Curriculum and Instruction Committee Minutes

DATE: August 11, 2009

TO: Members, 2008-2009 Curriculum and Instruction Committee:

Amanda Brown, CAHSS
Peter Galante, STEM
Ted Harris, CM
William Johnston, LLC-ITS
Joan Menefee, CAHSS
Robin Muza, SAS
Helen Schroeder, STEM
Peter Thielman, SAS
Susan Wolfgram, CEHHS
Claudia Johnston, *ex officio*

Vacant, CM
Urs Haltinner, AL
Tom Lacksonen, CM
Terrence Mason, STEM
Patrick Mengelkoch, SSA
Jeanne Rothaupt, CEHHS
Debbie Stanislawski, CEHHS-ED
Robert Zeidel, CAHSS
Janice Coker, *ex officio*

Faculty Senate Office
Outreach Services
Graduate School
Library Learning Center-Archives
Records and Registration
Career Services
College of Arts, Humanities and Social Sciences
College of Education, Health and Human Sciences
College of Science, Technology, Engineering, and Mathematics
College of Management

c: Program Directors
Department Chairs
Proposers
CIC alternates

FROM: **Tessa Johnson, Recording Secretary**

SUBJECT: MINUTES FOR THE CIC MEETING OF July 16, 2009

I. CALL TO ORDER: The July 16, 2009 meeting of the CIC was called to order by Chair Jeanne Rothaupt. **Members present:** Brown, Coker *(ex-officio)*, Kim Hongyoun Hahn (alternate for Schroeder), Haltinner, Harris, Renee Howarton (alternate for CM), C. Johnston *(ex-officio)*, Susanne Johnston (alternate for Thielman), W. Johnston, Lacksonen, Menefee, Mason, Muza, Rothaupt, Stanislawski, Wolfgram, Zeidel. **Guests:** Kristal Gerdes, Brian McAlister, Bob Peters, Ahmet Turkmen, Lin Stradins, Jacalyn Weissenburger, Rich Rothaupt.

II. MINUTES OF MAY MEETING
MOTION 1 (B. Johnston/Haltinner) **to approve the May minutes**
Vote on Motion 1: Motion passed.

III. CONSENT AGENDA
MOTION 2 (Mason/Stanislawski) **to approve the following consent agenda items:**

A. **Revision to prerequisites:** HT-150 Institutional Food Purchasing
B. **Revision to prerequisites:** HT-351/551 Hospitality Convention and Meeting Management

C. **Revision to prerequisites:** INMGT-100 Introduction to Management
D. **Revision to course title and description:** MFGT-251 Polymer Composite Processes; new title *Fundamentals of Plastics Materials and Processing*

IV. PROGRAM CHANGES, ADDITIONS, DELETIONS

MOTION 3 (Lacksonen/Menefee) **to approve the new Undergraduate/Graduate Professional Development Certificate: Event and Meeting Management**
Kristal Gerdes presented this new certificate that will interest many students across campus and professionals in various industries. Stout is one of few schools offering this type of certificate.
Vote on Motion 3: Motion passed.

MOTION 4 (Muza/Lacksonen) **to approve the revision to B.S. in Hotel, Restaurant, and Tourism Management**
Gerdes presented this program revision that was brought about by advisory board and industry suggestions. Courses were shifted around, and the Food and Wine Pairing course was added to the Foodservice Concentration. There is no change in overall credits.
Vote on Motion 4: Motion passed.

MOTION 5 (Haltinner/Mason) **to approve the new Graduate Professional Development Certificate: Instructional Design**
Brian McAlister and Bob Peters presented this new certificate designed to teach current educators how to design instruction in a systematic way. Market research and potential employers helped determine the need for the certificate and experts were consulted to develop and outline the courses.
Vote to Motion 5: Motion passed.

V. COURSE CHANGES, ADDITIONS, DELETIONS

MOTION 6 (W. Johnston/Haltinner) **to approve the new course EDUC-765 Trends and Issues in Instructional Design**
McAlister and Peters presented this course which is part of the new Graduate Professional Development Certificate in Instructional Design. Editorial changes were made.
Vote on Motion 6: Motion passed.

MOTION 7 (Muza/Lacksonen) **to approve the new course EDUC-766 Instructional Strategies and Assessment Methods**
McAlister and Peters presented this course which is part of the new Graduate Professional Development Certificate in Instructional Design. Editorial changes were made including adding EDUC-765 as the prerequisite.
Vote on Motion 7: Motion passed.

MOTION 8 (W. Johnston/Stanislawski) **to approve the new course EDUC-767 Designed Computer-Based Training (CBT)**
McAlister and Peters presented this course which is part of the new Graduate Professional Development Certificate in Instructional Design. Editorial changes were made

including adding EDUC-766 as the prerequisite.
Vote on Motion 8: Motion passed.

