

Rhode Island College Curriculum Committee

Minutes for Meeting of October 19, 2012

2:00-4:00 P.M.

Board of Governors Room

Present: S. Abbotson (presiding); M. Aydogdu; D. Blanchette; S. Breen; D. Espinosa; V. La Ferla; M. Horn, H. Magen; J. Magyar; C. Marco; C. McLaughlin (Secretary); S. Mueller; R. Pitt; E. Simson; S. Spinette; P. Thomas;

Excused: R. Kirkwood-Auld; S. Dixon

Students: Jose Rodriguez-Mendez Excused

Absent:

Guests: M. Lynch; K. Jackson; P. Christman; M. Michaud

1. Call to Order: 2:01
2. Online September meeting unanimously approved minutes from 18 May meeting, and Vivian La Ferla to replace Bonnie MacDonald on the Executive Committee (Bonnie is on leave). No minutes from September to approve.
3. Report of the Chair
 - Welcome Harriet Magen as replacement for Bonnie MacDonald on UCC, and Jose Rodriguez-Mendez, as student representative.
 - Report feedback on summer changes to forms, manual and website.
 - Many revisions make the form easier to work with. More use will bring about better compliance. Suggestions for improvement requested
 - In *Honors* section, only a “yes” notation will be required
 - *Enthusiastically Received* by the UCC
 - Courses that have not been taught for three years or more.
 - Rationale requested for keeping classes.
 - Proposal to remove these courses will be prepared for the November meeting
 - Update on PSCE (Professional Studies and Continuing Ed.) Report (sent as attachment to committee)
 - *See attached report*
 - Update on Electronic signatures
 - V. La Ferla explained options for electronic signatures
 - Demonstration for developing e-signatures was given
 - Pam Christman provided explanations of systems at RIC that would enable signature development and signature process.
 - *See attached report*
4. Report of COGE
 - *See attached report* (with September 2012 report) – report can also be viewed at: http://www.ric.edu/faculty/organic/coge/Report_to_UCC_10-19-12.pdf
 - Course updates need to be submitted soon to insure a timely review
 - Signatures should be obtained from deans in order to assure course is appropriate for Gen Ed.
5. Report of Writing Board
 - M. Michaud, Writing Board Chair, presented recent accomplishments of the Writing Board (WB).
 - Changes in representation on WB – New Chair; Director of FCTL; Coordinator of FYS
 - Writing related initiative with School of Nursing – annual retreat
 - Outreach to other departments to ascertain interest in PD and writing workshops
 - Writing Board meeting topics (see attachment)
 - Next WB meeting is on October 31, 2012

6. New Business

ART

Motion to Bundle and Approve (McLaughlin/La Ferla)

- 12-13-001 Delete ART 162, 230 and 262.

Discussion: These courses will no longer be available to satisfy the Visual and Performing Arts distribution, Core 3, and Core 4 General Education requirements. Faculty member who specialized in Asian art retired.

Action: *Approved Unanimously*

NMT

Motion to Bundle and Approve (Magyar/Espinosa)

- 12-13-002 Revise NMT program as to when courses are offered.
- 12-13-003 Revise NMT 421—add credit and when offered.

Discussion: Course offerings in catalog made to align with clinical offerings.

The above change from 2 credits to 3 credits reflects the actual time investment in the class. The additional credit brings clinical students in the Fall semester of the NMT program to full time status.

Action: *Approved Unanimously*

BIOL

Motion to Approve (Espinosa/Horn)

- 12-13-004 Revise BIOL 109 to become BIOL 100 and delete 109.

Discussion: Renumbering BIOL 109 to BIOL 100 makes it clear to students that this course should be the first choice of the Introductory Biology selections in the college catalog.

Action: *Approved Unanimously*

BIOL

Motion to Approve (McLaughlin/La Ferla)

- 12-13-005 Revise BIOL program to change required MATH.

Discussion: The current cognates for the BS in Biology include MATH 240 and a choice of MATH 181 or MATH 212. Due to prospective changes in the Mathematics course offerings we propose to change this cognate to: MATH 240 and a choice of MATH 209 or MATH 212.

- Other programs that use MATH 181 need to be made aware of this impending change. GEN ED has been contacted that 181 will be removed from GEN ED offerings. Formal process has not been completed.

Action: *Approved Unanimously*

SPED

Motion to Approve (Espinosa/Horn)

- 12-13-006 Revise Special Ed. program requirements.

Discussion: Students will have to demonstrate that they can earn passing scores in courses as well as the primary artifacts; with assistance of Cooperating teachers. Additional retention requirements provide numerous benchmarks for students to achieve. These additional requirements provide a more rigorous means to assess students progress during the professional sequence, in their academic classes, and fieldwork.

