Faculty Senate Curriculum Committee Minutes
Monday, January 25, 2016
2:10 to 3:00 PM
Room 107 Lab of Mechanics

Attending: Doug Jacobson (Engineering, Chair), David Cantor (Business), Kimberly Zarecor (Design), Suzanne Hendrick (CHS), Shawna Saad (Registrar), Judy Strand (Graduate College), Gordie Miller (Liberal Arts and Sciences), Char Hulsebus (Registrar’s Office), Diane Rupp (Registrar’s Office), Charles Schwab(CALS), and Karen Zunkel (Provost’s Office)

Meeting called to order at ~2:10 pm, adjourned at ~3:00 pm.

Minutes from November 30, 2015 were approved 5-0. Suzanne moved and Charles seconded.

New Business:

1. College of Design degree name change proposal was proposed. The proposal is a degree change; no curriculum change. This change is motivated by a requirement from accrediting body. There was a brief discussion. Suzanne motioned to approve; Charles seconded. No opposition. Approved.

2. Item for discussion: There are some courses that are awarded 3 credits but 4 hours of contact is required (e.g., lecture section plus recitation section).
   a. It is not clear about the nature of instruction provided in the recitation section. Is the recitation section required? Are materials graded? Is the recitation section created to hold space? Is it a help lab section? Some committee members expressed that it is wrong to have 2.5 hours of lecture and one hour of recitation. It looks like 3 credit hours of lecture and 1 credit hour of lab.
   b. Karen will take issue to undergrad provost council.
   c. Gordie with take issue to LAS curriculum committee.
   d. Doug with check with undergrad students on how recitation sections are being used.

3. Char is running training session on the courseleaf system.

4. Future agenda items:
   a. Charles has developed a policy document on course pre-req issues (e.g., required versus recommended pre-reqs). He would like to present the document for feedback to the committee at a future meeting.
   b. Karen is working on an internship credit policy. Due to federal financial aid issues, students must be enrolled in at least a 6 credit internship course to receive federal financial aid.
   c. Gordie has a similar document for review at LAS.

Submitted, David Cantor, January 26, 2016.