Minutes of the UUF Curriculum Committee Meeting of November 4, 2004  
Room 352, Adelbert Hall, 11:30 a.m.- 1:00 p.m.

Present: John Blackwell, Anna Brady, Gary Chottiner, John Clochesy, Don Feke, Christopher Flint  
(Chair), Tim Fogarty, Lynne Ford, Joyce Jentoft, Lynn Lotas, Jim McGuffin-Cawley, Ignacio Occasio,  
Sandy Piderit, Margaret Robinson, David Schiraldi, Betsy Short  
Invited Guests: Robin Dubin, Amy Hammett

I.  Announcements
Anna Brady, student representative to UUFCC, was introduced.

II.  Update on SAGES activity
Peter Whiting was unable to make the meeting, but discussion of the capstone and recommending the  
flow of approval for SAGES courses were the major focus of the meeting.

III. Minutes of the Oct. 7 meeting were approved.

IV.  Update on curriculum activity of the constituent schools
CAS- discussion of the SAGES capstone is continuing. The procedures for capstones that UUFCC  
adopted were distributed to departments.
CSE- designed a method for approval of early SAGES courses, but deferred detailed discussion until  
later in the meeting.
FPB- is in the process of evaluating their first capstone experience.

V.    A.  Implementation of the SAGES Capstone Experience
Margi raised several questions that need to be addressed in implementing Capstone courses (and some  
of the questions below have answers that were suggested by the group):
   Should there be individualized capstone courses that are approved by the Dean of  
Undergraduate Studies (or a designate)?
   How should a cross-disciplinary capstone be listed in the course roster- double listed?
   What about a special project capstone- CAS has raised the possibility?
   Who can be the instructor of record? Should it be an instructor of record in the major department  
of record?

   What about students with double and triple majors? It is reasonable to expect a single capstone,  
provided all of the major departments agree. If the departments do not agree (or if a capstone becomes a  
requirement of the major), then some students may need to do more than one capstone.

Jim McGuffin-Cawley suggested that every degree program should offer a capstone course. John  
Blackwell asked who is responsible for ensuring that every student has access to a capstone experience.  
Further, should faculty responsible for the capstone be identified in each degree program? He felt that  
this would not restrict the flexibility of accepting creative options for the capstone experience, but would  
identify a point person in each department who could make sure that all requirements were met.

The group agreed that all courses representing approved capstone experiences would be designated as  
“capstone approved” (not necessarily the official wording) in the official course description.

It was moved (Schiraldi), seconded (Jentoft) and approved by vote of committee that:
Every department will ensure that each student in their degree programs has access to a senior  
capstone course. Capstone courses must have an instructor of record. The department chairs  
have the ultimate responsibility for compliance with the above.

It was agreed that the capstone course must be a designated course of record.

Given the press of time, the group noted that the capstone fair was not required for the SAGES pilot  
program, so the public presentation could be localized to the home department for now.
B. Update on double majors/double programs – no report.

C. SAGES oversight: The group felt that the executive committee (of the UUF) should provide oversight for the capstone program.

VI. New business
   A. Proposals for approval of SAGES Seminar Courses – John Blackwell

   The committee approved the following procedure for approving SAGES courses:

   1. The Capstone courses will be treated as normal courses for the approval process. For example, in CSE: a) Faculty propose, b) Department approves, c) the proposal is sent to the Undergraduate Studies committee for approval, d) the proposal is sent to the UUFCC for approval, e) the approved course is sent to the registrar.

   2. First, University, and Department Seminar courses: SAGES will play an advising role as faculty develop course proposals. The interaction between faculty and SAGES continues until SAGES is able to issue memos of support. A memo of support from SAGES will become an attachment on each proposal. This would replace step 1 a) (above). From that point forward the process follows steps b-c-d-e in step 1 (above), the normal sequence for approval.

   3. Professional schools without an undergraduate curriculum committee must propose an alternative approval method to UUFCC.

   A consequence of this scheme is that when existing courses are modified to become SAGES seminars, it will necessitate the submission of a course action form detailing the modifications.

B. Course action forms
   Robin Dubin answered questions about the content of ECON 120, but as one time only approval was sought, action by the committee was not necessary.

Respectfully submitted,

Joyce Jentoft, UUFCC Secretary