Action: *Approved Unanimously*

7. Other New Business

- Syllabi guidelines created by FCTL
 - NEASC visit report noted that there were no guidelines for syllabi development
 - FCTL developed resources for creating a “good” syllabus
- CMS system to better manage catalog
 - RFP for system is in development
 - Electronic composition of catalog can be on-going
 - Authorized log-in required to make changes
 - Catalog Reviewed and Approved on-line
 - Changes in one are of catalog will be made automatically in other areas
 - Production time will be decreased

8. Motion to adjourn. (Abbotson/McLaughlin) 3:20

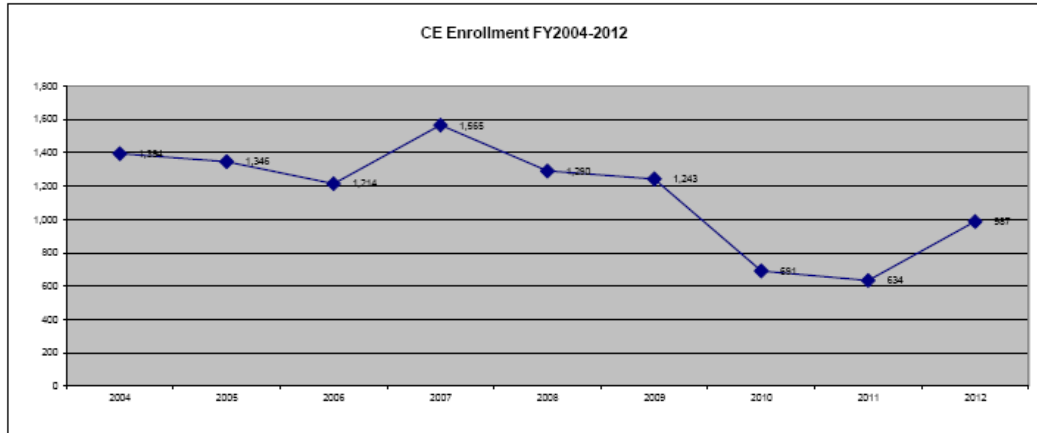
Committee Reports

PSCE (Professional Studies and Continuing Education)

OFFICE OF PROFESSIONAL STUDIES AND CONTINUING EDUCATION
 FY04-12 Enrollment and Revenue
 Continuing Education Courses and Workshops (Sections Numbered 80-99)

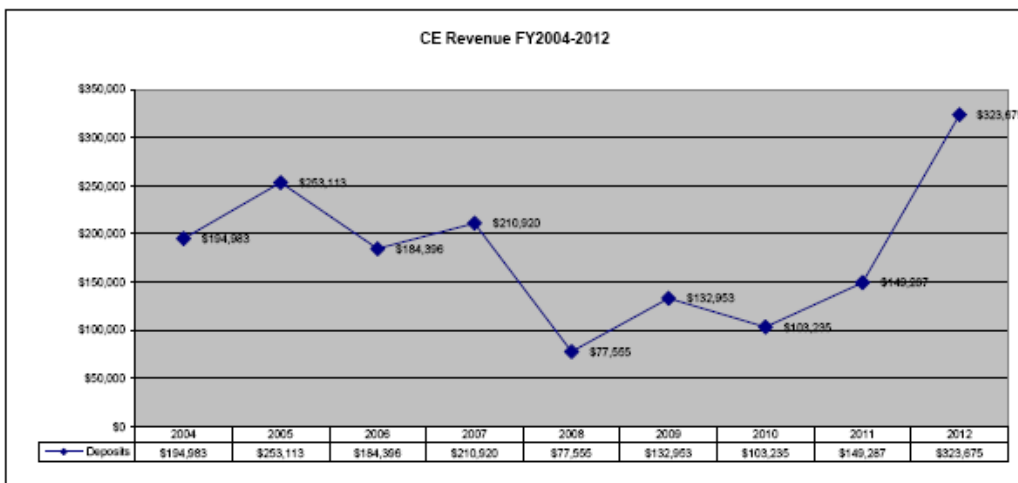
9/19/2012

FY	2004	2005	2006	2007	2008	2009	2010	2011	2012
ENROL	1,394	1,346	1,214	1,565	1,290	1,243	691	634	987
% Change		-3.4%	-9.8%	28.9%	-17.6%	-3.6%	-44.4%	-8.2%	55.7%
Summer	360	366	397	516	559	480	302	279	471
Fall	440	414	293	445	251	227	179	218	275
Spring	594	566	524	604	480	529	188	137	241
Other						7	22		



FY	2004	2005	2006	2007	2008	2009	2010	2011	2012
Revenue	\$194,983	\$253,113	\$184,396	\$210,920	\$77,555	\$132,953	\$103,235	\$149,287	\$323,675
% Change		29.8%	-27.1%	14.4%	-63.2%	71.4%	-22.4%	44.6%	116.8%

July			\$0	\$37,000	\$8,100	\$37,525	\$35,181	\$45,944	\$104,308	summer
Aug*	\$44,262	\$66,192	\$29,530	\$13,600	\$25,050	\$46,076	\$34,160	\$51,745	\$135,958	fall
Sept			\$19,725	\$14,980	\$2,435	\$46,685	\$19,020	\$51,598	\$83,409	spring
Oct			\$5,375	\$9,750	\$15,908	\$2,667	\$14,874			other
Nov			\$35,576	\$39,450	\$2,050					
Dec	\$47,765	\$93,647	\$17,735	\$5,700	\$510					
Jan			\$2,750	\$2,850	\$1,450					
Feb			\$30,430	\$49,820	\$340					
March			\$14,925	\$16,050	\$2,970					
April			\$11,850	\$19,320	\$15,825					
May			\$2,850	\$2,400	\$1,247					
June	\$102,956	\$93,274	\$13,650	\$0	\$1,670					



Continuing Education Programming Report

FY 2012

Report Date: 19-Sep-12

Summary

	Enrollment		Sections		Revenue	
Summer 2011	471	47.7%	80	66%	\$104,308	32%
Fall 2011	275	27.9%	26	21%	\$135,958	42%
Spring 2012	241	24.4%	16	13%	\$83,409	26%
Total	987		122		\$323,675	

