



**Faculty Senate
Curricular Affairs Committee**

Minutes for the first meeting of the 2007–2008 academic year.

- I. The meeting was called to order at 3:00 p.m. on Monday, September 24, 2007, in Library Conference Room A, Chairperson Luebke presiding.

The following members were present: Professors Englander, Hickox, Honhart, Luebke, MacDonald, Mahler, Mundorf and Robbins; Dean Libutti; Vice Provost Pasquerella.

Chairperson Luebke welcomed the committee back for the 2007–08 academic year. She noted that there were a number of new members and asked everyone to introduce themselves.

Chairperson Luebke explained that consent Agenda items are labeled with a **C** and any member could request that a consent item be discussed. She noted that there were no consent agenda items for that meeting.

- II. The Minutes of 2006–07 Meeting #8, April 23, 2007 were approved.

III. REPORTS

- A. Chairperson Luebke announced that the following items had been included in the Agenda for information:

1. The charge to the Curricular Affairs Committee from By-Laws of the Faculty Senate;
2. The list of CAC Membership and Meetings for 2007–08;
3. A syllabus tutorial.

Copies of the 2007–08 version of Policies and Procedures for Processing Curricular Materials were distributed.

- B. Ms. Grubman noted that the fall update on Summer Curricular Matters was enclosed with the Agenda. She said that most of the report was an informational listing of temporary courses and online courses approved between the last meeting in the spring and the first meeting in the fall.

Ms. Grubman explained that she would need a motion to approve the deletion of BIO 107 and BIO 205, which she had deleted from the catalog for editorial reasons.

A motion was made to delete BIO 107 and 205. The motion carried.

- C. Chairperson Luebke brought the committee up to date on the laboratory fees issue, noting that prior correspondence had been included with the Agenda. She said that the Faculty Senate Executive Committee planned to introduce a resolution at the September 27 meeting, which emphasized that only courses with a laboratory component should have lab fees assessed.
- D. Chairperson Luebke reported that a draft new Course Proposal Form had been enclosed with the Agenda. She asked members of the committee to get back to Ms. Grubman or herself with suggestions.

Chairperson Luebke said that she hoped to get the new form on the web as an interactive form that could be saved.

She also said that she hoped that the CAC could move to an all electronic format for their Agenda before the end of the academic year.

- E. Ms. Grubman reported on the online course approval process to date. She noted that there were problems when a new instructor was assigned to teach a course online that had been originally approved for another instructor.

Following discussion, it was agreed that if a department chair assures the CAC that the new instructor would use the approved syllabus or a somewhat similar syllabus, using the same shell, the new instructor(s) would be approved for the online courses.

Subsequent to the meeting, the following additions were made to the list of approved online courses with the assurance of the relevant department heads:

ITR 304 Colloquium (all instructors)

PSY 310 History and Systems of Psychology (all instructors)

PSY 399 (or AAF 399) Introduction to Multicultural Psychology (all instructors)

PSY 478 Applications of Psychology: Topic – Psychology of Sex, Gender and Sexuality (all instructors)

PSY 479 Topics in Psychology: Topic – Peace Psychology (all instructors)

PSY 480 Psychology of Women (all instructors)

WMS 325 International Women's Issues (Hughes)

- F. Chairperson Luebke requested and received permission to move item V. A. from New Business to Reports, noting that the proposal from the College of Arts and Science for a School of Communication it would be on the October Agenda as the first item of New Business

IV. UNFINISHED BUSINESS

- A. College of Arts and Sciences (Memorandum of April 9, 2007)

Department of Music

It was agreed that consideration of change in method of instruction for MUS 121, 225 and 227 would be postponed definitely pending receipt of information from the Music Department.

V. NEW BUSINESS

- B. College of Business Administration

The proposal to eliminate the B.S. Degree in Financial Services was approved

- C. College of the Environment and Life Sciences

Department of Geosciences

The addition of GEO 305 was approved.

- D. College of Human Science and Services

Department of Communicative Disorders

The addition of CMD 494* was approved.

- E. College of Nursing

The request to add a new course code for Thanatology and to cross list existing courses under the new code was approved.

- F. Online Courses for Spring 2008

COM 382 Communication Theory (Salazar)

COM 383 Rhetorical Theory (Torrens)

COM 440 Telecommunications Theory and Audience Behavior (N. Mundorf)

*May require action by the Graduate Council.

COM 461 Managing Cultural Differences in Organizations (Chen)

HSA 360 Health Services Administration (Springer)

LET 151 Topic: Q Contemporary France (Erickson)

MUS 420 18th Century Counterpoint (Aberdam)

PSY 471 Applied Behavioral Analysis and Remediation (Woodard)

G. Accreditation and the 4-year Rule

Following discussion, Ms. Grubman agreed to ask Enrollment Services for a list of courses that haven't been taught for at least 4 years. This list will be forwarded to the relevant departments for review under 8.

H. Professor Englander asked for more information on online courses.

Chairperson Luebke asked for more information on online courses. Vice Provost Pasquerella reported that her office was sponsoring a series of coffee hours for instructors of online courses as well as faculty interested in online instruction. She said that she would invite the members of the CAC to the next scheduled coffee hour.

Respectfully submitted,
Sheila Black Grubman