Westfield State – Curriculum Committee
Minutes of October 1, 2009


∞ The meeting was brought to order at 3:50 PM by Chair Carabetta.
∞ Minutes from September 1, 2009 convening meeting were approved with one abstention and a few slight amendments.

CHAIR’S REPORT

∞ Carabetta noted that special thanks are extended to Anna Rokicki for her willingness to move her class, allowing the Curriculum Committee to use her classroom for its meeting. Deb Samwell, Administrative Assistant to Mathematics and DCIS, was also cited and thanked for her extraordinary efforts on behalf of the Curriculum Committee.

∞ Pages from the current MSA contract delineating the justification for, and responsibilities of, the Curriculum Committee were distributed to Committee members.

∞ The upcoming visit of the NCATE was discussed; the accreditation team requested that representatives from governance committees be available to meet. Carabetta, Berkowitz, Harte, Ohotnicky, and Orr all volunteered to attend an upcoming meeting with NCATE representatives.

∞ Carabetta informed the Committee that last year’s end of semester meeting resulted in 12 pages of recommendations to ACC, which were all accepted “in toto” by ACC. This action reflects the high level of confidence and trust ACC places in the integrity of the work performed by Curriculum. Thanks were extended to all Committee members for their conscientiousness and hard work.

∞ A complete set of proposals were distributed to the entire Committee, including both carryover items and new items just received from ACC. Subcommittee assignments were made. Thanks were extended to Subcommittee Chairs Laing and Harte for their willingness to continue to serve.

∞ As a result of the high volume of proposals that are typically received at the end of the academic year, a proposed policy to address this issue was developed by Carabetta and Ohotnicky. The resulting proposal was approved by ACC and the President, with changes made to the submission dates. September 1 is the date for request for new majors; December 1 the date for significant or numerous changes to existing majors; and February 1 is the date for all other proposals. Proposals received within the guidelines have a “reasonable expectation” of being handled by the Curriculum Committee by the end of the academic year. The final version of the policy was distributed to Committee members.
Suggestions were made that this policy be sent to Chairs, and Carabetta agreed to bring it forward at an upcoming Chairs Meeting.

It was also suggested that the Course Action Request form be modified so that the guideline dates are very noticeable to all.

Committee member Volker Ecke gave an excellent overview of the Curriculum Committee web page, including information on placement of the above mentioned submissions policy under the Special Reports section. The Committee’s tracking log was also examined, and members were shown how this information, which was also distributed in hard-copy, would enable them to see what CARs are currently before the Committee.

Given the increasing complexity of the Curriculum Committee web page, and its vital role in providing a means of communication with the rest of the College community, Carabetta posed for discussion the possibility of creating a “Curriculum Committee Webmaster.” The discussion that ensued concerned the following issues:

- The need for a “tech savvy” individual on the Committee is important.
- Given the amount of work this could entail, would there be release time? Marsha Marotta pointed out that this would count as service to the College and thus is not eligible for release time.
- Creation of this position requires the amendment of Curriculum Committee Bylaws, and the following proposed changes were presented:
  
  - Web Master is to be added to officers under Article 4.
  
  - Under Article 5, Duties of Officers, “4. To maintain a “web presence” for the Committee” would be removed from the Secretary’s duties, and the following would be added to Article 5:
    
    - “d. The duties of Web Master are:
      1. To coordinate and manage a web presence for the Committee in order to share our activities with the various constituencies of the College community;
      2. To make available up-to-date standardized electronic forms for curricular proposals, such as Course Action Requests or Core Course Proposals.
      3. To make available up-to-date Committee communications – such as meeting minutes, policy recommendations, and reports – to the College community and other interested parties;
      4. To serve as the liaison to the College entity overseeing the College web site;
      5. To keep, safeguard, and maintain the access permission tokens to the Curriculum Committee web space.”
- It was also noted that the Bylaws needed to reflect that it is the duty of the Committee Chair to appoint said Web Master.

- These amended changes were approved by the Committee.

- Chair Carabetta appointed Ecke as Curriculum Web Master.

∞ Scheduling of Curriculum Committee meetings for the remainder of the semester was discussed. The intention is to attempt to find meeting time on Wednesdays as well as Thursdays. Student representatives were asked to forward their schedules to Deb Samwell for planning purposes.

  o Copies of members’ availability would be shared with Subcommittee Chairs to aid in planning subcommittee meetings.

∞ Carabetta suggested the creation of an Ad Hoc Committee to deal with the CARs related to Core Revision. These include; ACC 02-39, ACC 05-63, and ACC 09-25. This Committee is to determine the process with which the full Committee will handle the issues raised by these proposals.

  o It was suggested that this Ad Hoc Committee consist of the Curriculum Committee officers (Chair, Secretary, Subcommittee Chairs, and Web Master), a representative from Subcommittee A and B, as well as a student representative.

  o Carabetta indicated that he would organize this Ad Hoc Committee within the next week.

No new business was brought forward, and the Committee adjourned to Subcommittee meetings at 5:02 PM.

Respectfully submitted,

Kathie Sullivan
Curriculum Committee Secretary