

**To: Faculty Senate**  
**From: Don Adams, Chair of the Curriculum Committee**  
**Date: 10/6/2011**

On October 5, the Curriculum Committee met and approved the following items. On behalf of the Curriculum Committee, I submit these items for the approval of the Faculty Senate at its meeting on Monday, October 10.

<b>Modern Language</b>	
1	Undergraduate Course Revision: <a href="#">FR 261</a> ; <i>change GenEd skill area and add International credit</i>
	Delete Skill Area III credit; Add Skill Area I credit; Add International credit
2	Undergraduate Course Revision: <a href="#">FR 335</a> ; <i>change title and prerequisite, add International credit</i>
	Change title from "French for Oral Expression" to "Advanced French for Oral Practice"; Change prerequisites from "FR 225 or FR 226" to "FR 225"; Add International credit.
3	Undergraduate Course Revision: <a href="#">FR 336</a> ; <i>change title and add International credit</i>
	Change title from "French Composition & Translation" to "Advanced French Composition"; Add International credit.
4	Undergraduate Program Revision: <a href="#">Minor in Modern Language</a>
	Add the following to the list of Directed Electives for the Minor in Japanese: "PES 210 Topics in Peace Studies" * as appropriate to minor and upon approval of student's advisor." [Place this after "GEOG 435 Japan and Korea 3" and before "All students in the minor must also take 6 credits of directed electives."

### Announcement: Plan for Yearly Catalog

1. Rationale: back when there was a printed catalog, department heads would receive "galley proofs" they had to look over on a timetable that fit the publishing deadlines, even if they were extremely busy with other matters. Without a publishing deadline, there is no need for this process; departments should be able to make corrections and changes to their programs and course offerings at their own convenience. As Chair of the Curriculum Committee, I've heard repeated complaints from faculty about the biennial catalog, and, in consultation with many Curriculum Committee Department representatives, Department Chairs, Marketing & Communications (which actually puts the catalog together) and as many others as I've been able to talk with, I've developed a plan to switch to a yearly catalog.

(a) The main complication is that students need stable, clear lists of graduation requirements. E.g., students who matriculate in 2012 will be held to the graduation requirements in place in 2012, even if some of them take 20 years to graduate. Hence, I plan to split the catalog in two: (i) a "Course and Program Catalog" will list all and only program requirements and course lists, and (ii) a "General Catalog" with everything else. The former will be "locked down" at the beginning of June every year, and will be preserved as a permanent record of graduation requirements for students who matriculate in that year. The latter will be continuously updated "live."

(b) The key to making this work, given the very small staff devoted to putting the catalog together, is spreading the work of correcting the catalog through the academic year. Department chairs will be strongly encouraged to work with their Curriculum Committee representatives to check the "shadow catalog" for accuracy during the academic year. Obviously there will be no deadline for changes to the "General Catalog," but there will be a deadline for changes to the "Course and Program Catalog" because it will have to be "locked down." Changes approved by the Faculty Senate in April will go into the next year's catalog. Every effort will be made to input changes approved by the Senate in May, but this cannot be guaranteed.

(c) I am exploring the possibility of merging Graduate and Undergraduate catalogs to minimize confusion and make

information easier to find.

(d) I am exploring the possibility of producing a PDF version of both catalogs. In addition to convenience, a PDF version would facilitate print copies of the catalog.

2. Preliminary Table of Contents for the "[CCSU Undergraduate Course and Program Catalog](#)."

3. Preliminary Table of Contents for the "[CCSU Undergraduate General Catalog](#)."

4. Action: please share this plan with your Department and send feedback to me (Don Adams, [adamsde@ccsu.edu](mailto:adamsde@ccsu.edu)). My tentative plan is to gather input in October, and then bring a plan to the Curriculum Committee in our November agenda, to be voted on at our full meeting on December 7. If we support the plan, I will then bring it to the Faculty Senate in January (because the Senate's December meeting is on Monday the 5th, before the Curriculum Committee will have a chance to vote on it).