

College Curriculum Committee Meeting

September 17th, 2019

Time started was 3:30

Chancellor's Room

Members present

O'Malley School of Business: Yassir M. Samra, Musa Jafar
School of Education and Health: Jeff Cherubini – Chair, Lisa Rizopolos
School of Engineering: Mahmoud Amin – Secretary, John Leylegian
School of Liberal Arts: Evelyn Scaramella, Roksana Badruddoja
School of Science: Carol Hurwitz, Helene Tyler
CFA: Joan Cammarata

Guests:

Kelly Marin

Agenda & Minutes

The agenda for this meeting and the minutes from the last meeting were approved, unanimously.

Policy on Final Exams

Chair Cherubini spoke on the Academic Integrity policy that is now posted online and mentioned that the new final exam schedule for faculty will have final exams only during the week for those who teach on weekdays and weekends for those that teach on weekends.

Chairs' Report

Chair Cherubini mentioned that there was some discussion on the common exam scheduling that the schedule will come up on the first Friday after the deadline for "add/drop". He also mentioned that Associate Provost Rani Roy spoke on assessment goals and their importance. Chair Cherubini mentioned also informed the committee that the Institutional Effectiveness committee will now report to Educational Affairs Committee. He also informed the new members of the committee about what constitutes having quorum (i.e. the committee needs to have representation from each school within the college).

College-wide Core Competencies

Dr. Marin provided an overview of what the CWCC is, what they are charged with in terms of assessment. She informed the committee of how a focus group of other faculty were organized by Director Bridget Miller to review whom reviewed the process of assessment. The recommendation of this focus group and the committee included: identifying the courses that need to be collected data for certain goals and smoothing out the process for assessment as most of the effort is in data collection, but outputs are a challenge. Dr. Marin also informed the committee that an outside consultant was tasked with reviewing the work of the CWCC committee with observations/recommendations including the following: (1) there were too many CWCCs that aren't in the core requirements, (2) some CWCCs were recommended to be removed, (3) the competencies may be measured in the core of a program but are not necessarily measured across the college, (4) updating curriculum maps should have more faculty involvement to ensure syllabi alignment. Dr. Marin mentioned that the CWCC committee

reviewed over 300 syllabi and most faculty do have CWCC goals listed in their syllabi so that there isn't too much work that needs to be done there. She did mention that what is needed is a systematic way of collecting data: exam booklets, videos, documents, digital or hard copy, which can be conceptualized after the Middle States review. Lastly, Dr. Marin stated that curriculum maps will be updated and sent to the CCC.

Review of Bylaws & Submission Protocols

The importance of knowing the bylaws of the committee were discussed so that committee members can inform their respective schools of submission guidelines and rules. Chair Cherubini mentioned that he will inform the deans for submission procedures of new programs, courses, concentrations, minors, etc.

Discussion was held on the financial value of new programs that are submitted. It was felt that the committee should be charged with evaluating the academic value and that the financial forecasting and logistics shouldn't be a hindrance to getting a program approved. Once approved, the chair can inform the provost.

Next meeting

It was agreed upon that our next meeting should still be held in October though that Tuesday will be a Monday schedule.

Adjournment was at 4:28pm.