

## **College Instruction and Curricular Affairs Committee Report**

**Rob Shannon, Chair  
Spring Semester, 2011**

The College Instruction and Curricular Affairs Committee reviews all undergraduate and graduate course and curriculum proposals brought forth by College units and faculty. Each unit and interdisciplinary program has representation on the Committee, which typically meets three times each semester. The Committee's faculty and staff representation and other information on submitting course and program proposals are published at: <http://agsci.psu.edu/faculty-staff/teaching-and-learning/college-resources/icac>. Meetings are coordinated with Faculty Senate Committee on Curricular Affairs meetings so that proposals can be moved forward in a timely manner for final University review and approval.

In the 10-11 academic year, the Committee considered 45 curriculum and course proposals originating from faculty and units within the College (27 undergrad course proposals, 13 grad course proposals, and 5 program proposals). Committee meeting dates and actions on course and program proposals are published monthly in the College's Undergraduate Program Updates, available at: <http://agsci.psu.edu/faculty-staff/news/undergrad-ed-updates>. Over the past year, all proposals moved forward to the Senate Committee on Curricular Affairs (SCCA) have been approved by SCCA. College representation on SCCA for the 10-11 academic year was provided by Rob Shannon (SCCA Chair) and John Coupland, faculty Senator from Food Science.

One item of interest to faculty and unit leaders may be the recent University-wide enforcement of the Five-Year Automatic Drop Policy to drop courses that have not been offered for five years or more. The policy had not been enforced since 1995-1996, but is now being enforced annually. As a consequence, over 568 undergraduate courses have been dropped from the University Bulletin in the past academic year (28 from the College of Ag. Sciences). It is anticipated that the Graduate School will be enforcing the policy soon. College deans and unit leaders will be provided annually with a list of courses to be dropped, and will have the opportunity to request exceptions for unusual circumstances.

Another informational item is that all program proposals now require the submission of a short prospectus (a P-1 prospectus for approval of new majors, options and minors, phase out of minors; or P-6 prospectus for phase out of majors) prior to the submission of a program proposal for College and Faculty Senate approval. Units developing program proposals are responsible for preparing prospectuses, which are submitted by the Associate Dean for Undergraduate Education for preliminary review by the Administrative Council on Undergraduate Education. More information on prospectuses and prospectus format can be found at <http://www.psu.edu/oue/aappm/>.