WESTFIELD STATE COLLEGE  
CURRICULUM COMMITTEE  
Minutes of May 6, 2010


Guest: Gary Merlo, Chair, Business and Economics.

- The meeting was brought to order at 3:55 PM by Chair Carabetta.

MINUTES

- Regarding the minutes, B. Hubbard observes that negative comments he made in several prior meetings about the ROCCC report are consistently not reflected in the minutes. He requests that minutes are prepared as accurate and complete reflections of committee deliberations. The minutes of April 15, 2010 were approved (3 abstentions, 1 opposed).

CHAIR’S REPORT

- **09-192** Prior Learning Portfolio: Subcommittee A meeting, chairs invited, D. Laing, April 22, 2h, 3 chairs, good thoughts brought out, distributing to the entire committee: a) D. Laing’s notes, b) APC recommendation to ACC. Final meetings: May 18 long meeting, K. Tobin is invited (~10am).

- **09-25** ROCCC: Informational session May 11, 9-11am, invitation to facstaff and the Chairs included the full report, as well as a 4 page summary prepared by J. Ohotnicky. As for format of the ROCCC Informational Session, J. Ohotnicky will help with an overview, and we may take questions. Questions and feedback are certainly possible. A couple of reactions to the announcement: the requirement to teach US and State Constitution, originally put on the books in 1938, reads “all State and Community Colleges […].” Yet, there were no Community Colleges in 1938. It was pointed out in email that the law was amended in 1960 to include “and Community Colleges.” In earlier discussions, the question was raised whether this requirement was perhaps intended only for future teachers? Seeing that Community Colleges were added in 1960 suggests that the intent is indeed to include “all students,” not just future teachers.

- **CAGUE update:** 2 newspaper articles about BHE meeting at HCC where BHE voted to approve the “Vision” project. (“unanimous”, 11 vs 1) Point: no question that there is a desire to standardize a fair amount, then test it, then put it out for comparison with other states. That’s what’s taking place.
Final Meeting: Tue May 18, 9 AM – 1 PM, Wilson 418. Usually, some home cooked breakfast items in the past, concludes with lunch.

New proposals: ACC has 22 new proposals for us, which we will start considering in the fall.

COMMITTEE REPORTS:

SUBCOMMITTEE A:

Proposals from Business and Economics:

- **09-202 – 09-206** (also listed as 10-19 – 10-23): Proposes “Special Topics” in all course prefixes. When new course prefixes (ACCT/FINC/MARKETING) were introduced last year, separate “Special Topics” courses were forgotten. A uniform course number of 0350 is proposed (proposal to renumber existing ECON 350 is included below). Approved unanimously.

- **10-25, 10-24, 10-17, 10-15**: New program. Change concentrations to majors. Historical background: Business grew out of Economics, added courses in new areas which developed into significant and independent concentrations (e.g. accounting, marketing, etc.) with clearly defined goals (e.g. preparing for CPA exam). At most other institutions, such programs are separate majors. Declaring our programs to be full majors will correctly describe our programs to parents, students, employers, graduate schools, and accrediting bodies. No curricular changes are proposed. Numbering comments: 10-25 (request form) and 10-13 (proposed bulletin text) constitute one proposal. Minor correction for 10-14, 10-13, 10-16: replace the word “accounting majors must complete” to “management majors…”, “finance majors…”, “marketing majors …” as appropriate. Also, the Information Systems course listed should be MGMT 0321 Management Information Systems (MIS) for all proposed majors, except for accounting, where we want ACCT 0321 Accounting Information Systems (AIS). Also, check box for “New Program” on forms. Question: what other changes do you envision in this context? A plan exists to restructure the one department of Business and Economics into three departments, possibly with a separate dean. The process they used was to first change the prefixes, then create separate majors, and then create separate departments. Sizes: acct/finance (build acct: now 24-25 acct, would like 35-40, a masters’s program of about 25), likely smaller than marketing/management (350-400), econ (many double majors). Question: We need a bulletin text p. 82-85 (first word to last word) attached to each of the four proposed bulletin texts; the expectation is to receive this before our final meeting of the semester (May 18).
  - **10-25**: Change of title.
  - Approved unanimously.
o 10-24: New Program (new finance major), 10-17 (new acct major), 10-15 (new marketing major).
  o Approved unanimously.

o 09-177 – 09-183: Change of Prerequisites.
  o 09-183: Change of Prerequisites (also remove “permission of instructor”) and Change of Course Number for ECON 350 (to 351 or 35x), so 350 is available for all Special Topics courses.
  o Approved unanimously.
  o Approved unanimously.

o 08-61: Withdrawn.

o 09-145: Tabled.
  o Q: Prerequisite: “Vary depending on course content.” or “Permission of instructor.” Various members pointed out that the logistics of “Permission of instructor” require the instructor to provide bookkeeping and written notification to the registrar in a timely manner, in order to register students. Students cannot register online.
  o Q: What is the role of the prerequisite in this case? Limit the course to Majors? “Non-majors require permission of instructor.”
  o L. Harte voiced serious concern about explicitly ceding control over prerequisites to the instructor, when such decisions properly belong with the Curriculum Committee. He sees a slippery slope.
  o Q: How about Special Topics or Pilots? Suggestion: we take it back to the department, maybe a particular course would work as a specific prerequisite.
  o Q: Special Topics: do we need a syllabus? A: If there is a situation where we would not need a syllabus, then it’s most likely for Special Topics courses or Independent Studies.
  o Q: variable credit (1-6) Clarified: Typo. Should be (1-3).
  o 08-61: EKG Special Topics (1 credit).
  o Suggestion: Take a look at the bulletin to see how prerequisites for Special Topics courses are commonly handled, in order to have some consistency. A brief look indicates that “Permission of Instructor” might be the standard.
  o 09-145 is tabled.
  o Q: In 09-145, what does “intermediate standing” mean, and do the students know that? M. A. Watson clarified that students prepare a 4th semester portfolio which is evaluated by the Student Performance Evaluation Committee (SPEC) to grant the students “intermediate
standing”. It allows the students to take upper 300-level courses. All students are aware of their standing. The registration system also displays this status to the students and enforces related prerequisites.

- **09-147**: Tabled.

The meeting was adjourned at 5:50pm.

Respectfully submitted,

Volker Ecke
Secretary pro tem