

**University of Missouri – St. Louis**  
**Faculty Senate**  
**Committee on Curriculum and Instruction**  
**Mark Pope, Chair**  
**2006-2007 Annual Report**  
**May 15, 2007**

The Faculty Senate Committee on Curriculum and Instruction (C&I) was a very active and productive committee this past year. The activities of the committee included:

- 1) reviewed and recommended action on 270 course/program proposals from the departments/divisions of the campus;
- 2) recommended academic calendars for the 2007-2008 and 2008-2009 academic years;
- 3) assisted in the development of a new campus consensus on the role of the “sign-off” in the curricular process;
- 4) revised the course proposal form and program proposal form as the campus comes to this new consensus and as a result of looking for new efficiencies in the curricular process;
- 5) participated in the Task Force on General Education (Michael Allison, C&I representative);
- 6) recommended revisions to the campus grade appeal policy;
- 7) appointed a sub-committee to review the curricular process and look for additional efficiencies;
- 8) recommended revisions to the Board of Curators policy on the academic calendar; and
- 9) prepared a comprehensive five-year (2002-2007) review of the activities of the committee (Appendix 1).

The following table represents a summary of the curricular actions that were recommended by the C&I Committee and approved by the Faculty Senate in the 2006-2007 academic year:

<u>C&amp;I Actions</u>	<u>Undergraduate</u>	<u>Graduate</u>
Courses		
New courses	48	85
Courses changed	33	70
Courses dropped	5	33
Programs (includes certificates & minors)		
New programs	0	2
New certificates	2	2
New minors	2	0
Programs changed	17	7
Programs dropped	0	1
General education courses affected	5	n/a

Respectfully submitted,

Mark Pope, Ed.D.

Chair, Faculty Senate Committee on Curriculum and Instruction

## **Appendix 1**

University of Missouri – St. Louis  
Faculty Senate  
Committee on Curriculum and Instruction  
Mark Pope, Chair  
Five Year Review  
January 27, 2007

### **Introduction**

In the 2005-2006 academic year, over 400 new courses and programs and changes to courses and programs at the University of Missouri – St. Louis were made. This included 44 additions to general education courses, 183 new courses, 176 course changes, 16 program changes, and three new programs. Each of these was reviewed by the Faculty Senate Committee on Curriculum and Instruction (C&I). C&I has a reputation as one of the campus committees that works especially hard. It is a well deserved reputation.

### **Background**

C&I is a committee of the Faculty Senate, but also has representation of students and administration. C&I is composed of eight faculty (voting), two students (voting), and two administration representatives (non-voting) along with administrative staff support.

The role of C&I is spelled out in the Faculty Bylaws of the University of Missouri – St. Louis, section 300.040, subsection C-4-c (revised 12/1/2005).

“Committee on Curriculum and Instruction - The Committee shall consist of the Vice Chancellor for Academic Affairs (non-voting); the Registrar (non-voting); two students; and one eligible faculty member from each of the following units: Humanities, Natural Sciences/Mathematics, Social Sciences, Fine Arts & Communication, Business Administration, Education, Nursing & Health Studies, Optometry, and such parallel units as may be created from time to time. At least three-fourths of the faculty members of this committee must hold regular appointments.

(1) The Committee shall have general responsibility for recommending to the Senate policies and procedures in the area of curriculum and instruction. It shall also recommend policies regarding graduation requirements, special honors programs, and academic publications such as catalogs and schedules of courses.

(2) The Committee also shall regularly recommend to the Senate the calendar of the University. It shall recommend policies relating to schedules of classes and final examination schedules. Departures from calendars and examination schedules will be recommended by this Committee.

(3) New degrees and degree programs proposed by the separate schools, colleges, and such other parallel units as may be created from time to time, shall be submitted by the appropriate dean or equivalent to the Committee for recommendation to the Senate.

(4) Curricular additions and changes will be sent by the appropriate dean or equivalent to the Committee to be examined for overlap and duplication. In the absence of overlap and/or duplication, such proposals will be reported to the Senate.”

