

## 2012-2013 Year End Report Curriculum and Instruction Committee

The Curriculum & Instruction Committee met 6 times during the 2012-2013 Academic Year. Meetings were in September 2012, Oct 2012, Nov. 2012 Dec. 2012, Feb 2013 and April 2013.

A blackboard site has been created which lists all the key issues and progress on each of these issues along with all meeting notes and reports/presentations generated by the group. It will be handed to the next CIC committee to expand on.

The following issues were discussed and actions taken:

Issue 1: On-line teaching: The main issue that was studied was the use of Massively Open On-line courses. A Web-seminar was held which was attended by CIC members describing this new development on on-line education. This was discussed at the CIC meetings. No current action items are planned. Perhaps an invitation to Dr. James Mazoue, Directory of the Online programs could be considered for future meetings. This report goes to Policy Committee. Do they have access to our site? If not, I would delete this.

We also had Jim Mazoue and Ahmad Ezzedine meet with us last fall to talk about online courses. Also add them to the list of guest speakers.

Issue 2: APEX Bridge: This is a bridge program for incoming freshmen who are at risk. Monica Brockmeyer and Monica Davie reported on initial results. We discussed this report and the group decided to give APEX more time before we invite them back to give us the results of their study. This should be done in 2013-14.

Issue 3: SET Score review: There was a review of a report on how current SET scores are evaluated. In addition, Dr. Matt Ouellett (Associate Provost and Director of the OTL) is now chairing a committee on this issue. He was a guest at our meetings and will continue to attend and provide and seek input on this process.

Issue4: Course Syllabus guidelines: Joe Rankin brought up the issue of Syllabus Guidelines. He sought input on this from the committee and has created a common set of important requirements that can be "boilerplated" to every course.

Issue5: Course learning outcomes: Joe Rankin also brought up this issue stating that as part of the Higher Learning Commission's (HLC) upcoming accreditation process, instructors will need to put course learning objectives/outcomes in their syllabi. We discussed this issue and will recommend that future CIC committee provide guidance on this issue.

Issue6: Optimization of course scheduling

The key issue here is that scheduling needs improvement and can be optimized to allow faster graduation. This has implications for both retention and recruitment of students. We invited Gabe Sauvie (Scheduling Manager) and Kurt Kruschinska (Senior Associate Registrar) to speak to us about scheduling. We have recommended that there is course optimization software that is available and that testing of this software could be valuable.

Again, more details of each of these issues is on our blackboard site.

The Chair(s) of the Committee thanks all of the Committee members for their participation.

Louis Romano  
James Moseley  
Jeffrey Potoff  
Barbara Bosch  
Stan Terlecky  
Andre Furtado  
Pramod Khosla  
Jane Fitzgibbon  
James Moseley  
Paul Beavers  
Ricardo Villarosa  
Angela Wisniewski  
Andre Furtado

Joseph Rankin  
Tahrima Khanom  
Krysten Martinez  
Renee Hoogland  
Victoria Dallas

We would like to send a special thanks to our guest speakers including:

Monica Brockmeyer,  
Monica Davie,  
Matt Ouellett,  
Gabe Sauvie and  
Kurt Kruschinska.

Respectfully submitted,

Abhilash Pandya (Feb. 2013-> May 2013)  
Karen Feathers (Sept. 2012-> Jan 2013)  
Chair(s), Curriculum & Instruction Committee