PSCE CE Programming

Summer 2011	471		40		\$104,308	
FAS	331	70.3%	20	50.0%	\$27,300	26.2%
FSEHD	58	12.3%	15	37.5%	\$40,002	38.3%
PSCE	82	17.4%	5	12.5%	\$37,006	35.5%
Fall 2011	188		26		\$128,808	
FAS	30	16.0%	3	11.5%	\$24,832	19.3%
FSEHD	62	33.0%	12	46.2%	\$58,155	45.1%
SN	15	8.0%	1	3.8%	\$14,790	11.5%
PSCE	81	43.1%	10	38.5%	\$31,031	24.1%
Spring 2012	96		16		\$72,644	
FAS	15	15.6%	2	12.5%	\$12,000	16.5%
FSEHD	54	56.3%	5	31.3%	\$53,238	73.3%
PSCE	27	28.1%	9	56.3%	\$7,406	10.2%

CESW Workshops

	Enrollment		Workshops		Revenue	
Fall 2011	87	37.5%	9	52.9%	\$7,150	39.9%
Spring 2012	145	62.5%	8	47.1%	\$10,765	60.1%
Total	232		17		\$17,915	
Fall 2011	87		9		\$7,150	
CESW	39	44.8%	6	66.7%	\$2,830	39.6%
AFCC	48	55.2%	3	33.3%	\$4,320	60.4%
Spring 2012	145		8		\$10,765	
CESW	88	60.7%	5	62.5%	\$5,635	52.3%
AFCC	57	39.3%	3	37.5%	\$5,130	47.7%

Office of Professional Studies and Continuing Education
Continuing Education Enrollment Report

17-Sep-12

Term: Summer 2011

Enrollment: 471

Sections: 40

Revenue: \$104,308

Class Nbr	Subject	Catalog	Section	Descr	Session	Partner	Credits	CEU	Facil ID	Name	Tot Enri	Course Revenue	Administrative Fee	Status
30646	BIOL	550C	80	Are Earthworms Evil?	6W2	RITES	1.0		RIC	Amador, Jose	27			Pending
30648	BIOL	550C	82	Reprod & Inheritance/ Dragon Gen	6W2	RITES	1.0		RIC	Lane, Chris	39			Pending
30651	BIOL	550C	85	Animal Adapt & human Impacts	6W2	RITES	1.0		RIC	Spelman, Lucy	29			Pending
30653	BIOL	550C	87	Human Body	6W2	RITES	1.0		RIC	Stein, John	14			Pending
30623	BIOL	580C	81	Molecular Mod for Biol II	6W2	EBEC	2.00		OC- EBEC	Damelin/Lahn	4	\$400.00		Complete
30467	CEP	580C	80	Class Manag At Risl Stu	6W2	EBEC	3.00		OC- EBEC	Montella, Ralph	0			Cancelled
30484	CEP	580C	81	Teach Urban Learner	6W1	EBEC	3.00		OC- EBEC	LunLei,Christine	0			Cancelled
30637	CHEM	550C	80	Chemical Energy	6W2	RITES	1.00		RIC	Lee, Jay	13			Pending
30621	CHEM	580C	81	Molecular Mod for Chem II	6W2	EBEC	2.00		OC- EBEC	Damelin/Lahn	15	\$1,500		Complete
30481	CONT	550C	80	Writ for Young People	6W1	ASTAL			Adams Lib	Brown,Jean E	8	\$2,450		Complete
30522	CONT	550C	81	Connecting the Dots	6W1	ARI		0.45	Stu Union	DelSesto, Sandra	5	\$100		Complete
30528	CONT	550C	82	Topics in Nat Amer Cult	6W2			1.50	Off Campus	Lawrence Maria	0			Cancelled
30628	CONT	550C	83	Motivational Interviewing	6W2	QBH		0.60	QBH	Westberry,Brenda	20	\$800	\$75	Complete
30629	CONT	680C	80	Child Anxiety & Adol Behav	6W2	QBH		0.60	QBH	Lendall, Phillip	10	\$400	\$75	Complete
30558	CURR	580C	80	Writing & Critical Lit	6W2	RIWP	6.00		Alum Lge	Cook, Jennifer	7	\$2,100		Complete
30472	ELED	580C	80	Strat Enhance Stu Writ	6W1	EBEC	3.00		OC- EBEC	Sawyer,Donna M	15	\$13,050		Complete
30473	ELED	580C	81	Read Inst: Deep Stu Comp	6W2	EBEC	3.00		OC- EBEC	Sawyer,Donna M	8	\$6,960		Complete
30474	ELED	580C	82	Comp Strategies	6W2	EBEC	3.00		OC- EBEC	Sawyer,Donna M	0			Cancelled
30475	ELED	580C	83	The Teaching of Reading	6W2	EBEC	3.00		OC- EBEC	Andre,Wendy	9	\$7,830		Complete
30476	ELED	580C	84	Lit Circle in Class	6W2	RIWP	3.00		OC- EBEC	Andre, Wendy	0			Cancelled
30477	ELED	580C	85	Trade Book In Read Pro	6W2	RIWP	3.00		OC- EBEC	Andre,Wendy	1			Cancelled
30518	ELED	580C	86	Topics in Nat Amer Cult	6W2		1.00		off campus	Lawrence, Maria	0			Cancelled
30479	ENGL	350C	80	Writ for Young People	6W1	ASTAL	3.00		Adams Lib	Brown,Jean E	2	\$1,598		Complete
30480	ENGL	550C	80	Writ for Young People	6W1	ASTAL	3.00		Adams Lib	Brown,Jean E	10	\$6,290		Complete
30557	ENGL	580C	80	Writing & Critical Lit	6W1	RIWP	6.00		Alum Lge	Cook, Jennifer	2	\$600		Complete
30562	ENGL	580C	80	Planning for Change	6W2	RIWP	3.00		Alum Hous	Cook, Jennifer	0			Cancelled
30468	LEAD	580C	80	Confidentiality & Internet	6W1	EBEC	3.00		OC- EBEC	Lane, David	0			Cancelled
30466	MTET	514C	80	Data Analysis & Statistics	6W1	MTET	3.00		G376	Sullivan,Mary M	10	\$8,000		Complete
30571	PHIL	250C	80	Ethics in Health Care	6W1	SJHS	3.00		SJHS	Prentiss, David	12	\$8,712		Complete
30631	PHYS	550C	80	Motion: the Real Story	6W2	RITES	1.00		RIC	DelVecchio, Andrea	20			Pending
30655	PHYS	550C	82	Radioactivity & the Atom	6W2	RITES	1.00		RIC	Knowlton, Sarah	21			Pending
30657	PHYS	550C	84	Investigating Electromagnetism	6W2	RITES	1.00		RIC	Owens, John	12			Pending
30622	PHYS	550C	81	Molecular Mod for Phys II	6W2	EBEC	2.00		OC- EBEC	Damelin/Lahn	6	\$600		Complete
30635	PSCI	550C	80	The Moon & Sun	6W2	RITES	1.00		RIC	Deil'Antonio, Ian	38			Pending
30640	PSCI	550C	82	Sleuthing the Rock Cycle	6W2	RITES	1.00		RIC	Kortz, Karen	21			Pending
30642	PSCI	550C	84	RI Beaches & Global Climate Chqes	6W2	RITES	1.00		RIC	Pockalny, Rob	36			Pending
30563	SED	580C	81	Planning for Change	6W2	RIWP	3.00		Alum Hous	Cook, Jennifer	2	\$300		Complete
30482	SPED	580C	80	Use Effect Pract w/ Child	6W1	Sherlock	3.00		SC017	Antosh,A Anthony	4	\$600		Complete
30485	SPED	580C	81	Use Effect Pract w/ Child	6W2	Sherlock	3.00		SC017	Antosh,A Anthony	3	\$450		Complete
30493	TESL	539C	80	Lang Acquisition & Learn	6W1	TESL	3.00		NRIC	Cloud,Nancy L	9	\$8,712		Complete
				Dual Enrollment Summer Program 2011	6W2	RIOHE					39	\$33,106		Complete
TOTAL		Sections	40								Enrollment	471	\$104,308	Revenue

