

## **CAL College Curriculum Committee**

### **Minutes: September 15, 2011 – 3:15 – 321 Linton**

*In attendance:* None (AAH), Watts (ENG), Beretta (L&L), Rauscher (PHL), VanWieren (REL), Grubbs (RCS), Dobbins (THR), Blythe (WRAC), Pierce (Undgrd Student Rep), Fisch-Ferguson (Grad Student Rep), Hoppenstand (UCC Rep), Swenson (Assoc Dean), Roraback (Dean's Office), Walker (Dean's Office)

Special guests: Nancy Dejoy, Trixie Smith

**1. Approval of the Agenda**

APPROVED

**2. Approval of April 28, 2011 Minutes**

APPROVED

**3. Welcome**

**a. Introduction**

Swenson welcomed CCC representatives for AY 2011-12. Members and guests Nancy DeJoy and Trixie Smith were introduced. Swenson thanked Theresa Walker for her work on the scheduling of meetings and work on agendas and curriculum.

Swenson requested permission to reorder the agenda in consideration of our guests.

**b. Review of Bylaw charge and expectation for CCC**

1. Reminder that faculty terms extend for 2 years (1/2 elected new each year), with a 2-term limit; student terms are a single year

2. Bylaw 3.3.2.1.1. The CCC shall review and evaluate College educational policies, including those governing pedagogy and educational objectives, and bring before the College any issues that might, in the opinion of this Committee, require deliberation by the College faculty as a whole.

Swenson emphasized that the UCC SubC requires correctness in the details of curriculum and any forms forwarded. It will return anything it considers incorrect or which does not follow the Curriculum Guidelines.

She noted that the College Bylaws provide for the procedures and composition of the CCC. The committee is charged with curricular matters for the College.

**4. Method of keeping minutes (Eileen Roraback)**

Swenson noted that Roraback will keep minutes of CCC meetings.

**5. Tier II 2011 Proposed Revisions to College Language**

Item 10 was moved up on the agenda for discussion just after agenda Item 4. It was agreed that Smith and DeJoy would describe proposed changes which would then be tabled until the next meeting where they will be voted upon. Swenson will survey CCC representatives and then pass the vote on to Associate Provost Estry.

DeJoy noted that the committee which reviewed the proposed changes in Tier II included representatives from all CAL departments. Revisions were based on these discussions and focused on outcomes based practices (what students should be able to do after finishing Tier II coursework) with the freedom for departments to modify for their own disciplines. Committee members will present information on the changes to departments in September and October.

Rauscher noted that the committee spent a lot of time on getting changes in a correct and clear form and that all of the disciplines were strongly represented on the committee.

Smith and DeJoy noted that they can respond to any questions that come up in the departments and can come back to the CCC if there are questions which need to be clarified.

**6. Setting the 2011-12 CCC agenda (Swenson)**

Swenson requested that the committee focus in AY 2011-12 on student learning objectives and outcomes, with the aim of departments creating curriculum around student learning goals.

**7. UCC updates (Hoppenstand)**

Hoppenstand noted that the UCC met to review program changes and all courses new and revised were passed.

**8. Teacher Education Council updates (Swenson)**

Swenson noted that the Council did not meet, but did conduct a voice vote on minor changes in the Social Studies teacher education program.

**9. Election of a chair**

**a. Facilitates meetings**

This is a primary duty of the chair and Swenson offers any assistance requested from the chair.

- b. Works with Theresa Walker and Janet Swenson on the agenda, course & program descriptions and Eileen Roraback on editing.
- c. Reports to faculty at the spring meeting of the College and submits an annual report to the College Advisory Committee (and sees that interim minutes of meetings are posted for the faculty)

VanWieren nominated Rauscher. The vote was unanimous in favor of Rauscher as chair for AY 2011-12.

## **10. Curricular requests\***

### **a. Writing, Rhetoric & American Cultures – Change in Courses**

#### WRA 341 Nature, Environmental, and Travel Writing

Swenson questioned why Item 1 delineating who would make use of course was not the same as listed in Item 22. Blythe agreed to check on this discrepancy at the departmental level.

Swenson noted that in Item 12 the sample sources need dates or they will be bounced back from the UCC

Rauscher noted that the Items for Required and Selective Audience need to be filled in since the course does meet requirements.

#### WRA 493 Internship in Professional Writing

Swenson noted that Items 13 & 18 may be missing a word and suggested that the word “Capstone” be added by the department to the sentence to clarify the meaning.

APPROVAL was given to the course changes for WRA 341 and 493, contingent on changes being made by the department.

## **11. Other Business**

Representatives noted curriculum changes in the departments that may come before the committee this semester including:

The Theatre Department will bring forward an entertainment technology certificate.

Romance and Classical Studies is reviewing and working through processes and procedures for the newly created department.

The English Department is renewing the American Studies presence in the department and will bring forward a new course. It also anticipates changes to Documentary Studies program.

Hoppenstand noted that it is very helpful to have a departmental representative at the UCC when important changes are happening within a department in order to provide full and clear explanations.

Watts noted the need to discuss how to handle larger courses which no longer have Graduate Assistants, particularly how to deal with the writing component in IAH courses.

Swenson noted that Kirk Kidwell could come to a future meeting to discuss hybrid courses and online techniques for IAH.

Minutes reviewed by Swenson and Rauscher.

*\* Curricular requests can be viewed at <https://www.reg.msu.edu/forms/formsmenu.asp> “Academic Programs” and “COURSES.” If you have difficulty accessing any of the information, please contact Theresa Walker ([walkerth@msu.edu](mailto:walkerth@msu.edu)) to request hard copies.*