

CURRICULUM COMMITTEE
Salem State University
MINUTES
Meeting: 17/18:01

Date: September 20, 2017

MEMBERS PRESENT: Kate Amory, Greg Carroll, Neal DeChillo, Lynn Fletcher, Regina Flynn, Gail Gasparich, Jen Girgen, Rebecca Hains, Joseph Kasprzyk, Peter Kvetko, Megan Miller, Shannon Mokoro, Chris Schoen

GUESTS: none

I.	<p>Chair's Report</p> <p>Committee Chair, Rebecca Hains announced that a quorum had been reached and called the meeting to order at 3:08 p.m.</p> <ol style="list-style-type: none"> 1. The committee elected Shannon Mokoro was elected by unanimous vote to the post of Secretary. 2. The committee reviewed the fall meeting schedule. 3. Review and vote on procedures <ol style="list-style-type: none"> (a) p. 12, Section E – Submission Deadlines: a sentence was added to the second-to-last paragraph “Time for review, correction and approval by all parties in the governance process (CC, AUC, Provost, President) will govern the final effective date of the course or program change/addition.” (b) p. 13, Section C - General Education Category Advisory Subcommittee (GECAS) formation and responsibilities, item ii (b): It was moved by M. Miller and seconded by N. DeChillo to change the language to read, “One ad hoc member may be additionally assigned by the Curriculum Committee.” All voted in favor of this change. (c) p. 16, Appendix A: It was moved by R. Flynn and seconded by C. Schoen that an “Appendix B – DPDS Amendment to the General Education Requirements, 2017” be created. All voted in favor of this change. 4. Review and vote on forms <ol style="list-style-type: none"> (a) J. Kasprzyk stated that the date on the forms needed to be changed. M. Miller moved and K. Amory seconded that the date be changed to reflect the current academic year. All voted in favor of this change. 5. Course review subcommittee (CRS) formation. The following are the course review subcommittees: <ol style="list-style-type: none"> a. CRS A – Kate Amory, Joe Kasprzyk, and Gail Gasparich b. CRS B – Neal DeChillo, Greg Carroll, and Jen Girgen c. CRS C – Chris Schoen, Luke Conlin, Peter Kvetko d. CRS D – Megan Miller, Lynn Fletcher, and Shannon Mokoro e. CRS E – Regina Flynn and Brad 6. General Education review subcommittee – for purposes of efficiency and the General Education subcommittees were combined and people volunteered to serve as follows: <ol style="list-style-type: none"> a. FYS and Written Communication <ol style="list-style-type: none"> i. Regina Flynn, Chris Schoen, and Neal DeChillo
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b. SR & SRL with QR

ii. Joe Kasprzyk, Luke Conlin, Brad

c. WC, HP, CS

iii. Megan Miller, Greg Carroll,

d. CEA, OC, PGR

iv. Peter Kvetko and Kate Amory

e. DPDS

v. Rebecca Hains, Shannon Mokoro, Jen Girgen, and Lynn Fletcher

f. BA/BS

vi. Megan Miller and Gail Gasparich

7. Overview: Reviewing curriculum proposals – Committee members discussed how the review process works and what things should be receive specific attention. These are the highlights of the tips shared:

- a. R. Hains reminded us that there is a document to help us understand the process – in the zip file that Vickie Ross sent to us all
- b. R. Hains stated that how the file is saved and named is important
- c. J. Kasprzyk stated that in order for the user to fill out the fields in a form, the form must be in a locked state, but that makes it impossible to do anything to the form *except* fill out the fields. To *review* a form (by inserting comments), the form needs to be unlocked, then have comments inserted, and when finished the form **must** be relocked before sending it to the sponsor for consideration and possible revision – forgetting to relock will make it impossible for the sponsor to revise the contents of fields
- d. J. Kasprzyk advised us to always keep a copy of what you send out
- e. R. Hains stated that when proposal is ready to be reviewed it gets moved from new business to old business
- f. J. Kasprzyk stated that the CRSC needs to check for clarity, spelling, credit counts, etc., etc. so that the proposal is ready to be presented before the UCC.
- g. R. Hains requested that we look at agenda, under new business – go ahead and get the ball rolling as early as possible. If the packet is really large and/or complicated and let the chair know if you need to not be assigned something else

8. Other

The committee discussed our charges as given to us by President Keenan. The committee agreed that R. Hains would ask for a written copy of these charges so that we can review them.

II.	Subcommittee Reports
	No reports
III.	Special Business
	No special business
IV.	Old Business – those assigned to specific proposals discussed their status and provided updates.
	A. <u>OCCUPATIONAL THERAPY DEPARTMENT</u> (1/14/16; 2/10/16, 2/13/16) TABLED OCT408-Research, Writing, & Learning I-W-II 16:213
	B. <u>RT + DESIGN DEPARTMENT</u> (5/18/16, J. Kasprzyk, CRS A)-TABLED BA-Art-Art Education-Ed Studies in the Community, Non-Licensure-New Flowsheet 17:007
	C. <u>CHILDHOOD EDUCATION AND CARE DEPARTMENT</u> (4/11/17, C. Schoen and CRS C) TABLED EDC401-Introduction to Lesson Planning-Change in Course 17:194 BS-Elementary Education-M.Ed.-Change in Combined Program 17:195 EDC190-Mathematical Content Knowledge and Application for the Elementary Teacher-Change In Course 17:196 BS-Early Childhood Education-M.Ed.-Change in Combined Program 17:198
	D. <u>SCHOOL OF SOCIAL WORK</u> (2/13/17, L. Fletcher and CRS D) SWK270-Understanding Diversity and Cultural Competence in Human Services-Change in 17:168

There being no further business, R. Flynn moved to adjourn the meeting; M. Miller seconded. The vote to adjourn was unanimous, and the committee adjourned at 4:30 p.m.

Submitted by Shannon A. Mokoro