

College Curriculum Committee
30 January 2013, 4 p.m.
204 Miguel Hall
Agenda

- I. Approval of Agenda
- II. Approval of Minutes from the 28 November Meeting (see attached)
- III. III. Chair's Report
 - A. EAC
 - B. Course Inventory
- IV. Proposal: Marriage and Family Counseling – M.S. in Graduate Counseling (see attached)
- V. Old Business
 - A. Provost's request for consideration of regular curricular reviews of departments and programs

VI. New Business

Notetaker: Hany Guirguis Next Meeting: 27 February 2013

The meeting convened at 4:00 pm

In attendance were: Janet Rovenpor, Michael Judge, Jeff Horn, Bahman Litkouhi, Remigia Kushner, Hany Guirguis, Richard DelloBuono, Tedd Keating, John Wasacz, and Graham Walker

Minutes

- I. The agenda for the meeting was approved unanimously.
- II. The minutes from the meeting of 28 November 2012 were approved with one minor revision. The names of attending faculty members should be listed.
- III. Chair's Report
 - (1) The Chair informed the committee that the EAC has created an ad hoc committee on internships and research. The committee will be forwarding a proposal to CCC, which will require that every student complete an internship or research project. The ad-hoc committee believes that up to 85% of our students do that anyway. CCC has asked for a real count. Issues include who will administer such a program and how research should be evaluated so as to count for this requirement.

(2) The college's undergraduate course inventory needs to be updated. Schools and departments should remove courses that have not been taught for a long time (i.e., not in the past five years). When looking at the course inventory, a student should have a reasonable expectation that a course will be offered. Courses that will be taken off the books can easily be revived (without the approval of a curriculum committee) should there be a need for them in the future. The Chair will divide the list of courses by school and send an Excel file to CCC representatives from that school. The representatives will work with their colleagues and draw up a list of courses to be removed from the inventory. This work should be completed by the next meeting.

IV. Proposal: Marriage and Family Counseling - MS in Graduate Counseling

(1) When considering a new program, CCC members should ask if it is logical, determine if there is any overlap with existing programs, decide if the resource needs have been carefully considered, and more generally lend their expertise.

(2) Dr. Corine Fitzpatrick's memo, "Introduction to the proposal for new program," dated 1/7/12, was discussed. Clarifying comments were made regarding the need for one additional full-time faculty member to increase the total number to three. Regarding research, the state requires a minimum of 3 semester hours; this proposal requires 6 semester hours. After completing the program at Manhattan College, students need further training (1500 client contact hours).

(3) Dr. Corine Fitzpatrick's memo, "Marriage and Family Therapy (MFT)," dated 1/7/12, was discussed. CCC spent some time discussing the roles of full time faculty members with research experience teaching in the program and of practicing adjunct faculty members who bring professional experience and placement opportunities for students.

CCC recommends that Dr. Fitzpatrick clarify the statistical component in the two research courses: EDUG 713 (Research Methods) and EDUCG 851 (Report Writing and Analysis). In the internal assessment of the program, she should consider the percentage of students who pass the licensing exam. She should consider tracking and reporting on the first cohort of students in the program, conducting annual assessments, and conducting a five-year assessment of the program.

(4) The budget figures for marketing (\$5,000) and technology (\$1,300) were too low. There was no accounting for the costs of full time faculty members who would be teaching and administering the program. The financial worksheet should be revised and resubmitted.

(5) Application for Registration of a New Program. CCC discussed the admission requirements on page 7 and assumed that the Narrative Statement of Interest would be typed, not hand-written, by applicants to the program. Table 3 on page 16 will be updated once the new financial worksheet is revised.

The Chair will convey CCC's comments to Dr. Fitzpatrick and oversee implementation of the revisions. He will send a revised financial worksheet to CCC members who will submit any comments to him electronically.

The CCC voted to pass the proposal provisionally. Dr. Fitzpatrick should be commended for developing an excellent proposal.

V. New Business:

The use of the 27 credits shared by all schools should be improved. The Chair will generate a document with some ideas as a starting point for this discussion.

VI. Agenda item V. A.: The Provost's request for consideration of regular curricular reviews of departments and programs was tabled until the next meeting.

The meeting was adjourned at 5:30 pm.

Hany Guirguis

1/30/2013