WSU Curriculum Committee Minutes 9-10-13

Attendance: Liam Harte, Heidi Bohler, Emily Todd, Heather Brown, Tom Raffensperger, John Ohotnicky, Hugo Viera, Tarin Weiss, Aaron Reyes, Eric Bressler, Brian Jennings, Carsten Braun, Marsha Morotta, Jen DeGrazia, Christine Irujo, Susanne Chuku (16) Visitors: Bill Cook, Rob Bristow, Timothy LeDoux, Erin Moore (4)

Graduated Attendance and Times: 13 at 3:50; 15 at 3:52; 17 at 3:53; 19 at 4:00; 20 at 4:05

1. Approval of minutes of 5/13/13.
   a. Bypass and wait until next time. Not available.

2. Chair’s Remarks: Welcome!
   a. Approval of bylaws.
      a. Bylaws should be changed to “University” (Aaron Reyes)
      b. Approve bylaws as is and Liam will fix wording?
      c. John: do these take into account changes of last year? Liam: yes
         d. Approved as amended with no objection.
   b. Proposed replacement forms for CAR.
      a. Liam: should we start using new ones or not…open floor…
      c. Aaron: change course level: level same as number? John: used interchangeably on old
         CAR. Marsh: question about program form…This doesn’t have “new major” DHE
         approval…is this missing? There has been a practice for several years (AUC
         approved: John). New program proposals include all DHE materials and approved by
         AUC within the last three years. Not for all programs but programs that require DHE
         approval. E.g. a minor doesn’t require those additional materials. Liam: do those
         materials need to come to us? Marsha: those materials would be helpful. Liam: I
         don’t see how we would use them. This committee doesn’t use that. John: These
         could potentially be helpful. Marsha: Yes, I think so. Liam: What are they? I’ve never
         heard of them. John: Part of the application process requires these forms. Not all of it
         would be relevant, but the rationale would serve as departments being ready to
         prepare for the process. Liam: this seems irrelevant to us on this committee. Where is
         it on the CAR now? John: AUC approved it. Liam: AUC needs to get in touch with us
         so we can add if we need to. Other people can’t remember if it has been required by
CC. Marsha: Maybe the committee could look at the forms and make that decision. AUC approved them so we should look at them. Liam: AUC has no authority over us, so if they want something, they tell us and we decide. Marsha: If the committee needs it, it would be helpful. Discussion debated if we need to add this on the form. John suggested alignment with strategic planning, etc. and foundational work for more purposeful review for how things fit into university setting. Aaron: I don’t see how a person would predict how many people will sign up for it. Liam: The main thing is… we need to decide if we need it for this committee and it’s something that has not been sent to us. I think John is right. So, let’s wait on these forms. Emily: the English department “test drove” these forms. Should we take these back? Tom: knowing what the AUC says plays into all this, so it might not be anything.

a. Tabled.

d. Ad-hoc committee.

a. I was hoping Joe would be here. Eric: I’m sure Joe would want to do it.

b. Tabled.

3. Unfinished Business:

a. 13-8: CRJU-0358 (Violence and Aggression).

i. Bill Cook and Rob Bristow visiting. (13-8 and 13-9). Bill: the “School Crime” will be taken over by one of the younger faculty. 13-8 First: Liam: is there anything we need to know without looking at forms. Both would be great interest. Like courses have run in the past and we hope to build bridges with Education with school crime (dualistic course). Eric: what is “whims”… “it speaks for itself”… no questions.

ii. Motion to approve/second: 13 approved 1 abstention


i. Marsha: do you intend to leave it in this form in the bulletin. Bill: no, this needs to be polished. I had thought about withdrawing this because someone
else is going to take it over. Mayber that will be the better thing? Liam: do you want to withdrawing it. John: can we table it and it can be amended instead of withdrawn? Bill: yes Liam: are there any other questions?

ii. **Tabled**


i. Rob Bristow: commends us for meeting with so many at beginning of semester. Introduce Tim LaDoux...brief history of GIS Minor...this program was designed to accommodate federal job requirements for cartographer. Since we don’t offer that major, we created this minor to boost credit requirements for this job requirement. Cartography is now Geographic Information Systems “smart maps”/ technology. Carry over of extensive credits is what is to be addressed by this proposal and to recognize multiple disciplines can benefit from this experience (across board biology, criminal justice also have programs in GIS). Rob discussed course requirements and how credits related to some other programs where this would be helpful or relevant. (reduction of very large credit experience, recognizing departments have GIS and states and want to reach out to those programs with complementary ideas). Liam: any questions? John: We have historically looked for memos of understanding of overlap and we want to gain a better appreciation of other departments for the demand (especially with larger enrollments). We need to see the inclusion of other departments in this proposal. Computer Science, Criminal Justice, Biology, etc. We need that understanding from other departments. Rob: We are not requiring it, but we
want it as an option that students can recognize it as a choice that is helpful.

