

MINUTES OF THE CURRICULUM COMMITTEE MEETING
February 8, 2008

Present: Ron Bingaman, Brenda Buckner, , Mary Ann Morse, Robert Ramsey, Suzi Shapiro.
Absent: Jennifer Knuths (excused), Jean Harper

I. Minutes from 1-18-08

- a. Correction to minutes regarding Freshman Seminar. The word “communities” is added to the end of the sentence in Section III (e).
- b. Minutes approved with the above correction.

II. ECAP form modifications

- a. Bob noted that Mary Ann had previously forwarded to all committee members the required ECAP procedure passed by the curriculum committee in Fall 2006.
- b. Bob suggested that the ECAP form should require – instead of an attached syllabus – an attached one or two page “Course Outline” which incorporates the requirements passed by the curriculum committee in Fall 2006.
- c. Bob noted that Larry Richards had previously suggested that the 1-2 page outline, such as used by Ivy Tech, should be implemented by IU East.
- d. Bob distributed a copy of an Ivy Tech course outline and a proposed IU East course outline (using, as an example, the SPEA-J331 course).
- e. Members thought that “course outline would be a better description than “brief syllabus.”
- f. Bob said the wording “actual course syllabus may contain addition materials” should appear at the end of the course outline.
- g. Suzi noted that course outline form does not need to list all of the campus learning objectives but only needs to have a reference number next to the particular “course objectives” noting which of the campus learning objective (i.e., 1-7) is being addressed.
- h. Committee members unanimously thought the abbreviated standard “course outline” was preferable to the existing syllabus requirement because the course outline was more standardized.

- i. Mary Ann suggested that the existing ECAP form is causing extra work for faculty who wish to adopt a new course or bring a course of the master course list because, under the existing procedure, faculty must complete the ECAP Form and, after approval by the curriculum committee and faculty senate, the faculty member must then fill out and submit a “New Course Request” to the VCAA secretary Kim Ladd.
- j. Mary Ann suggested that the ECAP form be eliminated and that faculty be instead required to submit to curriculum committee a “New Course Request” form with attached “Course Outline.”
- k. This new procedure would eliminate the redundant process of submitting both the ECAP form and the New Course Request form.
- l. Mary Ann noted that the New Course Request Form is not available online but that she would try to get an electronic copy and forward it to curriculum committee members for review.
- m. Bob noted that the curriculum committee was meeting again in two weeks and could review the form and possibly move to implement the a policy for bringing courses off the master course list.

III. Elementary Composition I Honor’s Section (ENG H140)

- a. Eddy Helton previously submitted to the curriculum committee a 12-10-2007 memo that outlined the new ENG H140 Advanced Freshman Composition course which will be offered for the first time in the fall 2008 semester.
- b. This could be an information item for faculty senate.
- c. In the previous curriculum committee meeting there was concern regarding if ENG H140 has previously been taken of the master course list.
- d. Since the last meeting Eddy emailed Bob and informed him that the course had previously been approved from the master course list and that it was added to SIS for the fall term.
- e. Eddy also sent Bob an official course description of the ENG H140 course.
- f. Bob created a draft of an ENG H140 “Course Outline” to be submitted to faculty senate.
- g. Mary Ann will check to see if Eddy is not mistaken that ENG H140 has been previously approved.
- h. Committee will discuss the ENG H140 issue at the next meeting.

IV. History of the English Language (ENG G600) Activation.

- a. Committee reviewed ECAP proposal from Eddy Helton to bring ENG G600 off the master course list.
- b. This issue was previously reviewed by curriculum committee and the committee requested that the referred to course number be changed from G600 to ENG G600 and the reference to G301 be changed to ENG G301.
- c. Committee also asked Eddy to remove the word “Education” from the Division Offering section to reflect that only the Humanities and Social Sciences Division was offering the course.
- d. The request in ‘b’ and ‘c’ above were made and the committee unanimously voted to move the proposal to the agenda committee for inclusion on the next faculty senate’s agenda.
- e. Mary Ann proposed the Eddy not have to comply with the newly proposed ECAP considerations.

V. Online Cohort Based Degree Completion Program

- a. Bob noted that he had received an email from Wendy and Marcus asking the curriculum committee to review the curricula for three online degree programs scheduled to be offered this fall.
- b. Bob noted that, in the first paragraph of the proposal, the reference the “small learning communities” for the online degrees may be a misnomer and confusing to those participating in the three degree completion programs.
- c. Committee members agreed that the term “small learning communities” should be changed to “cohorts.”
- d. Bob noted that the last sentence of the first paragraph had a typo and the sentence should be changed from “A student left the cohort” should be changed to read “A student who leaves the cohort.....”
- e. Mary Ann said that she thought students who left the cohort could not return.
- f. Several committee members wondered how students could feasibly return to the group once they had left.
- g. Mary Ann said she would talk to Wendy in order to better understand this issue and how the sentence should be worded.

- h. Suzi asked if BA programs had a foreign language requirement and what would happen if a student started the Online Cohort Based Degree Completion Program without meeting the foreign language requirement.
- i. Mary Ann said she would look into the issue.
- j. Bob noted that the proposal should reflect whether the proposed degrees are BS or BA degrees.
- k. Bob noted that page 6 of the proposal had a typo; a SPEA J103 course does not exist and this course should be referenced as SPEA J101.
- l. Ron and Brenda noted another typo on page 6; the word “come” – in three instances – should be preceded by the word “who.”
- m. Curriculum committee will revisit this issue at its next meeting.

VI. Freshman Seminar

- a. Bob noted that Larry Richards had said at the last agenda committee meeting that the implementation of a freshman seminar course at IU east was of the highest priority.
- b. Larry noted that this issue would be a major topic at the August faculty retreat.
- c. Nasser told Bob that Scott Evenbeck from IUPUI had been invited to IU East to talk about the way IUPUI was operating its freshman seminar.
- d. Nasser thought that curriculum committee members should attend the meeting.
- e. Bob did not know when Scott was coming to IU East.
- f. Mary Ann said she would find out and let committee members know.
- g. Mary Ann noted that around March 6-7 there is a planned retreat to discuss retention – including the issue of freshman seminar. She said she would try to get the committee more information.
- h. Bob and Suzi noted that they had received several good ideas from members of HSS at its last division meeting.
- i. Ron said he had received two comments from the NSM division and that he would email them to Bob for distribution.
- j. Brenda said that the Education division has some ideas.

- k. Suzi said she is meeting with the Nursing Division next week in order to receive their input.

Next Curriculum Committee meeting set for Friday, February 22 at 1 p.m. in Room 338 Middlefork Hall.

Meeting adjourned