College Curriculum Committee

Minutes of September 14, 2018 Meeting

Kelly Commons 3B

The meeting convened at 3:35 p.m.

Members present:

The O’Malley School of Business: Fiona Maclachlan

School of Education and Health: Jeff Cherubini, Liza Rizopoulos

School of Engineering: Mahmoud Amin

School of Liberal Arts: Michael Grabowski, Evelyn Scaramella

School of Science: Helene Tyler (Chair), Tina Tian

Excused: Joan Cammarata, John Leylegian, Yassir Samra

1. Approval of Agenda: The agenda for the meeting was approved unanimously.
2. Approval of Minutes: The minutes of the May 15, 2018 meeting were approved unanimously with corrections.
3. Chair’s Report: Helene Tyler presented the Chair’s Report. She reported on the activities of the last EAC meeting, held on September 4th. The Chair noted that CCC reports through EAC. Topics discussed at EAC included a report from the College Technology Committee, the reconvening of a committee to review the Academic Integrity Policy, and the financial burden on students of college textbooks, including how some professors are finding innovative ways to help save students on the cost, including examining textbook subscription services, like the one offered by Cengage. Brian Chalk will be expanding the Honors Program (Jeff Cherubini noted that proposal would have to be reviewed by CCC).

The chair noted that the CCC Moodle site houses the official archive for not only the CCC minutes, but also the minutes of each school’s curriculum committee. Members of CCC will reach out to each school’s curriculum committee to request that minutes from past and future meetings are forward to the CCC Chair for archiving. Fiona Maclachlan agreed to maintain the CCC Moodle site during the Fall 2018 semester, while Kim Fairchild is on leave.

It was noted that the minutes of EAC are not posted on the Moodle Community site. The committee examined what information is posted on Moodle. Members of the committee inquired how they would be able to access EAC minutes.

Helene Tyler shared with the committee a *Chronicle* article about the first year experience and retention of first year students. She noted that the College hosts the course College 101 on Moodle. Faculty members may request access to this course to review material presented to first year students.

1. Rotating Secretary: The committee agreed to adopt a rotating secretary (excluding the Chairperson) to take meeting minutes. Assignments will occur in alphabetical order, continuing from the last meeting’s minutes taker (Jeff Cherubini). Michael Grabowski is taking minutes for this meeting. Minutes takers to follow in order will be: John Leylegian, Fiona Maclachan, Liza Rizopoulos, Yassir Samra, Evelyn Scaramella, Tina Tian, Mahmoud Amin, Joan Cammarata, and Jeff Cherubini.
2. Review of Bylaws: The Chair brought to the committee’s attention that the committee receives reports from six schools, and that graduate curriculum proposals are submitted by each respective school in which each program is housed. It was suggested that the committee revise the Bylaws Article I, Section 2 to update the number of schools (from “five” to “six”), list the schools (The O’Malley School of Business, School of Continuing and Professional Studies, School of Education and Health, School of Engineering, School of Liberal Arts, and School of Science), and remove the phrase “and the graduate education committee.” The committee voted unanimously to adopt these changes.
3. Review of Submission Protocols: Helene Tyler initiated a discussion about how active or passive CCC should be in regards to curricula issues. She noted that Article V, Section 7 states, “The CCC may consult with appropriate individuals, departments or schools on issues of concern.” In addition, Section 8 states that CCC may hold open meetings to discuss curricular matters. The committee discussed how active the committee will be in the coming year. It was noted that CCC will begin to receive several proposals for new programs and program updates, which will take up much of the committee’s time. However, members expressed a willingness to be a part of ongoing conversations regarding college initiatives that have implications for curricula.
4. Discussion of First-Year Students’ Engagement with Curriculum: The discussion of the item above dovetailed into this agenda item. College-wide, there is a discussion about how the first year experience is related to retention. The committee asked, from school to school, what is the first year experience? Members from each school noted their first year curriculum, and it was noted that the experience in each school varied. Evelyn Scaramella said there is a desire to examine the issue, and that CCC should coordinate with other committees so that curriculum issues are addressed. Mahmoud Amin noted that engineering students rely heavily on course from the Schools of Liberal Arts and Science during their first year, and that engineering faculty members do not meet many of their students until their sophomore year. Tina Tian pointed out the need for gathering evidence to understand why students leave the college to determine whether and how curriculum is a factor. Liza Rizopoulos discussed the issue of belonging and academic study skills. Michael Grabowski noted that the *Chronicle* article alluded to the competing philosophies of either retaining or weeding out students. The committee agreed that the curriculum should retain academic rigor, with schools offering support to help students succeed in mastering material. Jeff Cherubini said that CCC can bring discussion topics to CFA or EAC, as long as those topics are within bounds of curriculum. Mahmoud Amin asked if CCC members can propose topics for discussion in CCC. Helene Tyler replied affirmatively, as long as the topics are consistent with CCC bylaws. Jeff Cherubini noted that major curriculum revisions usually flow from department to school to the CCC. Helene Tyler proposed that members consider, after consultation with their schools, what curriculum topics CCC should discuss and bring them to a future meeting. The committee agreed that data is needed to examine how first year students engage with curriculum across the schools. It was noted that the School of Liberal Arts has formed a Committee to Review the Core. The CCC will most likely be presented with the work of this committee.
5. Other Business: It was determined that the scheduled March 19th meeting will fall on spring break. The committee likely will cancel or reschedule that meeting. In addition, depending upon workload, the committee may schedule a January and/or May meeting. The committee will discuss at a future meeting whether it is necessary to schedule these additional meetings.

The next meeting will be held Tuesday, October 16, 2018 at 3:30pm in Kelly Commons Room 3B.

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Michael Grabowski