

Attendance: Don Adams (Arts and Sciences Dean's Representative), Carrie Andreoletti (Psychology), Scott Bartley (Theatre), Jim Delaura (Technology and Engineering Education) Mark Jackson (Biology), Mark Jones (History), Shelly Jones (Mathematics), Paul Karpuk (English), Carl Knox (Music), Robbin Smith (Political Science), Tom Vasko (Engineering), Sean Walsh (Physical Education).

**Agenda:**

**Old Business**

Approval of Minutes from March 20, 2013 with the addition of Shelly Jones (Mathematics) to the list of attendees.

**Theatre**

**C3.1 Course Revision: TH 111 Stagecraft**

Revised to read 2 lectures and 2 hours of lab per week in course description.

Motion to reapprove for Study Area I (Karpuk/Jones).

**Physical Education**

**C5.5 Course Addition: PE 150 – Proposal Withdrawn**

**New Business:**

**Computer Electronics and Graphics Technology**

**5.19 Course Revision: GRT 212 Graphics Arts Processes**

Item postponed.

**Criminology and Criminal Justice**

**7.1 Course Revision: CRM 245 Diversity and Criminal Justice**

Motion to approve for D- Designation for Professor Reginald Simmons section of the course approved pending approval by the Faculty Senate Diversity Committee (Smith/Andreolletti).

## **History**

### **10.1 Course Addition: HIST 298 History and Travel**

Motion to approve for Study Area II approved (Karpuk/Jones, M.).

## **Physical Education and Human Performance**

### **13.2 Course Revision: PE 144 Fitness/Wellness Ventures – Proposal Withdrawn**

### **13.3 Program Revision: Major in Physical Education, B.S.Ed.**

Motion to change PE 150 to PE 144 approved (Jones, S./Karpuk).

## **Technology and Engineering Education**

### **17.3 Course Revision: TE 218 Electrical Applications for Stem**

Motion to reaffirm for Study Area IV approved (Smith/Karpuk).

## **A presentation on the Report and Proposal from the Ad Hoc Committee on Four Credit Courses by Don Adams.**

The policy has been reviewed by Academic Standards and Graduate Studies and some members of the University's Planning and Budget Committee. The general plan is to encourage departments to revise 3 courses at a time such that the department would then eliminate one course. Additionally, the program would be a three-year pilot project.

There are still concerns with how this policy change might affect encumbered general education courses but the initial scope of the policy would be geared to upper level courses.

## **The Policy: Standards and Guidelines for 4-credit courses**

(1) 4-credit courses shall not increase the size of any undergraduate major, minor or certification program, nor should it increase the size of any graduate program.

(2) 4-credit courses shall not affect transfer articulations or common pathways to majors.

Transfer credit is course-based, not credits-based.

(3) The Department requesting the conversion of a 3-credit course to a 4- credit course might consider instead creating a separable 1-credit add-on course. Such conversions should primarily involve, though are not restricted to, upper division courses required for the completion of an undergraduate major. It is entirely up to the Department to decide whether to convert their programs wholesale to 4-credit courses, or to convert individual courses, as long as it abides by (1) above.

(4) The Department requesting 4-credit courses must supply an explanation of how the 4- credit course(s) will not increase the size of any undergraduate major, minor or certification program, or any graduate program (e.g. by converting three 3-credit courses to 4-credits and deleting one 3-credit required course from the program).

(5) The Department requesting 4-credit courses must supply syllabi for the courses. Each syllabus must identify the specific enhancement(s) made, using the titles in the “Approved Instructional Enhancements Table” below. In addition, the Department must do all of the following:

(a) describe the enhancement(s) in detail (note that a single course need not make more than one enhancement);

(b) explain how the course will abide by the CFR, in particular it must explain

(i) how the students will be given additional work approximating not less than one hour of classroom or direct faculty instruction or equivalent (e.g. laboratory, internship, practicum), plus two hours of out of class student work (three hours for graduate students) each week for approximately fifteen weeks, for a total of not less than 45 hours of extra work for a semester; (ii) how the instructor will provide instruction and all appropriate guidance, oversight and feedback for the enhancement; and (iii) explain how the enhancement will be assessed.

(6) The Curriculum Committee should

(a) include this policy on its website; and

(b) revise its submission forms to facilitate clarity. For example, it should create a drop-down box to select one of the nine enhancement options by name, and add a box in which the Department can explain its rationale for the fourth credit.

See also

[http://www.ccsu.edu/uploaded/websites/CurriculumCommittee/pdf\\_files/Four\\_Credit\\_Course\\_Proposal.pdf](http://www.ccsu.edu/uploaded/websites/CurriculumCommittee/pdf_files/Four_Credit_Course_Proposal.pdf)