

CURRICULUM COMMITTEE
Salem State University
MINUTES
Meeting: 15/16: 07

Date: December 2, 2015

MEMBERS PRESENT: Brian Alves, Elizabeth Blood, Elizabeth Coughlan, Neal DeChillo, Jen Girgen, Pamela Halpern, Donna Hills, Joe Kasprzyk, David Mercer, Megan Miller, Anne Noonan, Alexandria Peary, Jennifer Robinson, Gretchen Sinnott, Amy Smith, David Tapley, Cindy Vincent

GUESTS: Tad Baker, Anne Noonan is representing the Psychology Department

I.	Chair's Report <p>Elizabeth announced that a quorum had been reached and called the meeting to order at 3:31pm.</p> <p>We will be meeting from 10am to 3pm, on December 16, in the Metro Room in Ellison. The Provost's Office will supply lunch.</p> <p>Joe pointed out that flow sheet changes should be moved to Old Business in time for the December 16 meeting, or at our first January meeting at the very latest. Otherwise Megan's team will not have time to make the changes in the system. He reminded us that Degree Maps are also now required. Also, if a packet has items that are ready to move forward even though other parts are still not, the packet can be moved to Old Business. The parts not ready to move forward can be tabled, and the rest of the packet can go through the approval process. So if you have flow sheets that are ready to go, you should move the packet to Old Business.</p>
II.	Subcommittee Reports <p>No reports</p>
III.	Special Business <p>The registrar has asked that we correct contact hours in existing course descriptions. Over the past few years, we have stopped enforcing the rule that contact hours be included. It is important for students to know what is expected of them and there are ramifications for SCHI. Megan's staff can pull up courses in which the catalog descriptions are missing contact hours and fill them in based on the governance paperwork. Where the governance paperwork is not clear, the registrar's office will contact the department. This would be the most efficient way to manage the process rather than having individual departments resubmit paperwork. Joe recommended an amendment that the registrar's office send a spreadsheet with all the changes to the department chairs. They would be able to simply check off that the contact hours for their courses are correct or flag any discrepancies. After further discussion with Megan of the proposed process, which would only involve changing language to reflect what was approved regarding contact hours on the original governance proposals for the courses, he withdrew the amendment.</p> <p>Unanimously approved.</p>
IV.	Old Business
	A. <u>PHILOSOPHY DEPARTMENT</u> (10/29/14, CRS B, Regina, 12/8/14) Tabled waiting for dept. PHL304-Existentialism (W-II) 15:146

	15:150
	<p>B. <u>PSYCHOLOGY DEPARTMENT</u> (10/14/15 C. Vincent and CRS B) PSY251-Child Growth-CS 16:122</p> <p>PSY252-Adolescence-CS 16:123 Cindy motioned to accept the packet; Amy seconded. Both are existing courses for which the department is requesting CS certification.</p> <p>Unanimously approved.</p>

There being no further business, Cindy moved to adjourn the meeting; Amy seconded. The vote to adjourn was unanimous, and the committee adjourned at 4:14pm.

Submitted by Gretchen Sinnott