

6-15-2016

06-15-2016 Curriculum Committee Meeting Minutes



**Abraham S. Fischler College of Education
College-wide Curriculum Committee**

Minutes

Meeting June 15, 2016

1pm NMB Room 518 & Zoom

In attendance: Dana Fredebaugh (Chair), Silvia Orta, Anymir Orellana, Audrey Henry, Terri Schmidt & Sandra Trotman; Kenneth Rockensies (*ex-officio*)

Absent: Carmen Marinelli

The meeting started late due to technical issues with ZOOM.

I. Old businesses:

1. Minutes from previous meeting are approved with the following corrections.
 - Attendees: Correct the spelling of Silvia Orta and add *ex-officio* next to Ken Rockensie's name
2. The minutes were reviewed and the following items discussed:
 - Item 3 **Grading Policy**: The MS/EdS and EDD courses will keep the current grading scales; UTEP added quality points,
 - Item 4, whether **Masters and EdS students taking the same course** should use the same syllabus: This is not done with Teaching & Learning and Language & Literacy department courses---there are different courses with different course numbers. Anymir indicated that this is done in the Instructional Design and Technology department. Is there a *written* policy against this?
 - Item 5: **UTEP representation**: the co-chairs were invited to join the FCE CC as non-voting members.
 - Item 6 **Role of the Curriculum Committee**: discussed during today's meeting (#2 under new business).
 - Item 10 **Syllabi responsibility**: The departments of Teaching & Learning and Language & Literacy will retain the "Content Area Faculty" information for 2016-17. HOLA and ITDE will include a link to the department websites in place of the CAF. Will need to find out what the Educational Leadership & School Administration department will do.
 - Item 11 **Syllabus Templates update** discussed during today's meeting (#3 under new business)

II. New businesses

1. Dana Fredebaugh introduced and welcome Terri and Sandra to the meeting as members of the FCE CC UTEP subcommittee. They will be non-voting members.
2. Review and finalize draft FCE CC Mission & general responsibilities
The mission and general responsibilities were discussed and later updated by Dana Fredebaugh, incorporating the discussed recommendations. See attachment.

Agreements:

- 2.1 Request a meeting with the Department Chairs for a formal presentation of the committee and submitting our mission and responsibilities for their consideration and to ask for their expectations.
- 2.2 Investigate whether or not Certifications should be included in the committee's responsibilities.
- 2.3 To better frame the committee's responsibilities, it is necessary to define the meaning of "major changes" with regard to syllabi.

3. Syllabi templates.

The one for UTEP is finalized with the addition of Quality Points to the grading scale. The one for MS/EdS is being revised and will be disseminated this week.

Regarding the EDD program, the HOLA department adopted a template that should be corrected with the date of the update.

Agreement: Anymir Orellana will investigate if the HOLA template will be considered/adopted by the whole doctoral program.

4. Attendance at the June 27th (10am) Approved Programs Committee meeting.

Agreement:

- 4.1 all committee members should participate in the next Approved Programs Committee to introduce our members and explain our mission and responsibilities.

5. New syllabus review process.

The outlined facilitated by Ken Rockensies was discussed:

- a. Department Chair appoints 3 faculty members in same or related specialization to review a new syllabus.
- b. Department Chair approves syllabus, after any necessary revisions.
- c. New syllabus is sent to FCE CC for review and approval, after any necessary revisions.
- d. New syllabus is sent to Ken and the Dean.
- e. New syllabus is then sent to SCMS.

Committee members recommended to:

- Include at least one faculty member from another department.
- Add a stage in the process to address editing and formatting, alignment to the approved templates and other issues. There should be a checklist to follow.
- The need to have some written evidence of the approval at the appropriate level.

- The usefulness of having a platform for collaboration during the syllabi review process. This will support not only the review process, but will serve also to keep the history of each new syllabus.
6. In July, review new EDD core courses for approval
This task will include the following new courses: Nature of Knowing, MOI, Leadership, Communication and Technology. Although, these courses are scheduled for the Fall term the syllabi are not ready for review.
 7. Next meeting
Agreement:
The next meeting is scheduled for July 26 at 10 am

Meeting Adjourned at 3:24pm

Recorded and submitted by: Silvia Orta

Draft

**Abraham S. Fischler College of Education
College-wide Curriculum Committee**

1.0 Mission

To ensure that the curricula are aligned with the educational needs of the students, reflect the Abraham S. Fischler College of Education's (FCE) mission, Nova Southeastern University's (NSU) mission and core values, and meet the standards of local, state, and national regulating and accreditation agencies.

2.0 General Responsibilities

Fischler College of Education' Curriculum Committee (FCE CC) members will:

- 2.1 Discuss curricular issues
- 2.2 Serve as liaisons between the FCE CC and our academic departments;
- 2.3 make recommendations regarding curricular aspects of the academic programs;
- 2.4 support the efforts to implement program review processes;
- 2.5 review and evaluate proposals to (a) add, delete, or change courses and academic programs; and (b) develop new academic programs, concentrations, or other components of the programs that relate to curriculum and instruction;
- 2.6 serve as a general forum for college-wide curriculum issues; and
- 2.7 maintain accurate minutes of committee activities and forward approved minutes to the Associate Dean for Academic Affairs and to the FCE CC members for further action and follow-through. Approved minutes are available to all FCE faculty.

3.0 Procedures:

Term of "office" of FCE CC members