Continuing Education Enrollment Report

Term: Fall 2011

Enrollment: 188

Sections: 26

Revenue: \$128,808

Class Nbr	Subject	Catalog	Section	Course Title	Credit Hours	CEU	Instructor	Partner	Location	Enrolled	Revenue	Rate/Fee	Status
12157	CEP	580C	80	The Bi-Polar Child	3.00		Montella III,Ralph A	EBEC	OC	0			Cancelled
12158	CEP	580C	81	Bullying, Female, Cyber	3.00		Montella III,Ralph A	EBEC	OC	0			Cancelled
12464	CONT	250C	80	Supporting Meaningful Emplmnt		4.50	Ferrara, Vicki	Sherlock Center	Sher 017	0			Cancelled
12390	CONT	257C	80	Intro to Early Intervention	3.00		Staff, RIC	Sherlock Center	TBA	3	\$60	\$20	Complete
12372	CONT	280C	80	MS 2010 Fundamentals		1.50	Pagano,Lisa M	PSCE	G163	0			Cancelled
12177	CONT	380C	80	Enhancing Personal Perf		1.50	Shapiro, Susan	PSCE	SW 009	11	\$1,100	\$110	Complete
12178	CONT	380C	81	Making Effective Present		1.50	Proulx, Tracey	PSCE	FC 200	3			Cancelled
12373	CONT	380C	82	MS 2010 Intermediate		1.50	Pagano,Lisa M	PSCE	G163	0			Cancelled
12180	CONT	480C	80	Grant Proposal Writing		1.50	Howard, Jonathan	PSCE	Sher 017	13	\$1,690	\$130	Complete
12036	CONT	569C	80	Educator Externship	3.00		Hulson, Donna	PSCE	OC	8	\$400	\$50	Complete
12179	CONT	580C	80	Critical Supervisory		1.50	Letourneau, Janet	PSCE	ALG 202	13	\$2,990	\$230	Complete
12393	CONT	580C	81	Survival Skills		3.00	Abruzzini, Donna	Sherlock Center	Sher 017	14	\$4,200	\$300	Complete
12057	CURR	580C	80	National Board	3.00		Audette,Andre R	RIDE	CL047	12	\$6,000	\$500	Complete
12151	ELED	580C	80	Using Lit Circles	3.00		Andre,Wendy	EBEC	OC	0			Cancelled
12152	ELED	580C	81	Use of Trade Books	3.00		Andre,Wendy	EBEC	OC	0			Cancelled
12153	ELED	580C	82	Deep Student Comp	3.00		Andre,Wendy	EBEC	OC	0			Cancelled
12159	LEAD	580C	80	Confident and Internet	3.00		Kane,David A	EBEC	OC	0			Cancelled
12133	MLED	530C	80	App Mid School Instru Model-EBEC	4.00		Bettez, Marylou	EBEC	OC	8	\$10,944	\$1,368	Complete
12134	MLED	540C	80	Diff Mid School Instr Strat-EBEC	3.00		Bettez, Marylou	EBEC	OC	9	\$9,234	\$1,026	Complete
12156	MTET	511C	80	Numbers and Operations	3.00		Andreozzi,Peter P	MTET	G376	6	\$4,800	\$800	Complete
12155	MTET	513C	80	Geometry and Measure	3.00		Andreozzi,Peter P	MTET	G376	8	\$6,400	\$800	Complete
12392	NURS	207C	80	Baccalaureate Educ Nursing	4.00		Murphy,Judy J	Veterans Hospital Medical Center	OC	15	\$14,790	\$986	Complete
12391	PHIL	250C	80	Ethics in Health Care	3.00		Prentiss,David L	St. Joseph's School of Nursing	OC	16	\$13,632	\$852	Complete
12154	SPED	580C	80	Legal Issues School Admin-EBEC	3.00		Kane,David A	EBEC	OC	0			Cancelled
12274	TESL	539C	80	Language Acquisition & Learning	3.00		Cloud,Nancy L	TESL	OC	14	\$13,566	\$969	Complete
12394	TESL	549C	80	Sociocultural Found of Lang Min Ed	3.00		Amanda Sox	TESL	OC	19	\$18,411	\$969	Complete
	CECRI			CECRI Monthly Meetings			NA	PSCE	OC	16	\$20,591	\$2,400	Complete
TOTAL			Sections		26				Enrollment	188	\$128,808	Revenue	

