

M-I-N-U-T-E-S
Curriculum Committee
Tuesday, November 8, 2022, 11:00 AM
Zoom

Present: Bets McNie (Chair), Christine Isakson, Amy Parsons, Kitty Luce, Tony Snell, Amy Skoll, Emily Scheese, Ariel Setniker, Scott Green, Dinesh Pinisetty (Non-voting), Shari Smiljanic-Villa (Non-voting) and Pat Harper (Non-voting)

Absent: Alex Parker, Graham Benton (Non-voting), Julia Odom (Non-voting), Natalie Herring (Non-voting) and Steve Browne (Non-voting)

Guests: Ryan Wade, Chris Chiego, Nipoli Kamdar, Cynthia Trevisan and Matt Fairbanks

I. Approval of Agenda and Minutes

- * Bets called for approval of the agenda for Tuesday, November 8, 2022, but she requested that 10/22-01 Second Reading of a Proposed GSMA-International Strategy and Security Curriculum Revision be changed to First Reading. Amy S. motioned for approval, as amended; Amy P. seconded the motion. The agenda was approved.
- * Bets called for approval of the minutes for Tuesday, October 11, 2022. Ariel was moved from guest to present member since she will be replacing Alex Parker as the CC S&M Representative after December. Amy S. motioned for approval, as amended; Tony seconded the motion. The minutes were approved.

II. Old Business

- * **Policy Comments and Questions – Amy Parsons**
Ariel and Kitty have been helping Amy. Amy screen-shared a document. They have separated changes into informal changes, standard changes and substantive changes. They are putting them into the policy by defining what they are, give examples and give each type of change its own procedure. Informal changes are minor changes that don't materially impact the curriculum but are housekeeping type things, such as changes to course titles or numbers. These changes don't need to go before the Curriculum Committee for approval and can be completed with an Informal CCR. Standard changes are most of what we see. Changes to the existing curriculum that materially affect the teaching or pedagogy, but that are confined to individual course levels that don't affect the overall direction of a program or major. We want to make sure we have a good definition of changes that affect other departments. Substantive changes are the most difficult to define. They are changes that materially affect the path to graduation for students or the curricular focus of a program or the scheduling of courses in other programs. For all these changes, we are planning to also have procedures and check lists so it's really clear how to move through all these steps. Amy then shared the calendar, which shows the different kinds of changes and indicates when you want a change to go into effect and when you should bring it to the CC. There was discussion about the timeline. Scott asked that approved Informal CCRs be sent to CC members even though they don't need to be approved by the CC.

*** CCR 10/22-01 First Reading of a Proposed GSMA-ISS Curriculum Revision – Ryan Wade**

Ryan thanked his GSMA colleagues, IBL faculty for the template for the report, the library faculty and everyone else he spoke with in person, online or by email. He provided a quick summary of how they got here. The goal of the report was to get the CC's feedback today so that any changes, adjustments or additions can be made before returning to the CC in December. The intent in December is to return with the final report, seven CCRs, the department chair questionnaires and final roadmap. There was discussion about how to ensure that information literacy is taught within a course, especially when a temporary lecturer is hired. The GSMA-ISSA Curriculum Proposal report is now posted on the CC SharePoint.

First Reading of the following CCRs. The S&M and ME DCQs have been received but we still need the ET DCQs and any Dean's comments for each of the following CCRs:

*** CCR 11/22-01 PHY 200 Engineering Physics I – Revised course - Matt Fairbanks**

*** CCR 12/21-05 PHY 200L Engineering Physics I Lab – Revised course - Matt Fairbanks**

*** CCR 12/21-06 PHY 205 Engineering Physics II – Revised course – Matt Fairbanks**

*** CCR 12/21-07 PHY 205L Engineering Physics II Lab – New course - Matt Fairbanks**

There was some concern that the Physics Lab wouldn't be able to handle the added sections of lab. Matt tested this out by taking the labs that are scheduled in the Physics Lab this semester and was able to find space in the room schedule for the new labs. It seems like it should work.

*** Open Floor**

Scott is concerned that more and more courses for engineers are offered during the hours that are considered athletic hours. This semester, for MTH 100, by the time freshmen and sophomore students were allowed to register, the only sections still open were the ones held after 4:30 PM so those students couldn't participate in sports.

Scott motioned to adjourn; Bets seconded the motion. The meeting was adjourned at 12:01 PM.

Respectfully submitted,

