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Curriculum Committee Minutes

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### Curriculum minutes 09/06/2018

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## **UMM CURRICULUM COMMITTEE**

2018-19 MEETING #1 Minutes

September 6, 11:40 a.m., Moccasin Flower Room

*Members Present:* Janet Ericksen (chair), Stacey Aronson, Arne Kildegaard, Peh Ng, Michelle Page, Stephen Crabtree, Stephen Gross, Benjamin Narvaez, Denise Odello, Stephanie Ferrian, Christina Munoz, Annika Nelson, Josh Westfield, Kellie Meehlhause, and Judy Korn

*Members Absent:* Simon Franco, Student TBN

*Visitors:* Nancy Helsper, Jeri Squier, and Rebecca Dean

**In these minutes: Introductions and discussion of the committee's charge and process; recap of 2017-18 academic year; topics for 2018-19 academic year; and EDP timeline and priorities**

### **Introductions and Announcements**

Ericksen welcomed the members and stated that since the meeting time is over the lunch hour, members are welcome to bring their lunch to the meeting. There are several new members on the committee this year, including one student yet to be named. The committee's functions as stated in the UMM Constitution Bylaws, Article II, Section III, are as follows:

The Curriculum Committee develops, reviews, and recommends curricular policy. It deals with majors, minors, general education, the honors program, and all academic requirements. It oversees the body of courses offered at UMM and receives and considers all curriculum-related proposals.

This is a catalog year, meaning that new programs and courses, as well as changes to programs and courses, will be brought before the committee for review and approval in preparation for the 2019-2021 catalog.

### **Approval of Minutes from April 16, 2018 Meeting**

Minutes were approved by unanimous voice vote.

### **Recap of 2017-18 Curriculum Committee Accomplishments**

Ericksen stated that priorities were identified and a review committee was formed to award 16 Education Development Program (EDP) grants to faculty to work on creating or revising courses during summer 2018. Two program reviews were completed; Environmental Studies and Theatre Arts reported to this committee. The committee discussed clarifying the off-cycle review of courses and decided that only very minor changes will be considered between catalogs and major changes will be considered only during catalog years. The committee also talked about General Education (Gen Ed) as a program and whether it needed to be revised. There are readings we talked about last year that are in the Team Drive folder. Piloting some Gen Ed courses by way of a Mellon grant that was awarded last spring was also discussed.

### **Topics for Academic Year 2018-19**

#### **Catalog Revision Timeline**

Ericksen stated that Catalog revisions will be the primary agenda item this semester. The timeline has been sent to members and is in the Team Drive. At next week's meeting a new minor in Data Science will be discussed. Agenda items are due to Darla on Friday for the next week's meeting. Each division has its own deadline for curriculum to be approved at the discipline and divisional levels before it goes to this committee and finally to Campus Assembly. Each step takes a review and approval. The Division

of Science and Mathematics had asked for the Data Science minor to be presented early because it needs to go to the Board of Regents (BOR) for approval after Campus Assembly. Helsper added that she didn't think the BOR approved program changes at every meeting. She will check on the timeline for approval by the Provost Office as well as the BOR.

Squier asked if a Jazz Studies minor was going to be proposed this fall. Odello answered that they had considered proposing a track, but the Registrar suggested proposing a separate minor. Ericksen stated that if the intent is to have it implemented for the next catalog, it may not happen. Helsper noted that the next catalog is effective in fall 2019 but the online portion becomes active March 1, 2019. Narvaez asked if the Regents have to approve a program name change if the program itself doesn't change. Squier stated that she didn't think the BOR would have to approve a name change. Ericksen stated that we need to find out what changes need to go to the BOR and the timeline in which we need to work to get them there.

[Update: The BOR consider academic program changes at the September, October, December, February, May, and June meetings. It would be ideal if programs that are in need of BOR approval be presented as early as possible in the fall.]

