Curriculum Committee

Final Report
2014-2015

Members:

K. Sands O’Connor, Chair (English)

J. Adamo (Academic Advisement Center, University College), M. Bayer (Library), M. Ceprano (Elem. Education & Reading), S. Creech (Graduate Student), K. Doody (Exceptional Education), A. Emo (Theater), S. Gellin (Technology), C. Holmgren (Geography & Planning), D. Hovland (Modern and Classical Languages), R. Lindner (Assessment and Curriculum-Admin. liaison), D. McCarthy (Elem. Education & Reading), V. Oh (Fashion and Textile), R. Park (Academic Support Program, University College), J. Ryan (English), G. Solar (Earth Science and Science Education), K. Vince-Garland (Exceptional Education), A. Wall (SIFOC liaison)

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 2015-2016 for Committee Members:

One member from Arts and Humanities to replace Karen Sands-O’Connor during her sabbatical year.

One member from Professional Staff to replace Josie Adamo.

Report:

2014-2015 Meetings and Membership:
We wish to thank all of the current members of the College Senate Curriculum Committee (CSCC) for their dedicated service during the 2014-2015 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 twelve times during the 2014–2015 academic year; the meetings were normally held on the second and fourth Tuesdays of each month in CLEV 418.

**Curriculum Review:**

As of May 1, 2015, the College Senate Curriculum Committee had received 136 items for consideration during the 2014-2015 school year. Of these, 19 were new or revised programs, and 16 were new or revised minors (an increase of four times last year’s minor program submissions). The remaining 100 were course additions or revisions. This is slightly less than last year’s course, program and minor submissions (last year we had a total of 156 items to review, and completed 149). The CSCC reviewed or are reviewing all courses, programs, and minors submitted by 30th April 2015. Of these courses, one course was withdrawn before review, one further course was rejected, and twenty-three courses and five programs are under review for our final meeting of the year, to be held May 12th. 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. Courses submitted after 30th April, 2015 will be reviewed early in the 2015-2016 year.

**Intellectual Foundations Review:**

During the 2014-15 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, 29 were IF courses reviewed by the CSCC and members of SIFOC. These included 8 courses 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). IF 2014 was fully implemented in Fall 2014.

Additionally, the SIFOC oversight and assessment committees (OACs) began the assessment process in the following areas: Diversity, Social Science and Natural Science. During the 2015-6 school year, SIFOC will be assessing Western and Non-Western Civilization courses and the Oral Communication courses.

**Forms and Policies:**

In addition to our regular review of courses and programs, the CSCC continued to work on streamlining services for faculty submissions. Following our revision of the Minor Program Submission Template during the 2013-4 school year, we also submitted a motion to change DOPS so that minor programs could have up to half of their credits at the lower division level.
(rather than the previous 2 courses). This change was suggested to facilitate the creation of minors by departments and the taking of minors by students. The change to DOPS was introduced to the Senate in December 2014, approved at the Senate level in February 2015, and approved by the president in February 2015.

The CSCC sent a memo to the associate deans in March 2015 to remind them of the SUNY guidelines regarding transfer students and general education. It is now policy that students must be able to complete their general education courses in the first two years of their college career. Therefore, the CSCC suggests departments consider their prerequisites for upper division general education courses, as in future, those courses unable to be completed by freshmen and sophomores will be rejected as IF courses.

We have begun the process of creating a Wufoo submission form for all courses. Currently, we are in the testing phase for this, but hope to have it up and running by January 2016. Once the course submission form has been successfully completed and implemented, we plan to also create a similar submission process for programs and minors.