

Faculty Senate—September 2, 2008

In attendance: Sheila Roberts, Eric Dyreson, Bethany Blankenship, Megan Chilson, Mike Morrow, Brian Price, Jim Falvey, Brent McCabe, and John Hajduk

Revised Curriculum Proposal Form (appendix A)

Action: Eric Dyreson moved to have this CP draft sent to the Curriculum Committee for their approval. Upon their approval, John Hajduk will email the CP form to FS for an email vote. Mike Morrow seconded, and the motion carried unanimously.

Time Line for CPs (appendix B):

Action: John Hajduk moved to approve the timeline with the addition of the hard date (for full consideration) and take out the part about requesting for exceptions. Eric Dyreson seconded and the motion carried unanimously.

Faculty senate-appointed committees

Action: FS members will check with departments to find out who is on which committee.

Sustainability initiative (Brian Price)

Action: FS representatives will speak to their individual departments about this Center and to identify current courses that could be a part of the sustainability center.

Goals for Faculty Senate

Action: FS representatives need to line up goals from the departments for FS.

Eric Dyreson moved to adjourn and Megan Chilson seconded at 5:20.

Appendix A

Academic Year Proposal Submitted _____
For:

Date Received _____
By _____

Level I - Campus Level Approval
Level II - OCHE Approval
Level III - BOR Approval

Curriculum Proposal Form

Department or Program Approval
Date _____ Initials _____
 General Education Committee (if

Proposed as Gen Ed Course? ___ Yes ___ No
Gen Ed Category:

Course Fee Attached to Any Course?
___No ___Yes (Completed Course Fee Request Form attached)
If course Number/Name with Lab Fee is changing, previous course Number/Name:

Curriculum Committee Use Only
Proposal Tabled _____
Date Initials
Approved _____
Date Initials
Rejected _____
Date Initials
Withdrawn _____
Date Initials

Faculty Senate Approval _____
Date Initials
Provost Approval _____
Date Initials
Chancellor Approval _____
Date Initials

Type of Proposal (check all that apply)

- Program Requirement Change
- Course Number Change
- Course Title Change
- Course Credit Change
- Course Description Change
- Prerequisite Change
- Delete Course from Catalog
- New Course
- Other (describe):

For Curriculum Committee Use Only:

Submitted by:

Department (Program) contact person:

Succinct Statement of Proposed Change: (attach shell syllabus for new course(s) that includes course description, course outcomes, and assessment information/tools)

Provide assessment information supporting the request (rationale):

Attach new or revised information as it should appear in the Catalog (include course rotation(s) and/or revised degree requirements, if applicable; **course descriptions should include assessment and experiential learning activities**)

Transferability Considerations (if any):

Effects, if any, of this proposal on any of our degree programs. (Review other degree programs that may be potentially affected by this proposal; affected Dept Chair aware of possible implications_____)

Resource Implications (if applicable):

STAFFING:

Who will teach course(s)?

Effect on faculty member's workload?

OTHER (Library, etc.):

General Education Committee Comments (if appropriate): Date _____

All Chairs/Provost Comments (if appropriate): Date _____

Curriculum Committee Comments (if appropriate): Date: _____

COURSE FEE REQUEST FORM

Any course or lab fee charged in addition to the normal tuition and fees must be approved by the Board of Regents. NO ADDITIONAL MONEY MAY BE COLLECTED. Return this completed form with Department Chair's Approval to the Provost.

This form provides basic information for these additional fees. Course fees can only be used for:

- Specialized activities or equipment fees, where payment is made to entities generally conducting these types of business (such as downhill skiing, bowling, etc.;
- Field trips;
- Pass-through fees (such as Red Cross Certifications);
- Laboratory consumables, excluding computer supplies and paper products; and
- Materials used by students to create a product that becomes the student's property after use in a specific course.

Date _____ Course Name and Number _____

Please indicate if this is a: ___ New justification ___ Increase ___ Decrease

Current Fee _____ Proposed Fee _____

Per Student

Annual

Revenue

Expenditures list (Please be specific)

Explanation of Fee:

Requested by _____

Department Chair _____

Provost _____ Date _____

Chancellor _____ Date _____

Index Code # _____ (Approving Department Chair will be authorized signatory for expenditure unless other arrangements are made)

Cc: Registrar
Business Services
Department Chair

Regent Approval: Yes _____ No _____ Date _____ Item # _____

Appendix B

Proposed Timeline for Curriculum Proposal Process

Twice Each Block for Fall Semester – General Education Committee meetings (9/4/08 first meeting)

3rd Thursday Each Block – All-Chairs meetings

2nd Wednesday Each Block – Curriculum Committee meetings (9/3, 10/2, 10/29, 12/3)

2nd & 4th Mondays Each Block – Faculty Senate meetings (9/2, 9/15, 9/29, 10/13, 10/27, 11/10, 12/1, 12/15)

October 17 – Deadline for department-approved CPs to Cathi

If submitted by October 17th, the CP will pass through the on-campus process for the next Catalog; if not submitted by this date, there is no guarantee that it will make the next Catalog.

First-November – Deadline for Gen Ed approval; All-Chairs review, pertinent comments on CP forms

Mid--November – Deadline for CC approval of proposals for upcoming year's Catalog

Second FS meeting Block 4 (12/15) – Final Faculty Senate review of CPs for upcoming Catalog (Faculty Senate requires at least **two meetings** for review and approval; may take three meetings to resolve questions/concerns from earlier meeting; proposals approved by Curriculum Committee earlier in the semester will be forwarded to Faculty Senate on an ongoing basis)

Christmas Break – Deadline for Faculty Senate Approval on all proposals for upcoming Catalog
Approved CPs to Karl and Dick for approval
Cathi does Catalog edits over Christmas Break
Karl forwards any Level I and II proposals to OCHE/BOR

Mid-January – Cathi sends revised copy of Catalog changes to Department Chairs and pertinent offices; and sends new course & course change info to Paula for Schedule of Courses & BANNER

End-January – Feedback on revised copy from Chairs/offices to Cathi

Mid-February – Catalog to printer

End-March to Mid-April – Catalog back from printer