

CURRICULUM REVIEW COUNCIL MINUTES

October, 19, 2004
309-F Watson Library

Called to order: 3:21 p.m.
Adjourned: 4:14 p.m.

Members Present:

Dr. Anthony Scheffler, Chair
Ms. Lillie F. Bell
Ms. Diane Webb
Ms. Shirley Cashio
Dr. Marion Skiles
Mr. John G. Williams
Dr. Bill Dickens
Mr. Fleming Thomas
Dr. Marietta LeBreton
Dr. Lisa Wolffe
Dr. Linda Easley Roach
Dr. Roger Chandler
Dr. Cathy Seymour

Guest Present:

Ms. Julie Kane
Ms. Kammese Shelton

I. COLLEGE OF EDUCATION

- A. Delete following courses from the catalog but retain in the database.
- 1) EDUC 4140 – Upper Elementary Curriculum and Instructional Strategies (3-3-0).
 - 2) EDUC 4150 – Training and Utilization of Teacher Aides in the Public Schools (1 to 3-3-0).
- B. Delete the following footnote associated with EDUC 4150 (pg. 155 of the 04-05 University Catalog).
- ¹May not be used to satisfy graduate degree requirements.

Action: Items approved without opposition.

II. Louisiana Scholars' College

A. Add following subtitle to SENG 3860 (Studies in the Twentieth Century):

- 02 - The Postcolonial Novel - A study of the novels being written in the historical colonies and dependences of the European powers, with an examination of how the colonial experience has affected the type and content of literature produced in these areas.

B. Add following subtitle to SLSC 3800 (Interdisciplinary Seminar) for the Spring 2005 semester only:

- 10 - The Da Vinci Code and its Contexts - A short-course devoted to an exploration of historical, philosophical, theological, and literary issues raised by the best-selling novel *The Da Vinci Code*.

Action: On the motion of Ms. Shirley Cashio and unanimous council approval, the wording of the Course Description in the Course Syllabus for SENG 3860 (subtitle 02) to be changed from "We will read novels..." to "Read novels" (deletion of the words "We will"). Items approved without opposition.

III. Department of Health and Human Performance

A. Add the following alternate GPA calculation to item 3 under the conditional admission section of the Master's Degree program (pg. 118):

- ~~students whose quality point average is below the 2.5 minimum and whose GRE scores are at least 800, may be admitted if the GPA for the last 60 hours of undergraduate coursework is at least a 2.50 on a 4.0 scale.~~

Action: Dr. Bill Dickens submitted a revised proposal to the council. The proposed addition was amended to read:

- Students whose grade point average is below 2.5 **and** whose combined verbal and quantitative GRE scores are at least 800, may be admitted if the student's GPA for the last 60 hours of undergraduate coursework is at least a 2.50 on a 4.0 scale.

Approved without opposition.

IV. Language and Communication Department

A. Add following new course:

- ENGL 6210 – Forms of Poetry (3-3-0). The major forms of contemporary poetry will be examined in their historical, critical, and political contexts, and students will demonstrate their understanding of the various forms by writing their own original poems in response. Prerequisite: Admission to the graduate program in English or another discipline.

Action: Approved without opposition.

Discussion Item:

- 1) What part of a syllabus must meet council approval before it can be officially recognized?

An extensive discussion was held on the aspects of a syllabus that should have council approval before they can be officially changed. An example syllabus was used to review the items that are normally contained in syllabi. The council determined the following items must meet the approval of the council prior to change:

- Identification of Course
 - Course Title Number and Name
 - Number of credit hours
 - Undergraduate/graduate credit
 - Prerequisites
- Course Catalog Description
- Goals or Goal Statement

The discussion continued on what items need to be included on a syllabus. The council determined that the following items need to be

included on a syllabus, leaving how this information will be elaborated to the Colleges, Departments, and Instructors:

- Identification of Course
 - Course Title Number and Name
 - Number of credit hours
 - Undergraduate/graduate credit
 - Prerequisites
- Textbook, Additional Reading, Supplementary Materials (Include ISBN# and/or links to University bookstores and/or vendors).
- General Information:
 - Instructor: Name
 - Building & Office
 - Phone
 - Fax
 - Office Hours (Face to face and Virtual)
 - Preferred virtual mechanism for communications (e.g. e-mail)
 - E-mail address
 - Web address (if available)
- Course Catalog Description
- Goals and Objectives
- Student Activities and Experiences (with ADA Statement, Assignments/Tasks)
- Evaluation Policies
 - Course Requirements
 - Evaluation Procedures
 - Class Attendance Policy

- Bibliography (encouraged to be include)

Dr. Linda Roach began a discussion on the need for an academic honesty policy to be placed in the University Catalog, a statement which indicates if a student plagiarizes he/she fails the course. Dr. Scheffler indicated that the council recognizes the need for such a statement but requested that the council wait until a future meeting to start the process of developing such a statement.

A second discussion item was initiated by Dr. Scheffler. He informed the council of the need to formulate a committee for consideration of exceptions to SACS faculty qualifications for teaching.

Dr. Scheffler informed the council that SACS does not give any guidelines for how exceptions are to be handled. He indicated that the University has taken the qualification standards which SACS has set up and developed a system by which departments may submit a request (with appropriate justification) for hiring of an individual that does not meet SACS qualifications. The process at this time involves submission of the request through the department head, dean, and if a graduate appointment, the Graduate Dean (Graduate Council), and then to the Vice President of Academic Affairs for final approval. (If an undergraduate appointment the request skips the Graduate Dean and goes directly to the Vice President of Academic Affairs for final approval.) Dr. Scheffler indicated that he has informed the Academic Affairs Council on numerous occasions that he felt uncomfortable being the one person to grant or deny final approval of these exceptions. Dr. Scheffler indicated he wished to work through the council, suggesting that a subcommittee of the Curriculum Review Council be formulated to consider such request for exception. After some discussion the council agreed with the suggestion set forth. A motion was made by Dr. Roger Chandler to formulate a subcommittee on curriculum instruction standards consisting of a minimum of five members reporting to the Vice President of Academic Affairs and the Curriculum Review Council at their discretion with mandate to be determined. The motion was seconded by Dr. Bill Dickens and passed without opposition. Dr. Scheffler next asked the council for suggestions on how the subcommittee should be determined. On the suggestion of Dr. Cathy Seymour it was agreed that a member of each of the seven colleges represented within the Curriculum Review Council serve on the subcommittee. Dr. Bill Dickens recommended that the tenure of the people on the committee be long enough to establish some consistency. The following members from the Curriculum Review Council were selected:

- Dr. Terry Bechtel, College of Business
- Mr. Steven Gruesbeck, University College
- Dr. Cathy Seymour, College of Education
- Dr. Roger Chandler, College of Liberal Arts
- Dr. Lisa Wolffe, Louisiana Scholars' College
- Dr. Bill Dickens, College of Science & Technology
- Ms. Diane Webb, College of Nursing

Dr. Scheffler concluded the discussion by informing the members that he would contract the selected members of the subcommittee for formulation of meeting dates and times.

Lillie Frazier Bell 10/28/04
Ms. Lillie Frazier Bell, University Registrar Date

A. Schepfer 10/2/04
Dr. Anthony Schepfer, Chair; Provost and Vice President for Academic Affairs Date

Randall J. Webb 11/02/04
Dr. Randall J. Webb, President Date