Continuing Education in Social Work
Enrollment Report

18-May-12

Term: Fall 2011
Enrollment: 87
Workshops: 9

Workshops	Date	CEU	# WKSPs	Registrants			Enrollment	Fee	WKSP Total	Subtotal	Total
				Paid	Scholarship (\$35)/ Waiver/Make Up	Total					
CESW											
EMDR	12/10/2010	0.6		12	0	12		\$70	\$840		
LGBTQ	10/17/2010	0.6		5	0	5		\$90	\$450		
Grieving Individuals	10/1/2010	0.6		8	0	8		\$70	\$560		
Difficult Cases: Ethical Issues	10/15/2010	0.6		6	0	6		\$70	\$420		
Managing Ethical Dilemmas	9/10/2010	0.6		4	0	4		\$70	\$280		
Elder Law Issues	10/8/2010	0.6		4	0	4		\$70	\$280		
Subtotal			6				39			\$2,830	
Adoption and Foster Care Certificate (AFCC)											
AFCC-25: Children in Substitute Care	10/8/2010	0.6		16	0	16		\$90	\$1,440		
AFCC-26: Kinship Caregivers	11/5/2010	0.6		9	0	9		\$90	\$810		
AFCC-27: Ethical Issues in Adoption	11/12/2010	0.6		23	0	23		\$90	\$2,070		
Subtotal			3				48			\$4,320	
Total			9				87				\$7,150

Office of Professional Studies and Continuing Education
Continuing Education Enrollment Report
Term: Spring 2012
Enrollment: 96
Sections: 16
Revenue: \$72,644

19-Sep-12

Class Nbr	Subject	Catalog	Sec	Descr	Partner	Cr Hrs	CEU	Name	Tot Enrl	Course Fee	Course Revenue	Aministrative Fee	Status
22146	CONT	258C	81	PBIS/PEP Int. Wrap Train	Sherlock Center		0.60	Stuart-Copes,Michelle	1	\$20	\$20		Completed
22147	CONT	258C	82	PBIS/PEP Int. Wrap Train	Sherlock Center		0.60	Stuart-Copes,Michelle	1	\$20	\$20		Completed
22283	CONT	258C	83	PBIS/PEP Int. Wrap Train	Sherlock Center		0.60	Stuart-Copes,Michelle	0	\$20			Cancelled
22142	CONT	380C	80	SCI Enrichment	PSCE		4.50	Greenberg, Jed	1	\$150	\$150		Completed
22248	CONT	400	80	Green Enterprise	PSCE		3.00	Bachman, Glenn	0	\$450			Cancelled
22248	CONT	405	80	Sustainable Nonprofit	PSCE		0.90	Bachman, Glenn	0	\$150			Cancelled
22247	CONT	423	80	Paper Mgmt/Green Printing	PSCE		0.90	Couto, Keith	0	\$195			Cancelled
22143	CONT	480C	80	SCI Community Leadership	PSCE		4.50	Greenberg, Jed	8	\$150	\$1,200		Completed
22259	CONT	580C	80	Fund CBT Depr & Anxiety	QBH		0.60	Beck, Daniel	0	\$40		\$75	Cancelled
22018	ELED	680C	81	Use Lit Ciroles	EBEC	3.00		Andre, Wendy	0	\$1,026			Cancelled
21997	MLED	510C	80	Teach/Learn Mid School	EBEC	3.00		Niska, John	7	\$1,026	\$7,182		Cancelled
21998	MLED	520C	80	Curr& Organ Mid School	EBEC	3.00		Niska, John	9	\$1,026	\$9,234		Completed
22029	MTET	512C	80	Functions & Algebra	MTET	3.00		Andreozzi, Peter	8	\$800	\$6,400		Completed
22028	MTET	515C	80	Problem Analysis	MTET	3.00		Christy, Donna	7	\$800	\$5,600		Cancelled
21959	TESL	541C	80	Apply Linguistics ESL	TESL	3.00		Toncelli, Rachel	18	\$989	\$17,442		Completed
21958	TEST	548C	80	Teach Eng Second Lang	TESL	3.00		Sox, Amanda	20	\$989	\$19,380		Completed
	CECRI			CECRI Monthly Meetings	PSCE			NA	16		\$5,941		Completed
TOTAL		Sections	16						Enrollment	96	Revenue	\$72,644	

