Committee Members and Regular Guests

Chairperson: Gayle Goudy
Secretary: Andrew Przeworski
Faculty Members: Tom Carroll, Mary Jo Fairchild, Doug Friedman, Chad Galuska, Rick Heldrich, Gibbs Knotts, Nenad Radakovic
Student Member: Ridge Welch
Other regular attendees: Lynn Cherry (Academic Affairs), Megan Gould (Academic Affairs administrative assistant), Mary Bergstrom (Registrar), Franklin Czwazka (Catalog Manager), Jerry Macklond (Assistant Registrar, Degree Works Specialist), Julie Dahl (Senior Associate Registrar, Operations)

Summary of Activities

Curriculum Changes
The Faculty Senate Curriculum Committee spent much of its time reviewing undergraduate curriculum change proposals. Three new concentrations were created: Hospitality Operations Management in the Professional studies major (awaiting CHE approval), Theater Studies in the Theater major (awaiting NAST approval), and Public Policy in the Political Science Major. The Portuguese and Brazilian Studies minor was approved (pending SACSCOC approval). The Environmental Geology Emphasis of the Geology major was terminated. The committee also approved 54 changes to existing majors and concentrations, 31 changes to minors, added 52 new courses, changed 115 courses, and deactivated 17 courses. For a detailed list regarding these approvals, see the spreadsheet prepared by Franklin Czwazka. For a summary of the committee’s discussion, see the meeting minutes prepared by Andrew Przeworski.

Variable Topics Policy
Building upon the work of the 2014-2015 FCC task force, the 2016-2017 FCC continued to develop guidelines in order to build consistency into course naming. We propose that courses whose content varies (VC) are distinguished from courses named specifically “Special Topics” (ST). These two groups of courses differ in repeatability (the so-called “3-in-5 rule”), oversight, and their availability to other departments and programs via special topics shopping. Notably, the responsibility of repeatability oversight of the ST courses will change from the Registrar’s Office to the Faculty Senate via the Faculty Curriculum Committee. While guideline wording is still in the development phase, the following table demonstrates the changes that we plan to present to the Faculty Senate for approval in Fall 2017.
### Variable Content Courses vs. “Special Topics” Courses

<table>
<thead>
<tr>
<th></th>
<th>Variable Content Courses</th>
<th>“Special Topics” Courses</th>
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<tbody>
<tr>
<td>Definition</td>
<td>All courses whose content varies except those called “Special Topics”</td>
<td>Courses with a ST designation and “Special Topics” in its name</td>
</tr>
<tr>
<td>Curriculum approval process</td>
<td>Created like any other regular course, which is vetted by the office of Academic Affairs, Registrar, FCC, and Faculty Senate.</td>
<td>Once the general special topics course and number has been approved, each variation of individual sections can be created without further oversight thus allowing flexibility of experimental topics and availability of short-term experts.</td>
</tr>
<tr>
<td>Repeatability</td>
<td>Repeatable as defined in the course’s approved proposal form.</td>
<td>Not repeatable more than three times in five years.</td>
</tr>
<tr>
<td>Repeatability oversight</td>
<td>Built into the cataloguing software by the registrar’s office according to the approved proposal form.</td>
<td>ST syllabi are collected and reviewed by FCC to ensure that courses are not repeated more than three times in five years and presented to the Faculty Senate. Once a course is taught the third time in five years, the FCC will contact the department to begin the curriculum approval process to change the course into a regular course.</td>
</tr>
<tr>
<td>Special Topics Shopping</td>
<td>Not included</td>
<td>Included</td>
</tr>
</tbody>
</table>

#### Guidelines to evaluate Undergraduate Certificates

With the Healthcare and Medical Services Management certificate to the Bachelor of Professional Studies pending, the FCC asked for clarification on how certificates fit into the overall undergraduate curriculum at the College. Brian McGee has initiated a draft of the Policy on Undergraduate Certificates Academic Regulations. The FCC chair attended a workshop to finalize the policy and will continue to communicate with the Office of the Provost and Registrar’s Office during the summer as it is our understanding that the policy will be presented to the Faculty Senate in early Fall 2017.

#### Creating a P/F course

Biology proposed an internship course, which would be graded as a Pass/Fail course. The College’s P/F policy was unclear and at our request was clarified. However, the P/F policy describes when a graded course could be taken as a P/F course at the request of a student. Whether or not a major course can be created as a P/F course is still unprecedented. Biology decided to change its proposal to “graded” and it was approved. The committee decided not to pursue new policies or guidelines until they are needed.

#### Grading Policy

The college Grading System ([http://registrar.cofc.edu/grades/index.php](http://registrar.cofc.edu/grades/index.php)) “includes minuses as well as pluses for all undergraduate students.” However, at the course level must an instructor award all grades (pluses and minuses) for the course? We have seen wide variation in how
individual instructors grant grades. Largely, we have allowed faculty members to have individual discretion regarding how they determine a student’s performance in his or her class, but the question continues to arise. At our last meeting in April, we discussed whether or not there should be a grading policy for courses, even if that policy states that “the course’s grading policy be consistent with college policy” or “course grading policy is at the discretion of the instructor.” We decided that this decision is better left to those serving on the Academic Standards committee and have requested that they consider the issue in 2017-2018.

**Transition to Curriculog**

In preparation of the transition from paper forms to Curriculog Software, the chair and secretary will be editing the FCC website. We hope to clarify areas of the process and proposal forms that tend to be problematic and provide guidelines to the new process.

**Record of Activity**

Dates for the 2016-2017 Curriculum Committee Meetings, reports to Faculty Senate, and Curriculog introductions are listed below.

**Curriculum Committee Meetings.**

Six meetings focused on consideration and approval of curricular proposals. The committee held one orientation session in April 2016 to select the chair and secretary for 2016-2017 and another in April 2017 that focused on thematic problems that came up throughout the year. The 2017-2018 chair and secretary were also selected at this meeting. Meeting minutes detail these activities.

- September 23, 2016
- October 14, 2016
- November 18, 2016
- January 27, 2017
- February 24, 2017
- March 24, 2017
- April 21, 2017

**Presentation of proposals at Faculty Senate meetings.**

Results are included on the FCC agenda following the Faculty Senate meeting.

- October 11, 2016
- November 1, 2016
- December 6, 2016
- February 14, 2017
- March 14, 2017
- April 11 (review of proposals tabled)
- April 18, 2017
Curriculog Training Sessions
Two meetings were led by Lynn Cherry to introduce the Curriculum Committee members to the Curriculog software, which will be implemented in the 2017-2018 academic year. No minutes were recorded at these meetings.

- February 3
- February 10