SIUE Faculty Senate Curriculum Council
Approved Meeting Minutes
19 September 2012
International Room- MUC

Members Present: Susan Wiediger (chair), Zenia Agustin, Lenora Anop, Scott Belobrajdic, Denise Cobb, Riza Demirer, Eva Ferguson, Ryan Fries, Kay Gaehle, Bryan Jack, Tom Jordan, Stacie Kirk, Greg Littmann, LaDonna Holshouser (for Yvonne Mitkos), Laura Strom, Conward Swift (student), Melissa Thomeczek, Cheryle Tucker-Loewe, and E. Duff Wrobbel
Excused: Mary Ettling
Absent: Chris Foster, Stephanie Sandifer (student), Margaret Schaltenbrand (student)

1. Announcements
   a. Policies 1H2, 1H3, and 1K4 were approved by Provost and Chancellor
   b. During the May FS meeting:
      i. ASP Report on plus/minus grading accepted and endorsed, but awaits acceptance by Provost/Chancellor.
      ii. Tom Jordan was confirmed as chair of the General Ed. Committee.
      iii. Sue Wiediger was confirmed as chair of the Curriculum Council
   c. At Faculty Senate Executive Committee on 23 August 2012
      i. All returning Curriculum Council Faculty Senators re-appointed
      ii. New Senators on Curriculum Council are Bryan Jack and Stacie Kirk.
      iii. Reappointed student representatives are Chris Foster and Stephanie Sandifer
      iv. New student representatives are Conward Swift and Margaret Schaltenbrand
   d. Open Meetings Act training requirement was announced. Discussion ensued about whether graduation appeals committee has all closed meetings.
   e. Undergraduate programs with full Program Review this year: Accountancy*, Business Administration*, Economics & Finance* (incl. CAS Economics degree), Computer Management and Information Systems*, Construction. Starred programs are being done in conjunction with graduate programs.

2. Appointments
   a. Secretary: Mary Ettling (Ryan Fries will take minutes for this meeting)
   b. Undergraduate Programs Committee
      The Council approved Eva Ferguson as Chair; Gillian Acheson, Linda Forbringer, Greg Littmann, and Tim Ozcan as continuing members; and Bill White as a new member.
   c. Undergraduate Courses Committee chair: Kay Gaehle
The Council approved Kay Gaehle as Chair; and Lenora Anop, Sohyung Cho, Hernando Garcia, Chris Leopold, and Phil Weishaar as continuing members.

d. General Education Committee
   The Council approved Anne Flaherty and Matthew Schunke as new members.

e. Academic Standards and Policies Committee
   Ryan Fries will continue as chair and the Council approved Jamie Conklin, Jessica Krim, and Deborah Smith as continuing members; and Riza Demirer as a new member.

f. Graduation Appeals Committee
   The Council approved Linda Lovata as a continuing member and Rick Essner and Kim White as new members.

g. Committee on Assessment (in consultation w/ Provost)
   D. Wrobble was approved as the COA liaison from the UCC

3. The Minutes – 4/9/12 meeting were approved as amended (Motion by M. Thomeczek, D. Wrobble seconded).

4. Reports

   a. Standing Committees and Operations
      i. Undergraduate Programs Committee
         This Committee had finished all program forms from the previous academic year. The UPC approved, and recommends that the Council approves, Form 91 CAS 11-49. After E. Ferguson described the proposed changes, the Council approved with no discussion.
      ii. Undergraduate Courses Committee
         The Committee had only one form remaining from the previous AY, but has already received 30 forms 90 for this year. They reviewed and approved BUS 11-10 for 90A. The Council also approved the change.
      iii. General Education
         The Lincoln Plan is being actively implemented. Candidates for the Director of General Education were discussed and suggested.
      iv. Academic Standards and Policies Committee
         The Committee will appoint three faculty members to the Admission Review Committee and report back next meeting.
      v. Assessment Committee:
         D. Cobb reported that SIUE needs a new director of assessment. For the next semester, Joel Hardman will help with UG assessment and Erin Timpe will help with Graduate assessment. She hopes to report the two-three new members on the committee next meeting. She noted the intent that any future assessment plan should be approved through our shared governance. This fall, the committee would also report the SET findings and those of the online pilot study. The next AQIP conference will be on February with a morning session on the topic of sharing institutional data and an afternoon showcasing faculty workshops. D. Wrobbel was approved as the COA liaison from the UCC.
      vi. Graduation Appeals Committee
         Only one appeal is under review.
b. **Additional Reports**
   
i. **Enrollment Management**
   S. Belobrajdic reported that enrollment was down 1.4%, which was good compared to other institutions. Freshman admission standards were applied this year and the number with 22.8 ACT was larger than last year. Thus while SIUE increased our admission standards, we still did well in admissions. 1e1E- policy has changed for international students to create an admissions review committee and needs representation from the UCC. We will add this as a business item for next meeting.

ii. **Registrar**
   L. Strom said Kevin Thomas is piloting an early warning system that will help student retention. It is run through grades first. D. Wrobbel noted that the athletics program has a nice system for identifying students needing academic assistance. Several committee members noted he is doing a good job.

iii. **Educational Outreach (no report)**

iv. **Academic Advising**
   C. Tucker-Loewe reported that they are currently searching for four academic advisors and will working with Kevin Thomas to increase retention.

v. **Instructional Services**
   L. Holshouser reported that instructional services is also working closely w Kevin Thomas, expanding services in the speech center and expanding courses covered by supplemental instruction (20 sections) this semester.

5. **Business**
   
a. Director of Assessment position was discussed and candidates were suggested.

b. Director of General Education: Zenia is interested in serving again and we will discuss her possible reappointment in an upcoming meeting

c. Proposed Ad Hoc Committee: The Lincoln Program implementation advisory committee is proposed to be under the purview of the Faculty Senate, not just the Curriculum Council. The proposal was given a second reading and we refined the document. E. Ferguson motioned for a vote, K. Gaehle seconded, and the proposal was approved.

d. 119 – Class Attendance Policy and 1J1 – Grading System. Amended and approved electronically in May by Faculty Senate. New grade policies approved by chancellor too and they met the needs of the registrar. CAS has made a document helping everyone interpret the new policy. If we hear any problems with new policies, we should let S. Belobrajdic know.

e. Timeline clarification for new courses and programs. L. Strom assembled a document that lists the deadlines that are in place for submitting course and program change forms. L. Strom, E. Ferguson, Z. Augustin (lead), and K. Gaehle will take a preliminary look at the document.
f. Course review process including forms is optimized and no changes are recommended.

g. There will be upcoming operating paper revisions. These will go to Senate for approval after the Council approves any changes.

h. Minimum expectations of syllabi was consider and declined by Senate in the recent past. The Curriculum Council had tabled the discussion due to lack of support from the Senate. Discussion ensued about developing a template that faculty could use as a resource for ensuring they are meeting university policy. The intent would be to help faculty create their syllabi and would be recommended, not required.

i. S. Wiediger noted that discussion regarding Policies 1I6 and 3C2 will be upcoming.

6. The meeting was adjourned at 4:23pm.