

## Consent Agenda (and rough draft of Senate Report) for the December 7 meeting of the Curriculum Committee (at 3:15pm in RVAC 105)

### I. Approve minutes of previous meeting.

II. Minor Changes: none.

III. Consent Agenda:

| <b>Biology</b>          |  |
|-------------------------|--|
| 1                       | Undergraduate Course Revision: <b>BIO 100; add [D]-designation only</b><br><br><input type="checkbox"/> Add [D]-designation for Mark Jackson's sections  |
| 2                       | Undergraduate Course Revision: <b>BIO 490; add [D]-designation only</b><br><br><input type="checkbox"/> Add [D]-designation for Mark Jackson's sections  |
| <b>Criminology</b>      |  |
| 3                       | Undergraduate Course Revision: <b>CRM 260; prerequisite change only</b><br><br><input type="checkbox"/> Change prerequisite from "CRM 110" to "CRM 110 (C- or higher)"   |
| 4                       | Undergraduate Course Revision: <b>CRM 364; prerequisite change only</b><br><br><input type="checkbox"/> Change prerequisite<br>from "CRM 101, CRM 110, CRM 230, CRM 231, and CRM 238 (all with C- or higher)"<br>to "CRM 230, CRM 231, CRM 238 and CRM 260 (all with C- or higher)"  |
| <b>Engineering</b>      |  |
| 5                       | Undergraduate Program Revision: <b>Major in Technology and Engineering Education (K-12), BS</b><br><br><input type="checkbox"/> Under "Technology Education (K-12) Technical Requirements"<br>delete "MFG 216 Manufacturing Processes"<br>and add "TE 217 STEM Laboratory Practices 3"   |
| <b>Modern Languages</b> |  |
| 6                       | Undergraduate Course Revision: <b>HUM 290 - change number, title, description</b><br><br><input type="checkbox"/> Change course to the following:<br><br>HUM 230 Topics in International Studies 3 or 6<br>Interdisciplinary study of global cultures as reflected in the arts, national traditions, institutions, and values of selected region(s). Area or period may vary from semester to semester. Offered in English. Cross-listed with IS 230. No credit given to students with credits for IS 230 focusing on the same topic. Study Area I. [I]  |
| 7                       | Undergraduate Course Revision: <b>IS 230 - change description and credits, add International</b><br><br><input type="checkbox"/> Change course to the following:<br><br>IS 230 Topics in International Studies 3 or 6<br>Interdisciplinary study of global cultures as reflected in the arts, national traditions, institutions, and values of selected region(s). Area or period may vary from semester to semester. Offered in English. Cross listed with HUM 230. No credit given to students with credits for HUM 230 focusing on the same topic. May be repeated with different topics for up to 6 credits. Study Area I. [I] |
| 8                       | Undergraduate Course Revision: <b>HUM 490 - change number, title, description, credits, drop grad credit</b><br><br><input type="checkbox"/> Change course to the following (delete this course from the Grad catalog, remove Grad credit in undergrad catalog):   |

|    |  |
|----|--|
|    | HUM 330 Selected Topics in Global Cultures 3 or 6<br>Advanced interdisciplinary approach of selected topics in the culture of a particular country as reflected in its language, music, literature, art, folklore, politics and history. The country covered may vary from section to section. Offered in English. May be repeated with different topics or country. Cross-listed with IS 330. No credit will be given to students with credits for IS 330 on the same topic. Study Area I. [I]                                    |
| 9  | Undergraduate Course Addition: <b>IS 330</b>   |
|    | <i>Complete course entry:</i><br>IS 330 Selected Topics in Global Cultures 3 or 6<br>Advanced interdisciplinary approach of selected topics in the culture of a particular country as reflected in its language, music, literature, art, folklore, politics, and history. The country covered may vary from section to section. Offered in English. May be reapeated with different topics or country. Cross-listed with HUM 330. No credit will be given to students with credits for IS 330 on the same topic. Study Area I. [I] |
| 10 | Undergraduate Course Revision: <b>HUM 494 - change number, title, description, drop grad credit</b>  |
|    | <i>Change course to the following (delete this course from the Grad catalog, remove Grad credit in undergrad catalog):</i><br>HUM 360 International Studies Through Travel 3 or 6<br>Classroom and study abroad exploring special cultural topics taken from any world region. Offered in English. May be repeated with different topics or countries. Cross-listed with IS 360. No credit will be given to students with credit for IS 360 focusing on the same topic. Study Area I. [I]  |
| 11 | Undergraduate Course Revision: <b>IS 490 - change number, title and description</b>  |
|    | <i>Change course to the following [IS 490 currently carries [I]-designation]:</i><br>IS 360 International Studies Through Travel 3 or 6<br>Classroom and study abroad exploring special cultural topics taken from any world region. Offered in English. May be repeated with different topics or countries. Cross-listed with HUM 360. No credit will be given to students with credit for HUM 360 focusing on the same topic. Study Area I. [I]  |

