# Curriculum Policies Committee 2015-2016
## 1:30 – 2:50 PM
## Sacramento Hall 161

## Minutes for Tuesday, March 15, 2016
## Approved: April 19, 2016

**Attended:** Amata, Burke, Chalmers, Coats, Croisdale, Fell (Chair), Ingram, Murphy, Wall-Parillo, Meyer, Newsome.
**Absent:** Baldus, Biagetti, Gibbs, Keck.
**Guest:** Jeffrey Brodd, APROC Chair

1. Information Items
   a. Faculty Senate and Senate Executive Committee Update:
      - Nothing to report.
   b. Report from Graduate Dean:
      - Chevelle Newsome announced that graduate appreciation day will be April 15.
   c. Report from Dean for Undergraduate Studies:
      - Sheree Meyer reported we've acquired the software for creating the catalog and workflow.  Generally those who have used it like it.  The company has grown quickly.  It has developed a user group and listserv. Iowa State has considerable experience and treats it more than just a rulebook. Our workflow model would change. Immediate goal is to provide a clean catalog but eventually to have a more powerful tool.  Visually it is more interesting and provides an integrated roadmap. Sheree recommends we create a user group to look at best practices and how users use it.  Users have provided good feedback; could provide students with information they don't think about but need to know.  Planning and implementation is intense. It can designate when courses are offered (e.g. spring and fall).  For the planner, students need to know when courses are offered.  CMS has something similar but we have never implemented.  We need a user group to look at the forms to be used. Interface is nice; creating them in the software allows us to modify the forms. Workflow is color coded.  It has alerts for prerequisites and changes, e.g. it would allow for building in workflow for Chancellor's Office and WASC. Workflow is a linear process. Current timeline is to finish up the 16/17 catalog using the current operation and shift to the new software afterwards.  We need a year of adjusting to the catalog before implanting the workflow aspect of the software.  May 1, 2017 we would start with new catalog.  We could ask Iowa State for the type of reports they are producing.

2. Approval of minutes from March 1, 2016  (postponed)

3. Discussion Items

a. Old business
- Continuation of assessment policy
    o Time certain 2:00 PM: discussion with Jeffrey Brodd, APROC Chair.
    o Brodd stated the mission is pretty clear. APROC works closely Dr. Don Taylor in Academic Affairs. Academic Affairs performs scheduling. He described the process. The Senate took over creation of the pool of chairs and team members but we have too few volunteers. Delays are a big problem. Team chairs are simply not finishing their reports on time. Payments are paid before the reports are completed which contributes to the problem. Brodd proposed professionalizing the assessment teams, rather than using volunteers. WASC representative Oberg, who visited last fall, stated program reviews needs to be tied to action plans or an MOU. Ours is only collegial advice. Other CSUs tend to conduct their reviews through campus administrations. Brodd's proposal would turn APROC into a standing Senate committee.

    Chair Fell mentioned that interim Provost Lee has sent out letters to delinquent team chairs who have not met their obligation but have received their release time or professional development money. Brodd stated his proposal might be a little more expensive. Meyer noted we already have some similar committee models, e.g. the GE Subcommittee. Work is shared and it meets its deadlines. So we already have a successful model that accomplishes a considerable amount of work. It would need to work closely with Academic Affairs. Chair Fell asked how many reviews are routinely scheduled? Brodd stated about seven.

    It was noted there is a concern about graduate programs reviewed.
    It was asked how to make sure the reviews are acted upon? An action plan could be a way to make sure recommendations are addressed.
    It was suggested that it is more efficient when Academic Affairs actively participates. We could develop a bicameral approach.
    How to professionalize was asked? There is a concern about abuse or concentration of power. Brodd noted there would need to be terms.
    The process has to be cooperative, to have buy in, and include checks and balances.
    Brodd noted having senate in charge would help if we are going to have MOUs.
    Definitely workload for the committee would increase.
    Any changes need Senate approval.

b. New business
- Curriculum subcommittee: supplemental courses without parent course (ALS 52J, ALS 58A, ALS 59A)
    Meyers has received proposals for which there is no program. We need to

craft some language. The supplemental course policy has been tabled. Policy definition is the problem, not the number of courses taken. Chalmers offered an example of Computer Science course with only 1 meeting (introductory) without enough content. CPC needs to discuss competency and skills course at our next meeting. Form A is inadequate for dealing with this problem. The Curriculum Subcommittee is seeking more guidance.


Recorded by Amata, Vice Chair.

4. 2015-2016 meeting dates
   Sept 15; Oct 6, 20; Nov 3, 17; Dec 1
   Feb 2, 16; Mar 1, 15; Apr 5, 19; May 3