TO: Members of the Graduate Studies Curriculum Subcommittee  FROM: Carlotta Parr, Chair  832-3317; parrc@ccsu.edu
SUBJ: Minutes of the meeting held on February 16, 2012, Meeting at 2:30 in RVAC 466

Members in Attendance: Carlotta Parr, Chair (Music); Oscar Perdomo (Math); Eric Leonidas (English); William R. Nelson (Special Education); Basile Panoutsopoulos (Computer Elect. & Graphics Tech.); Eleanor Thornton (Design); Don Adams (Chair, Curriculum Committee)

I. II.
Minutes of October 20, 2011: Approved

NEW BUSINESS

A. The committee approved as amended the following course revisions from the English Department (Stephen Cohen, Representative). The revisions are described below.

1. Undergraduate/Graduate Course Revision: ENG 448:
   ENG 448: Advanced Studies in American Literature    3
   Approved as Amended [AS][GS]
   Prereq.: ENG 398, or permission of instructor for non-majors; or Graduate Standing. Topics in American literature, with a focus on individual authors, literary theory/method, or other specialized subjects. Attention to literary criticism, interpretation, and research. May be taken under different topics for a maximum of 6 credits. Cross listed with AMS 448. No credit given to students with credit for AMS 448. [GR]

2. Undergraduate/Graduate Course Revision: ENG 458:
   ENG 458: Advanced Studies in British Literature    3
   Approved as Amended [AS][GS]
   Prereq.: ENG 398, or permission of instructor for non-majors; or Graduate Standing. Topics in British literature, with a focus on individual authors, literary theory/method, or other specialized subjects. Attention to literary criticism, interpretation, and research. May be taken under different topics for a maximum of 6 credits. [GR]

3. Undergraduate/Graduate Course Revision: ENG 488:
   ENG 488: Advanced Studies in World Literature    3
   Approved as Amended [AS][GS]
   Prereq.: ENG 398, or permission of instructor for non-majors; or Graduate Standing. Topics in World literature, with a focus on individual authors, literary theory/method, or other specialized subjects. Attention to literary criticism, interpretation, and research. May be taken under different topics for a maximum of 6 credits. [GR]

B. The committee discussed the following Proposal for a single yearly catalog (Don Adams, Chair of University Curriculum Committee). The comments raise by committee member are as follows.

1. 2. 3.

Some members did not feel a need for printing copies of the catalog. Other member felt a need for printing copies of the catalog. The suggestion was made to have the catalog in PDF format so it could be printed by those who wanted a hard copy.

Proposal for a single yearly catalog [all subcommittees]:
The Faculty requests that the Office of Marketing and Communications re-design the CCSU Graduate and Undergraduate Catalogs in the following five ways.

1. Eliminate dangerous duplications where the catalog might give outdated or contradictory information to students. Instead, the catalog should merely provide links to websites that are updated in a timely fashion by the appropriate key officers. This applies especially, though not exclusively, to information regarding Admissions, Financial Aid and the Bursar. Consult with each department or office affected before deleting information from the catalog.
(2) Re-design the online catalog, optimizing the layout so the content is native to a web browser. The primary goal of the re-design should be to make easily accessible the information that advisors and students need. Through the Curriculum Committee, consult with the Faculty and with CACE on the effectiveness of the new design.

(3) While keeping absolutely clear the distinction between Graduate and Undergraduate programs, as well as the distinction between Graduate and Undergraduate courses, produce one unified CCSU catalog instead of separate, and possibly conflicting, Graduate and Undergraduate catalogs. The target date for going live should be June 1 of every year. An archive of earlier catalogs should be easily accessible, but the main link to the CCSU catalog should take users directly to the current catalog.

(4) Work with the Chair of the Curriculum Committee to develop a process by which corrections are made and checked for accuracy through the academic year instead of all at once, as was necessary in the proofreading process prior to a print run.

(5) Continue looking for inexpensive ways to print a small number of copies of the Graduate and Undergraduate catalogs for advisors, Department Chairs and Dean's Offices.

The meeting adjourned a 3:30 p.m.