## **Operations**

Colleges submit proposals that have already been approved through their faculty governance processes to the Provost and Academic Affairs staff who report undergraduate proposals directly to C&I and graduate proposals to the Graduate Council for recommendation, then to C&I.

As the campus committee having direct responsibility for oversight of all curricular changes on the campus, the role of C&I in the approval of program/course additions/changes is an important one. As with all such responsibilities, the process is a dynamic one that has changed over time. C&I has changed its processes as the membership of the committee has changed and as technology has made new methods possible.

Over the past three academic years, C&I has taken a more active role in defining the procedures of the committee and moving to a full electronic proposal submission process. For example, C&I now reports course proposals to the Faculty Senate rather than requiring a full Senate vote on each one (each program proposal continues to require such a vote).

### **Actions Taken**

C&I has taken a conservative view of its function over the last five years: 1) review all curricular proposals with recommendation to the Faculty Senate; and 2) review the academic calendar with recommendation to the Faculty Senate. Regarding the review of curricular policies, C&I has been reactive rather than proactive as it has also responded to curricular issues that are raised as part of this process, but rarely undertaken broad reviews. The reason for such an approach is twofold: 1) time, C&I is constantly bombarded with large numbers of curricular proposals; and 2) philosophy, curricular review is an organic process that arises from the expressed needs of the students, administration, and faculty on the campus.

These actions taken by C&I are at the heart of the mission of the campus – educating an urban citizenry and workforce.

### **Current Academic Year**

In the current academic year (2006-2007), C&I has broadened it's actions. We have certainly continued our curricular and academic calendar review and recommendation, but we are also:

- 1) appointing a sub-committee to review the curricular process and look for efficiencies such as those noted in Dr. Farmer's memo (Appendix A);
- 2) recommending revisions to the Board of Curators policy on the academic calendar;
- 3) recommending revisions to the campus grade appeal policy;
- 4) assisting in the development of a new campus consensus on the role of the "sign-off" in the curricular process;
- 5) revising the course proposal forms as the campus comes to this new consensus and as a result of looking for new efficiencies in the curricular process; and
- 6) participating in this five-year review.

In fact, streamlining the curricular processes is the highest priority of the current C&I Committee.

### **Focal Areas Recommendations**

C&I recommends that the work of our committee be one of the focal areas for the upcoming review. We have already appointed a sub-committee to review our procedures and recommend revisions that will streamline this process. We expect that one of the recommendations from sub-committee will be to move to a fully transparent curricular review process where members of the campus community can track the progress of their proposal or any proposal in which they have interest.

## Appendix A

### Tim Farmer's Recommendations

November 21, 2005

TO: Dr. Fred Willman, Chair  
Faculty Senate Committee on Curriculum & Instruction

FROM: Tim Farmer, Chair  
Graduate Council Committee on Curriculum & Instruction

RE: Proposal to streamline course review process

#### Proposal

1. The Curriculum & Instruction Committee of the Graduate Council (hereafter "Graduate C&I") will continue to review all course change proposals 4000-level and above.
2. Modifications in course proposals that need to be made upon review by Graduate C&I will be initiated and follow-up on by the chair of Graduate C&I or the Dean of the Graduate School.
3. Actions by Graduate C&I will be reported to the Faculty Senate Committee on Curriculum & Instruction (hereafter "Senate C&I") by the Chair of the Graduate Council or Dean of the Graduate School after being reported to the Graduate Council.
4. Senate C&I will further review 4000-level courses for integration with other undergraduate level courses
5. Senate C&I will not perform an additional review on graduate level (5000-level and above) courses but will act as a conduit to transmit the report of Graduate C&I to the Faculty Senate.
6. A liaison position between Graduate C&I and Senate C&I will be created to ensure effective communication between review committees.

#### Rationale

The review of graduate courses by both Graduate C&I and Senate C&I represents unnecessary duplication of effort that slows down the process of changing graduate curriculum. The current system subjects graduate courses to two additional levels of review (Graduate C&I and Graduate Council) beyond that required of undergraduate courses.