Ng stated that the types of curricular proposals that require BOR approval are new degrees, minors, and subplans; changing the name of a plan or subplan; degree requirement changes; and the merging of two or more programs. The Provost Office recommends the proposals to the BOR. Narvaez stated that Spanish has some courses that are listed at the 3xxx-level but are not really the same as the rest of the 3xxx-level courses. They are 2-credit courses that everyone has to take (reading skills and grammar) so they shouldn't count at the seminar 3000 level. The proposal will include moving those courses from the current grouping at an upper level to a grouping at a lower level. This will affect IS programs. Will they be reviewed in time to make the catalog? Ng stated that if the changes are only shifting a course within a program, it would not require BOR approval.

### **Mellon grant and Gen Ed review**

Ericksen noted that some of the changes will be minor, and there will also be larger revisions to some majors. It will be helpful to have students weigh in on program changes that catch their eye. We were awarded a Mellon Foundation planning grant that is mostly focused on rethinking what a humanities education means to students as well as to our external audience. The grant will fund outcomes that are not just a research paper at the end, but also the products that humanities produces. This can be tied to General Education in that we are hoping to rethink how we satisfy our Gen Ed requirements. We can pilot some Gen Ed courses that are different from what we have done traditionally, for example paired courses, where a student enrolls in two different courses on the same topic but taught in two different areas by two different faculty members, satisfying two Gen Ed requirements.

### **Academic Program Reviews**

Ericksen stated that all academic programs were supposed to have been reviewed in a 7-year timespan. It started in 2008. We have not quite made the cycle. We are waiting on two from last year, Economics/Management and Elementary Education. It absolutely has to be completed this fall. The Dean's Office, Library, and Career Services provides data to include in the program's Self-Study Report. The program is provided with a Self-Study Report template (available on the Dean's Office website). The Self-Study Report is then reviewed by the Dean and Division Chairs, and their report is discussed with the program's discipline coordinator and shared with the discipline. The discipline is then asked to present a short report to the Curriculum Committee, completing the process.

The programs remaining this year are: Studio Art, NAIS, GWSS, Human Services, Sport Management, and Music. Ericksen suggested the following timeline to get them completed this year: 1) Self-Study

submission to Dean's Office on or before the last day of exams-December 21; 2) Dean and Division Chairs review taking place early in spring semester; program reporting to this committee beginning in March.

### **Educational Development Program (EDP)**

#### **Timeline**

Ericksen stated that she will send out the call for proposals for EDP after the timeline and priorities are set. Last year applications were due in October and the review committee report was due in November, allowing time to get the award letters out before the teaching schedules are set for the coming year. The committee agreed on the following timeline: Proposals are due Monday, October 29, the review committee report is due Wednesday, November 21, and the committee report is on the agenda of this committee Thursday, November 29. Ng asked if the Curriculum Committee ever looks at EDP reports from faculty who were awarded grants. They are due in January to the Dean's Office. It would be helpful for the review committee to see them. Ericksen stated that 2017 reports will be shared with the committee.

#### **2018-19 Priorities**

The following preliminary priorities were suggested for 2018-19 EDP Grants:

- 1) Proposals that infuse significant Native American content into existing courses or programs.
- 2) Courses that utilize new pedagogical tools to better realize our Student Learning Outcomes (SLOs) and aid in General Education assessment. (Collaboration with the faculty assessment coordinator, Rebecca Dean, is recommended prior to submission.)
- 3) Study Abroad courses
- 4) Development of 2-credit Intellectual Community (IC) courses or the revision of existing 4-credit IC courses to result in 2-credit courses
- 5) Development of 2nd-half semester courses
- 6) Co-requisite courses on the same topic taught by faculty from different disciplinary perspectives. [funded by Mellon Grant]
- 7) Co-taught honors courses.
- 8) Courses that add or develop flexibility in a major.

Ericksen will work with the division chairs on the phrasing of the priorities before the call for proposals is sent out.

Submitted by Darla Peterson