Continuing Education in Social Work
Enrollment Report

18-May-12

Term: Spring 2012
Enrollment: 142
Workshops: 8

Workshops	Date	CEU	# WKSPs	Registrants			Enrollment	Fee	WKSP Total	Subtotal	Total
				Paid	Scholarship (\$35)/ Waiver/Make Up	Total					
CESW											
Trauma and the Triune Brain	2/10/2012	0.6		5	0	5		\$70	\$350		
Treatment Approaches in Anger	3/9/2012	0.6		12	3	15		\$70	\$840		
Strategies for Responding to Grief	3/23/2012	0.6		16	1	17		\$70	\$1,120		
Understanding Hearing Loss	4/6/2012	0.6		6	0	6		\$70	\$420		
LCSW prep	4/20/2012	0.6		41.5	0.5	42		\$70	\$2,905		
Subtotal			5				85			\$5,635	
Adoption and Foster Care Certificate (AFCC)											
Advocacy in Adoption and Foster Care	2/3/2012	0.6		12	0	12		\$90	\$1,080		
Ethical and Clinical Issues	2/24/2012	0.6		18	0	18		\$90	\$1,620		
The Harris Narratives	4/27/2012	0.6		27	0	27		\$90	\$2,430		
Subtotal			3				57			\$5,130	
Total			8				142				\$10,765

Electronic Signatures

Report of the Sub-Committee to establish an Electronic Signatures process for UCC proposals

Submitted by: Vivian La Ferla (chair), Karen Castagno, Charlie McLaughlin

INTRODUCTION

The committee was established to design an electronic signatures process for Undergraduate Curriculum Committee (UCC) proposals. In particular, the committee was asked to review software, processes and procedures for establishing an electronic system that would maintain the authenticity of the signatures.

The impetus for the formation of the committee was concern over the amount of time required to obtain signatures and the difficulty obtaining signatures. A process that includes electronic signatures would be more efficient in time, resources and materials, and would be "green sustainable."

CURRENT PROCESS

The process currently in place requires the originator of a proposal to obtain signatures from all the effected department chairs and deans of schools. This may sometimes involve eight signatures.

RATIONALE FOR SELECTION (Information from P. Christman, 9/21)

To distribute documents electronically that ensure the

- content has not been altered (integrity)
- actual person who sent the document is verified as that person (authenticity)
- individual who signed the document cannot deny the signature (non-repudiation)

Digital signatures can address these security requirements by providing greater assurances of document integrity, authenticity, and non-repudiation. There is a continuum in the level of security assurance as well as a continuum in the amount of complexity in the available solutions.

Digital signatures are generally verified using a combination of encryption keys and "digital certificates." These certificates can be self-signed (not verified by an external authority), or they can be verified by a third-party certificate authority.

Three options were reviewed:

Option 1: Self-signed certificates on PDF documents

Option 2: Third-party verified certificates on PDF documents such as EchoSign

Option 3: Third-party verified signatures on nearly any document (PDF, Word, Outlook, Excel, etc.) such as CoSign.

The option of self-signed certificates on PDF documents seemed the most reasonable. So, it was determined by the sub-committee with the assistance of Pamela Christman, Director of User Services, that the level of security offered by these companies was unnecessary for in-house curriculum committee documents. In addition, the current selection of Acrobat Pro X maintains the authenticity of the digital signatures. A benefit of this selection meant that additional costs would not be incurred.

IMPLEMENTATION REQUIREMENTS

The implementation of an electronic signatures procedure requires software, its availability and installation, training for end-users, an established process, an electronic signature protocol and field testing.

Software

To Create Proposals: Original proposals will continue to be created by originators using Microsoft Word.

To Enable Digital Signatures on Proposals: Adobe Acrobat Pro is available for all desktops and laptops but can only be accessed on campus (D. Toms, 5/16). Since the college has 91 licenses, this will be installed on key faculty workstations determined by the EUCC. More licenses can be attained if needed. This software is only needed to create the signature portion of the document.

To Digitally Sign Proposals: UCC proposals can be signed using Adobe Acrobat Reader. Acrobat Reader is a free software and all computers on campus need to have the same version. This software needs to be installed on MAC computers since many Mac's are using Preview to view PDFs. Adobe Acrobat Reader is needed to digitally sign the proposal.

Installation and Upgrades

User Support Services will install and/or upgrade appropriate software for each department to ensure project success.

Documentation & Training

User Support Services will create documentation and provide training

1. Enabling Digital Signatures using Acrobat Pro
2. Digitally Signing Documents in Acrobat Reader

Another possible training tool is the online video below:

<http://tv.adobe.com/watch/acrobat-x/how-to-digitally-sign-a-document-with-adobe-reader/>

Process

Review the process for the RIC/ URI PhD program and adapt it to UCC.

<http://www.uri.edu/hss/education/phd/eforms.html>

Protocol

The order of the signatures and the process for a designee needs to be established.

Create a technical protocol to include email transmission and create an edition and signature protocol for final signatures.

Protocol of EUCC -- What happens when the document is signed and there are edits required?

