

**CURRICULUM COMMITTEE**  
**Salem State University**  
**MINUTES**  
**Meeting: 16/17: 01**

Date: September 21, 2016

**MEMBERS PRESENT:** Kate Amory, Elizabeth Blood, Cleti Cervoni, Elizabeth Coughlan, Neal DeChillo, Noel Healy, Joe Kasprzyk, Meghan McLyman, Megan Miller, Jennifer Robinson, Chris Schoen, Gretchen Sinnett, Cindy Vincent

**GUESTS:**

**I. Chair's Report**

Elizabeth announced that a quorum had been reached and called the meeting to order at 3:06pm. The committee has been charged with the following for 2016-17:

- Develop policies in collaboration with the Grad Ed council to streamline approval of 4+1 programs.
- Review the number and variety of Gen Ed courses, and offer more sections of popular courses. Elizabeth responded that scheduling courses is up to the department chairs, but that we can suggest to chairs that they increase sections.
- Facilitate process for suggesting deletion of courses.
- Develop curriculum maps. Again, we can't require curriculum maps but we can encourage departments to create them even when they're not submitting program proposals. Megan pointed out that curriculum maps facilitate course scheduling and the advising process. Joe asked about putting curriculum maps in the online catalog. Megan pointed out that not all departments have them. Some departments that have them may not be satisfied with the current version. The deans can ask departments for degree maps but Megan suggested it would be good for the curriculum committee to take a stand on this. *Megan made a motion that existing curriculum maps be made available to students via the course catalog and that All University request curriculum maps from all departments by February 15, 2017, for publication in the next catalog; Neal seconded.* Elizabeth and Kate pointed out that creating a curricular map can be time consuming at the departmental level. Megan pointed out that a curriculum map will be more useful for some departments than others. **Approved, with one abstention.**
- Develop recertification process for Gen Ed courses with the Gen Ed Committee.

Packets under New Business were assigned as follows:

- A. SPORT AND MOVEMENT SCIENCE DEPARTMENT (5/11/15): Liz B.
- B. SPORT AND MOVEMENT SCIENCE DEPARTMENT (10/14/15): Liz B.
- C. SOCIOLOGY DEPARTMENT (1/20/16): Jennifer
- D. SOCIOLOGY DEPARTMENT (4/25/16): Jennifer
- E. ENGLISH DEPARTMENT (4/27/16): Cindy
- F. SPORT AND MOVEMENT SCIENCE DEPARTMENT (5/10/16): Liz B.
- G. CHEMISTRY AND PHYSICS DEPARTMENT (5/12/16): Gretchen
- H. ART + DESIGN DEPARTMENT (5/18/16): Joe
- I. HEALTHCARE STUDIES DEPARTMENT (7/21/16): Chris

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<b>II.</b>	<p><b>Subcommittee Reports</b></p> <p>Elizabeth said that we still have 6 empty positions, including 3 in Area A. She has been soliciting faculty. Please reach out to people you think would be willing to serve. Currently we don't have anyone from Business. It could be helpful to have someone from Business for the QR sub-committee.</p> <p>The Course Review Subcommittees and General Education Advisory Subcommittees to date for AY 16-17 are:</p> <p><b>CRS A:</b> Kate Amory, Cleti Cervoni, Joe Kasprzyk</p> <p><b>CRS B:</b> Neal DeChillo, Meghan McLyman, Jennifer Robinson</p> <p><b>CRS C:</b> Noel Healy, Chris Schoen, Gretchen Sinnett</p> <p><b>CRS D:</b> Megan Miller (She will work with E until D is populated.)</p> <p><b>CRS E:</b> Liz Blood, Cindy Vincent</p> <p><b>Gen Ed-First Year Seminar (FYS):</b> Chris Schoen, Cindy Vincent</p> <p><b>Gen Ed-Written Communication:</b> (The Gen-Ed W-I and W-II/W-III sub-committees have been combined this year): Elizabeth Coughlan, Jan Lindholm, Alex Peary, Tanya Rodrigue</p> <p><b>Oral Communication (OC):</b> Kate Amory, Neal Healy, Jennifer Robinson</p> <p><b>Personal Growth and Responsibility (PGR):</b> Cindy Vincent</p> <p><b>Creative Expression and Appreciation (CEA):</b> Meghan McLyman, Gretchen Sinnett</p> <p><b>World Cultures (WC):</b> Liz Blood</p> <p><b>Human Past (HP):</b> Megan Miller</p> <p><b>Contemporary Society (CS):</b> Noel Healy, Chris Schoen</p> <p><b>Scientific Reasoning (SR):</b> Joe Kasprzyk</p> <p><b>Quantitative Reasoning (QR):</b> Neal DeChillo</p> <p><b>BA/BS to MA (4+1):</b> Cleti Cervoni, Megan Miller</p> <p>Liz pointed out that last year the Gen Ed sub-committees members didn't always communicate with each other before responding to the liaison. A chair should be established for each sub-committee. Joe suggested that the liaison send the Gen Ed sub-committee members' responses to each other if they haven't copied each other. If there are conflicting responses, the liaison should ask the sub-committee to resolve the conflict. Liz B. made a motion that the curriculum committee highly encourages Gen Ed sub-committees to meet in person or electronically before sending a joint opinion back to the liaison; Megan seconded. <b>Unanimously approved.</b></p>
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<b>III.</b>	<p><b>Special Business</b></p> <p>Megan M. made a motion to approve current procedures as they are; Cleti seconded. <b>Approved with two abstentions.</b></p> <p>Neal made a motion to approve the forms; Joe seconded. <b>Approved with one dissenting vote.</b></p>
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We have been asked to streamline the approval process, particularly for minor changes to courses. Elizabeth pointed out that a department does not have to accept the sub-committee's suggestions. Elizabeth said a sub-committee would be formed to address the issue. Megan pointed out that representatives from All University, Grad Ed, Academic Policies, and Student Affairs committees will need to be involved, particularly if we're looking at software to facilitate the submission and approval process. Megan pointed out that if we remain under staffed it will be hard for the committee to work efficiently, in spite of any changes to our process. The sub-committee members will be Joe, Megan M., and Elizabeth.

<b>IV.</b>	<b>Old Business</b>
	<p>A. <u>PHILOSOPHY DEPARTMENT</u> (10/29/14, CRS B, Elizabeth, 12/8/14) TABLED <b>waiting for dept.</b>          PHL304-Existentialism (W-II) <a href="#">15:146</a></p> <p>Elizabeth has taken over as liaison. Since this packet has been on the table for two years with no action, Gretchen made a motion to remove it: Cleti seconded. If the department wishes to proceed, the course will need to be resubmitted using the 2016-17 forms. <b>Unanimously approved.</b></p>
	<p>B. <u>OCCUPATIONAL THERAPY DEPARTMENT</u> (1/14/16, 2/10/16, 2/13/16 D. Tapley and CRS E) TABLED          OCT411-Theoretical Principles of Occupation I-W-III <a href="#">16:212</a>          OCT408-Research, Writing, &amp; Learning I-W-II <a href="#">16:213</a></p> <p>These were tabled at the last meeting for 2015-16. Elizabeth will follow up with the department. Megan pointed out that students in Occupational Therapy need these courses to be approved as quickly as possible because the department currently has no W-II/W-III courses, and students need them to graduate.</p>

There being no further business, Megan moved to adjourn the meeting; Liz seconded. The vote to adjourn was unanimous, and the committee adjourned at 4:08pm.

Submitted by Gretchen Sinnott