

10-4-2016

# Minutes, Curriculum Committee Meeting, Tuesday, October 4, 2016

Curriculum Committee

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# Curriculum Committee- Rollins College

**DATE:** October 4, 2016

**LOCATION:** Bush 176

## ATTENDEES

<input checked="" type="checkbox"/> Amy Armenia	<input checked="" type="checkbox"/> Gabriel Barreneche
<input checked="" type="checkbox"/> Mario D'Amato (Chair)	<input checked="" type="checkbox"/> Meribeth Huebner
<input checked="" type="checkbox"/> Mattea Garcia (Sec.)	<input checked="" type="checkbox"/> Robin Mateo
<input checked="" type="checkbox"/> Jonathan Harwell	<input type="checkbox"/> Laura Pfister
<input type="checkbox"/> Nick Houndonougbo	<input type="checkbox"/> Claire Strom
<input checked="" type="checkbox"/> Emmanuel Kodzi	<input checked="" type="checkbox"/> Amber Taylor
<input checked="" type="checkbox"/> MacKenzie Moon Ryan	<input checked="" type="checkbox"/> Tiffany Griffin
<input checked="" type="checkbox"/> Nancy Niles	
<input checked="" type="checkbox"/> Jay Pieczynski	
<input checked="" type="checkbox"/> Shaayann Khalid	
<input checked="" type="checkbox"/> Zhaochang Peng	

## AGENDA/DISCUSSION

1. Approve Minutes from September 27, 2016 meeting
  - Motion to approve minutes: J. Pieczynski
  - DECISION: 10-0-0
2. Sub-committee announcements
  - New Course Subcommittee (Amy Armenia)
    - Subcommittee did not meet this week.
  - Academic Appeals (Gabriel Barreneche)
    - No appeals meeting last week. Will meet this week.
3. New Business
  - Request for a change in Bylaws: that the phrase "the library and media services" be deleted from Article VII (1) The Curriculum Committee – Responsibilities and Duties. (Supporting email from Jonathan Miller).
    - Proposals for by law changes are first brought to the appropriate committee, when possible. The proposed change is then forwarded to the Executive Committee.
    - Endorse the proposed change to the by-laws: DECISION 10-0-0
4. Old Business
  - *Review of non-credit/certificate programs from RCLL: 2 non-credit*

programs (STARS and VOICE), 2 non-credit certificate programs (Paralegal and Instructional Design)—endorsing comments from CC. (See memo, attached)

- Motion to endorse comments from CC regarding review of certificate programs: N. Niles
  - Motion to divide the question, such that we consider removing the second sentence of the first dash. DECISION: 10-0-0
- All those in favor of endorsing the memo as amended: DECISION 10-0-0
- *Initial discussion of CC's charge re. Strategic Planning*: forming task-forces for each of two initiatives, and sketching out a plan re. how to proceed. (See document.)
  - First, we will establish two task forces to work on the elements of the report. Second, we should establish next steps.
  - Task Force 1a (per strategic planning document date 10/3/16): This task force will conduct a review of the department strategic planning reports and seek to clarify the main terms of our mission.
    - Team Leader: Amy Armenia, Associate Professor of Sociology, College of Liberal Arts
    - Members: Jonathan Harwell, Assistant Professor, Head of Collections and Systems-Olin Library; Nick Houndonougbo, Assistant Professor of Business Management-CLA; Carol Lauer, Special Assistant to the President; Nancy Niles, Association Professor of Health Professions-Holt
  - Majors Task Force: This task force will address the imbalance of majors, including considering suggestions from President Cornwell.
    - Team Leader: Mario D'Amato, Professor of Philosophy and Religion-CLA; Gabriel Barreneche, Associate Dean-CLA; Mattea Garcia, Assistant Professor of Communication-CLA; Emmanuel Kodzi, Associate Professor of International Business-CLA; Robin Mateo, Registrar of the College of Liberal Arts; Mackenzie Moon Ryan, Assistant Professor of Art History-CLA; Zhaochang Peng, Assistant Professor of Economics-CLA; Jay Pieczynski, Assistant Professor of Biology-CLA; Claire Strom, Professor of History, Director of General Education-CLA.
  - Additional steps will include data gathering, input from faculty, and idea generation.
    - T. Griffin will bring information from the Advising conference and will follow up on impact on other colleges that enacted similar programs to defer major declaration.

5. Announcements: None

6. Adjourn

- Motion to Adjourn: MacKenzie Moon Ryan.

**ACTION ITEMS**

- Mario and/or Amy will invite Carol Lauer to serve on our Mission Task Force (Task Force 1a).

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Minutes Prepared By: Mattea Garcia

## Memo

To: VPAA/Provost Susan Singer

From: Curriculum Committee of the College of Liberal Arts

Date: 10/4/2016

Re: Comments from CC re. RCLL non-credit/certificate programs

The following comments have been formally endorsed by the Curriculum Committee, in accordance with KI 1003's directive re. Non-Credit Programs, i.e., that the 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."

- We have strong reservations re. the fact that the curriculum for the Paralegal Studies (Non-Credit) Certificate Program was *not* developed by Rollins faculty, but rather (as Dean Richards stated at the CC meeting on 9/27/2016) that it was developed by a consulting firm.
- We are concerned that the RCLL Paralegal Studies (Non-Credit) Certificate Program does not demonstrate the level of rigor that ought to be associated with Rollins insofar as it has not sought recognition from the American Bar Association. Under the definition of non-credit certificate programs, KI 1003 states, "When appropriate and available, certificate programs of the College are typically recognized by relevant professional organizations." We believe that if the Paralegal Studies Certificate Program is to continue, it should be submitted for approval to the American Bar Association, since such recognition is clearly "appropriate and available": <http://apps.americanbar.org/legalservices/paralegals/directory/fl.html> (note that Valencia offers an ABA approved paralegal program). We would recommend that on KI 1003, a statement be added for certificate programs (whether credit or non-credit) that proposals should indicate whether the certificate program will be submitted to a relevant professional organization for review.
- We affirm that moving forward, any proposal for any certificate program—whether credit or non-credit—shall be developed in consultation with and/or vetted by any relevant departments and/or programs of the College of Liberal Arts. The Curriculum Committee shall consider this to be a necessary prerequisite for a proposal to be endorsed by the CC.