Do chairs and deans resign the document after edits?

Field Testing

Create a timeline for implementation for a field test on both PC and MAC and establish the details. The Mathematics & Computer Science Department as volunteered to be a Beta test site.

IMPACT OF THIS RECOMMENDATION

Additional hours needed for User Services Staff for implementation.

COGE Report

Report of Committee on General Education October 19, 2012

Since the last UCC meeting in 2011-2012, COGE took the following actions:

1. Course Approvals
BIOL 221 Genetics) was approved as an AQSR course
2. Additional Proposals were reviewed and returned for more information.
3. First Year Seminar topics were approved
4. A Faculty Development Workshop on Connections courses was held on October 2 with the cooperation of the FCTL.
5. COGE reported to Council in September on the status of the General Education program. That report, including Fall enrollments is attached.
6. Assessment of General Education

A new one-year working group has been formed to develop assessments for General Education. Chaired by Social Work Professor Dan Weisman, the group will develop rubrics based upon the AAC&U VALUE rubrics for the categories of Critical and Creative Thinking, Written Communication, and Research Fluency. These rubrics will be piloted this academic year with materials from First Year Writing and First Year Seminar classes.

7. Some COGE tasks for 201-2013
 - a. Approve modifications of existing courses for the Distribution.
 - b. Approve new courses for the Distribution, particularly for the AQSR category
 - c. Approve Connections courses, both new and converted Core 4 courses.
 - d. Assist in the development and approval of Writing in the Discipline plans for each program.

- e. Provide oversight and support for First Year Seminar
- f. Continue to offer faculty development opportunities through the Faculty Center for Teaching and Learning.

8. Timetable

- a. AY 2012-2013 is a transition year in that courses from the previous program will meet the requirements of the new one.
- b. Re-approvals and new courses for the 2013-2014 Catalog need to be approved very early in the second semester.
- c. Connections courses that will not be offered in Fall 2013 and Writing in the Discipline plans can be approved later in the year.

Respectfully submitted

James G. Magya

**Report to the Council of Rhode Island College
on the Implementation of the New
General Education Program
September 14, 2012**

With the approval by the Undergraduate Curriculum Committee, the Council of Rhode Island College, and the Board of Governors for Higher Education, Rhode Island College is implementing a new General Education program this semester. We are now offering First Year Seminars to incoming students. Mid-way through students' careers, they will take a "Connections" course that draws together skills and ideas learned in the earlier parts of the program. We have a revised distribution requirement that includes both breadth and depth of study, including Advanced Quantitative/Scientific Reasoning. We are instituting a Language requirement in a modern foreign language. Each program and major will include writing in the discipline.

First-year students entering this fall are enrolled either in First Year Seminar or First Year Writing. In the spring, each student will take the other course. Exciting new distribution courses in history and literature are running with many students enrolled.

During the current academic year, the rest of the distribution will be revised for the new program, and Connections courses will begin to appear. There is a lot of curricular work to be done; for the most part, chairs and departments have been supportive.

Here is an enrollment report prepared from PeopleSoft this morning:

Category	Enrollment 9-14-12	Category	Enrollment 9-14-12
FYS	622	SB	2405
FYW	580	SM	401
History	777	C3	467
Literature	753	C4	744
Arts	1312	SB	2405
Science	2932		
Math	952		

The table on the next page lists the courses that were approved for general education in AY 2011-2012. Note that courses for which the catalog copy does not change have COGE approval with UCC notification only. Courses that have new titles, new course descriptions, or more credit hours follow the same UCC approval process as new courses.

Students who are new to

Rhode Island College this fall, either as first year students or transfers are under the new program. Only true first year students are expected to take a first year seminar. In addition, students coming from institutions with articulation agreements with the College are under the old program if they started at the other institution before this fall. (This provision will last for five years.) Students at Rhode Island College who are under the previous program will still benefit from some of the changes, as courses are revised and updated. English 100 serves for Core 1 and History 100-107 replace Core 2. Next year, Connections courses will substitute for Core 4 courses. Dean Joan Dagle deals with students who have irregular records and pathways through the College. Our goal is to come down in favor of the student whenever possible.

As the semester begins, we can note that the new program of general education is in effect for our students. A year ago we were still debating the shape the program would take. When I give an exam with multiple problems, I urge the students to “do the easy ones first.” In this program revision we have made a great start by doing the easy ones first. There remains a lot of careful thinking and creative program design to complete the general education program and to integrate it smoothly with majors and curricula. Thanks to you and to those you represent, we’re well on our way.

James G. Magyar

Chair, COGE

Course	Title	Category	COGE Approval	UCC Approval
WRTG 100	Writing and Rhetoric	FYW	10/5/2011	NA
FYS 100	First year Seminar	FYS	10/5/2011	10/21/2011
ENGL 100	Studies in Literature	L	10/7/2011	11/18/2011
HIST 101	Multiple Voices: Africa in the World	H	10/7/2011	11/18/2011
HIST 102	Multiple Voices: Asia in the World	H	10/7/2011	11/18/2011
HIST 103	Multiple Voices: Europe in the World to 1600	H	10/7/2011	11/18/2011
HIST 104	Multiple Voices: Europe in the World since 1600	H	10/7/2011	11/18/2011
HIST 105	Multiple Voices: Latin America in the World	H	10/7/2011	11/18/2011
HIST 106	Multiple Voices: Muslim Peoples in the World	H	10/7/2011	11/18/2011
HIST 107	Multiple Voices: The United states in the World	H	10/7/2011	11/18/2011
FREN 115	Literature of the French Speaking World	L	12/9/2011	12/16/2011
ITAL 115	Literature of Italy	L	12/9/2011	12/16/2011
SPAN 115	Literature of the Spanish Speaking World	L	12/9/2011	12/16/2011
PORT	Literature of the Portuguese Speaking World	L	12/9/2011	12/16/2011

