



# Curriculum Committee Agenda

November 4, 2022 1:00 PM – 3:30 PM

Zoom:

<https://fsw.zoom.us/j/87251686980?pwd=N2lzZlBkUjUyQkFkb2ZlNDYyYDNTdz09>

Meeting ID: 872 5168 6980; Passcode: 233721

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

<b>COMMITTEE BUSINESS</b>	1
<b>Presenter</b>	Dr. Sheila Seelau
<b>Welcome New Members &amp; Representatives!</b>	<b>Effective Date: Fall 2022</b>
<b>Summary</b>	
Two new faculty members have been confirmed by committee vote via email. Welcome!	
<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> </ul>	
We also welcome two new ex officio members appointed to represent Student Affairs:	
<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>	
<b>Attachment:</b> 2022-2023 Curriculum Committee Roster & Curriculog Review Groups 11-1-2022	

## I. INFORMATION ITEMS

<b>INFORMATION ITEM</b>	1
<b>Presenter</b>	Dr. Sheila Seelau
<b>Revised Curriculum Calendar</b>	<b>Effective Date: 10/19/2022</b>
<b>Summary</b>	
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.	
<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).	
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.	
<b>See 10/19/22 CC email</b> for more details. [Sent to Curriculum Distribution list of 73 names.]	
<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.	
<b>Attachment:</b> 2022-2023 Curriculum Committee Calendar & Curriculog deadlines - Revised 10-19-2022	

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<b>INFORMATION ITEM</b>	2
<b>Type of proposal</b>	Course Discontinuation
<b>Presenter</b>	Dr. Martin McClinton or Dr. Judith Bilsky
<b>Memo: Course Deletions by Five-Year Rule</b>	<b>Effective Date: Fall 2023</b>
<b>Summary</b>	
In consultation with Academic Deans of each School, the Interim VPAA has approved this list of 12 course deletions from the upcoming 2023-2024 academic catalog.	
<b>Attachment:</b> Course Deletions Memo 11-8-2022	
<b>Summary of Reviews:</b>	
<ol style="list-style-type: none"> <li>1. Only SoAHSS and SoPAS are represented on this list. Were there no course deletions from the other 3 Schools?</li> <li>2. CC reminder: Outside of this yearly process, any additional courses that faculty wish to delete must be submitted through Curriculog on a Course Discontinuation form (one form per course).</li> </ol>	

## II. COURSE CHANGE PROPOSALS

<b>INFORMATION ITEM</b>	
<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>4 Curriculog Attachments:</b> Impact report, Syllabus, Revised Course Level Assessment Table, QEP Year Zero Annual Report	
<b>Summary of Reviews (See Curriculog file for details)</b>	
<ul style="list-style-type: none"> <li>• Course learning objectives are complex and seem to overlap. Wouldn't this make assessment difficult?</li> </ul>	

<b>INFORMATION ITEM</b>	
<b>Type of proposal</b>	Course Change
<b>Presenter</b>	Prof. Cristy Clark
<b>HUS 2428 Treatment and Resources in Substance Abuse</b>	<b>Effective Date: Fall 2023</b>
<b>Summary</b>	
Updates to topic outline and course learning objectives (CLOs). Former topic outline was textbook dependent. CLOs condensed and rewritten using Bloom's taxonomy verbs for assessment purposes. Accreditation notations removed.	
<b>2 Curriculog Attachments:</b> Impact report, Syllabus	
<b>Summary of Reviews (see Curriculog file for details)</b>	
<ul style="list-style-type: none"> <li>• Adding detail to the topic outline may clarify coverage (e.g., "Ethics in Addiction).</li> </ul>	

- As written, some course learning outcomes may be difficult to assess. Separating complex phrases into different objectives may clarify student learning goals. Starting each phrase with an action term (see Bloom’s taxonomy) may also suggest assessment measures.

### III. COMMITTEE BUSINESS

<b>COMMITTEE BUSINESS</b>	2
<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 10/2/2022</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>COMMITTEE BUSINESS</b>	3
<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><b>Academic Affairs:</b> Academic Deans, Team AASPIRE, VPAA Office</p> <p><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>	

Meetings are open to all faculty, staff, and administrators. Only faculty member of the committee may raise motions or vote.

**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.

**Open faculty seats:**

- SoBT: Technology (non-Business)
- SoHP: Professional Health Programs (non-Nursing)
- *VP replacement representative?*

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

<b>COMMITTEE BUSINESS</b>	4
<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 (volunteered)</p> <p>Election may proceed by motion from a committee member. Majority approval is required.</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. Also TBD: Updates to curricular forms and routing, reviewing roles and practices, and other topics as requested by members.</p>	