IPFW Curriculum Review Subcommittee Minutes

Date: August 31, 2015
Members Present: Laurie Corbin, International Language and Culture Studies, Ron Duchovic, Chemistry, Cheryl Duncan, Medical Imaging and Radiologic Sciences, Chenwei Li, Management and Marketing (Absent), David Liu, Computer Science, Andres Montenegro, Visual Communication Design, Susan Skelkoff, Library, Mieko Yamada, Sociology, and Rama Cousik (Guest). Ex Officio: Carol Sternberger, OAA

New Business:
Committee Chair: David Liu volunteered to serve as committee chair. David will schedule the room for the committee meetings.
Meeting Dates: Fall semester meetings were set for the first Thursday of every month at 10 A.M. Because the committee met on August 31, the next meeting will be October 8, 2015.

Vibe will be used for committee discussions and votes that cannot be completed during the regularly scheduled meetings. David will set up the Vibe Team.

Secretary Duties: Committee members will rotate as minute takers.

Tracking of Proposals: The committee chair will complete the IPFW Curriculum Review Subcommittee Undergraduate Proposal Comments spreadsheet following the final action of the committee on each proposal. The spreadsheet is emailed to sternber@ipfw.edu as indicated. Attached.

New Member: David will present Rama Cousik to the Senate for approval as a new committee member.

Proposals: Business Sales Certificate Proposal
The Curriculum Review Subcommittee had several questions for the Business Sales Certificate proposal.
1. Section I Rationale. How will the certificate help in the workforce? What will the certificate do for those who earn it? Please add
2. Have the following BUS courses been developed and put into CARMIN? BUS M301, BUS M490, and BUS 312?
3. What are the prerequisites? Should state as prerequisites. 60 hours in VI is in the student population to be served.
4. The Librarian Memo regarding resources is not included. I included the updated memo PDF
5. In Section V Assessment. The feedback loop for the course-embedded assessments or the indirect and direct methods is not included

Bachelors for Applied Science Proposal
The following questions were raised by the committee members.
1. 5 d. Assessment (page 12) should address how the assessment data will be used.
2. Appendix 9 and the Memorandum of Understanding states that the credit hours are 60 credits apply and page 10 states 60 -64 credits. This should be explained.

3. If English W 232 or W233 is already on the transcript from the A.A.S. degree, will the students need to substitute 3 credits to achieve the 120 hours?

4. Page 16 states that the 33 credits for General Education may include transfer credits but on page 17 it states that the General Education must be taken at IPFW.

5. MOU states 60 credits of the AAS directly apply toward the required 120; however, page 16 states up to 45 credit hours of the applied science courses transfer. This was confusing for the committee members.

6. Page 11, 5c. An introduction paragraph regarding the use of the IPFW Baccalaureate Framework and the connection to the learning objectives for the BAS graduates should be included.

7. The requisite information seeking skills and technological competencies should be identified outside the table. Connection between the Library Liaison identified with use of databases as one area of the information seeking skills.

8. The memo from the librarian is needed.

Proposals Follow-up: Carol Sternberger will communicate the questions regarding the Sales Certificate proposal to Business and to Continuing Studies. She will communicate the BAS proposal questions to Julie Hook. Responses to the questions will be requested by September 11, 2015

Minutes written by:

Carol Sternberger
IPFW Curriculum Review Subcommittee Minutes

Date: October 1, 2015
Members Present: Swathi Baddam, Management and Marketing; Laurie Corbin, International Language and Culture Studies; Rama Cousik, Education; Ron Duchovic, Chemistry; Cheryl Duncan, Medical Imaging and Radiologic Sciences; David Liu, Computer Science; Andres Montenegro, Visual Communication Design; Susan Skelkoff, Library; and Mieko Yamada, Sociology. Ex Officio: Carol Sternberger, OAA

Meeting called to order by Chair, David Liu 10:00am.

Proposal Review: Bachelors for Applied Science Proposal
The committee reviewed the submitted proposal revisions related to the questions raised at the August 31st meeting. The original questions are listed below with discussion from today’s meeting listed in bold under each question.

1. 5. d. Assessment (page 12) should address how the assessment data will be used.
Revision adequately addressed the question.

2. Appendix 9 and the Memorandum of Understanding states that the credit hours are 60 credits apply and page 10 states 60-64 credits. This should be explained.
Revision adequately addressed the question.

3. If English W 232 or W233 is already on the transcript from the A.A.S. degree, will the students need to substitute 3 credits to achieve the 120 hours?
Recommendations from committee:
On pages 17&18 Clarify the statement at the bottom of the page “Will substitute any course already completed” and/or perhaps provide an example.
Change Appendices 10.b., c., & d. to all one appendix (10.b.) instead of 3 separate appendices.

4. Page 16 states that the 33 credits for General Education may include transfer credits but on page 17 it states that the General Education must be taken at IPFW.
Revision adequately addressed the question.

5. MOU states 60 credits of the AAS directly apply toward the required 120; however, page 16 states up to 45 credit hours of the applied science courses transfer. This was confusing for the committee members.
Revision adequately addressed the question.

6. Page 11, 5c. An introduction paragraph regarding the use of the IPFW Baccalaureate Framework and the connection to the learning objectives for the BAS graduates should be included.
Recommendations from committee:
Contact Kent Johnson for assistance in showing how the learning outcomes connect to the baccalaureate framework and why they are appropriate for this program.
7. The requisite information seeking skills and technological competencies should be identified outside the table. Connection between the Library Liaison identified with use of databases as one area of the information seeking skills.

Recommendations from committee:
Look at the on-line course rubric from CELT for help in creating a more specific outcome with regard to “requisite information skills and technological competencies” – what specific skills and competencies would be expected?

8. The memo from the librarian is needed.
Revision adequately addressed the question. It was noted that Susan Anderson has been identified as the liaison librarian for the degree program, and the committee recommends that the program continue to work with Susan regarding library resources.

The committee requests revisions by 12:00pm (noon) on Tuesday 10/06/2015 in order for the proposal to be approved by the Curriculum Review Subcommittee and submitted to the Senate by Friday 10/09/2015.

Meeting adjourned 10:45am.

Respectfully submitted,

Cheryl A. Duncan
IPFW Curriculum Review Subcommittee Minutes

Date: December 3, 2015
Members Present: Ron Duchovic, Cheryl Duncan, David Liu, Susan Skekloff, Mieko Yamada, Rama Cousik, Swathi Baddam
Members Excused: Laurie Corbin, Andres Montenegro, Carol Sternberger

New Business:

Proposals: Professional Sales Certificate Proposal
The Curriculum Review Subcommittee voted to approve the proposal with the following changes
1. Update “Recent Past” to “within the past 10 years
2. Change Section III to match up with Section VI

Minutes written by:

David Liu