Aaron: I would support this. I think it is a good idea and change (two mistakes on first page [lab # 00] GARP 242 is no longer offered). I’m concerned about part 3 course 340 . . the bulletin description is inconsistent with the course title . . this is a special topics course and it would vary in content. . . remove it?

Rob: professor Jones in criminal justice. . . it has been a course for several years . . if it’s a typo, we can address it. John, Eric, and Carsten commented on existing numbers and proposals that were presented two or three years ago. Rob: perhaps it was a pilot John: I could swear it went through. (328 is the number!) Thanks for catching that Aaron. Suzanne: econ 305 is the same class as finance 305; can this be included in (part II) econ/finance 305 . The other item: if you have required GIS in part two and if the GIS courses have prerequisite. It would require that they take more courses. It needs to be explicit so someone new knows that they may have to take more courses to satisfy. Rob: this would be up to advising, the main thing is that we want them to have these GARP program. Susanne: if they want a minor, I would not know that you would wave those requirements. It needs to be clear. Rob: incase of advising, they need to speak with someone in that department. We are expecting all GIS minors to be advised in department. Eric suggested extreme transparency. Rob: I feel it’s a student-by-student basis and I don’t want to make policy. I could add the “must” about being advised by someone in the department. Eric: how about a statement “some of courses below have prerequisites that are not provided. Please talk with GARP advisor to
understand these.” John: there is not a statement in the bulletin. Rob: maybe this is ground breaking and a new item we are dealing with. Marsha: I think there are a couple of caveats in some other programs we can look at. Terin: we need to get it in. Emily: degree audit means students read it for classes satisfy and they don’t think about other classes that might be or if there is a mistake or an exception. Liam: do we want to set a presidence with what Eric suggested. Christine: can we change the prerequisite to say...permission of instructor. Rob: a minor is declared by student and the way we manage that in my department requires chairs signature. Rob: “direct candidates to minor of GIS to meet with GIS coordinator for advising”. Liam: take it and craft it yourself and we also need the nod of these other departments. Fix minor things as well and give it strait back to Liam. Other questions?

ii. **Tabled until it is resubmitted.**

iii. Liam: are you bothered by getting memos like this? John: the departments might have class restrictions, that’s why I’m asking for this memo.


i. *Summarizes changes in bulletin:* John: requirements not description.

ii. *Eric:* motion to approve as amended/Emily second: **approved by all** (15)


i. Erin Moore (guest): rename...idea that new title would be more descriptive of course content and consistent with other practices at other schools. 13-26 change of course description but related to 13-27. 13-26 what would be coming out would be the coverage of leases (ends at share). “Leases” would
be going into new course 13-27. Order should be 27, 26, 24. 13-27 is a new course: includes intermed acc I and II, that sequence…we have a stand alone accounting course…body of authoritative guidance is a lot of info. And there is not time. We want to reorganize the coverage…new course “financial reporting sequence” and spread the information out more across courses and some topics would move to graduate…better organization of the coverage of content. Emily: period after instructor. Semi colon/parenthesis?…you could have commas all the way through. Period inside the bracket. John: motion to approve/Suzann second.

ii. Motion to approve/second/Approved by all (15)

f. 13-26: ACCT-0316 (Financial Reporting II).
   i. Eric: was accounting called management 316; John: management went to re-prefixing courses; at this point it doesn’t matter that they are still there.
   ii. Motion to approve/second (Eric/Suzanne) approved by all (15)

   g. 13-27: ACCT-0318 (Financial Reporting III).
      i. John: discussed retiring numbers process…
      ii. Motion to approve/second approved by all (15)

   h. 13-28: ACCT-0331 (Advanced Accounting). Discussion limited/
      i. Motion to approve/ second/approved by all (15)

4. Any Other Business.
   a. Suzanne: My email fills up so quickly with the new way we are getting CARs. Is there any solution? PDF’s can’t be marked up anyway. Tarin: download them to hard drive and then delete them. John: is it best to post them to mywestfield? Carsten will figure it out. Eric; can we get email notifications when they are available? Groups in myWestfield
b. Tarin: are we governed by open meeting laws? Emily: careful to conduct business via email because people do not have access (don’t chat). Bylaws don’t permit us to do business online or other than a formal meeting.

i. Motion to adjourn: seconded 5:00 PM (approved by all)