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Curriculum Committee Report - March 29, 2012

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Graduate Curriculum Committee Report
Law Library, 4th Floor, Rare Books Room
Thursday, March 29, 2012

Members present: David Bemis, Daniel Feller, Catherine Luther, John Ma, Sibyl Marshall, Rebecca Prosser, Candace White, Kay Reed, and Catherine Cox. Voting by email: Will Gibbons, Blanche O'Bannon, Gregory Petty, Marlys Staudt, Christian Vossler

Sibyl Marshall called the meeting to order.

The only item on the Agenda is to discuss amending the Curriculum Bylaws with regard to the Courses Not Taught in 4 or More Years Report. Sibyl communicated:

- It takes a two-thirds vote from the Curriculum Committee members to amend the Bylaws.
- The Undergraduate Curriculum Committee is also discussing guidelines for the 4 or More Report.

Sybil indicated she felt the Bylaws should be amended to make the language clearer.

The committee voted to amend the Bylaws as proposed with slight alteration to proposal. There were 7 voting members at the meeting. All seven voted "yes" to amend the Bylaws as recommended. As it takes two-thirds vote of the committee to amend the Bylaws and only seven were present, the recommendation was sent out for an electronic vote. All votes received were "yes" to amend as recommended.

It was agreed the details and process for "Courses Not Taught in 4 or More Years" should be inserted in the *Guidelines for Curriculum Submission* manual.

Members who attended the Undergraduate Curriculum Committee Meeting on Tuesday, March 27, communicated that a discussion came about at that meeting to archive courses instead of dropping them. The pros and cons of archiving were discussed. With much discussion at the Graduate Curriculum Meeting, outcome was the same as with Undergraduate – for and against the idea of archiving.

Dr. Kay Reed communicated that a Curriculum Task Force Committee, headed by Dr. Sally McMillan, is looking at the curriculum process for both graduate and undergraduate. The Task Force is reviewing the process with the following objectives:

- SACS is requiring definition of a credit hour and also an indication of the processes in place to ensure that course offerings are consistent with that policy.
- Student Learner Outcome (SLO) assessment needs to be fully compliant with SACS (and with best practice).
- We need to identify courses that have a "high impact" on other departments and/or programs outside the "home department" to make sure all affected parties know about any pending changes to those courses.
- To reduce errors in curricular submissions.

This was the last Curriculum Committee meeting for this academic year. The next meeting for the 2012-13 academic year is August 23, 2012. Curriculum for that meeting is due August 9th.

The meeting was adjourned at 4:30p.m.

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PROPOSAL TO AMEND BYLAWS - Article 1.2

The proposed change to the Bylaws reads as:

To make sure that the courses published in the Graduate Catalog accurately reflect those offered, or likely to be offered, in the near future at the University of Tennessee - Knoxville. To do this, every year the Curriculum Committee examines a list of graduate courses that have not been offered for four years or more. Departments must justify continuing to list courses even though they have not been taught for four or more years.

The Committee recommends to Graduate Council that this change be approved.

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Informational Item to be inserted in the *Guidelines for Curricular Submission* manual

Procedure and Guidelines for Reviewing Courses Not Taught in Four or More Years

The Graduate School compiles a list of all courses under consideration for removal from the Graduate Catalog due to not having been taught for four or more years. This list is provided to the dean in charge of academic or curricular affairs at each college. It is the responsibility of the deans to disseminate the list to their department heads, gather the requested information, and submit it to the Graduate School.

Colleges may retain courses on the list if adequate justification is provided. Responses to which the Committee has given strong consideration in the past include:

- The course is an “issues,” “readings,” or “topics” course that will be used by the college, department, or program in the future;
- A new faculty member has been hired who will teach the course in the near future;
- The course is scheduled to be taught in the next year.

Courses appearing on the list for the second or third time require detailed, concrete plans to offer the course in the near future. Courses for which no justification is provided are automatically dropped, even if they are appearing on the list for the first time.

The chair of the committee may provide an organizational framework for reviewing the courses in the most efficient and effective way possible.