MOTION 9 (Haltinner/Muza) **to approve the new course EDUC-768 Project Management for Instructional Development**
McAlister and Peters presented this course which is part of the new Graduate Professional Development Certificate in Instructional Design. Editorial changes were made including adding EDUC-767 as the prerequisite. Concerns were raised about redundancy in developing a new course when there is already a project management course at Stout. It was explained that this is a more focused project management course that covers instructional design instead of industrial. The courses for the certificate are meant to be sequential and the content/objectives of this course are specific to instructional design.
Vote on Motion 9: Motion passed.

MOTION 10 (Mason/Stanislawski) **to approve the new course CEE-205 Circuit Analysis and Design**
Ahmet Turkmen presented this new course which is one of the basic courses in the Computer Engineering program. The course covers a different level of electrical circuits than the Engineering Technology and Manufacturing Engineering courses and is more specialized for the Computer Engineering program.
Vote on Motion 10: Motion passed.

MOTION 11 (Mason/W. Johnston) **to approve the new course CEE-225 Digital Logic**
Turkmen presented this new course which is another basic course in the Computer Engineering program.
Vote on Motion 11: Motion passed.

MOTION 12 (Muza/S. Johnston) **to approve the new course ELEC-310 Biomedical Instrumentation**
Turkmen presented this new course which was developed based on Program Advisory Committee suggestions. The course will be required in the Biomedical Instrumentation concentration in Engineering Technology.
Vote on Motion 12: Motion passed.

MOTION 13 (Harris/Haltinner) **to approve the new course HT-442/642 Trade Show Management**
Kristal Gerdes presented this new course which is the last of the four courses that make up the new certificate in Event and Meeting Management. The course was approved as a one-time only last summer. There is student interest in additional offerings. Editorial changes were made.
Vote on Motion 13: Motion passed.

MOTION 14 (Brown/Menefee) **to approve the new course MFGE-753 Polymer Engineering**
Lin Stradins presented this course which is an elective in the MS in Manufacturing Engineering program. It covers topics more in depth than MFGE-352/552. The prerequisite was revised to "MFGE-552 or Consent of Instructor" for clarity.
Vote on Motion 14: Motion passed.

MOTION 15 (Stanislawski/Muza) **to approve the revision to course number, title, description, content and objectives for PSYC-730 Advanced Psychology of Learning; new number and title *EDPSY-730 Advanced Psychology of Learning for Instruction***
Jacalyn Weissenburger and Bob Peters presented this revision. The course ID change was generated from years of the Psychology Department offering this course to numerous education students. There was mutual consent to house the course in the School of Education. The course was revised and updated. The new subject reflects the heavy psychology content while still differentiating it as an education course. Editorial changes were made.
Vote on Motion 15: Motion passed.

MOTION 16 (Stanislawski/Howarton) **to approve the revision to course number, description, content and objectives for PSYC-850 Psychology of Development; new number *EDPSY-850***
Weissenburger and Peters explained this course revision with the same rationale as PSYC-730. The course is primarily for Ed.S. students and emphasizes the correlation between development and learning in birth through adulthood.
Vote on Motion16: Motion passed.

MOTION 17 (Haltinner/Howarton) **to approve the new course SPSY-800 Systems-Level Prevention and Intervention**
Weissenburger and Peters presented this course which is required in the Ed.S. in School Psychology program. An accreditation review cited a need for students to work at an administrative level to address school-wide and/or system-wide issues. It was developed to be a corequisite with SPSY-775, but covers more complex content in working in systems/teams. The committee felt a 700-level course number was more appropriate and agreed on SPSY-790 by friendly amendment.
Vote on Motion 17: Motion passed.

MOTION 18 (Stanislawski/W. Johnston) **to approve the new course RDGED-720 Guiding and Directing Reading Programs**
Brian McAlister and Bob Peters presented this new course which will be required in the Reading Specialist Certificate that is in development. Reading specialists are hired to work and consult with reading teachers throughout school districts.
Vote on Motion 18: Motion passed.

MOTION 19 (Haltinner/Howarton) **to approve the new course SUST-432/632 Global Sustainability Experience in Design and Manufacturing**
Rich Rothaupt presented this course that was offered as a one-time only course last spring and was very successful. The Office of International Education reported it had the highest reviews for a first-time course based on student feedback. Students attend classed on campus, visit companies during spring break, and then return to campus to do presentations. Editorial changes were made.
Vote on Motion 19: Motion passed.

VI. GENERAL BUSINESS

A. **Ethnic Studies Curriculum Advisory Committee Update:** No report.

B. **Global Perspectives Update:** No report.

C. **Continued Discussion of Possible Curriculum Handbook Revision:**

Prior to scheduling your curriculum item with the CIC, you must get approval from all other relevant committees.

The CIC decided that the "relevant committees" should be listed or displayed in a possible flow chart and publicized online. Routing forms or check lists may be an option. Members were asked to come to the September meeting with more ideas and suggestions on wording and clarity. Currently, the committee has suggested the following changes:

Prior to presenting your curriculum item to the CIC, approval from all other relevant committees (list the committees here) is required, and any changes from those committees must be noted and presented.

D. **Orientation Meeting During the First Week of Contract:** Cancelled.

VII. ADJOURNMENT – The meeting adjourned at 3:20 p.m.