised Fall class schedule.</p> <p><b>See 10/19/22 CC email</b> for more details. [Sent to Curriculum Distribution list of 73 names.]</p> <p><b>Reminder:</b> Under unusual circumstances, faculty may request exceptions to the published submission and effective dates within the "Effective Dates" section of Curriculog forms. Justifications are required. Proposals requesting exceptions will be routed to the VPAA for approval.</p>	
<b>Attachment:</b> 2022-2023 Curriculum Committee Calendar & Curriculog deadlines - Revised 10-19-2022	

<b>COMMITTEE BUSINESS</b>	3
<b>Presenter</b>	Dr. Sheila Seelau
<b>2022-2023 Curriculum Documents &amp; Links – Availability &amp; Updates</b>	
<b>Summary</b>	
<p>The following 2022-2023 Curriculum Committee documents are available in the <b>FSW Document Manager</b> (Academic Affairs &gt; Academic Committees &gt; Curriculum Committee &gt; Curriculum Committee 2022-2023) and <b>Canvas: Curriculum Committee</b> course. Link to join course = <a href="https://fsw.instructure.com/enroll/HYR9DF">https://fsw.instructure.com/enroll/HYR9DF</a></p> <ul style="list-style-type: none"> <li>• <b>2022-2023 Curriculum Committee Calendar &amp; Curriculog Deadlines – Revised 10-19-22</b> <ul style="list-style-type: none"> <li>○ <b>Revised</b> monthly Curriculog submission deadlines preceding each committee meeting</li> <li>○ Effective dates for approved proposals</li> <li>○ <b>Revised</b> submission deadlines by proposal type (e.g., Course Change, New Program/Certificate) for inclusion in Academic Year 2023-2024 catalog</li> </ul> </li> <li>• <b>Curriculum Committee Roster - faculty and ex officio members, updated 11/4/2022</b></li> <li>• <b>Curriculum Proposal Forms</b> – Word format samples that may be used to draft proposals. <ul style="list-style-type: none"> <li>○ Official curricular proposals are submitted in the Curriculog system at: <a href="http://Fsw.curriculog.com">Fsw.curriculog.com</a></li> <li>○ See Canvas Curriculum course for Curriculog access and submission instructions.</li> </ul> </li> </ul> <p><b>Curriculog</b> access links have been added to the Portal under:</p> <ul style="list-style-type: none"> <li>• <b>Faculty Academics:</b> Faculty Resources</li> <li>• <b>College Resources:</b> Office of Academic Affairs.</li> </ul>	
<b>Attachments:</b>	
<ol style="list-style-type: none"> <li>1) 2022-2023 Curriculum Committee Calendar &amp; Curriculog deadlines – Revised 10-19-22.pdf</li> <li>2) <a href="#">2022-2023 Curriculum Committee Roster updated_11_4_2022.pdf</a></li> </ol>	

<b>COMMITTEE BUSINESS</b>	4
<b>Presenter</b>	Dr. Sheila Seelau
<b>2022-2023 Committee Membership – updates and open positions</b>	
<b>Summary:</b>	
<p><b>Ex officio seats update:</b> A review of the COP on Standing Committee representation and Curriculum Manual revealed a discrepancy in the number of ex officio representatives allowed vs. currently active on Curriculum Committee. Stated policy is that 'the Provost may appoint 3 ex officio members to each standing committee.' Given recent College administrative changes (e.g., Provost to VPAA, addition of VPSA and AVPAA, realignment of offices under Academic Affairs and Student Affairs), and the unique nature of curriculum (i.e., responsibility for various tasks is divided between Academic Affairs and Student Affairs), the AVPAA, VPSA, CC Chair, and Faculty Senate President have agreed to 3 appointees from each division: Academic Affairs and Student Affairs. Specific offices and titles may fluctuate with additional realignments. Current ex officio members represent:</p> <p style="padding-left: 40px;"><b>Academic Affairs:</b> Academic Deans, Team AASPIRE, VPAA Office</p> <p style="padding-left: 40px;"><b>Student Affairs:</b> Office of Registrar (Registrar &amp; Associate Registrar), Academic Advising</p> <p>Additional individuals may be listed as Observers on the Committee Roster.</p> <p>Meetings are open to all faculty, staff, and administrators. Only faculty member of the committee may raise motions or vote.</p>	

**Faculty seats update:** To ensure full representation of college faculty and programs, Curriculum Committee voted (by email) to add two additional faculty seats:

- SoBT: Technology (non-Business)
- SoHP: Professional Health Programs (non-Nursing)

These seats have been approved by the Faculty Senate President [email 9/14/2022]. CC Chair emailed a call to Deans to advertise these new positions, which may be filled immediately for the 2022-2023 academic year or 3-year appointment, per agreement with new members.

The SoHP: Professional Health Programs seat has been filled by Dr. Elizabeth Whitmer, who attended this meeting. Dr. Whitmer is affiliated with the Health Information Technology (HIT) program.

**Open faculty seats:**

- SoBT: Technology (non-Business)
- VP replacement representative: See Item 5.

**All but faculty committee members were excused for the remainder of the meeting.**

<b>COMMITTEE BUSINESS</b>	5
<b>Presenter</b>	Dr. Sheila Seelau
<b>2022-2023 Vice Chair nominations/election</b>	
<b>Summary:</b>	
<p>The CC vice chair resigned effective Fall 2022. Given that the 3-year terms for the chair and former vice chair end after Spring 2023, the election of an interim vice chair will be for the remainder of 2022-2023 academic year only. Elections of committee chair and vice chair for the 3-year term to begin in Fall 2023 will be held in Spring 2023.</p> <p><b>Nominations for Vice Chair:</b> Jeremy Pilarski  <a href="#">Jeremy Pilarski was elected Vice Chair by consensus.</a>  <a href="#">This opens a seat for a representative from English for the remainder of 2022-2023. Dr. Seelau will email Sara Dustin, Chair of English, and Prof. Pilarski will address this at the next English Dept. meeting.</a></p>	

<b>COMMITTEE BUSINESS</b>	5
<b>Presenter</b>	Dr. Sheila Seelau
<b>Membership responsibilities updates and (re-)orientation</b>	
<b>Summary:</b>	
<p>Recent changes in college structure, financial challenges, and work equity concerns across standing committees have led to adjustments in curricular processing. Proposed changes in committee functions and responsibilities, compensation, and related issues will be discussed. TBD: Updates to curricular forms and routing, reviewing roles and practices, and other topics as requested by members.</p> <p><a href="#">A Qualtrics survey will be circulated to committee members to schedule Curriculum and Curriculog orientation sessions later in November.</a></p>	

Key attachments are included in zip files appended to the Summary Report email.