

Curriculum Committee

Final Report

2016-2017

Members:

K. Sands O'Connor, Chair (English)

M. Bayer (Library), A. Chambers (Info. Mgt. RITE), K. Doody (Except. Education), A. Emo (Theater), S. Gellin (Technology), J. Heo (Chemistry), R. Lindner (Assessment and Curriculum-Admin. liaison), K. Oh (Fashion and Textile), R. Park (Academic Support Program, University College), R. Rai (Physics), J. Ryan-Bryant (English), G. Solar (Earth Science and Science Education), K. Vince Garland (Exceptional Education), A. Wall (SIFOC liaison), M. Warford (Mod/Class. Languages)

Charge:

- I. **Curricular Charges:** *The College Senate Curriculum Committee shall*
 - A. *Review every curricular program on a regular, periodic basis to ensure its visibility, educational need, and adherence to college policy.*
 1. *Recommend to the faculty, or appropriate instructional unit concerned, the need for updating, or major revision of a program.*
 2. *Recommend to the Senate the need for phase-out of any programs which are of questionable need or value to the overall goals of the college.*
 - B. *Recommend to the College Senate each year the priorities for new programs. These priorities are to be consistent with the academic plan of the college as well as with budgetary restrictions placed upon new programs.*
 - C. *Develop, with the College Senate approval, appropriate structures and procedures for curriculum development and review.*
 - D. *Develop structures, guidelines and procedures whereby the faculty may recommend revision of existing programs or propose new programs in conformity with college policy.*

- E. *Receive and review all proposals for revisions of existing programs or creation of new programs; and make recommendations concerning these to the College Senate in a manner consistent with the college and College Senate policies and procedures.*
- F. *Review and recommend approval or non-approval of all courses offered by this college.*

II. General Charge: *The College Senate Curriculum Committee shall*

- A. *Carry out all mandates directed to the committee from the College Senate.*
- B. *Work cooperatively with any and all standing committees of the College Senate on matters which are the concern of this committee as well as that of another committee or other committees.*
- C. *Work cooperatively within the developing Western New York Regional SUNY structure in reviewing and recommending joint programs sponsored by this college and other campuses within the region.*

Name of Chair Submitting Report: *Karen Sands-O'Connor*

Anticipated Vacancies in 2017-2018 for Committee Members:

A&H: two vacancies to fill Karen Sands-O'Connor's (English) and Jennifer Ryan-Bryant's (English) seats.

SOP: one vacancy to fill Slade Gellin's (Engineering Technology) seat.

Library/Professional Staff: one vacancy to fill Marc Bayer's (Library) seat.

One student representative.

Report:

I wish to thank all of the current members of the College Senate Curriculum Committee (CSCC) for their dedicated service during the 2016-2017 academic year. The work of the CSCC requires a demanding commitment of time and effort to fulfill its comprehensive charge of overseeing the curriculum review and development process. The current

seventeen members of the CSCC include faculty members, professional staff, and a student broadly representing the various schools and constituencies on campus. The CSCC met fourteen times during the 2016–2017 academic year; the meetings were normally held on the second and fourth Tuesdays of each month in CLEV 418.

As I complete my tenure as College Senate Curriculum Chair, I would like to especially commend the work of Vincent Masci, secretary to the senate, without whom I could not have succeeded in this position. Vince has worked tirelessly throughout my tenure to make sure that everything ran smoothly, and I am deeply grateful.

Curriculum Review:

As of April 15, 2017, the College Senate Curriculum Committee had received 118 items for consideration during the 2016-2017 school year. Of these, we reviewed 88 new or revised courses, 13 new or revised programs, 2 new or revised minors, and 4 new certificates. The CSCC reviewed or are reviewing all courses, programs, and minors submitted by 15th April 2017. Of the total submissions, three were held or postponed before review, five remain under challenge, and three courses were rejected. All the rest of the course, minor, and program additions or revisions were either approved or approved pending revisions. We urge individual course writers to complete the requested revisions so that their courses may be sent along for presidential approval. **There are a considerable number of courses that are currently waiting for revisions to be completed!** Courses submitted after 15th April, 2017 will be reviewed early in the 2017-2018 year.

Intellectual Foundations Review:

During the 2016-17 academic year, the CSCC continued to oversee the policy and progress of the Senate Intellectual Foundations Oversight Committee (SIFOC). Of the courses reviewed by the CSCC and listed above, 6 were IF courses reviewed by the CSCC and members of SIFOC. An additional 4 courses were submitted for “infusion” categories (writing, information management, and critical thinking, the three areas that the Senate determined should be infused into all courses but assessed in particular courses in each department). As the provost’s general education task force continues its work, the CSCC will regularly request updates in order to adequately prepare for any necessary changes.

Forms and Policies

All course and program submission is now done through KissFlow. This process has allowed us to send revisions directly back to course authors in order to make the progress of approval more efficient. We continue to focus on streamlining the process and providing

course and program authors with the tools necessary, including templates and links to SUNY-mandated forms, for successful approval.

At the December 2016 Senate meeting, the CSCC introduced a motion to amend the Buffalo State Directory of Policy Statements (DOPS) to align with SUNY Policy regarding certificates. The amendment called for DOPS to cover undergraduate as well as graduate certificates, and detailed the process by which certificates would gain SUNY approval. The motion was voted on in February 2017, and passed unanimously.

During the 2016-2017 year, a subgroup of the CSCC worked on updating the CSCC handbook for course and program submissions. This is a work in progress, but we hope to have updates available early in the 2017-2018 school year.

Additionally, we considered writing DOPS policy and/or handbook guidelines for undergraduate research courses and independent study or projects. These are in progress, and are intended to provide faculty interested in developing such opportunities for their students some broad, unrestrictive guidelines and definitions; as well as to, if necessary, update DOPS policy to cover both lower- and upper-level undergraduate research opportunities. This work will be continued in the 2017-2018 academic year.