

MINUTES OF THE CURRICULUM COMMITTEE

September 14, 2007

Present: Ron Bingham, Brenda Buckner, Jean Harper, Mary Ann Morse,
Robert Ramsey, Suzi Shapiro.

Absent: Jennifer Knuths (excused)

I. English Exemption Policy

Discussion:

- a. Bob told committee that Marcus Pomper suggested that curriculum committee should propose to Faculty Senate that the ENG W131 Exemption Policy be officially rescinded.
- b. Bob was concerned that an email had been sent by Amanda Hoadley on September 10, 2007, stating that "Writing Exemption Policy is retired."
- c. Ron Bingham noted that there is some indication that the retirement date is Fall 2008.
- d. Mary Ann noted that Amanda Hoadley's note stated, "Please share this information with those in your unit and dispose of any forms you may have in your unit." This appears to indicate that the Exemption Policy is already retired.
- e. Bob will talk to Marcus Pomper at the Agenda Committee meeting about the ambiguity.
- f. Suzi and Jean were concerned regarding why the Exemption Policy was being retired. Eddy Helton's comment, "the policy is not in line with current practice in writing programs of comparable structure and content" is too vague and need further clarification.
- g. Suzi and Jean wondered if the Eng W131 Exemption might be needed in the future as IU East recruits more students of high academic achievement. An increase in Core 40 students and high-ability students might necessitate an exemption. Why retire the policy?
- h. **Action:** Bob will contact Eddy Helton and get answers to the committee member's questions.

II. Minor in Informatics

Discussion:

- a. Approval of Minor in Informatics forwarded to Curriculum Committee by Davis Frantz.
- b. Bob noted that Curriculum Committee had approved the same proposal last semester but it never was voted on by Faculty Senate. Therefore, the proposal needs to be re-approved by the newly constituted Curriculum Committee before going to Faculty Senate.
- c. Mary Ann (a member of the previous Curriculum Committee) made a motion that the committee accepts the proposal as written.
- d. Bob (a member of the previous Curriculum Committee) seconded the motion.
- e. Mary Ann noted that last semester's Curriculum Committee had sent the original proposal back for revisions.
- f. Several committee members noted that a problem with Informatics is a lack of understanding just what "Informatics" means.
- g. Bob said that a specific definition is needed for assessment purposes.
- h. Suzi said she had been on the Informatics Committee and that committee had arrived at a definition.
- i. Suzi will email the Informatics Committee definition to members of the Curriculum Committee.
- j. Bob said that the Minor in Informatics was being requested from the Business Divisions and that there may be some resistance from members of Faculty Senate regarding where Informatics should be housed. Suzi noted that Informatics is an evolving field and we are now only looking at a current snapshot.
- k. Committee members believe that the "Request for a New Academic Program" form had been sufficiently completed and that the committee should recommend that the request be approved.
- l. **Action:** Committee voted 6-0 to recommend approval of Minor in Informatics.

III. Bachelor of Science in Business Administration Degree (BSBA) proposal.

Discussion:

- a. Bob had met with David Frantz.
- b. David told Bob the new BSBA requirements were needed for three reasons.
 - i. Bring the BUSE Division into compliance with the General Education requirements adopted by Indiana University East.
 - ii. To strengthen the business division major in response to feedback from their external accrediting body, ACBSP.
 - iii. To reduce the number of concentrations offered, reflecting low enrollments in these concentrations and to offer greater predictability in course scheduling to students.
- c. David noted that the BUSE Division faculty members had approved the changes in the BSBA.
- d. Suzi made a motion that the proposal be accepted.
- e. Mary Ann seconded the motion.
- f. Brenda stated that item “c” on the proposal should have the word “requirement” between the words “education” and “with.”
- g. Curriculum Committee members found no other flaws in the proposal.
- h. **Action:** Committee voted 6-0 to recommend approval of the Business Division’s Bachelor of Science in Business Administration Degree (BSBA) proposal.

IV. Associate of Science in Business Degree (ASB) proposal.

Discussion:

- a. Bob also talked to David Frantz about this proposal.
- b. David said changes in ASB were needed for the same reasons that required changes in the BSBA.
- c. Jean made a motion that the proposal be accepted; Mary Ann seconded.
- d. Curriculum Committee members found no flaws in the proposal.
- e. **Action:** Committee voted 6-0 to recommend approval of the Business Division’s Associate of Science in Business Degree (ASB) proposal.

V. **Editable PDF Forms for Curriculum Committee**

Discussion:

- a. Suzi noted that the ECAP form on the Curriculum Committee website was not editable (and should be).
- b. Bob noted that the other two forms on the website are editable.
- c. Suzi will create editable form.
- d. Suzi noted that the ECAP form stated, “Drafted by Curriculum Committee, Indiana University East, September 2002.” Suzi asked if this form was ever approved by Faculty Senate.
- e. **Action:** Bob will talk to Marcus at the next Agenda Committee meeting.

VI. **Institutional Program Requirements**

Discussion:

- a. Bob said that a priority of the Curriculum Committee is considering instituting a degree requirement of 45 credit hours at the 300-level or above.
- b. VCAA Larry Richards believes this would strengthen the existing department requirement of 30 credit hours at the 200-level or above.
- c. **Action:** Mary Ann will discuss this issue with VCAA Richards and report to the committee on October 8.

VII. **Distance Education**

Discussion:

- a. Bob said that the Curriculum Committee is charged with developing a framework for distance education and suggesting course evaluation policies.
- b. Committee members were not sure that these charges were under the purview of the Curriculum Committee.
- c. **Action:** Suzi will look into and report to the committee on October 8.

VIII. Scheduling

Discussion:

- a. Bob said one of the committee's charges included discussing ways to coordinate scheduling across divisions and discussing lockstep scheduling.
- b. Bob noted that Kathy Foos, in Agenda Committee, had questioned if this was a proper charge for the Curriculum Committee.
- c. Members of the Curriculum Committee also questioned this charge.
- d. Bob noted that another of the committee's charges included making recommendations regarding which courses students should take during the first year.
- e. Some committee members questioned this charge.
- f. Bob will work on this and talk to Marcus.
- g. **Action:** Bob will report to Curriculum Committee on October 8.

IX. Learning Communities

Discussion:

- a. Bob stated that one of the Curriculum Committee's charges is to (1) determine whether participation in a learning community should/could be made mandatory for first-time-in-college students, (2) recommend a set of courses that should be party of first and second semester learning communities, and (3) recommend what kind of extracurricular activities should be included.
- b. Committee members questioned if items 2 and 3 are proper charges for the Curriculum Committee.
- c. Bob will talk to Marcus
- d. **Action:** Jean will work on this and report to the committee on October 8.

X. **Existing Course Adoption Procedure (ECAP)**

Discussion:

- a. Bob stated that the committee was charged with streamlining the current ECAP procedure and providing examples of streamlined forms.
- b. Brenda assigned to start on this task.
- c. Bob said he would help Brenda.
- d. Mary Ann said she has some examples of streamlined forms and would get them to Brenda.
- e. **Action:** Brenda will give update to committee on October 8.

Meeting adjourned.

Next meeting on Friday, October 5, at 1 p.m. in Room 338 Middlefork Hall.