

7-26-2016

## 07-26-2016 Curriculum Committee Meeting Minutes



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

**Meeting July 26, 2016**  
10am NMB Room 210 & Zoom

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

The meeting started at 10:25 am due to technical issues with ZOOM.

**Old Business**

1. Minutes from June 15 were reviewed and approved with no corrections
2. FCE CC Mission & Responsibilities draft was reviewed. The following was proposed
  - a. Chair would act for one year with possible reappointment for another year,
  - b. Elections would be held in May or June (end of academic year)
  - c. Members would participate for at least one year
  - d. At least 3 members would stay on for a second year
  - e. There will be at least one undergraduate subcommittee member
  - f. Combine FCE CC General Responsibilities Items 2.1 "Discuss Curricular Issues" and 2.5 "Serve as general forum for college-wide curriculum issues"
  - g. Committee would meet second Tuesday of each month from 10 am-12 pm
3. Information regarding the attendance at the June 27<sup>th</sup> (10am) Approved Programs Committee meeting was shared; specifically, information regarding clarification of the role of the FCE CC and the role Approved Programs Committee. Audrey, Carmen, and Dana clarified the role of the FCE CC and no feedback was received from the Approved Programs Committee.
4. Dana shared with the committee that the Department Chairs have not met with her. The meeting is pending.
5. The following issues about the syllabus templates and review process were discussed and questions were also brought up
  - a. The HOLA Department has created an EDD template for their department. The FCE CC discussed whether college-wide templates or program-wide templates were needed as opposed to department-wide templates. It was also discussed if the FCE CC needed to have input and be involved with creation of the templates.
  - b. The committee was not clear on who would be the entity to contact regarding a course given apparently Department Chairs were consistent not wanting a name of a person as "owning" or being responsible for the course.

- c. It was recommended that perhaps a Coordinator in each department would be the contact entity
  - d. It was recommended that Departments needed to organize, handle, and update the syllabi
  - e. It was recommended that the FCE CC needed to discuss and clarify with the Department Chairs questions and recommendations about syllabus templates, syllabus management, and syllabus review process
6. New specialization-specific syllabus review process, as outlined by Ken: - tabled
    - 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
  7. New cross-specialization syllabus review process - tabled
    - a. ? appoints faculty to develop a syllabus
    - b. Chairs review the draft syllabus and make recommendations, with the author(s) incorporate into a final edition
    - c. New syllabus is presented to the FCE Curriculum Committee for final approval.
    - d. New syllabus is sent to Ken and the Dean.
    - e. New syllabus is then sent to SCMS

### **New Business**

8. The syllabus for RES 8100 The Nature of Knowing: Epistemology and Inquiry-based Learning, was shared with the committee on July 25. It was agreed that FCE CC members would review and send more comments to Dana. The following items were discussed
  - a. The members wondered if the description of the syllabus had already been submitted to the catalog
  - b. The use of Creswell's textbook, versus free online resources from NSU library like Sage, was questioned given that few chapters were being referenced
  - c. Because this course will be taught in fall 2016, it was recommended that instructors who will teach the course meet to discuss the class with the authors
9. Date & time for next meeting was set for August 16.

### **Pending Issues**

1. Meeting with Department Chairs
2. Approval of FCE CC Mission & Responsibilities
3. Syllabus review process (Items 6 and 7)
4. Status of RES 8100
5. Anymir will bring forms for syllabus review and follow up from past Doctoral Curriculum Committee