#### IV. Regular Agenda:

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|----|--|
|    | <b>English</b>   |
| 12 | Undergraduate Program Revision: <b>Major in English, B.S. (Appropriate for certification in elementary education) - electronic submission unavailable</b>  |
|    | <i>Revised program description:</i><br>Core (24 credits) <p>ENG 205 Survey of British Literature: Middle Ages to the 18th Century 3<br/>           ENG 210 Survey of American Literature: Pre-Civil War 3</p> <p>ENG 203 Survey of World Literature: Ancient to Early Modern 3<br/>           OR<br/>           ENG 204 Survey of World Literature: 17th Century to the Present 3<br/>           OR<br/>           ENG 206 Survey of British Literature: Romanticism to the Present 3<br/>           OR<br/>           ENG 211 Survey of American Literature: Civil War to the Present 3</p> <p>ENG 298 Introduction to Literary Studies 3<br/>           ENG 491 Children's Literature 3<br/>           ENG 492 Literature for Young Adults 3<br/>           LING 200 Introduction to Linguistics 3<br/>           LING 300 Language Acquisition 3</p> <p>Composition Sequence (6 credits): either,</p> |

Expository:

ENG 202 Intermediate Composition 3

AND

ENG 401 Advanced Composition 3

OR

Fiction:

ENG 371 Creative Writing: Fiction I 3

AND

ENG 372 Creative Writing: Fiction II 3

OR

Poetry:

ENG 373 Creative Writing: Poetry I 3

AND

ENG 374 Creative Writing: Poetry II 3

OR

Creative Nonfiction:

ENG 370 Creative Nonfiction I 3

AND

ENG 375 Creative Nonfiction II 3

OR

Journalism:

JRN 200 Introduction to Journalism 3

and either

JRN 235 News Writing and Reporting I 3

or one of the following with permission of instructor/program coordinator:

JRN 380 Feature Writing 3

JRN 381 Opinion Writing 3

JRN 418 Studies in Journalism 3

Directed Electives (9 credits)

ENG 270 Dramatic Enactment 3

OR

ENG 274 Storytelling 3

and 6 credits, selected in consultation with advisor, from the following: ENG 220, 300-400 level courses in British, American or World literature, Cinema Studies (CINE) courses.

No minor is required for this major.

## V. New Business:

### Academic Program Review Process: Policy Statement

#### I. Background and Rationale

This process is designed to meet requirements from the New England Association of Schools and Colleges (NEASC, next due September of the fall semester, 2013) and the Connecticut Department of Higher Education to have a formal system for reviewing programs.

Program reviews as described in this document are not intended or expected to provide justification for elimination of programs or departments. These program reviews are entirely separate in function and procedure from those described in section 5.18 of the current Connecticut State University American Association of University Professors-Board of Trustees for Connecticut State University System Collective Bargaining Agreement (hereafter "the contract"). Any effort to eliminate a program

must follow procedures described in the contract then in effect.

There are three related and mutually reinforcing purposes for CCSU's formal review process of academic programs:

- To enhance student learning and student success;
- To improve the quality and effectiveness of curricula and instruction;
- To assist in the allocation of resources.

