

Report of the Faculty Senate Committee for Curricula and Courses

AY 2018 - 2019

Membership:

Elected

Claudia Benitez-Nelson (Arts & Sciences)
Marianne Bickle (Hospitality, Retailing, and Sport Management)
Kenneth Campbell (Information and Communication)
Robert Cox (Department of Political Science)
John Gerdes (Chair, Department of Integrated Information Technology)
Christee Pascale (Library)
Jeff Turner (Arts and Sciences)

Appointed

Tena Crews, ex-officio (Office of the Provost)
Christine Sixta Rinehart (Palmetto College Representative)
Ed Short (Office of the Registrar)
Jennifer Mandelbaum (Graduate Student representative)
Bennet Lunn (Undergraduate representative)
Libby Cross (Graduate School, ex-officio)

Yvonne Dudley (Faculty Senate Secretary)

Meeting Dates:

August 21, 2018
September 17, 2018
October 15, 2018
November 19, 2018

February 11, 2019
March 4, 2019
May 6, 2019

Total Proposals Approved - by College:

College of Arts and Sciences	346
Darla Moore School of Business	35
School of Education	18
College of Engineering & Computing	97
College of Hospitality, Retail, and Sports Management	24
College of Information and Communication	23
School of Music	32
School of Nursing	2
Pharmacy	1
Arnold School of Public Health	19
School of Social Work	25
Palmetto College	3
Total	625

2018 - 2019 Membership Changes:

- Robert Cox (Department of Political Science) resigned as of April, 2018
- Sarah Rothenberg (Public Health) replaced by Christee Pascale and completed the remaining portion of the 2018 service.
- Libby Cross replaced Murray Mitchell as the Graduate School representative (ex-officio)

Members Returning for 2019-2020

Marianne Bickle (Hospitality, Retail, and Sport Entertainment)
Kenneth Campbell (Information & Communication)
John Gerdes (Engineering and Computing)
Christee Pascale (Library)
Christeine Sixta Rinehart (Palmetto)

Members completing their committee service and rolling off committee

- Claudia Benitez-Nelson (Arts and Science) (she was appointed for a one year term to complete a vacant position)
- Robert Cox (Arts and Sciences)
- Bennet Lunn (Undergraduate Student representative)
- Jennifer Mandelbaum (Graduate Student representative)

New members elected to the Curricula Committee for 2019-2020

- Chin-Tser Huang (Engineering and Computing)
- Ray Thompson (Public Health)
- Jeff Dudycha (Arts and Sciences)
- Elliot Vittes (Palmetto College)
- Libby Cross replacing Murray Mitchell (Graduate School, ex-officio)
- Ed Short (representing Registrar, ex-officio)

Marianne Bickle will serve as Chair 2019 - 2020

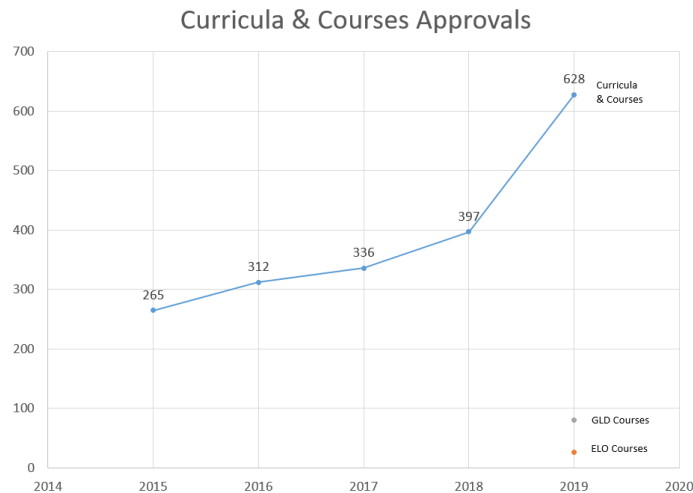
Commentary on the year 2018-2019:

The process went relatively smoothly for the Curricula and Courses Committee. The electronic proposal handling system (APPS) was helpful in efficiently handling the process. The on-line tracking system was effective for managing proposal reviews. It was used to allocate review assignments and monitor review process. We continued to use the automated committee report capability built into APPS to report proposal approvals.