115				
PSYC 110	Introduction to Psychology	SB	11/18/2011	12/16/2011
PSYC 215	Social Psychology	SB	11/18/2011	12/16/2011
HSCI 232	Human Genetics	AQSR	2/3/2012	2/17/2012
BIOL 335	Human Physiology	AQSR	2/3/2012	NA
SOC 200	Society and Social Behavior	SB	2/3/2012	3/23/2012
SOC 202	Society and the Family	SB	2/3/2012	3/23/2012
SOC 204	Urban Sociology	SB	2/3/2012	3/23/2012
SOC 207	Aging and Society	SB	2/3/2012	3/23/2012
SOC 208	Minority Relations	SB	2/3/2012	3/23/2012
SOC 217	Aging and Society	SB	2/3/2012	3/23/2012
ANTH 306	Primate Ecology and Social Behavior	AQSR	2/24/2012	3/23/2012
ANTH 307	Human Nature: Evolution, Ecology and Behavior	AQSR	2/24/2012	3/23/2012
ANTH 101	Introduction to Cultural Anthropology	SB	2/24/2012	NA
ANTH 102	Introduction to Archaeology	SB	2/24/2012	NA
ANTH 104	Introduction to Archaeology	SB	2/24/2012	NA
FILM 116	Approaches to Film & Film Criticism	A	3/9/2012	3/23/2012
AFRI 200	Introduction to Africana Studies	SB	4/6/2012	5/18/2012
PHIL 220	Logic and Probability in Scientific Reasoning	AQSR	4/6/2012	4/20/2012
PHIL 230	Aesthetics	A	4/6/2012	4/21/2012
ART 101	Drawing I: General Drawing	A	4/6/2012	4/22/2012
ART 104	Design I: Two Dimensional Design	A	4/6/2012	4/23/2012
ART 231	Prehistoric to Renaissance Art	A	4/6/2012	4/24/2012
ART 232	Renaissance Art to Modern Art	A	4/6/2012	4/25/2012
THTR 242	Acting for Non-Majors	A	4/13/2012	5/18/2012
ANTH 265	Anthropological Perspectives on Childhood	C	4/27/2012	

Writing Board Report

TO: Undergraduate Curriculum Committee (UCC)
FROM: Michael Michaud, Chair of Writing Board
DATE: 10/19/12
SUBJECT: Writing Board

I am pleased to present this brief report on developments with the Writing Board during the fall semester of the 2012/2013 school year. The Board is at a moment of exciting transition as our membership has changed to the point where more than half our members are now new to the Board. We also have a new Chair with expanded responsibilities and two new representatives, the Director of the Faculty Center for Teaching and Learning (FCTL) and the Coordinator of the First-Year Seminar program.

Duties of the Chair

While our first official meeting of the year was held on October 10, 2012, my work as Chair got underway in advance of the 2012 school year when, in late August, Joe Zornado, Director of the FCTL, and I gave a half-day workshop on effective strategies for the teaching of writing at the School of Nursing's annual retreat. In addition to this work, we also consulted with Dean Williams as she and her colleagues began to build writing-outcomes for nursing education and assembled plans to meet RIC's new writing-in-the-disciplines (WID) requirement. Dean Williams and I are in continued dialogue as we attempt to find ways to provide support and professional development to the School of Nursing faculty during the 2012/2013 school year.

In addition to this work with the School of Nursing, I have begun to reach out to Departments and faculty on campus, to guidance on writing-related initiatives:

- In English, we are discussing the possibility of a professional development workshop for adjunct faculty in spring 2012.
- I've met with several RIC faculty across the disciplines to offer support on writing instruction.
- I will be sending a letter to all Department Chairs on campus, introducing myself and offering my services and support on all matters related to the teaching of writing.
- I have also been working to develop a comprehensive list of online-resources to support RIC faculty when it comes to writing instruction.

Duties of the Board

As I mentioned above, the full Writing Board met for the first time on 10/10/12. At our first meeting, we focused largely on getting to know one another and discussing our experiences with teaching writing at Rhode Island College. According to its charter, the first responsibility of the Board is to "Meet regularly to discuss writing issues." In prior years, my feeling was that while the Board met regularly, most of our focus was on planning for the Faculty Development Day. My first priority with the new Board is to ensure that all Board members have the opportunity to both learn about the teaching of writing and to become ambassadors for effective writing instruction on campus.

Issues discussed at our first meeting included:

- Writing and information literacy
- Writing for graduate students
- The role of motivation in writing
- Discipline-specific writing instruction
- Culture of writing at RIC?
- Writing in the Discipline (WID) @ RIC

- Teachers of their Field vs. Teachers of Students of their Fields
- Planning for afternoon (FDD) -- Departmental Break-Out sessions
- FDD--timing of event?
- Tension between academic and professional writing

At our next meeting, 10/31/12, we will continue these discussions and begin to plan for the 2012 Faculty Development Day and Adjunct Dinner (January 2013).

In conclusion, I believe that the Writing Board is off to a great start for the 2012/2013 academic year. I am honored and excited to serve as the new Writing Board Chair and grateful for this opportunity to share news of our work with you.