SIUE Faculty Senate Curriculum Council  
Magnolia Room, Morris University Center  
September 20, 2018 – 2:30 p.m.  
Unapproved Minutes

Members Present: Laurie Rice (Chair), Jane Barrow (absent), Kathryn Brady (excused), Stacey Brown Amilian (secretary), Lakesha Butler (excused), Igor Crk, John Foster (excused), Debra Jenkins, Erik Krag, Faith Liebl, Linda Lovata, Debbie Mann

Student Senate Members: TBD

Ex-Officio Members: Chris Leopold, Laura Strom, Mary Ettling (excused), Maureen Bell-Werner, Zenia Agustin, Matt Schunke, Jessica Harris, Chad Verbais (excused), Erik Ruckh (excused)

1. Call to order, welcome, and introductions  
   a. Meeting called at 2:30 pm  
   b. Laurie Rice was appointed and confirmed as chair of the Curriculum Council at the May 2018 Faculty Senate meeting  
   c. Members of the Curriculum Council were appointed by the Faculty Senate President with the consultation of the Executive Committee. New members appointed: Kathryn Brady and John Foster. They join returning members: Jane Barrow, Stacey Brown, Lakesha Butler, Igor Crk, Debra Jenkins, Erik Krag, Faith Liebl, Linda Lovata, and Debbie Mann.  
   d. Two faculty senators are awaiting election from CAS. They have yet to be assigned to a council.  
   e. Student members have not been announced  
   f. Ex officio members

2. Consideration of Minutes
   a. Minutes approved with one minor edit

3. Appointments and Elections
   a. Appoint committee members  
      i. Undergraduate Courses Committee (Chair Debra Jenkins)  
      ii. Undergraduate Programs Committee (Chair Igor Crk)  
      iii. Academic Standards and Policies Committee (Chair Faith Liebl)  
   b. Election (or appointment) of secretary – Stacey Brown  
   c. Election (or appointment) of OMA designee – Faith Liebl

4. Unfinished Business
   a. None

5. Announcements and New Business
   a. All Faculty Senate Curriculum Council members need to complete Open Meetings Act training. New Council members have 90 days. Following successful completion of OMA training, please forward a copy of the certificate (.pdf file) to Anne Hunter: anhunte@siue.edu  
      a. Faith Liebl is our OMA designee  
   b. Curriculum Committee Goals AY2018-2019  
      a. Work with Provost Office and other stakeholders on improving curricular policies and practices at SIUE  
      b. Complete reviews of course and program proposals in a timely and professional manner
c. Provide meaningful feedback on program reviews
d. Insure operations are consistent with our bylaws and identify any changes
   needed for effective operations and consistency with other policies and practices.
   i. Some areas are vague, especially with policy and positions within the
      Provost office
c. Program Reviews Update
   i. Undergraduate programs with Program Review this year: Chemistry,
      Construction Management, Economics (CAS), Liberal Studies, Theater and
      Dance
   ii. Chemistry, Liberal Studies, Theater and Dance are the only ones undergoing full
       review
d. CurricUNET training – Zenia Agustin
   a. Syllabus is found under attached files
   b. Each time you click on a file, a new window will open
   c. Once you make comments, you must click Commit!
   d. For reporting purposes, we need to determine a process for when things are due
      and when changes should be made (Anne Hunter (new Governance
      administrative assistant) is willing to help, but we need to establish clear
      guidelines).
   e. Thank you Zenia! This was very helpful.
e. Policy 1E1—Tom Jordan and Jennifer Harbaugh
   a. Align the admission policy to the changes made to Suspension Policy (1I1) that
      was approved last year
   b. One formatting changes needs to be done in Section F3
   c. This is the first read and will be voted on at the next Council meeting
f. Process for display changes when SAT/ACT equivalencies change – Tom Jordan and
   Jennifer Harbaugh
   a. Year-to-year we do not change the SAT numbers even when those standards are
      modified by the national body, Last year SAT equivalent was 940, now it is 960.
      There needs to be a better process on concordance.
      i. What is the most efficient and transparent way to update these numbers?
         1. Current policy is to take the updated number to Curriculum
            Council and then also Faculty Senate. This takes a long time.
            The numbers changed in March and might not be able to update
            those numbers until months later.
         2. Faculty senate executive committee mentioned that a memo
            could be sent to notify the senate that the Office of Admissions
            updated the SAT numbers and that there is no change to
            admission policy.
      ii. Due to the time-sensitive nature of this process, the committee felt that
          we could vote with just one read. Therefore, a motion to approve this
          change that includes sending a memo to the Curriculum Council from
          Tom Jordan when changes have been made to the ACT/SAT numbers
          (Faith motions, Linda seconds), All approved, motion carries.
   b. With this display change for SAT numbers now approved, an update on the 1E1
      policy needs updating (making sure the numbers match up). Therefore, a track
      change document will be provided showing those updates. Matt motions, Zenia
      seconds, all approves, motion carries.
6. Committee Reports
   a. Standing Committees and Operations
      i. Undergraduate Programs Committee. Chair Igor Crk – No report
ii. Undergraduate Courses Committee. Chair Debra Jenkins — No report

iii. Academic Standards and Policies Committee. Chair: Faith Liebl — No report

iv. General Education Committee. Chair: Matthew Schunke
   1. Memo uploaded to Sharepoint
   2. Two new members needed; appointed from Deans: CAS-Min Liu; School of Business-Rakesh Bharati (Zenia motioned, Faith seconded, all approved)

v. Committee on Assessment: Jessica Harris (we met on September 7)

vi. Graduation Appeals Committee. Laura Strom
   1. 3 appeals were reviewed and approved over the summer

b. Additional Reports

vii. Enrollment Management – Scott Belobrajdic or Chris Leopold
   1. Handout given showing enrollment numbers
   2. New software will produce reports for program review reports in a standardized format and would like the committee to review the report for feedback.

viii. Registrar – Laura Strom
   1. Summer 2019 requests are due September 25
   2. Fall 2020 solicitations will open on September 24

ix. Educational Outreach - Mary Ettling

x. Academic Advising – Maureen Bell-Werner - No report

xi. Learning Support Services and Supplemental Education – Chad Verbais

xii. Academic Innovation and Effectiveness – Jessica Harris
   1. Information gathering at this stage
   2. JH will be serving on the committee until an Associate Provost is hired

c. Laurie handed out the meeting schedule for the rest of the academic year.

7. Public Comments - None

8. Adjourn
   Adjourned at 3:55 pm