Present: Katie Baird (Chair), Brian Coffey, Rich Furman, Rich Knuth, John Mayer, Kent Nelson, Janet Primomo, Sian Davies-Vollum

Guests: José Rios, Jennifer Sundheim, Robert Rhodes (Assistant Registrar, UW Seattle)

1. Rich Furman reported that 2 faculty members expressed concern to him about the Faculty Assembly Vice Chair being the Curriculum Committee chair. He relayed concerns he heard that IAS may be "over-represented" on the C.C. if Katie serves as Chair (Sian Davies-Vollum, IAS faculty, also serves on the C.C.). Faculty Assembly Chair Barsness asked if Janet Primomo would be willing to present this issue to the committee and help resolve it. Primomo stated that the Secretary of the Faculty reviewed the Faculty Code and our By-laws and stated that having the Faculty Assembly Vice Chair as a committee chair (acting for 1 year, to be approved by EC) was a legitimate solution (the Code and our By-laws are silent on this).

2. Kent Nelson agreed to serve as scribe for the group, taking meeting minutes and distributing them. In the event that Kent misses a meeting or leaves early, Brian Coffey agreed to take minutes in Kent's place.

3.   Approval of Minutes

The meeting minutes for Oct. 14, 2011 were approved unanimously with two minor revisions: (1) the spelling of Rick Furman's name (delete the "h"; (2) deleting the name of Jennifer Gogarten as someone who was present at the previous meeting.

4.   New Course Applications

Note: Once changes to the following T SOCW courses are made, the materials should be re-posted for curriculum committee review.

T SOCW 542: Approved pending the following corrections. (1) Please revise the student learning objectives to reflect higher level learning. Use words such as synthesize, evaluate, analyze, etc. (The rational is that words such as "describe" and "demonstrate understanding of" are problematic in graduate courses). Be sure to change learning objectives on both the syllabus and course application. (2) The committee recommends eliminating the grading scale in the syllabus and in its place inserting the electronic link to the "MSW Handbook" which includes the grading scale used in graduate classes by the Social Work program. (3) Eliminate "attendance" as part of the way students are graded as shown in the syllabus. The committee also noted that participation may be weighted too heavily as 30% of students' grades, and asks that the instructor consider the weighting of assignments.

T SOCW 543: Approved pending the following corrections. (1) Please revise the student learning objectives to reflect higher level learning. Use words such as synthesize, evaluate,

analyze, etc. (The rational is that words such as "describe" are problematic in graduate courses). Be sure to change learning objectives on both the syllabus and course application. (2) The committee recommends eliminating the grading scale in the syllabus and in its place inserting the electronic link to the "MSW Handbook" which includes the grading scale used in graduate classes by the Social Work program. (3) On the application under # 8, correct the spelling of "Seattle."

T SOCW 544: Approved pending the following corrections. (1) Please revise the student learning objectives to reflect higher level learning. Use words such as synthesize, evaluate, analyze, etc. (The rational is that words such as "learn about" and "appreciate" are problematic in graduate courses). Be sure to change learning objectives on both the syllabus and course application. (2) On the application and syllabus, add "project" to "personal view of aging" assignment. (3) The committee recommends eliminating the grading scale in the syllabus and in its place inserting the electronic link to the "MSW Handbook" which includes the grading scale used in graduate classes by the Social Work program.

T SOCW 546: Approved pending the following corrections. (1) Please revise the student learning objectives to reflect higher level learning. Use words such as synthesize, evaluate, analyze, etc. (The rational is that words such as "understand" are problematic in graduate courses). Also, student learning objectives should be phrased to reflect outcomes for students; e.g., "Upon completing the course, students should be able to…". Be sure to change learning objectives on both the syllabus and course application. (2) On the application and syllabus, add "portfolio" to "culture chest" assignment. Add "assessment" to "expanding cultural boundaries" assignment. (3) The committee recommends eliminating the grading scale in the syllabus and in its place inserting the electronic link to the "MSW Handbook" which includes the grading scale used in graduate classes by the Social Work program.

T SOCW 547: Approved pending the following corrections. (1) Please revise the student learning objectives to reflect higher level learning. Use words such as synthesize, evaluate, analyze, etc. (The rational is that words such as "describe" and "discuss" are problematic in graduate courses). Be sure to change learning objectives on both the syllabus and course application. (2) Change and/or add to the existing assignments to reflect graduate-level substance. The committee believes the course should require a greater level of academic rigor, with more substantial assignments, to constitute graduate-level. (3) The committee recommends eliminating the grading scale in the syllabus and in its place inserting the electronic link to the "MSW Handbook" which includes the grading scale used in graduate classes by the Social Work program. (4) The committee recommends changing language on the syllabus under course description such as "basic skills" and "introduce" that does not reflect higher level learning.

T SOCW 548: Approved pending the following corrections. (1) Please revise the student learning objectives to reflect higher level learning. Use words such as synthesize, evaluate, analyze, etc. (The rational is that words such as "understand" and "identify" are problematic in graduate courses). Be sure to change learning objectives on both the syllabus and course application. (2) The committee recommends eliminating the grading scale in the syllabus and in its place inserting the electronic link to the "MSW Handbook" which includes the grading scale used in graduate classes by the Social Work program.

T SOCW 549: Approved pending the following corrections. (1) Please revise the student learning objectives to reflect higher level learning. Use words such as synthesize, evaluate, analyze, etc. (The rational is that words such as "understand" and "identify" are problematic in graduate courses). Be sure to change learning objectives on both the syllabus and course application. (2) The committee recommends eliminating the grading scale in the syllabus and in its place inserting the electronic link to the "MSW Handbook" which includes the grading scale used in graduate classes by the Social Work program.

T SOCW 550: Approved pending the following corrections. (1) Please revise the student learning objectives to reflect higher level learning. Use words such as synthesize, evaluate, analyze, etc. (The rational is that words such as "describe" and "identify" are problematic in graduate courses). Be sure to change learning objectives on both the syllabus and course application. (2) On the application, section 4 c, include assignments that reflect how students will be evaluated that correspond to assignments listed in the syllabus. (3) The committee recommends eliminating the grading scale in the syllabus and in its place inserting the electronic link to the "MSW Handbook" which includes the grading scale used in graduate classes by the Social Work program.

T SOCW 551: Approved pending the following corrections. (1) Please revise the student learning objectives to reflect higher level learning. Use words such as synthesize, evaluate, analyze, etc. (The rational is that words such as "describe" are problematic in graduate courses). Be sure to change learning objectives on both the syllabus and course application. (2) Include a statement on the syllabus that indicates where required readings can be found, such as "See course outline/schedule for a list of required readings." (3) The committee recommends eliminating the grading scale in the syllabus and in its place inserting the electronic link to the "MSW Handbook" which includes the grading scale used in graduate classes by the Social Work program.

T NURS 345: Approved pending the following correction. Please re-write the justification to demonstrate how it fits in the curriculum relative to other courses, and the importance of the course beyond requirements for accreditation.

Nursing 1503: Reviewed without comment

Tech Institute 1503: Reviewed without comment

IAS 1503's: Reviewed without comment, with two exceptions: (1) EGL copy is difficult to read; (2) Arts, Media, & Culture -- learning objectives might be revisited for appropriate level of rigor.

5.   Next Meeting & Adjournment

The next meeting of the Curriculum Committee is scheduled for Nov. 15 @ 12:30 in CP 331.

Respectfully submitted by G. Kent Nelson, Associate Dean, Milgard School of Business