Central Connecticut State University

UNIVERSITY SENATE ACTION

10/12/2011

RECEIVED President's Office

Senate Motion Number FS 11.12.003B

OCT 1 2 2011

TO:

President Jack Miller

Central Connecticut State University
New Britain, CT

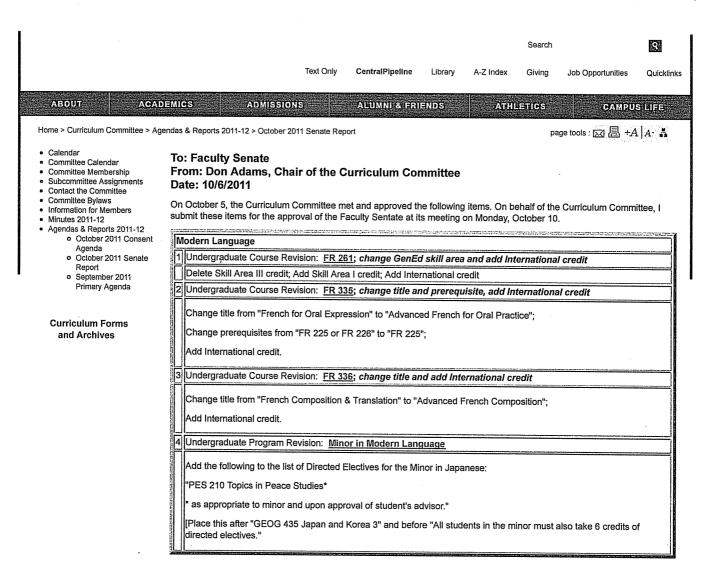
FROM:

President of the University Senate

- 1. The attached motion of the University Senate, dealing with: **Curriculum Committee Report of 10/5/11** is presented to you for your consideration.
- 2. This motion was adopted by the University Senate on 10/10/2011.
- 3. After considering this motion, please indicate your action on this form, and return it together with the original copy to the President of the University Senate.
- 4. Under the By-Laws of the University Senate, Section 3.8, the following schedule of action is to be observed.
 - a) By **10/17/2011**, Senate action reported to the President of the University. (Within five school days of the session in which they are adopted).
 - b) By **10/24/2011**, the President of the University to return the motion to the President of the Senate. (Within ten school days of its receipt).

BB for Candace Beningfor

Date	• · · ·	Candace Barrington, President, University Senate
ENDORSE	MENT:	
TO:	President of the Universit	y Senate
FROM:	President Jack Miller	
1. Moti	ion Approved :	
2. Moti	on Disapproved:	(Explanatory statement must be appended).
3. Actio	on "is deferred":	· · · · · · · · · · · · · · · · · · ·
4. Res	olution Noted:	
5. Othe	ər:	
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Date	9	President Jack Miller



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). 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).

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