

Curriculum and Instructions Committee

Meeting Minutes

March 21, 2013

Present: A. Pandya, P. Beavers, V. Dallas, A. Furtado, R. Hoogland, R. Villarosa, P. Khosla, J. Rankin, S. Terlecky
GUEST: Matt Ouellett,

Absent: with notice: K. Feathers, J. Moseley, K. Martinez
without notice: B. Bosch, J. Fitzgibbon, J. Potoff, S. Gandhi

I. Announcements

Change of Chair: From K. Feathers to A. Pandya.

II. Discussion

0. Introductions: Introductions were given for each member present and especially for our guest Matt Ouellett. Pizza and pop were served.

1. Review of blackboard: A [BB site](#) has been created to keep all the information generated by this committee up-to-date with respect to issues discussed, reports generated, conclusions reached and notes kept.

2. Introduction and thoughts from Dr. Matthew Ouellett, Associate Provost and Director of the Office of Teaching and Learning: This is his third week on campus. He is in an assessment mode looking at what can be improved and what kind of services can be offered. The OTL has lost staff and he will be hiring more staff. A brief introduction was given. Matt was given an open invitation to this group's meetings.

A discussion question was brought by Andre Furtado. How to create on-line teaching for faculty? Matt said that he and his team could help with this and they have expertise on this. This would make a good collaboration project. His team can help faculty think through the teaching goals etc. Similar to the [khan academy](#).

3. Discussion of each of the issues on the blackboard site:

a. APEX Bridge Program (10 minutes)

It was discussed if we should have [Dr. Monica Brockmeyer](#) back to talk about results from her APEX Bridge program. The consensus of the group was to give the program more time and let's get back to her in Oct. 2014. They want more students and need more time.

b. SET Score Review

The main issue is student participation. Also, students would like to have access to the SET scores of the faculty. They are not currently given to students. Student Senate comes to try and get the set scores.

M. Winters has a committee to look at this issue and we should invite her. Call her and see if it would be worth while. Faculty may object to having SET scores made public. There are issues with this and we need to consider this them.

c. Course Syllabus guidelines (Joe Rankin) (10 minutes)

Joe Rankin discussed what a good syllabus would look like. The syllabi need work. He is working to create course syllabus guidelines which contain information for a good syllabus. The idea is to create a few items that should be on all the syllabi and then create on-line links to items that may not be needed by all and which could be chosen by the faculty. Include it as a boiler plate. Policies could be made clear for instance, do on-line course still operate during university shutdown? Automatic syllabus build tools are also available—other universities use them. In these auto systems, there is a quick feature that allows you to quickly link update the syllabus.

Question: Is there a policy on hardcopy? No rule on hardcopy. It could be electronic.

Joe is looking for is for support from the CIC.

In general, the group thought this was a great idea and would support Joe. The Graduate council supports this wholeheartedly. Student complaints dropped dramatically when this was implemented by Victory Dallas fine performing and arts.

One suggestion was made to write to the deans to ask if they have boiler plate and gather this information across campus.

Please send feedback to Joe. Information on this topic including a syllabus guideline pdf is on our bb site [here](#).

d. Course Learning Outcome

Joe Rankin brought up this issue: There is a program review for course objectives by course. We need to start putting course learning outcomes in all syllabi. All new courses need to have learning objectives. We need this for all courses. Should fit into department objectives, and then the college's objectives. It may be area specific. Each department or program will be different. It may help the ABET review process.

It was commented that Engineering already does this, but, the difference is that there is (at least at ECE) a closing of the loop by asking students at the end of the course if the objectives were met. Joe is looking into this and will report back. There is a link on our site [here](#). The group thought that it was a reasonable item to look into.

e. Optimization of Course Scheduling: An issue brought up by Abhilash was that course scheduling is not optimal for the students. This could lead to retention and graduation issues. There is automatic schedule optimization software available that might help. [Here is an example](#).

A suggestion was made to contact Gabe Sauvie who heads the scheduling office. Invite Gabe.

This is a complex problem and we need to consider that software may not help in:

*Evening populations...etc.

*Rotation of course...planning

*Part time faculty night courses.....

III. Action items

1. Matt to organize a meeting with Andre to talk about how faculty can provide on-line teaching and what help the OTL has.
2. Abhilash to organize M. Winters to discuss SET scores and her committee findings.
3. Abhilash to invite Gabe Sauvie to discuss scheduling issues.
4. All: For now we will be working on issues b,c,d,e. For each of these items please pick an issue you would like to work on in teams of 2 and report back to the group at the next meetings.