

9-27-2016

Minutes, Curriculum Committee Meeting, Tuesday, September 27, 2016

Curriculum Committee

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Curriculum Committee

Sep 27, 2016 12:27 PM

Attendees

Amy Armenia, Laura Pfister, Jonathan Harwell, MacKenzie Moon Ryan, Mario D'Amato, Zhaochang Peng, Claire Strom, David Richards, Shaayann Khalid, Nick Houndonougbo, Jay Pieczynski, Emmanuel Kodzi, Tiffany Griffin, Carol Frost, Meribeth Huebner, Mattea Garcia, Gabriel Barreneche, Robin Mateo, Nancy Niles

Agenda Items

- 1 Approve minutes from September 6, 2016 meeting
- 2 Sub-committee announcements and/or reports
- 3 New business
- 4 Old Business
- 5 Announcements
- 6 Adjourn

Notes

APPROVE MINUTES FROM PREVIOUS MEETING (9/6/2016)

Motion to Approve Minutes: Mario D'Amato
APPROVED 10-0-0

-CLARIFICATION ON CALLING THE QUESTION Mario D'Amato
Mario reached out to our Parliamentarian Robert Vander Poppen to inquire about the appropriate procedures for calling the question. Specifically, he asked whether there needs to be a vote on calling the question.

The reply from RVP: 1) You can ask for unanimous consent once someone calls the questions. If you have it, no vote is needed. 2) You say, "The question has been called, do I have unanimous consent to end debate?" If nobody objects, you do not need a

vote. If someone does object, you will call for a vote. 3) You may also close debate without a vote if no more speakers wish to address the body.

SUB COMMITTEE ANNOUNCEMENTS AND/OR REPORTS

-New Course: (Amy Armenia)

New course subcommittee has met and approved 28 intercession courses, 26 rFLA courses, 15 new courses, and 3 Gen Ed designations (Holt). The subcommittee will now turn their attention to the forms for proposals.

-Appeals: (Gabriel Barreneche)

Recent cases have indicated a continued need for more use of the Academic Warning system. As such an email was sent out to all faculty reminding them of the system.

-Faculty Advisor-International Programs: (Jonathan Harwell)

Recent discussions have included the option for non-Rollins students to join Rollins programs and the Shanghai program.

NEW BUSINESS

With reference to KI 1003: Two types of continuing education programs that might come before us: Credit and Non-Credit. We will need to determine our role regarding these programs. For credit programs, they come to us for review and approval, which requires a vote. For non-credit programs, we provide comments and these comments are provided to the Provost.

Mario D'Amato provided a note for guidance during the meeting:

"Regarding Approval of Credit & Non-Credit Programs

Credit Programs (including credit certificate programs and joint and dual degrees; applies to new programs or when there are substantive changes, including discontinuation): The full proposal is forwarded "to either the A&S-AAC, the CPS-CRC, or [Crummer], respectively, for review and approval."

1. M.A. in Counseling: Certificate in Family and Relationship Therapy, Certificate in College and University Counseling (only offered in conjunction with the M.A.)

Non-Credit Programs (including non-credit programs of the Holt School or its Rollins Center for Lifelong Learning): Holt Dean "notifies the appropriate faculty leadership of the proposal and provides a copy of the proposal for review. The proposal is then submitted to the VPAA/Provost, along with comments from the faculty leadership, for approval."

1. Rollins Writers Workshop

2. Holt RCLL: STARS (senior continuing education courses) and VOICE (Volunteers Organized in Community Engagement): <http://www.rollins.edu/evening/rollins-center-lifelong-learning/index.html>
3. Holt (non-credit) Certificate Programs: Instructional Design and Paralegal Studies: <http://www.rollins.edu/evening/rollins-center-lifelong-learning/certificate-programs.html>
4. Holt (non-credit) Certificate Programs under consideration: "working on proposals for certification programs in Social Gerontology, Clinical Research Management, Health Informatics, and Data Analytics. We are also playing with the idea of a Museum Management certificate" (email from Holt Dean, 8/26/2016)."

During the meeting Mario read aloud the following statement from K1 1003 p. 2:

"Non-credit certificate programs are defined as coherent clusters of non-credit coursework culminating in a certificate or other credential offered by one of the College's schools. When appropriate and available, certificate programs of the College are typically recognized by relevant professional organizations."

Following these clarifications, the committee considered the following:

1. Proposal for the (non-credit) Rollins Writers' Workshop (Carol Frost)

This is a fiction and poetry workshop to be held in the Spring for 5-6 days. This is a non-credit, non-certificate program. It is meant to support the literary community. It is supported by the Department of English, the Olin Library, and the College of Liberal Arts Dean.

Though this committee is not responsible for approving such a workshop, it did choose to provide an endorsement.

Motion to endorse the RWW Proposal (Mario D'Amato).

Endorsed 10-0-0

2. Review of non-credit programs from Rollins Center for Lifelong Learning (RCLL) in HOLT. (David Richards)

These programs include:

STARS and VOICE

Paralegal Certificate

Instructional Design Certificate.

These programs are meant to provide continuing education and community outreach for Rollins College.

The discussion revealed a need for greater clarity regarding the creation, curriculum development, and approval of certificate programs. Such programs are branded as Rollins certificates and as such should have the support or approval of the faculty. The

current Paralegal program was developed by a consulting firm and the Instructional Design certificate was developed by a Holt staff member.

This committee recommends that future certificate programs seek collaboration and support from interested and appropriate faculty or units. This committee also believes there is a need for continued discussion about the role of CC in approving certificate programs as well as discussion regarding the procedures and expectations for the curriculum of such programs.

OLD BUSINESS

None

ANNOUNCEMENTS

None

ADJOURN

Motion to Adjourn (Mattea Garcia)

----Meeting Minutes Submitted by Mattea Garcia (Secretary)