During the 2018-2019 year the Curricula and Courses Committee approved 629 proposals, up from the previous year's 397 (see figure below). This represented a 58% increase in proposals. The high number of proposals was due in part to one time initiatives from the registrar to clean up bulletin content, and also due to ARTS' desire to update all the courses they offer.

- Clean-up of cross listed courses - The first was to clean up bulletin descriptions of cross listed courses. This initiative synchronized the bulletin listings of cross listed courses so that they reflected identical bulletin information, such as title, description, prerequisites, credit hours, and the number of times the course could be taken for credit.

- Clean-up and standardization of program catalog listings – In preparation to move bulletin management to a new system, the registrar wanted to clean up all bulletin program listings and give them a consistent format. The reformatting was largely done by Jenn Tilford, working with the various departments. This effort resulting in a new proposal for each university program. This accounted for about 120 change proposals.
- The ARTS department update their course offerings to change from 3 credit hours to 4 credit hours. This had to be done in a coordinated manner, since this changes meant that course changes had to occur at the same time as the corresponding program changes. This accounted for over 80 change requests.



These three significant events are hopefully atypical. The cleanup of the cross listed courses should reduce change requests in the future, since the committee no longer requires separate proposals for a change impacted cross listed courses (one proposal with a letter of concurrence will suffice in most cases). Having standardized the bulletin program descriptions, this will not need to be done again. Note that the 200 proposals attributed to the two clean-up initiatives nearly account for the increase in proposal submissions over last year.

During the year the scope of the committee was expanded to review and approve course designations for GLD (Graduation with Leadership Distinction) and ELO (Experiential Learning Opportunity). Since these designations are related to the course offerings, and course related issues are the responsibility of the faculty, the proposals to add these designation were sent through the Curricula and Courses committee for review and approval. Approved courses were then forwarded to the faculty senate. The committee reviewed and approved 81 courses for GLD designation. The committee also reviewed and approved 26 courses for ELO designation, however these were accidentally not presented for Faculty Senate approval during 2018-2019, but will be presented in the September 2019 Faculty Senate session.

The committee put forth a formal proposal authorize the Registrar to make minor editorial changes to the Bulletin Description without requiring Curricula and Courses Review. In the past, some content that is now listed separately was included in the Bulletin Description. Since that information was not automatically updated, it often resulted in outdated information being included in the description. The proposal was approved at the December 5, 2018 faculty Senate meeting.

The APL committee expressed a desire that the multiple documents that provided guidance to proponents when developing course change proposals be integrated into a single document. This includes guidance from Curricula and Courses, INDEV, and Center for Teaching Excellence. This revised document can be found at the following address:
https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/docs/f23232.pdf.

In anticipation of increased curricular activity, the committee size had been expanded by two faculty representatives. We also have representation from the Registrar as an ex-officio member, which has been helpful in the proposal reviews. The committee chair attended not only the Curricula & Courses meetings but also the Carolina Core, Academic Program Liaison, Steering, Registrar's planning, and Faculty Senate meetings.

The smooth operation of the Curricula and Courses committee could not have been possible without the dedicated effort of all the committee members. Their timely review and thoughtful comments on the proposals allowed us to minimize the number of proponents that were asked to attend the meetings, and enabled the proposals to be processed and approved faster. I also want to acknowledge the guidance and assistance of Yvonne Dudley. Her efforts in handling the administrative aspects of the committee and assembling the monthly report is most appreciated.

Respectfully submitted,

John Gerdes, PhD
Chair, Faculty Senate Committee for Curricula and Courses