

Agenda

- I. Approval of Agenda
- II. Approval of Minutes from the 27 September Meeting
- III. Discussion of Submission Protocols and Procedures (See additional materials)
- IV. Chair's Report
 - A. EAC
 - B. School of Continuing and Professional Studies
 - C. Provost's request for consideration of regular curricular reviews of departments and programs
- VI. Old Business
- VII. New Business

Notetaker: Richard Goldstone Next Meeting: 30 January 2013

Minutes

- I. The agenda for the meeting was approved unanimously.
- II. The minutes from the meeting of 27 September 2012 were approved unanimously without amendment.
- III. Discussion of submission protocols and procedures.

Item 1. Provost's Spreadsheet for Calculating Margin on New Programs (1-31-11).

For both new programs and major changes to existing programs, it was decided unanimously that the Provost's spreadsheet should be part of the submission materials, and it should be accompanied by the Provost's required analysis of the numbers contained therein. Although the CCC is not tasked with evaluating the financial viability of new programs, information about items such as the intended audience, especially for interdisciplinary courses, is important for the committee's deliberations, and opinions about, for instance, the intended market are not beyond the scope of the committee's possible recommendations.

Item 2. Application for the Registration of a New Program available from the State Education Department.

It was decided unanimously that this should be included in the application materials. There was, however, some discussion about whether the scope of the State document was sufficient. Syllabi with course description have to be attached to the state form, and should be part of the submission to the CCC. Potential conflicts within the institution must be considered, and there was a discussion, without resolution, about the need for comparisons with the offerings of competing institutions. Comparisons with other institutions should be included if the task is not too onerous and the comparison helps to illuminate a real need for a target audience.

Item 3. Memoranda. For new programs, discussing (a) whether the proposed new program duplicates aspects of any existing program at Manhattan College (including the School of Continuing and Professional Studies) and (b) the anticipated impact of the new program on enrollment in other departments, especially in other schools. For major changes (more than 9 credits) to existing programs, discussing (a) what precisely is changing, (b) whether the proposed changes impact any existing program at Manhattan College (including the School of Continuing and Professional Studies), and (c) the anticipated impact of the changes on enrollment in other departments, especially in other schools.

The Provost had communicated some additional requests about the content of these memoranda. After discussion, it was unanimously agreed that the memoranda should include:

- a. A detailed account of learning goals for the program.
- b. A full curriculum map.
- c. A schedule for the assessment of the learning goals in Item a.
- d. The explicit designation of either a person or a position responsible for assessment.
- e. The identification of the types of assessment tools that will be used.

There was a discussion about the inclusion of rubrics in the submission materials, but no formal motion about them. The sense of the discussion was that although rubrics are important elements in the planning of courses, in some cases, program implementation might drive rubric development and so might take place after the submission procedure.

IV. Chair's Report.

A. The EAC is discussing an experiential professional learning requirement, consisting of either a research or internship component. The proposal will eventually come to the CCC after the EAC has made its recommendation.

B. An ad hoc committee has been created and has met to discuss appropriate domains of authority of the EAC and CCC. The primary issue in the discussion was the inclusion of or conversion to distance learning in courses and programs, and the issues involved in moving to hybrid campus/distance learning models. The CCC has a potential interest in evaluating distance learning, but in any case some entity outside the department in question should provide review and oversight. The ad hoc committee decided that it should be the school curriculum

committee that would have to approve any significant transition to hybrid learning.

C. The School of Continuing Professional Studies is on agenda for the next meeting of the CCC. Cheryl Harrison will come to meeting. The school's curricular decision-making documents will be presented.

D. The Provost has proposed that the CCC should do curricular reviews. It is not clear that this is an appropriate task, and the magnitude of it would seem to require special considerations, such as course releases for CCC members, should such tasks be undertaken. The issue will be discussed further at the January 2013 meeting.

Richard Goldstone
12/3/2012
