# CURRICLUM POLICIES COMMITTEE
## MINUTES OF THE MEETING OF FEBRUARY 20, 2018
*Approved: March 6, 2018*

**CALL TO ORDER:** The Chair called the meeting to order at 1:30 p.m.

**ROLL CALL:**

Voting Members:  Liam Murphy, Chair (Anthropology, SSIS); Stephanie Biagetti (Educ); Chloe Burke (A&L); Tim Croisdale (Criminal Justice, HHS); Sarah Graham (Grad & Prof Studies); Katherine Kelly (Nursing, HHS); Kelly McDonald (Biological Sciences, NSM); Melissa McTernan (Psychology, SSIS); Emily Merrifield (Library); Farshid Zabihian (Mechanical Engineering, ECS).

Non-Voting/Ex-Officio Members: Brandon Fischer (ASI); Anna Keck (CCE); Chevelle Newsome (Undergraduate & Graduate Studies).

**GUESTS:** Steve Perez; Todd Migliacin; Jennifer Lundmark, Corey Shanbron, Angela Arnold.

**Open Forum:**  No items

**APPROVAL OF THE AGENDA:** Approved; motion by Kelly, 2nd by McDonald no changes.

**APPROVAL OF THE MINUTES OF FEBRUARY 6, 2017:** Approved with one correction on last name by Kelly vote on motion by, 2nd by Graham.

**Agenda Items**

**Information Items:**
- Welcome to Brandon Fischer -- the new ASI rep on CPC.
- Report from Senate Executive Committee Report (Murphy): look good on Honor's policy and advised of new eLearning policy being developed.
- Report from Graduate/Undergraduate Dean (Newsome): In May there will be training for the curriculum workflow.
- Report from Curriculum Subcommittee (Burke): cleared all courses approved from Fall to be in Fall catalog.
- Report from CPSP (Biagetti): Recently cleared out all proposals from Fall. Liberal Studies program was approved.
- Report from APROC (Biagetti): Scheduled out all 2016-17 program reviews.  Approved program review for Geology; final draft for Communications.  Revised program review policy; Jeffery Broad will attend CPC to present new proposed policy.  Stephanie will be Program Review Chair for Family Studies.

**Old Business:**
- Honors Curriculum policy update: first reading in senate on March 1st.

- e-Learning Policy update: new draft under preliminary review by CPC working group and CTL; eLearning working group will reconvene to discuss and prepare a final draft.

**New Business:**

- Writing & Reading Subcommittee (Kelly): a writing rubric has been approved and will come to CPC for review.  It is based on Value Rubrics and offers a single way for courses across curriculum to assess writing.

- Supplemental Instruction discussion: 1:45pm (time certain):
  CPC is working to take a SI policy to Executive Committee by early March.  Murphy read justification for the university needing a SI policy.
  Main question/concern is whether supplemental courses with a parent course should have academic units assigned to it.

  Three recommendations of the Executive Committee SI working group from Fall 2017 were: 1) SI activities should not receive academic credit; 2) a permanent SI advisory group should be formed; 3) SI activities should continue with coordination with programs across campus who have SI courses.
  Various people and areas have weighed in with comments and all visitors in attendance were here to hear and discuss work on the new SI policy.

  Jennifer (Bio): clarify what SI is; hand out from PAL (Peer Assisted Learning) attached as Appendix A.  In PAL, these are faculty written, novel curriculum as an extension to what material is learned in class.  Courses are facilitated by student peers however as Peer-Led learning.  To be clear, PAL is not SI and PAL courses are 1 unit courses.
  Anna Keck: The university needs a very clear definition of what SI is.  Otherwise, all 1 unit courses that aid in learning may be lumped-in as SI courses and not governed by the new SI policy.
  Kelly McDonald supported that a definition is very important and expressed concern about March 1 deadline.  Murphy clarified March 1 deadline is to advise Executive Committee how CPC will move forward (interim policy, new policy, etc.).
  Stephanie Biagetti: CPC began with a definition of SI 3 or 4 years ago.  Suggested all notes from prior work groups should be shared with new workgroup.  Important also that SI courses do not count toward unit count, especially for students having some unit restriction for enrollment.
  Steve Perez: working the other way, it may be better to define what defines courses that carry credit.  This will help delineate what courses do not meet the definition and therefore, SI courses.
  Murphy: will share all prior info with current SI working group.  Possible to get list from OIR of courses that bear single unit or are pass/fail to examine further.

  Tasks for CPC SI working group to consider:
  Create definition; consider versus defining unit bearing courses.
  Evaluate definitions that make sense for SI.  What does a course need to have to be a SI course?
  Burke: investigate definition of SI based on best practices and policies and use that definition to identify SI courses on this campus.
  Identify non-SI courses that offer additional instruction with another designation?

Identify how many courses possibly fit in these new categories (based on list mentioned above as coming from OIR).

- Stephanie Biagetti and Chloe Burke volunteered to join the CPC SI working group already consisting of Anna Keck, Kelly McDonald, Emily Merrifield, and Liam Murphy. Stephanie Biagetti volunteered to Chair the working group.

**ADJOURNMENT:** The meeting was adjourned at: 2:45 pm.

**Remaining 2017-2018 meeting dates:**
March 6
April 3 & 17
May 1

Appendix A

Comparison of SI and PAL courses