Dr. Foote called the meeting to order at 11:05.

1) Approval of Minutes:

The minutes of April 2011 and September 2011 were approved on motion of E. Foote/P. Simon and P. Simon and S. Malkemes respectively.

2) New Proposals for Review

a. Graduate Program

B. Culver presented a proposal for a new 4-credit course, CW592 Seminar in the Art and Science of Literary Publishing. She explained that the course is designed so that alumni, friends and others might take it outside of a formal program for- or not- for- credit. The committee noted that as written the course description is too long, and Dr. Culver offered to shorten it. The proposal was approved unanimously on motion by P. Simon, seconded by D. Wenger.

b. CAHSS

The committee reviewed a proposal to change the title of the Womens Studies Minor to Womens and Gender Studies Minor. This is an incidental change. The motion to approve by S. Malkemes, seconded by A. Bradley, was passed unanimously.

c. School of Education

The committee reviewed a program revision involving adding a course in Adolescent Literature (ED236) that will be required for students seeking mid-level certification. The motion to approve by P. Simon, seconded by S. Malkemes, was passed unanimously.

d. Sidhu School

The committee reviewed a proposal to change prerequisites for MBA 591 and 592. On motions by A. Bradley/second by E. Hao and E. Hao/second by M. Balester, respectively, the proposal was approved unanimously.

3) Old Business

a. Handbook Review. Dr. Foote has forwarded our comments on the Curriculum Committee section of the handbook to FAC.

b. Revised Proposal Submission Forms: Copies of the revised form draft have been sent to the Dean of Library, APC, and the Provost for review and comment. Dean Stachecz has
informed us that rather than having the library sign off on the resource section, this should be up to the appropriate college deans.

The committee reviewed sample syllabi and discussed the possibility of adding a syllabus template to the submission form to eliminate review of extremely long syllabi. There was some feeling that this might become more cumbersome for submitters than simply attaching a syllabus. Dr. Foote will re-work this section and sent it our committee for further review.

4) New Business
   a. Registrar Hritzak noted that there are about 12 courses on the “hit list” because they have not been offered in the last five years; she has informed the chairs, deans and provost that, unless there is a compelling reason to keep these courses, they will be removed from the Bulletin. Deadline for responses is December 1.

   b. The committee discussed the apparently unwritten rule that topics courses (ending in 98) are supposed to be made permanent after they are offered three times. The committee agreed that this falls under the purview of the Curriculum Committee and should become part of the faculty handbook policies; Dr. Foote will draft a memo reminding faculty of this policy.

The meeting adjourned at 12:20 p.m.

Respectfully and Dutifully Submitted,

Dr. Diane Wenger