College Curricular Affairs Committee Report for January 2015

**First meeting of spring 2015 is scheduled for Wednesday 1/28 at noon.**

Current Committee Charges:

1. (Standing Charge) Make specific recommendations to the Associate Dean for Academic Affairs regarding proposals for the creation, revision, and discontinuance of programs and courses at Behrend based on review by the faculty, the committee membership and the committee chair.
   * This standing charge is to review all CSCS proposals to ensure that the proper documentation and assessment has been performed for changes to the Behrend curriculum. These changes include new, altered, or dropped courses as well as new, altered, or dropped curriculum (minors and majors). The committee members are to assure that any curriculum changes do not adversely affect the other schools within the Behrend campus as well as adverse effects to other campuses.
2. Working with the administration and appropriate support offices, develop and evaluate recommendations (including implementation strategy) to improve the Behrend curriculum website.
   * The Behrend Curriculum website is <http://www.behrend.psu.edu/faculty/council/proposals.htm> . The committee has reviewed the website and sent suggestions to the website curator (now retired) Peggy.
     + It has been suggested that a “best practice” be developed for the entire proposal process so that all schools with the campus have a standard method. **A guideline for administering the committee is in draft form and will be re-re-reviewed at the next meeting.**
     + A list of common issues seen in past proposals, that caused the proposal to be rejected, should be created for proposal authors to review before submitting. This could greatly alleviate proposal rejections and delays along the submittal path.
3. Review the current process for P3 adoptions on Behrend's campus and create a report outlining the strengths and weakness of the current practice, including a list of specific recommendations to improve the process going forward, and describe how the recommendations will be implemented.
   * The committee did meet to review the current P3 policy. We found that the process was very vague and the follow through when the process was started was not enforceable. The committee invited Dipo Onipede (ME) to describe issues with the P3 of the IE major to the school of engineering. From that discussion, the committee felt that there were too many issues to resolve and that the committee’s current members did not include enough members that have been directly affected by a P3 process. The committee recommended that a subcommittee be formed to investigate and report back to the committee. During a Faculty council meeting last year, the permission to form a short term task group was granted. The task group will be formed with representatives from each school that has been affected by a P3 transfer, coming into Behrend or from Behrend to other campuses. **The committee members have not been forthcoming with representatives for this task group, so the committee will have to take it back and complete is ASAP.**

*Michael Lobaugh*

College Curricular Affairs committee chair