To: John McCormich, President, SLA Faculty Assembly  
From: Michael Snodgrass, Chair, Undergraduate Curriculum Committee

2002-03 Annual Report, Undergraduate Curriculum Committee, School of Liberal Arts, IUPUI

As a two-year member and this year’s chairman of the Undergraduate Curriculum Committee (UCC), I am proud to report the completion of a very successful academic year. The committee met a total of seven times, twice communicating via e-mail when our workload so justified. During that period we considered and approved a total of 28 requests from Liberal Arts faculty members: four new course requests, two change course requests, thirteen variable subtitle requests, and four requests to adopt an existing course. We also analyzed proposals to change minors submitted by the Communication Studies and Political Science departments, and considered and lent our approval to changes to majors proposed by the French, Geography, and Political Science departments. The changes to majors were then endorsed by the entire SLA faculty assembly.

Compared to the 2001-02 academic year, this year’s committee workload was eased greatly due to the timely creation of a graduate curriculum committee. The UCC chair must also congratulate his fellow committee members for their regular attendance and excellent preparation prior to our monthly meetings. Of upmost importance, I extend our gratitude on behalf of my fellow committee members to our secretary, Becky Renollet, who did more work than any of us to ensure the smooth functioning and successful outcome of this year’s UCC. Subsequent committee members will benefit greatly from her expertise. Finally, our collective work was made easier by what were generally well-prepared course requests accompanied by syllabi that adhered to the UCC’s and SLA’s basic guidelines. All faculty submitting future proposals should first examine the guidelines followed by the UCC ‘syllabi police’ and located at: http://liberalarts.iupui.edu/facultyassembly/curriculum/syllabusguidelines.html

Among the most common reasons that requests were returned for revisions and reconsideration were a) a failure to include Principles of Undergraduate Learning and link them clearly to course objectives (as opposed to cutting and pasting them to the syllabus), b) failure to outline weekly reading assignments, and c) a lack of or poorly articulated policies regarding absenteeism and plagiarism. Many of these were submitted by adjunct or visiting faculty who may not have been made aware of these guidelines by department chairs. In the future, chairs and senior faculty should remind new hires of the guidelines followed by the UCC when considering course requests, as this ensures the timely approval of courses to be taught in the near future. For those wishing to see what the committee considers to be highly successful models of undergraduate course syllabi, please consult either Becky Renollet or myself, Michael Snodgrass.