

MINUTES OF THE CURRICULUM COMMITTEE MEETING
September 23, 2008

Present: Ron Bingaman, Brenda Buckner, Jean Harper, Teresa Henderson Robert Ramsey,
Maureen Scane

- I. **Reviewed Curriculum Committee charges for 2008-2009.**
- II. **Reviewed three ECAPs submitted by Elliott McKinley, Music Director:**
 - a. ECAP: Applied Composition (MUS K110)
 - b. ECAP: Introduction to Contemporary Music (MUS M430)
 - c. ECAP: Introduction to Midi and Computer Music (MUS K361)

The following recommendations were made:

MUS K110

1. Under Part 3, Section 1 – please provide a rationale for the course.
2. Under Part 3, Section 2 – please specifically list course prerequisites (if any)
3. Under Part 3, Section 3 – please specifically list the campus learning objectives that are intended to be met.
4. Under Part 3, Section 5 – please provide a course syllabus.
5. Under Part 4 – please provide sample syllabi from other campus teaching this course.

MUS M430

1. Under Part 3, Section 1 – please change the word “advanced” to “upper level elective.” (Unless you have a rationale for keeping the word ‘advanced.’)
2. Under Part 3, Section 2 – please specifically list course prerequisites
3. Under Part 3, Section 3 – please specifically list the campus learning objectives that are intended to be met.
4. Under Part 3, Section 4 – please remove the words “None other than.”.
5. Under Part 3, Section 5 – please provide a course syllabus.
6. Under Part 4 – please provide sample syllabi from other campus teaching this course.

MUS N361

1. Under Part 1 – under the heading “Course Title,” should the acronym “Midi” be all in capital letters (as it is in the rest of the document)?
2. Under Part 1 - please put a basic (catalogue) course description in Part 1 above your name. (You did this on the other two ECAP forms.)
3. Under Part 3, Section 1 – please expand the rationale for the course.
4. Under Part 3, Section 2 – please specifically list course prerequisites.
5. Under Part 3, Section 3 – please specifically list the campus learning objectives that are intended to be met.
6. Under Part 3, Section 4 – The wording here is basically a repeat of the wording in Part 3, Section 1. If there are no additional special features of the course this section should probably be left blank.

The ECAPs were approved pending the revisions noted above.

III. First Year Seminar

- a. The committee reviewed five documents
 - i. The First-Year Seminar Policy
 - ii. First-Year Seminar Document
 - iii. Changes to the Institutional Degree Requirements that integrate the First-Year Seminar.
 - iv. Changes to the General Education Requirements that integrate the First-Year Seminar.
 - v. Resolution to amend the Institutional Program Requirements, the General Education Policy, and the First-Year Seminar Policy.

Regarding the First-Year Seminar Policy, the committee recommended striking the sentence that stated online students were exempt from the requirements because current rules do not allow for online students to be exempted. The Curriculum committee recommended to the First-Year Seminar Committee that it reconsider the statement that “For purposes of this policy, entering first year students include transfer students with no more than 12 credit hours of transferring course work” to state that the policy would apply to students entering with no more than 25 credit hours of transferring work (Freshman standing).

Regarding the First-Year Seminar Document, the committee recommended that several typographical errors be corrected. The committee also recommended, in addition to the recommendations in the above paragraph:

1. Remove the word “Keg Party” from the document.
2. Clarify the “Course Objectives” section beginning on page 4.
3. For improved formatting, the “box” that surrounds the Campus Learning Objectives should be removed..
4. Add a new section G for Assessment to better clarify the issue of assessment.
5. Include in the section on “Staffing” a ‘Faculty Administrator for the seminar; and outline some responsibilities for this administrator.

Proposed changes to the Institutional Degree Requirements that integrate the First-Year Seminar were approved..

Proposed changes to the General Education Requirements that integrate the First-Year Seminar were approved. The committee also recommended that the notation on the General Educations Requirements referring the Exemption Policy for W13 be removed due to the fact that Faculty Senate extinguished the exemption in Spring 2008.

Proposed Resolution to amend the Institutional Program Requirements, the General Education Policy, and the First-Year Seminar Policy was approved.

Because of the necessity to pass the First-Year Seminar Policy as soon as possible so that the course can be put on the Fall 2009 schedule, Curriculum Committee agreed to review the recommended changes to the documents – after they are made by the First-Year Seminar Committee – by email. Pending these changes the Curriculum Committee approved these above documents.

Next Curriculum Committee meeting set for Tuesday, October 21 in Room 338 Middlefork Hall.

Meeting adjourned