

# FINAL REPORT OF THE BEHREND CURRICULAR AFFAIRS COMMITTEE FOR ACADEMIC YEAR 2018-2019

## *Members:*

Qi Dong  
Lisa Elliott  
Anthony Foyle  
Shin Kwon  
Ibrahim Naseem  
Evan Ringle (Chair)  
Adam Simpson  
Gary Smith

## *Purpose:*

The Curricular Affairs Committee reviews and evaluates all course and curriculum proposals submitted by the Schools of the College. It studies and reviews all existing courses and curricula of the College and maintains liaison with the College administration and faculty as necessary for the implementation of the procedures outlined in the Guide to Behrend College Curricular Procedures. The Curricular Affairs Committee maintains and makes available the Guide to Behrend College Curricular Procedures which provides instructions for submitting course and curriculum proposals. The policies and procedures in the Guide to Behrend College Curricular Procedures are subject to the approval of Faculty Council and are to be consistent with the University Faculty Senate's Guide to Curricular Procedures.

## *Meetings:*

- 11/13/18 – Met with Pamela Silver, Rod Troester, & Mike Lobaugh to propose a new charge (Charge 4)
- 2/25/19 - Committee meeting to discuss Charge 4
- 4/19/19 – Met with Lisa Elliott to discuss her transition to Chair

## *Review of Progress:*

### Charge 1

(Standing Charge) The committee continues to make specific recommendations to the Associate Dean for Academic Affairs regarding proposals for the creation, revision, and discontinuance of programs and courses at Behrend.

- (On-going)

### Charge 2

Complete the approval of the Recommended Guidelines for Condensed Courses.

- These guidelines were discussed and approved by the Faculty Senate in the fall of 2018.

#### Charge 3

Review and modify the “Guide to Behrend College Curricular Procedure” and related documentation for the P1, P2, P3 and P4 processes to be consistent with the new Curriculum Review and Consultation System (CRCS).

- After meeting with the Associate Dean for Academic Affairs it was decided that this charge should be postponed until the following academic year.

#### Charge 4

Create a uniform approach to submitting curricular proposals in all four schools.

- This new charge was proposed to replace Charge 3. The committee met in the spring of 2019 and discussed the current process outlines for their respective schools. We decided it best to put all the current process outlines on a box file, so the entire committee could review them and then make suggestions for unification.
- I created a box file to share the files and invited all current committee members to join. I also requested copies of the current process outlines from all committee members. So far all have been uploaded except for Engineering.

#### *Proposed Charges for Academic Year 2019-2020:*

Continue Charge 1 (standing charge)

Complete Charge 4

- Once all four processes have been reviewed by the committee and suggestions have been made, another meeting should be held to draft a unified approach to submitting curricular proposals. I recommend inviting the staff members responsible for curricular proposals in each school to provide input.

Revisit Charge 3

Submitted by:

Evan Ringle  
College Curricular Affairs Committee, Chair