

Minutes

CALS Curriculum Committee Meeting
Tuesday, October 20, 2009, Noon – 1:30
250 Agricultural Hall

Present: Stier (Chair), Bednarek, Bohnhoff, Culbertson, Gisler, Grummer Howell, Paustian, Pfatteicher, Kurtz, Martin, Scheufele

NEW BUSINESS

Approval of September Minutes – September minutes were unanimously approved.

New Course Proposals

Mathematics 606:

Mathematical Methods for Structural Biology, 3 credits

Lead: Bednarek

Mathematics 609:

Research Mentor Training Seminar, 3 credits

Lead: Bednarek

(Mathematics 609 was initially proposed as Mathematics 607, which was a pre-existing course. The supporting documentation may mistakenly use the 607 number.)

The Math courses listed above have been approved by L&S Curriculum Committee and are being reviewed for cross-list status with Biochemistry.

The courses were discussed simultaneously. Committee members felt that the proposals were in need of the following: a week by week syllabus (to clarify the days of the week and hours the course will be taught) and a complete detailed grading scale embedded in the syllabus. A motion was made by Bednarek and seconded by Kurtz to conditionally approve Mathematics 606 and Mathematics 609 upon these additions. The modified proposal and syllabus must be reviewed and approved by Chair, John Stier, prior to divisional committee submission. **The motion to conditionally approve both courses, based upon the addition of a detailed syllabus and embedded grading scale, passed.**

The committee then discussed and agreed upon the need to post directions for creating Academic Course Proposals on a CALS website. A document of this type had been shared with the CALS department chairs last spring. The document provides specific content which the CALS Curriculum Committee requires of all course proposals, and will help those who submit proposals to be more successful in getting their proposals approved upon initial review by the committee.

Life Science Communication:

Request to create a Ph.D. minor (Option A)

Lead: Scheufele

The documentation submitted by Life Science Communications was shared and discussed. The committee agreed to endorse the creation of the Ph.D. minor for Life Science Communication. There was some uncertainty as to the actual process needed to submit this request. Dean Pfatteicher agreed to research and clarify the procedures required. Chair, John Stier, agreed to write a letter of endorsement, on behalf of the CALS Curriculum Committee, if needed.

OTHER BUSINESS

Committee Membership – *Pfatteicher*

The Committee on Academic Staff Issues (CASI) raised a question as to whether or not they could appoint someone to the CALS Curriculum Committee. CASI members also inquired if they were allowed to attend the CALS Curriculum Committee meetings, which they are, since the CALS Curriculum Committee meetings are open meetings. Discussion was held regarding the current process of nominating and appointing members. The balance between academic members, faculty members, and departments remains a consideration. Input comes from the Associate Dean and Student Council as well as other committees and organizations in the college. A formalized procedure will be written explaining the process of who has the authority to nominate and appoint committee members and how it will be done. This information will be shared with CASI. It was determined that a formal request should be sent to appropriate college departments, committees and organizations for nominations in the Spring Semester.

A motion to adjourn was made by Bohnhoff and seconded by Scheufele. **The motion passed.**

Meeting adjourned at 12:35 pm.

November Meetings:

Tuesday, November 10th, Room 250, Agricultural Hall at noon

Tuesday, November 17th, Room 250, Agricultural Hall at noon

Submitted by Karen Martin