Curriculum Committee

Final Report

2017-2018

Members:

A. Emo, Chair (Theater)

S. Banerjee (Computer Info. Systems), K. Bertel (Library), T. Bryant (English), K. Doody (Except. Education), J. Du (Engineering Technology), M. Ederer (History & Social Studies), L. Fronckowiak (Prof. Staff), T. Halloran (Grad-student-Spring), J. Heo (Chemistry), K. Oh (Fashion and Textile Technology), R. Park (Academic Support Program, University College), R. Rai (Physics), K. Vince Garland (Exceptional Education), A. Wall (Associate Provost, SIFOC liaison), J. Walkowiak (Grad-student Fall), M. Warford (Modern & Classical Languages), K. Williams (Earth Sciences & Science Education)

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:** Ann Emo

**Anticipated Vacancies in 2018-2019 for Committee Members:** 5 (five)

**Approximate Number of Meetings:** 11 (eleven)

**Annual Report:**

As of the April 13, 2018 submission deadline, the Curriculum Committee had received 129 items for consideration; 102 new or revised course proposals, (35 are in progress- of those 11 are yet to be reviewed as of the authoring of this report, 35 are complete, 2 rejected at Associate Dean level, and 30 withdrawn), 15 new or revise programs, 5 new or revised minors and 7 certificates. By the final meeting on May 8, 2018 all afore mentioned submissions will have been reviewed.

Courses submitted after 13th April, 2018 will be reviewed early in the 2018-2019 year.
Intellectual Foundations Review:

During the 2017-18 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, 4 were IF courses reviewed by the CSCC and members of SIFOC.

Updates on the new General Education revision were given and members were asked to think about how CSCC might be involved in the process of approving the new curriculum. It was suggested that a sub-committee of CSCC be formed for this review. It is anticipated that the CSCC will be involved in the review of the new General Education program proposal over the course of the 2018-2019 academic year.

Forms and Policies

The process of course and program submission through KissFlow has been in place for a while and continues to be refined. This year we cleaned up the flow for courses requesting IF designation which has resulted in less delay. We also added a place on the KissFlow routing sheet to indicate: “Are your SLO's based on a prescribed accrediting body language?” This has helped us avoid unnecessary scrutiny of verbiage.

The process for program, minor and certificate submissions was revised by creating a submission form that includes only the information needed for review by CSCC. This cuts down on the amount of writing needed for CSCC review. Upon approval this form is forwarded to Amitra Wall- Interim Associate Provost to complete the SUNY approval process.

During the spring of 2018, the CSCC handbook for course and program submissions was taken off line for further revision. It is expected that the work will be completed during the summer so that the Handbook can be back on the website for the start of the 2018-19 year. The website was updated with a list of current and past Bloom’s Taxonomy verbs and a clearer version of the course proposal template.

Through the course of the year CSCC considered a few questions about current trends in electronic resources. No formal recommendations were put forth.