

### **Curricular Review Committee: Summary report for '07-'08 school year**

This year we processed 153 requests, most of which in a relatively timely manner and with minimal confrontations. Our most severe problem this year was that we couldn't find a time that we could all meet for > 1 hour at a time in the fall. This required that we meet once per week for an hour for the latter ½ of fall semester, extending past final exams and into spring semester. Generally speaking, an hour wasn't enough time to get much done, and many of the new program requests got shuffled into the December and January. A second problem was the 'unanimous consent' rule in a situation where two members had very opposing views and we were literally unable to move forward past the impasse until one member backed down. Although it would have been difficult for the committee to support one or the other of the two members, such would have been preferable to continuing the impasse. One of our major recommendations, in consequence, is to change the rule to 'any item which passes the committee must be approved by at least ¾ of the committee members'. We could use assistance in locating the unanimous rule and finding out how we can go about changing it.

At our last meeting we discussed ways to improve committee efficiency without sacrificing our 'overview' function. A major suggestion, based on last year's experiences: identify earlier (end of Spring Semester?) who the committee's members will be and determine early-on a time for meeting that we try to stick to as a permanent time. We simply MUST meet for at least 2 hours, at least in the fall.

One major suggestion involved the role of Deans in the whole process. It was noted by several members that having a Dean attend a single meeting gave the Dean a better idea of how serious we were about the process. This, in turn, made the Dean less willing to sign off on a poorly-thought out course or program request. It was suggested that we invite at least 3 or 4 Deans (one at a time) next fall to a meeting.

Jayne's improvement--making the electronic list of items--was considered a great move by everyone. Also appreciated was the electronic availability of the various requests.

Additional suggestions included:

- (1) making more types of example syllabi available electronically
- (2) making at least one example of a new program request available electronically
- (3) providing some variety of a 'new program' checklist (e.g., make sure that sufficient upper division courses are required)
- (4) more clarification about what constitutes a minor vs. major change

Respectfully submitted,  
Rainer Newberry, Chair