College Curriculum Review Committee

Meeting Minutes – October 17, 2018

DRAFT

Members Present: G. Diller; N. Diller; M. DiVita; E. Gravani; P. Gipson; M. Oldemans; K. Rombach; P. Schroeder; C. Van Der Karr; R. Vooris.

Meeting convened at 2:45.

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| **Topic** | **Comments** | **Action** |
| **Approval of Minutes** | With no changes, the minutes from 9/5/2018 were approved. | **Approved** |
| **Introduction of Committee Members** | Members introduced themselves.  New CCRC member: N. Diller, College Curriculum Coordinator |  |
| **Old Business** |  |  |
| 1. SPM 311 – Legal Issues in Physical Education and Sport   (course deletion) | Discussion:  This course deletion has been tabled since last December. E. Gravani reported that Sport Management approves the course deletion and said that Exercise Science has a new course proposal that will replace this course and they have started an entry of it in Curriculog. Exercise Science suggested deleting SPM 311 and a new course, EXS 311, will be in its place. It will include similar content to SPM 311. EXS 311 will be reviewed by the School of Professional Studies Curriculum Committee soon.  Motion:  M. DiVita motioned to delete SPM 311. R. Vooris seconded.  Vote:  Unanimously approved; motion carries. | **Approved** |
| **New Business** |  |  |
| 1. HUS 100 - Introduction to Human Services  (new course) | Discussion:  HUS 100 is a new course in the Health Department. This will be part of a new 4 year program. Many current Community Health majors want to be in the Human Services field so this course meets a current need. CCRC members asked: What does a course outline need to contain? C. Van Der Karr distinguished the difference between course outlines and course syllabi. It was determined that the HUS 100 course outline was both adequate and appropriate for the course proposal.  Motion:  M. DiVita motioned to approve HUS 100 as a new course. R. Vooris seconded.  Vote:  Unanimously approved; motion carries. | **Approved** |
| 1. HUS 200 - Structure and Function of Human Services Agencies (new course) | Discussion:  No concerns about course proposal.  Motion:  K. Rombach motioned to approve HUS 200 as a new course. E. Gravani seconded.  Vote:  Unanimously approved; motion carries. |  |
| 1. HUS 301 - Case Management in Human Services  (new course) | Discussion:  K. Rombach asked if course description should include a reference of observation hours. C. Van Der Karr asked if certain clearances needed for observations. Discussion ensued.  Action Item:  M. DiVita will follow up with this with the Health Department for clarification. | **Tabled** |
| 1. HUS 499 - Fieldwork in Human Services | Discussion:  Concerns were discussed regarding the course description.  Action Item:  M. DiVita will follow up with the Health Department for clarification. | **Tabled** |
| 1. Human Service Studies  (program alteration) | Discussion:  This is a program alteration. G. Diller raised questions about the Psychology area of study. In addition, there is a 4 year plan but it isn’t in Curriculog yet. CCRC members noted that COM 210 is listed as an upper division course. C. Van Der Karr mentioned that all programs need at least 45 upper division level courses. As curricula is revised, we need to correct programs to ensure that this happens. SUNY doesn’t set a rule as what numbers designate lower and upper division courses. It was noted that the program alteration only includes 42 upper division credits.  Action item:  M. DiVita will meet with the Health Dept. to discuss concerns and to work with Health Dept. faculty to resolve issues. | **Tabled** |
| **Review Sheet Discussion** | Discussion:  M. DiVita reviewed the review sheet that she developed. This is a resource that can be used by departments, curriculum committees and CCRC members. The list of questions can be pulled out to use by CCRC members as a checklist to use when reviewing curriculum proposals.  Action item:  M. DiVita will update the review sheet and will update the CCRC website. |  |
| **Announcements** | M. DiVita will send an email to ask CCRC members to volunteer to take minutes during future meetings. |  |
| **Meeting Adjournment** | With no additional agenda items, the meeting was adjourned at 3:30 p.m. | **Adjourned** |

Submitted by Kim Rombach