

Agenda: September 2017

Presentation of Agenda and Introductions

2017-2018 Committee Members and Regular Guests

*ex-officio members

Gayle Goudy, Co-Chair	Art & Architectural Hist.
Chad Galuska, Co-Chair	Psychology
Andrew Przeworski, Secretary	Mathematics
Thomas Carroll	Health & Human Performance
Garrett Davidson	Asian Studies
Douglas Friedman	Int'l-Intercultural Studies
Nenad Radakovic	Teacher Education
Kathleen Rogers	English
Wayne Smith	Hospitality & Tourism Management
TBD	Student Representative
Lynn Cherry*	Associate Provost
Megan Gould	Academic Affairs Administrative Assistant
Mary Bergstrom*	Registrar
Julie Dahl	Senior Associate Registrar
Jerry Mackeldon	Degree Works Specialist
Franklin Czwazka	Catalog Manager

Old Business

1) **Approve minutes from April meeting**

a) **One-Third Content Guideline**

Reminder that we decided to change the “when content is X% related to the program” to “meets satisfaction of the program director” in order to get rid of the numbers, which are impossible to measure/verify.

b) **Syllabus Grading Scale**

Forwarded to the Committee of Academic Standards in May. They will consider it this year along with a review of the plus/minus scale.

2) **Discuss FCC procedural changes due to Curriculog**

We will receive our first batch of proposals next month. We will continue to use OAKS as our discussion board. Ideas and suggestions?

3) **Discuss vetting process for Undergraduate Certificates**

Revised May 2017 and posted on OAKS. I understand the policy will be presented to the Faculty Senate at the September meeting. We need a standard in which to vet the pedagogical value of certificates as they are proposed. Ideas and suggestions?

Agenda: September 2017

4) Variable Content Courses v Special Topics Guidelines

Table summarizing our April discussion:

	Variable Content Courses	"Special Topics" Courses
Definition	All courses whose content varies except those called "Special Topics" (Readings in, Themes, Issues in, etc.)	Courses with a ST designation and "Special Topics" in its name
Curriculum approval process	Created like any other regular course, which is vetted by the office of Academic Affairs, Registrar, FCC, and Faculty Senate.	Does not need to be submitted through the curriculum approval process thus allowing flexibility of experimental topics and availability of short-term experts.
Repeatability	Repeatable as defined in the course's approved proposal form.	Not repeatable more than three times in five years.
Repeatability oversight	Built into the cataloguing software by the registrar's office according to the approved proposal form.	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.
Special Topics Shopping	Not included	Included

Are we ready to submit a revision to Faculty Senate?

[Guidelines for the Use of ~~Special~~ Repeatable Variable Topics Courses \(from the Faculty Senate Minutes, Feb. 12, 2002 with changes proposal to Faculty Senate, Fall 2017\)](#)

Variable topics courses are all courses whose content varies except those called "Special Topics." Variable topics courses are created like any regular course and is vetted by the office of Academic Affairs, Registrar, Faculty Curriculum Committee, and the Faculty Senate. Repeatability is defined in the course's approved proposal form and is built into the cataloguing software by the registrar's office according to the approved proposal form. Variable topics courses are not included in a Special Topics Query (shopping).

Major and Minor Departments should utilize Special Topics courses **should be used** with discretion. **Once a department has established a general Special Topics course and number, changes to the content does not need to be approved by Academic Affairs, Registrar, Faculty Curriculum Committee, or Faculty Senate.** This allows for flexibility in developing courses with experimental topics or the availability of short-term experts. The syllabi of Special Topics courses will be collected and reviewed by the Faculty Curriculum Committee 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 within a five-year period, the Faculty Curriculum Committee will

Agenda: September 2017

contact the department to begin Before the third offering of a particular topic within a period of five years, it must be submitted as a new course for the approval process to transition the course to a regular course of the Faculty Curriculum Committee and the Faculty Senate and, when approved, be published in the Bulletin Catalogue under its own title and number. When Special Topics courses are interdepartmental in character or subject, formal consultation are included in a Special Topics Query provided by the Registrar to advertise the courses with “interested” Departments is expected. The Registrar’s Office will monitor the frequency of Special Topics courses. Special Topics courses having been taught two times within four years will be reported by the Registrar as such to Department chairs. Special Topics courses offered three times within five years will be reported by the Registrar to Department chairs and the Speaker of the Faculty Senate.

New Business

1) Overview of the scope of the year’s work

a) Course Change Proposal Schedule

Proposals must be Received by Provost’s Office by . . .	Present Proposal to Faculty Curriculum Committee on . . .	Approved proposals forwarded to Faculty Senate on . . .	Faculty Senate will consider proposals on
Sept. 1, 2017	Sept. 22, 2017	Sept. 28, 2017	Oct. 10, 2017
Sept. 29, 2017	Oct. 20, 2017	Oct. 26, 2017	Nov. 7, 2017
Oct. 27, 2017	Nov. 17, 2017	Nov. 21, 2017	Dec. 5, 2017
Jan. 5, 2018	*Jan. 26, 2018	Feb. 1, 2018	Feb. 13, 2018
Feb. 2, 2018	Feb. 23, 2018	Mar. 1, 2018	Mar. 13, 2018
Feb. 23, 2018	Mar. 16, 2018	Mar. 29, 2018	April 10, 2018
Feb. 23, 2018	Mar. 27, 2018 (if needed)	Mar. 29, 2018	April 10, 2018
TBD	April 13, 2018 (if needed)	Fall 2018	Fall 2018

*Deadline for pre-requisite changes for inclusion in the 2018-2019 Undergraduate Catalog

2) Which Association of American College and Universities (AACU)’s Framework should we use for reviewing programs?

Currently our website states that we use the “Liberal Learning and the Arts and Sciences Major” framework (<https://aacu.org/about/statements/liberal-learning>). Should we change to Liberal Education and America’s Promise (LEAP, <https://www.aacu.org/leap>) and/or Project Kaleidoscope (PKAL, <https://www.aacu.org/pkal>).

Upcoming Business

- **Next FCC Meeting for curriculum change proposals:** Friday, October 20, 2017, from 3:00-5:00 pm in 201 Sterns