

8-30-2016

## 08-30-2016 Curriculum Committee Meeting Minutes

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

**Meeting** August 30, 2016  
10am NMB Room 210 & Zoom

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

The meeting started at 10:10 am.

**Old Business**

1. Minutes from July 26 were reviewed and approved with corrections
2. Discussion on syllabi templates included the following:
  - a. Templates available in FIN even though FIN is not password protected; question arose if FIN would be continued to be maintained
  - b. Forms should be in a secure place
  - c. Recommendation: FIN should be updated and password protected
  - d. UTEP and MS/EdS updated and posted and some corrections will be made
  - e. Future templates should come to the Curriculum Committee for approval
  - f. UTEP updating syllabi every term per subcommittee from main campus
  - g. Discussion concerning should templates be uniform across departments for EDD since some departments want the name of the content area faculty and others want department chair name to appear; who would bookstore call if issues with textbooks arise and no faculty name is available; no decision made due to pending meeting with department chairs and the concern that main campus would dictate format changes
  - h. Major revisions of syllabi should still come to Curriculum Committee for approval
  - i. Dana and Anymir will attend meeting with Ken and department chairs for role clarifications and syllabi approval sheet
  - j. A form with required signatures will be discussed and distributed to department chairs so that all approvals will be clarified in writing
3. New specialization-specific (all degree levels) syllabus review process, as outlined by Ken:
  - 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 SCMSWill be reviewed with department chairs in meeting to determine signatures for approval sheet

4. New (EdD) cross-specialization syllabus review process
  - a. Chairs, together, appoint 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

Will be reviewed with department chairs in meeting to determine signatures for approval sheet

5. Implementation of RES 8100 The Nature of Knowing: Epistemology and Inquiry-based Learning
  - a. Discussion on course reviewed by Sylvia
  - b. Recommendation: students at different levels and stages of program completion makes it difficult so there is a need for some course modifications

### **New Business**

6. Voting privileges for UTEP members - Recommendation: Should have voting privileges as part of committee
7. Date & time for next meeting was set for September 20 at 10:00 am.

### **Pending Issues**

1. Meeting with Department Chairs
2. Finalized steps for syllabus review process
3. Status of RES 8100

Meeting adjourned at 12:10 p.m.