The system for program review relies primarily on currently available Department reports with subsections for each of their degree programs that are submitted annually and data that have been provided by OIRA to facilitate the process (enrollments, completions, faculty load, etc.). Data also are provided by the Center for International Education (CIE) for the purpose of reporting course abroad numbers. All degree programs in a department will be reviewed at the same time. Degree programs include bachelor's degrees, master's degrees, sixth-year certificates, and doctoral degrees; programs leading to other credentials are exempt from this process.

## **II. The Review Cycle**

The program review process will follow the cycle below, with exceptions determined by the Provost in collaboration with the appropriate Dean(s) and Department.

- Every year – The appropriate Dean will review the annual report and assessment reports (full/interim).
- Every year designated departments\* will be asked to complete, either in fall or spring semester, a self-study of the four most recent annual and assessment reports (full and interim) for each of their programs. These departments will be selected based on the four -year review cycle established by the Academic Assessment Committee (ACA).
- In most instances, in the same semester that the self study is due, an external reviewer will receive the department's self-study and all supporting materials. In the following semester, the external reviewer(s)\* will conduct a site visit that includes meeting with the faculty, the Dean(s) and Provost.

For programs accredited by a nationally recognized accreditor, the periodic accreditation review of the program(s) may substitute for the external review and preparation of the 10 pp. summary, even if the accreditation cycle is longer than 5 years.

Departments will receive feedback from the external reviewer, first through an on-campus exit interview and then through a written report. Reviewer(s) may recommend improvements to departments through standard faculty procedures and shared governance.

The departments will have the opportunity to correct errors of fact and provide clarifications, internally, by paper response to the Dean(s) and Provost. Copies of the final program review report will be filed with the department, the Dean(s), and the Office of Institutional Research and Assessment. The final review report will serve as a basis for future plans in the department's annual/assessment reports.

### **Selection of External Reviewers**

External reviewers may consist of faculty members at other institutions or may be chosen based on their significant professional qualifications comparable to experience and expertise of university faculty.

- Once the department is scheduled to conduct a self-study, the department will submit a list of 3-4 possible external reviewers from which the Dean(s), in consultation with the Provost, will select one external reviewer. (In some departments where more than one program exists, a second reviewer

may be appointed.)

- Funding for the external reviewer(s) will be provided by the Provost's Office.

### **III. Coordination of the Program Review Process**

Coordination of the program review process will be managed by the Associate Vice President for Academic Affairs (the NEASC liaison officer) in conjunction with the Director of the Office of Institutional Research and Assessment (OIRA). The Associate Vice President will coordinate the external review process and, in conjunction with appropriate Deans, ensure that departments have submitted all appropriate materials. The OIRA Director will ensure that a common set of program metrics is provided to departments, archive and distribute reports and review materials, and monitor the effectiveness of the program review process.

#### **Reviewer Questions**

The review process will focus on the following questions drawn from existing annual departmental and appended assessment reports:

1. Does the program have clear student learning outcomes? To what extent do program faculty gather and present data on student learning? To what extent do program faculty rely on direct measures of student learning that are aligned with program outcomes?
2. To what extent are students meeting student learning outcomes as set by the faculty?
3. To what extent do program faculty use student learning outcome data to inform their curriculum and/or make adjustments? Is this use of information appropriate?
4. Do the program courses have sufficient enrollment? What contribution does the program make to the general education program? What contribution does the program make to interdisciplinary programs? Do a sufficient number of students complete the program? Are students retained? Are they graduating in a timely fashion?
5. In what ways do program faculty engage students in curricular activities and those beyond the classroom that include undergraduate research, graduate research, community engagement, and international education?
6. What future plans does the department report? Is there a solid rationale for those plans that aligns with the university's mission and strategic plan? What faculty, space, and financial resources would be needed?

External reviewers, only, will answer this question in addition to the seven listed above:

7. Is the allocation of resources appropriate for each of the department's programs, i.e. sufficient number of faculty, revenue generated by number of credit hours, direct instructional expenditures, etc.? What resource allocations or reallocations appear necessary?
8. To what extent does overall faculty creative activity contribute to the discipline?