University Senate Curriculum Committee  
29 January 2014  
Minutes  
Approved 2/12/2014

Present: Barbara Liu (chair), Anita Lee, Zoran Pazameta, Catherine Tannahill (associate chair), Leslie Ricklin, Jennifer Leszczynski, Carolyn Coates (recorder)

Absent: Jennifer Huoppi (ex-officio), SGA representatives Sherona Ramsey or Emily McDonald

The meeting was called to order at 12:02 pm.

The minutes from the January 22, 2014, meeting were approved.

Other reports: A final report from the Online Course Subcommittee (attached) has been submitted; we discussed briefly the best course of action for further and broader consideration of its recommendations. It was reported that there’s been a minor glitch with “saving” the new version of our forms; this is being addressed.

Proposals considered:

a. **Math/Computer Science Department**
   MAT 097: Mathematics Workshop (Marsha Davis)
   Delete from catalog only
   Approved.

b. **Math/Computer Science Department**
   MAT 098: Elementary Algebra (Marsha Davis)
   Delete from catalog only
   Approved.

c. **Math/Computer Science Department**
   MAT 098W: Elementary Algebra with Workshop (Marsha Davis)
   Delete from catalog only
   Approved.

d. **Math/Computer Science Department**
   MAT 099: Algebra Essentials (Marsha Davis)
   New course proposal
   Approved.

e. **Math/Computer Science Department**
   MAT 101: Intermediate Algebra (Marsha Davis)
Delete from catalog only
Approved.

f. **Math/Computer Science Department**
   MAT 101P: Intermediate Algebra Plus (Marsha Davis)
   Delete from catalog only
   Approved.

g. **Math/Computer Science Department**
   MAT 101W: Intermediate Algebra with Workshop (Marsha Davis)
   Delete from catalog only
   Approved.

h. **Math/Computer Science Department**
   MAT 200: Algebra: Concepts in Context (Marsha Davis)
   Delete from catalog only
   Approved.

w. **Sociology, Anthropology and Social Work**
   ANT 221: Native Americans (Lugo/Couture-Palmerino)
   Online Course Approval
   Approved.

x. **English Department**
   English Minor (Fraustino)
   Program modification not requiring a bill for spring 2014
   Approved.

y. **English Department**
   English Major (Fraustino)
   Program modification not requiring a bill for spring 2014
   Approved.

All of the following proposals were tabled for consideration at our next meeting:

i. **Physical Sciences Department**
   Health Sciences Program (Toedt/Swanson)
   Program modification requiring BOR approval or notification
j. **Sociology/Anthropology/Social Work Department (Lugo/Kenny)**
   ANT 302: Research Methods in the Health Sciences (to be cross-listed with HSC 302)
   New course proposal

k. **Communications Department**
   COM 255: Health Communication (Toedt/Swanson/Hale)
   New course proposal

l. **Health and Physical Education Department**
   HPE 215: Introduction to the Health Sciences (Toedt/Swanson/Williams)
   New course proposal to be cross-listed with HSC 215

m. **Health and Physical Education Department**
   HPE 225: Medical Terminology (Toedt/Swanson/Williams)
   New course proposal to be cross-listed with HSC 225

n. **Health and Physical Education Department**
   HPE 318: Anatomy and Physiology I (Toedt/Swanson/Williams)
   New course proposal to be cross-listed with HSC 318

o. **Health and Physical Education Department**
   HPE 319: Anatomy and Physiology II (Toedt/Swanson/Williams)
   New course proposal to be cross-listed with HSC 319

p. **Health and Physical Education Department**
   HPE 328: Applied Anatomy and Physiology (Toedt/Swanson/Williams)
   Departmental support for an overlapping course

q. **Health and Physical Education Department**
   HPE 329: Physiological Basis/Movement (Toedt/Swanson/Williams)
   Departmental support for an overlapping course

r. **Health and Physical Education Department**
   HPE 413: Physiology of Exercise (Toedt/Swanson/Williams)
   Departmental support for an overlapping course

s. **Health and Physical Education Department**
   HPE 430: Statistics in Health and Exercise Science (Toedt/Swanson/Williams)
   New Course Proposal to be cross-listed with HSC 430

t. **Health and Physical Education Department**
   HPE 438: Current Issues in Health Sciences Seminar (Toedt/Swanson/Williams)
New Course Proposal to be cross-listed with HSC 438

u. Health and Physical Education Department
   SLM 375: Exercise Management for Special Populations (Toedt/Swanson/Williams)
   To be cross-listed as HPE/SLM/HSC 375, change course title to: Exercise for Persons with Chronic Diseases and Disabilities for fall 2014

v. Health and Physical Education Department
   SLM 440: Quantitative Analysis in Sport and Leisure Management
   (Toedt/Swanson/Williams)
   Departmental Support for an Overlapping Course

Adjourned at 12:30 pm.
Report Outlining Work of Senate Online Subcommittee

Committee Members: Tom Broffman, J. J. Cobb, Jeanelle Day (Chair), Daniel Donaghy, Don Petkov, Joel Rosiene, Catherine Tannahill

The Senate Online Subcommittee wrapped up a calendar year of work in November, 2013 with the approval of over 40 courses to move forward to the Curriculum Committee (CC) for approval as Online, Online Hybrid (more than 50% online), or On ground Hybrid (less than 50% online). The committee developed the following form to be used for the approval process after producing draft documents and sending them out to fellow faculty members for comment in March. Comments were taken into consideration when the form was finally produced for use (pilot). An informational Lunch & Learn was held in early September for interested faculty to attend and bring samples for the committee to review and offer suggestions for improvement. Departments submitted proposals in early October and the Subcommittee turned over the final approved documents to the Curriculum Committee in early November. The Subcommittee has the following recommendations for more seamless implementation:

1. Departments should develop their own guidelines for who should teach online courses in their department. Many times, the forms said things like, “So-and-so has taught online courses for 10+ years” yet if this person were unable to teach the course, who would take over? What makes someone qualified? The development of these guidelines incorporated into the departmental by-laws would force departments to seriously think of these qualifications. The answer of the question of the form related to online teaching qualifications could then simply be answered by stating that the faculty member or adjunct “meets the departmental guidelines/standards for teaching online”.

2. Clarify accessibility guidelines. Does the accessibility guidelines statement on the syllabus complete cover this? Is there any support available for transcription of videos? These points should be clarified by the administration prior to the next round of proposals.

3. An annual or bi-annual training session should be offered for faculty interested in teaching online. The online subcommittee members will write a curriculum development proposal in Spring 2014 to develop an online training program to be housed on our Learn site that will be made available to faculty at no cost.
4. The committee recommends that this form be adopted by the Curriculum Committee for use in approving online courses for ECSU. Changes were made to the form for ease of use and further changes may be needed so that the form works seamlessly with the existing CC forms. This form is being used from Jan. 1, 2014 by the CC.

The Online Course Approval Subcommittee is hereby disbanded, based on the original Senate Bill creating the Online Course Approval Subcommittee.
Respectfully submitted by Jeanelle Day, Chair of the Senate Online Course Approval Subcommittee.