Minutes
New Programs and Curriculum Committee
March 3, 2011 @ 4:00 pm

In attendance: Dr. Mary Wyatt, Dr. Larry Stokes, Dr. Elazer Barnette, Dr. Derrek Dunn, Mr. Timothy Cranford, Prof. Nicholas Silberg, Dr. Cecil Jones, Dr. Samuel Dolo, Dr. Dorothy Gardner-Martin, Dr. Sametria McFall, and Mr. Ruben Chiza.

Call to Order
The meeting was called to order at 4:00 p.m. by Dr. Mary C. Wyatt

Minutes
The minutes of the January 20, 2011 meeting were approved with no corrections.

Request for New Agenda Items
- Teacher Education update
- Program Review

Old Business
- None

New Business

Degree Requirements
To earn an associate and/or a baccalaureate degree in the same or different disciplines, all requirements for the associate degree must be satisfied at least two semesters before requirements for the baccalaureate degree are fulfilled. Conversely, a student graduating with a baccalaureate degree cannot receive an Associate of Science degree at the same time.

Discussion:
- A copy of the proposed policy was handed out;
- Since associate of science degrees cannot have a major or be discipline specific, panel requests removal of language “in the same or different disciplines”
- Policy will be effective Fall 2011 -Approved

Class Drop/Add Policy
Prior to late registration, students may officially drop a class without financial or academic penalty. Any class dropped after late registration, will be assessed tuition and fees. A “W” will be assigned for any class dropped during late registration and prior to midterm. After midterm any student withdrawing will receive either a WF or WP (withdrawing passing). Students who are withdrawing but passing specific courses must submit a written notification to instructors (cc: their department chair) requesting a “WP” be submitted electronically to the Registrar’s office. A “WP” will not penalize the student academically but will be counted as attempted hours.

Discussion:
- A copy of the proposed policy was handed out;
- Policy will be effective Fall 2011; -Approved

Withdrawing from the University
Except in cases of hardship as approved by the academic dean in consultation with the Vice President for Academic Affairs, students who withdraw after the mid-term of each semester will receive a penalty grade of “WF” or “WP” for students who are passing coursework. “WF” is included in the calculation of the student’s term and cumulative grade point averages. If the student’s withdrawal from the university is due to extenuating
circumstances resulting in undue hardship, the student should initially petition the Vice President for Academic Affairs for relief prior to submission of the withdrawal application.

Discussion:
- Policy will be effective Fall 2011 -Approved

School of Teacher Education Update:
- Handout given by Dr. Barnette entitled “Preconditions for Approval Review”
- Although the education programs have been approved by the BoR, Professional Standards Commission (PSC) and National Council for Accreditation of Teacher Education (NCATE) approval have to be obtained before SSU can begin admitting students to the programs;
- Both processes together may take 3 – 5 years;
- Important that the word goes out that the approval processes are underway and no student will be admitted to education until both approvals are received;
- Recruitment plans will be underway and are being worked on within the Education Committee;
- The School of Teacher Education (SOTE) webpage will be coming up soon;
- It will primarily be used for updates on the approval processes with the PSC and NCATE
- The SOTE will be housed in Morgan Hall

Program Review
- An Academic Program Forecast was submitted to the BoR some time ago;
- Dr. Wyatt just recently learned that we must adhere closely to submitting programs on that list;
- A schedule will be put together for program review by Academic Affairs;
- All reviews must be turned in to the Faculty Senate committee by April 1 each year;
- Following Senate review, a report will be made to the BOR;
- Handout given listing draft review cycle and threshold programs;
- Question was asked what is the definition of a threshold program? Definition given as a program that does not have 30 or more majors AND does not graduate an average of 10 students per year for a three year period;
- Comprehensive Program Review is a stand-alone review process, meaning programs in house will not be compared to each other, but programs in house may be compared to similar programs across the USG system;
- The review process will entail assessment of learning outcomes, making suggestions to strengthen or enhance programs;
- Outcome to review process may involve adding a major, where feasible, as a concentration for another major (i.e., Africana Studies can be combined with the History major and offered as a concentration); The review process will also look at the allocation of resources (i.e., 6 faculty members teaching 17 students) and how flexible the curriculum is;
- Deans and Department chairs should monitor programs and transfer resources within department/college (i.e., Criminal Justice has large number of majors but not sufficient faculty);
- Ways to strengthen the program may include advertising and/or better recruitment;

Announcements and/or comments
- It was reiterated by Dr. Stokes that no lower level courses should be listed in major requirements on curriculum grids;
- Approved grids can be handed out to students, non-approved grids cannot be given to students;
- Incorrect grids lead to manual entry of classes during the degree audit by Ms. Bing in the Registrar’s office;
- Dr. Wyatt said the results of the summer school survey requested by SGA should be available on Friday, March 4th;
- So far around 126 students have responded to the survey;
- Independent study courses will be up for discussion soon, there are too many students taking multiple independent study courses during the course of their matriculation due to lack of needed classes being offered;

Adjourn