

## Central Connecticut State University (CCSU) &gt; September

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TO: All Members, University Curriculum Committee; Department Chairs  
 FROM: Don Adams, Chair, University Curriculum Committee  
 832-2920; adamsde@ccsu.edu  
 SUBJ: September 1, 2010 Curriculum Committee Meeting  
 DATE: August 27, 2010

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The first meeting of the University Curriculum Committee for the academic year 2010-2011 will be held on **Wednesday, September 1, 2010 at 3:15 PM in Vance 105**. This is an informational meeting intended primarily for new members of the committee, however I will be mentioning a couple of issues that concern the entire committee (see below). I expect this to be a brief meeting (half an hour should do). Please contact me in advance if you would like to add an item to the agenda for this meeting.

## SCHEDULE OF MEETINGS

The updated schedule of meetings also can also be found on the website: consult the Google calendar, or scroll to the right and click the "Committee Calendar" link. (I apologize for any inconvenience caused by my inability to secure the same rooms subcommittee meetings have traditionally had – especially to SEPS, since you will usually be meeting in Vance and not Barnard. Scheduling rooms on campus has become increasingly difficult).

DAY	DATE	TIME	SUBCOMMITTEE MEETING	ROOM
Tuesday	September 14	12:30 PM	Education [SEPS]	RVAC 106
Wednesday	September 15	01:00 PM	Business [BUS]	RVAC 106
Wednesday	September 15	03:15 PM	Arts & Sciences [AS]	RVAC 105
Thursday	September 16	12:30 PM	Technology [TECH]	NC 134
Wednesday	September 22	03:15 PM	General Education [GE]	RVAC 106
Thursday	September 16	02:30 PM	Graduate Studies Curriculum [GS]	Clocktower, Std. Ctr.
Thursday	September 23	02:30 PM	Graduate Studies	Marcus White LR

## AGENDA FOR 9/1/2010

1. Information for new members
  1. Subcommittee assignments; election of chairs and secretaries
  2. Attendance
  3. Curriculum committee website and procedures
  4. Program changes take a semester, course changes take a year
  5. How to write a course/program description: follow current examples
  6. Applying for [D] designation
  7. Check with Matthew Bielawa (Associate Registrar, bielawam@mail.ccsu.edu) for available course numbers
  8. "The Shadow Catalogs" (ccsu password)
    1. 2011-13 Undergraduate Catalog: <http://www.ccsu.edu/page.cfm?p=3772>
    2. 2010-12 Graduate Catalog: <http://www.ccsu.edu/page.cfm?p=4378>
2. Two notes on procedure
  1. A subcommittee may DEFER an agenda item to the full committee if the problem with the item can easily be solved prior to the meeting of the full committee. A subcommittee may TABLE an agenda item if the problem with the item cannot easily be solved prior to the meeting of the full committee, in which case the item will be placed on the next month's agenda for all relevant subcommittees.
    1. Amplification: notice that in effect, each subcommittee has veto-power over every item that appears on its agenda. The main deliberation of the curriculum committee occurs in subcommittees. E.g. proposals from departments or programs in the School of Business are best understood, and hence best addressed, in the Business subcommittee.
    2. Rationale: usually agenda items are tabled for lack of information that is supplied in subsequent meetings (e.g. whether an instructor accepts the subcommittee's edited version of a course description).
  2. If you sponsor an agenda item and you miss even one of the subcommittee meetings you can expect to go through the entire process again the next month. If you can't make a subcommittee meeting, arrange for a qualified substitute.
    1. Rationale #1: the main deliberation of the curriculum committee occurs in subcommittees.

2. Rationale #2: the full curriculum committee does not have time to consider many proposals in detail, so detailed consideration can be given only in the various subcommittees
1. "Dual Admission Program" between CSUS & CCCS
  1. The Big Idea
  2. "smooth transition" of General Education credit
2. Quantity of work generated by the curriculum committee