

## **SEPS CURRICULUM MEETING MINUTES**

**Venue: Clock Tower Room Student Centre**

**Date: October 14<sup>th</sup> 2014**

**Time: 12:30 – 1:30 p.m.**

### **Present:**

- Carol Ciotto -- PEHP
- Mark Jackson -- Biology
- Wangari Gichiru – Teacher Education
- Jesse Turner – Reading and Language Arts
- Joan Nicoll-Senft – Special Education
- Hellen Abadiano – Reading and Language Arts
- Mary Pat Bigley – SEPS Advising
- Evadne Ngazimbi – Counselor Ed and Family Therapy
- Sheldon Watson - Educational Leadership

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### *Introduction:*

- Carol put a motion to approve the previous meetings minutes. Jesse, seconded by Joan approved the minutes.

### *Announcements*

- Mark announced that there was one Emergency proposal. He said that the progress of the new system was slow in that it was a good 4-6 weeks behind schedule. He said he was nervous that work might be thrown into the spring. However, he urged parties to start on the submission process. Items marked for the Fall were critical and would be treated as a priority by the registrar. The ballpark finish day is in December so that there is no overload in January. Those who submit in December also need to submit a ‘word file.’

### **New Business:**

#### *Minute 1:*

*Chair of Reading and Language Arts, Dr. Hellen Abadiano, made the following comments about the Master of Science in Reading and Language Arts*

- That the Ministry of Education in Jamaica requires approval before they can move on with the program
- That the elective credits be increased from 9 to 12 in order to meet the 36 minimum credits required for the Masters program being offered by Reading and Language Arts in Jamaica.
- That this change will only affect the program in Jamaica (36 credits) and 30 credits for Connecticut students. The Jamaican students only have the choice of taking the Comprehensive exams.

- Carol called for a motion to approve the amended Reading and Language Arts program and that the statements *“The Jamaican Ministry of Education has a requirement of 36 credits for a masters degree”* and *“plus 6 to 12 elective courses in Reading and Language Arts approved by the candidates program advisor”* will be added to the proposal/catalogue
- Joan moved the motion and Sheldon seconded it.

*Minute 2:*

- Mark brought our attention to proposed curriculum bylaw revisions pending BOR approval. The proposed change is to change all instances of “School of Arts and Science” to “College of Liberal Arts and Social Sciences” – 4.1
- In addition, he recommend changing all instances of “School of Engineering and Technology” to “School of Engineering, Science, and Technology.” These names of schools would be corrected in bylaws 4.2
- Mary Pat Bigley moved motion to approve. Carol seconded it.

*Minute 3:*

- Mark brought our attention to 4.3
- Registrar requests course and program changes as well as make some exceptions to these timetables in order to ease this complicated process. The changes requested are as follows:
  - Course changes approved the Curriculum Committee and the Faculty Senate during the fall semester become effective in the next fall semester. Course changes approved the Curriculum Committee and the Faculty Senate during the spring semester become effective in the next spring semester.
  - The Curriculum Committee and Faculty Senate must approve program changes no later than March to become effective the following fall and to be included in the next published catalog. Program changes that required external approval (*DOR, NEASC, etc.*) become effective the next fall semester after receiving external approval. (Which means program changes should only be taking place in the Fall)
  - Exceptions to these timetables may be made if there are documented extenuating circumstances if approved by the Curriculum Committee Chair and the Vice-President for Academic Affairs.

*Minute 4:*

- Publication date for the new catalogue as we are revising everything. There has always been a March date. If done by first curriculum meeting in March (Spring), since there is no meeting in January, and the first series of meetings is in February. This means its only the 4<sup>th</sup> curriculum committee meeting of the year that items are able to go in the catalogue after approval by the senate. It has been a back breaking effort to get catalogue out by July 1<sup>st</sup> which is what has happened in the last two years for the online catalogue.

- In 2009 there was a resolution that moved the date to December, meaning there were three rounds of CU meetings in the Fall and then they went to press to do the print catalogue. Print catalogue, being done in March was not coming out till Mid August which was well after orientation, hence the proposal to move it back to December in order to get the catalogue by June. That never happened because we moved to an online catalogue keeping the date in March.
- Delaying items till May has become very difficult and Mark would like to see it moved towards April at the latest
- Trying to get the catalogue out for advising: There is a suggestion to go back to the December date to make the deadline for getting the catalogue approved in December. This gives us meeting No. 1 which is almost no business because the deadline for submissions occurs three days after the semester starts and no one has had faculty meetings yet and that has been a real light month. October is essentially the first month to really do business. Then November do to business. Anything done after that, takes a year and a half before it goes into the catalogue, which was what caused the people to want to move to an online catalogue in 2009. It is this difficult to try and get everything, including items from previous spring done in two months.
- The Compromise then to put a March 1st lock down date of publishing a catalogue. The benefit of that we will have the catalogue locked down for the following year in time for when the students are being advised in the spring.
- This will prevent the previous issue of having to advise students using obsolete paper catalogues come out every two years – This was another incentive to move to the online catalogue which can be updated every year making it more accurate and consistent.
- Mark suggested that another compromise (pending its feasibility) would be to put a lock down of December meetings for changes in the spring. This would provide two catalogues, - a 2015-2016 catalogue with a big label on it that says “unofficial” but it contains all the changes up to that date that would be published March 1<sup>st</sup> in advance of spring time advising. However, allowing changes to continue for February and March and then we do the final lockdown in June.
- Joan proposed piloting this idea for two years.
- Another member proposed defining the timeline a little bit better.

#### Minute 5

- Marks brought our attention to 4.4 bylaw 4.9.1. On the “procedure for effecting Minor changes.” For change next month. The way the current bylaw 4.9 is written: 4.9.1. Requests for a change in the designator, number, title, cycling pattern and/or description may be submitted to the appropriate Dean(s) for approval provided that the essential nature of the course is not changed.
- They way it is written has always implicitly denied program changes, only courses.
- Mark Would like a sentence added thus stating: *“Minor program changes will be allowed in cases of a change in designator, number, or title of courses listed within that program as a consequence of course revisions, but only if those changes do not change the essential nature of the program.”*
- Mary Pat also added, “Minor program changes may also submitted to the dean for approval in cases of a change in designator....”

*Meeting was adjourned at 1:45 p.m.*