

1-31-2018

01-31-2018 Curriculum Committee Meeting Minutes

Curriculum Committee Meeting

January 31, 2018

Minutes

10:30 pm – 12:00 pm

I. **Proposal to Reactivate Certificate of Distance Education and M.S. in ITDE Program** (Mike Simonson)

Dr. Simonson provided an overview of his proposals to reactivate the Certificate of Distance Education (CODE) program and the M.S. in ITDE program, both of which are on moratorium. Shown below are highlights of each:

- CODE: Started in 2007; 12 credits (four classes); \$300/credit; two classes can be transferred into the M.S. or Ed.D. in ITDE; many postsecondary institutions in Florida offer a Certificate in Distance Education.
- M.S. in ITDE: 36 credits (11 courses are identical to the Ed.D., i.e. they are considered “graduate courses”; there is one unique course, the Reflective Portfolio); helps expedite entry into the Ed.D. program (the 11 courses are not transferred into the Ed.D.; instead, students take other doctoral concentration/elective courses); program is unique, i.e. it offers a degree in both instructional technology and distance education (other institutions offer one or the other).

The committee noted that for the M.S. in ITDE, a distinction needs to be made between the M.S./Ed.D. common courses. For example, doctoral students should be given additional assignments.

Because the M.S. in ITDE will require more time, we agreed to review the CODE program first. In the **attached** please find the CODE proposal...the program plan, courses, etc. have been added to this document. The syllabi are on the FCE website. We will also need to review enrollment data and the marketing plan (Mike will check with Adriana) as well as the overall quality of each of the four syllabi. The Curriculum Committee will also offer a formal recommendation to the Leadership Team, which will make the final decision.

II. **RAZT 2000 Syllabus** (Rashid)

Rashid also brought to the committee the proposed RAZT 2000-Leading Student Learning syllabus for Curriculum Committee review and approval (**see attached**). The course will be offered in fall of 2018, and our review and approval should be completed by the end of February (the Undergraduate Catalog updates are due in March). Rashid indicated that Jia has already reviewed the syllabus, and he will forward her review to the committee. Since the review procedures require a three-person task force, two additional faculty members, Zandra and Sandra T., were identified as the reviewers. Ken will follow up with them.

III. Updates:

- Faculty Retreat: The Faculty Retreat is confirmed for March 20 and, tentatively, March 21. Curriculum Committee members are encouraged to offer assistance.
- Meeting w/Roxanne and Jamie: How the Curriculum Committee will interface with the Assessment Committee: The Assessment Committee will focus on accreditation, state reporting, ASLO, ASPIRE, Quality Assurance Plan, and Program Reviews. Also, further clarification is needed in relation to state reporting functions specific to the Office of Licensure & Compliance and the Assessment Office/Committee. A meeting with Roxanne, Lisa and Ken will be arranged.

The Curriculum Committee has responsibilities for review and approval of syllabi and new programs, review of substantive changes in syllabi and programs, advising faculty and others on curriculum matters, ensuring all curricula are aligned with the NSU and FCE missions, participating in joint initiatives with the Curriculum Committee (e.g., TPAC/ELAC planning, NSU Program Review, course evaluation process, etc.), and creation/maintenance of the FCE Faculty Handbook.

IV. By-laws (Ken, All)

The group reviewed the updated By-laws document and offered some additional recommendations. Ken will update and distribute.

Also, the committee needs to create a second document outlining Curriculum Committee roles and functions and procedures. Each member was asked to send recommendations, ideas, etc. to Ken. Can all of you please do so by **Friday, February 9**?

Ken will also speak with each committee member individually in order to create a membership rotation that is staggered. This will be completed by the next meeting.

V. Catalog Committee Review of Academic Policies: What works, What Doesn't, What is Needed

The Catalog Committee is currently reviewing policies, and the Curriculum Committee will be asked to provide suggestions and feedback on drafts, as needed. We also clarified that the Curriculum Committee is not a policy-making entity

VI. Meeting Schedule for Winter Term

Our next meeting will be on **Tuesday, February 27** from **10:30 am – 12:00 noon**.

The remaining meetings for the winter term will be as follows:

Wednesday, March 28, 10:30 am – 12:00 noon

Wednesday, April 25, 10:30 am – 12:00 noon