

**Committee on Undergraduate Curriculum and Academic  
Standards  
Report to the University Senate  
2005-2006 Academic Year**

The committee consisted of the following members: Allen Morton (Dean of Ancell School of Business), Linda Vaden-Goad (Dean of Arts and Sciences), Lynne Clark (Dean of the School of Professional Studies), Eli Reed (Student in the Ancell School of Business), George Bates (Student in the School of Professional Studies), Milton Franco (Student in Arts and Sciences), Irene Duffy (Registrar), Jerry Wilcox (Institutional Research), Anthony Markert (JLA), Barbara Piscopo (Nursing), Monica Frizzell (Accounting), Shouhua Qi (English), Veronica Kenausis (Library), Bill Petkanas (Communication), and Robin Flanagan (Psychology). One of the representatives elected by the School of Professional Studies was no longer employed at WCSU and so did not attend. A new representative was elected to help represent the School of Professional Studies for the 2006-2007 academic year.

CUCAS met eight times during the 2005-2006 academic year and the meetings were well attended and lively. Because of temporary parking problems we met at 9:00 am every third Thursday, instead of 9:30 am as has been customary. Interim Provost Roy Stewart and Associate Vice President Carol Hawkes attended almost every meeting, and our student representatives were very active participants.

A few highlights of our accomplishments are described below. A complete listing of all changes was prepared by the Office of Academic Affairs and is attached to this report.

### **Electronic Submission of Curriculum Proposals**

Beginning in September, 2005 and continuing through the summer of 2006, CUCAS worked toward getting the documents involved in curriculum change at WCSU posted and controlled electronically. This would solve four recurrent problems:

1. Proposals arriving at CUCAS without signatures from **all** affected departments, because of misunderstandings regarding which departments might be affected by a potential curricular change. Posting proposals electronically would allow all departments to judge for themselves whether (and to what degree) they might be affected.
2. Proposals arriving at CUCAS with important elements missing. Posting proposals electronically would standardize the proposal elements expected.
3. Proposals arriving at CUCAS with the wrong number of copies, or poorly collated copies, making distribution to all members difficult and slow. Posting proposals electronically would eliminate this step entirely.
4. Curriculum changes require an enormous amount of paperwork and patience. Posting proposals electronically would speed up the paperwork process while requiring the same amount of reflection and deliberation by senate committees.

CUCAS distributed this proposal to all academic deans to distribute to all departments for discussion, and then voted to approve this proposal in December, 2005. In February, 2006, the proposal was discussed by the Senate, and after a month of discussion with the departments, the Senate voted to approve the proposal in March, 2006. In March, 2006, Roy Stewart (Interim Provost) called a meeting with Lorraine Capobianco (University Computing), Steve Veillette (University Computing), and Robin Flanagan (CUCAS chair), to ensure that the proposal would be implemented as soon as possible. In April and May members of CUCAS met with the chairs of all other curriculum committees, and found widespread enthusiasm and support for the proposal, and we agreed to go "live" with the new system by the end of the summer. Finally, in May and June, 2006, a subcommittee met with Steve Veillette, of University Computing, to design a website for electronic submission of curriculum change proposals. University Computing, however, was not able to devote the resources needed until the end of August, 2006, and so we're currently aiming for electronic submission of proposals to begin in January, 2007. The complete proposal is attached.

### **Summer Curriculum Funds**

The Graduate Council requested representation on the subcommittee that makes recommendations to the Provost for distribution of summer curriculum funds. After many discussions, both committees agreed that the subcommittee would be composed of "up to three members from CUCAS and up to three members from the Graduate Council, with at least

one representative from each school." This would ensure appropriate representation of all schools at both the graduate and undergraduate level without requiring the formation of an enormous subcommittee. The complete revision is attached.

In addition, concerns were raised about the appearance of a conflict of interest when CUCAS members serve on this subcommittee and also have a summer curriculum fund proposal submitted. Because many funding committees may have similar concerns we hope to initiate a discussion in the coming academic year at the senate level regarding such conflicts of interest.

### **The Resources Issue**

Most proposals are sent to CUCAS without prior review by UPBC, even though UPBC should review any proposal that requires new resources for implementation. In fact, according to the chair of UPBC, only a handful of proposals have been sent to UPBC for review over the past two years. So, decisions about curriculum changes are being made without reference to relative resource supply and demand. An ad hoc subcommittee of members from CUCAS and UPBC was formed to address this issue. The subcommittee recommended changes to the wording on the proposal cover sheet, and to sections of the handbook, emphasizing the requirements that have always been in place. The changed wording makes explicit the need to do phase I resource planning, or to justify how and why no new resources are required. The

recommended rewording is attached, and these same changes should be implemented in the electronic version as well.

### **Administrative Help**

Finally, after several years requesting administrative assistance, CUCAS had fabulous administrative help from Terry Buzaid of the Provost's office. Her assistance in taking detailed and timely notes allowed the committee members to focus their complete attention on the agenda items. Her assistance in preparing and distributing the materials for each meeting helped maintain what little sanity the chair had left for conducting meetings. This was a temporary gift from the Interim Provost and we hope to work out a more permanent arrangement in the future.

Robin Flanagan, Chair

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