

Fairfield University
Minutes of the meeting of the College of Arts and Sciences Curriculum Committee
Nov. 13, 2001

Present: Beth Boquet, Frank Hannafey, S.J., Dennis Keenan, Laura McSweeney, Shelley Phelan (Chair), Susan Rakowitz, Vincent Rosivach, Kurt Schlichting, Jim Simon, Dean Tim Snyder

The meeting was called to order at 3:35 p.m.

1.) Approval of the Minutes from Oct. 16, 2001 meeting.

Beth Boquet moved to accept the minutes. Susan Rakowitz seconded. The minutes were unanimously approved. Vin Rosivach reminded the committee that approval for the cross listing of AS(IS) 327 was still conditional on the submission of minutes in support of the course from the American Studies program. Kurt Schlichting stated that the American Studies committee was meeting shortly and would submit the proper documentation.

2.) Review of New Course Proposals

a.) PS 85 – Topics in Science and Public Policy

The committee reviewed the proposal for PS 85 submitted by Nancy Haegel of the Physics Department. Jim Simon commented favorably on the letter written by the department chair in support of the course. Sue Rakowitz suggested that the committee construct deadline for course approvals, so that courses that had received Dean's approval could be approved through our committee in timely manner. This would prevent faculty from seeking a second Dean's approval for a course. Frank Hannafey thought the service-learning component of the course was creative and well thought out. Beth Boquet moved to approve the course. Dennis Keenan seconded. The course was unanimously approved.

b.) LS 295 – Immigration Law Clinic

The committee reviewed the proposal for LS 295 submitted by Joy Gordon of the Legal Studies program. There was a consensus that the course proposal submitted was very thorough. The committee spent some time discussing the logistics of the internships. Dennis Keenan thought that while a few of the internship locations would be in NJ or NY, some of the work could be done off-site. The locations in NJ and NY would be set up for those students who wanted to work in those areas. Jim Simon pointed out that the course would not be taught by Joy, but by an adjunct. He was concerned about the workload needed to oversee all the internships. Beth Boquet also questioned the consistency of the student evaluations if different internship supervisors were grading the students. Dennis Keenan interpreted the grading for the course to be such that the course instructor would be grading all of the students' logbooks and that the on-site supervisor would provide an objective evaluation (whether the student arrived on time and completed work in a timely manner, etc). Susan Rakowitz mentioned that possibility that

the course could be cross listed as an International Studies or Political Science course. If so, our committee would need the minutes supporting the approval of the course in these areas. Beth Boquet moved to approve the course, Laura McSweeney seconded. The vote was 8 in favor, none against and 1 abstention (Vin Rosivach). The course was approved.

c.) IL 295 – Special Topics: Financial Crises and Crashes

This course (IL 295) was submitted by Kate Kidd for approval to run a second time. Vin Rosivach indicated that the Course Handbook states that Special Topics courses need only the program director's approval. Therefore no vote was taken. The committee wishes to thank Professor Kidd for taking the time to send the proposal to us and we appreciated seeing the course proposal.

d.) ID 300 – Justice and the Developing World

Kate Kidd and Dina Franceschi submitted ID 300: Justice and the Developing World as an interdisciplinary course. The committee discussed where the appropriate approval for this course would be since it does not necessarily fit only in the realm of Arts and Sciences since faculty from Nursing and the Business school could teach the course. Sue Rakowitz suggested that the proposers find a program or department for the course, suggesting perhaps Peace and Justice or International Studies. Vin Rosivach added that it is important for a course to have a department or program chair to oversee the course to make sure that it is being taught consistently. He made a motion to approve that the course be allowed to run in the spring, but if the course were to run again, it should be within a preexisting program or department and the course should be resubmitted with the minutes from the given program. Frank Hannafey seconded the motion. The vote was unanimous in favor of the motion. The course was given approval to run, as is, in the spring. However, the course would need to be resubmitted under a specific program/department if it were to run in the future.

e.) BI 388 – Ecology of the North Atlantic Coast

The committee reviewed the course proposal for BI 388 submitted by Jen Klug of the Biology Department. Vin Rosivach began a discussion regarding the grading procedure in a seminar course. Shelley Phelan stated that the members of the Biology department shared their experiences and methods for grading in a seminar course with Jen. Vin also suggested that the committee review the issue of final examinations. Frank Hannafey asked if the grading scheme outlined in the proposal was appropriate for a seminar course. In particular he questioned if 40% of the grade for leading a seminar was too high a percentage. Sue Rakowitz stated that students leading a seminar would be responsible for an oral presentation based on research papers which could be quite involved. Beth Boquet suggested that the students make more than one presentation per semester so that the instructor can see progress in the presentations. Beth Boquet moved to approve the course. Dennis Keenan seconded the motion. The course was unanimously approved.

3.) **Discussion of Final Exams**

Vin Rosivach stated that the committee should examine the final exam policy. He mentioned that the UCC has discussed the final exam as being comprehensive. The final should make students pull together all they have learned over the semester. He also

pointed out the variety of ways people have interpreted the non-traditional final exam policy. Beth Boquet mentioned that there are many issues involved. Frank Hannafey also pointed out the Journal of Record states the final exam should be worth approximately 1/3 of a student's final grade. Dean Snyder felt uncomfortable about having this explicitly stated since he feels it should be the instructor's decision. Jim Simon suggested that we should put this topic on the agenda of the UCC.

4.) One Time Dean's Approval

Dean Snyder discussed his views that the Dean's one-time approval for courses should be used only in an emergency situation - for a new faculty member, a visiting professor or a new adjunct. He stated that faculty planning a new course should plan ahead and he suggested that the A&SCC set clear deadlines for new course proposals. Vin Rosivach agreed that the Dean's approval should not be for last minute course approval for current faculty members. Beth Boquet mentioned that departments should utilize Special Topics courses for new courses to run on a trial basis. Sue Rakowitz mentioned that Special Topics courses are usually for upper level courses. Vin Rosivach felt that new courses should be rigorously developed and that the department should review new course proposals. Jim Simon indicated that it might be hard to determine a deadline that would give the curriculum committees enough time to approve the course and so that the course could be included in the registration booklets. Dean Snyder reiterated that the process should be kept simple and that there should be no exceptions, except for new faculty and visiting professors. Vin Rosivach put forward a motion that a subcommittee be formed to make guidelines for one-time Dean's course approval. Beth Boquet seconded the motion. All were in favor of the formation of a subcommittee. Vin Rosivach and Beth Boquet volunteered to serve on the committee.

5.) Record keeping of A&SCC

Shelley Phelan remarked that there is no organized record of approved course proposals. Dennis Keenan suggested that the chair should create a Journal of Record that would get passed on from chair to chair. Sue suggested that the committee create an annual report including the description of approved courses. This report could be stored in the Dean's office. Kurt Schlichting suggested that the minutes could be stored on a disk that could be passed from chair to chair or placed on the new Arts and Sciences website.

6.) Pending Items

Vin suggested that we should discuss at the next meeting (Dec. 11th) which pending items the committee would like to discuss further or table. Shelley suggested that the committee could spread the discussion of the pending items over future meetings.

Beth Boquet moved to adjourn. Sue Rakowitz seconded. The meeting concluded at 4:50pm.

Minutes respectfully submitted by Laura McSweeney