Minutes of the UUF Curriculum Committee Meeting of September 2, 2004
Toepfer Room, Adelbert Hall, 11:30-1 pm

Present: Gary Chottiner, Christopher Flint (Chair), Kathleen Horvath, Ignacio Ocasio, Elizabeth Short, David Schiraldi, Tim Fogarty, Joyce Jentoft, John Clochesy, Kathleen Montgomery, Don Feke, Margaret Robinson, Jim McGuffin-Cawley, Molly Berger, and Lynne Ford

Invited Guest: Peter Whiting

Review of the charge to the committee was the first order of business.

The chair asked that constituent faculty monthly reports include a list of courses which come to their curriculum committees for some type of action, be that new courses being proposed, changes to existing courses, or discontinuation of courses. CAS is currently doing this and others were urged to copy the process for purposes of tracking progress to final approval.

Joyce Jentoft was volunteered as secretary for the 2004-2005 academic year.

The minutes for the April 1 meeting were approved.

SAGES update (Peter Whiting)

There are 11-12 second year seminars this fall. The third year class was the first to engage in the SAGES pilot. Over the summer the writing portfolios they submitted at the end of last year were evaluated and most were deemed to be acceptable. The evaluators provided an extensive written evaluation for each portfolio.

Preparation for full implementation is ongoing. This means ensuring that enough faculty are prepared to lead seminars (for a maximum of 17 students per seminar). This is envisioned to occur through workshops, luncheons, etc. throughout the current year. The topics will include information about available tools, how to build in writing and communication, and how to advise. The first session is hosted as a brown bag lunch session September 16 by UCITE. Schools and the College know how many SAGES seminars they are expected to provide. The department chairs have been asked how many of their faculty will be teaching the First Seminar. Fellows will pick up needed extra sessions. Information will be provided on the SAGES web page.

The Student Development component will be assisted by a SAGES office on the first floor of Crawford. The office is envisioned as the site for interaction between faculty and students, for writing seminars, and for writing support.

The First Seminar instructor is intended to be the first year adviser, as in the pilot program, because there are so many opportunities for engagement with the student embedded in the seminar format. However, the need to connect first year students with contacts in their intended major department has been recognized.

A change under way for this year is the synchronization of student visits to UCI institutions. There
have been difficulties with scheduling 2 hour blocks of time for the visits.

Assessment so far: The students in the SAGES pilot program are similar to the greater student body, although the program is becoming progressively enriched in under-represented minorities and is relatively depleted in engineering students. Anecdotally, there appears to be an improvement in writing relative to outcomes from English 150. There is a need to make some changes in how writing assignments and oral presentations are structured in order to extract argumentative rather than reflective output.

Curriculum activity

CAS Margi Robinson reported that a committee headed by David Singer is working to define what the GER requirements should be when SAGES is implemented. There is still the breadth requirement to be dealt with. (She added that she hoped the other schools and colleges were working on this.) An item to add to the next agenda is: how to handle transfer student requirements in the context of SAGES- this affects transfer credit policies.

CSE Jim McGuffin-Cawley reported that an ad hoc committee on curriculum chaired by John Blackwell is working on issues related to the SAGES departmental seminars and on coordination of the Capstone experience. This committee will report to the executive committee of CSE and will refer curriculum issues to the CSE undergraduate curriculum committee.

FPB John Clochesy reported that revisions were underway in the biology sequence required for B.S.N. students.

The Class of 2005 is piloting the Capstone experience, “Health in the Global Community” with participating students distributed across town and across the globe.

WSOM Tim Fogarty indicated that curricular matters were awaiting the priorities of the new dean, who starts November 1.

School of Medicine  Biochemistry is taking a fresh look at the curriculum because of some chemistry Dept. changes and the SAGES Capstone, perhaps like the current Honors program. No report from Nutrition.

Old Business

Double majors, double degrees Margi Robinson brought the issue to the attention of the group in the middle of last year, and later asked for a report of action from the College and schools on the recommendations (1) to eliminate the requirement for 30 extra hours of courses for a B.A. and B.S. degree if the respective degree requirements can be met with fewer additional hours and (2) to allow double majors in the B.S. degree. No formal action has been taken, but in CAS there was a sense that the 30 hour rule made no sense. No reports have been made from CSE or WSOM. Jim McGuffin-Cawley indicated that there was some concern in CSE about the proposed changes but that SAGES issues had dominated considerations.
The comment was made that the requirements arise from traditions that trace back to the time prior to the merger of WRU and CIT. *A request was made for a proposal from the UUFCC to take back to CSE and WSOM.* In response to a question, it was decided that such an initiative is consistent with the charge to the UUFCC. A subcommittee to work on this proposal was appointed with Margi Robinson as chair and with D. Schiraldi, G. Chottner, J. Clochesy, and T. Fogarty as members.

**SAGES Oversight** The UUF executive committee was asked to assess the institutional impact as SAGES is implemented. Administration of the current pilot program is in CAS, where the courses are vetted through the SAGES committee and then the CAS undergraduate curriculum committee.

The question to be decided under full implementation of SAGES is, who vetts the courses after the SAGES committee. The implementation committee felt that there should be a single approval body for all SAGES courses, but Gary Chottiner commented that there should be cross-talk between the representative schools’ curriculum committee and the SAGES curriculum committee. It was proposed that after approval by the SAGES committee that the course proposals be forwarded to the UUFCC for discussion and approval (i.e., that the UUFCC be the single committee to provide final approval of SAGES courses). The proposals would be distributed to the schools and the College for their information. This proposal will be forwarded to the UUF executive committee for action.

The subsequent discussion highlighted a number of issues that need to be resolved as part of the SAGES implementation:

- Would final approval of SAGES courses be within the charge of the UUFCC and consistent with the bylaws?
- Who gets credit for SAGES seminars?
- Will this proposal streamline the pathway for approval of SAGES courses?

At least one member of the committee felt that it was appropriate for the UUFCC to review and coordinate SAGES courses.

Due to time limitations, further discussion was tabled until the next meeting.

**New Business**

**The SAGES Capstone Project** (Gary Chottiner and Peter Whiting) We need to determine by the end of the fall semester how the Capstone project will work. We may need to start the Capstone this spring. A subcommittee of the UUFCC was appointed to work with Gary Chottiner on this issue: J. Blackwell, L. Lotas, T. Fogarty, J. Jentoft.

The issues include the oversight body for the Capstone, the question of a need for a university Capstone as a fail safe to ensure access to a capstone experience for everyone, how to handle interdisciplinary Capstones, etc. Jim McGuffin-Cawley opined that it was the responsibility of the schools to ensure an opportunity for the Capstone within every degree program.

The Capstone issues will be revisited at the next UUFCC meeting.
The meeting was adjourned at 1:00 pm.

Joyce Jentoft, Secretary