

To: EPC  
 From: The COLL 100/150 EPC Subcommittee  
 Date: January 10, 2019  
 Subject: Fall 2018 Report

The COLL 100/150 EPC Subcommittee is pleased to submit this report to the EPC. Below, we highlight two areas:

- A summary of the semester activities
- Course proposals vetted and affirmed by the subcommittee

### Summary of Activities

Throughout Summer and Fall 2018, we reviewed course proposals and shared our comments online, meeting twice monthly during the semester to discuss and resolve in person any questions that arose.

At the beginning of the semester, we collaborated with EPC to set deadlines for the COLL 100/150 course proposals. EPC published the following announcement to clarify these deadlines for the faculty:

All course proposals for Spring '19 should be submitted in Curriculog and approved by the department chair or program director by 10/16/18 if the course is intended to be listed in Banner during the advising (10/22-11/2) and pre-registration (11/2-11/8) periods. Spring '19 course proposals that are submitted and approved by the department chair/program director by 11/26/18 will be reviewed prior to the end of the semester but not in time for pre-registration. [We noted that these deadlines will have to be updated each fall and spring.]

The EPC's clarified 100/150 guidelines and revised Curriculog proposal forms continue to result in *greatly improved proposals*, much clearer and more closely aligned with the faculty's intended purposes for these first-year COLL courses. We identified a few areas that could be further clarified and worked with EPC to update the website and Curriculog.

1. Pre-requisites: COLL 100/150 courses may not have pre-requisites. These first-year courses should be open to all students and be the first place they explore topics across the curriculum. EPC approved and placed on its website, under "Elaboration of COLL 100/150," language recommended by the subcommittee:

“So that students have the widest opportunity for exploration, the EPC mandates that there shall be no prerequisites for COLL 100 and COLL 150 courses. For COLL 100 and COLL 150 courses taught in French and Spanish, please see discussion below.”

We also recommended that the question about pre-requisites be removed from the 100/150 Curriculog forms. [Done]

2. Scheduling: We were alerted by the Registrar's Office that "Apparently, some [COLL 100/150] classes have met once for a three-hour period. This is not allowed." In response, we reviewed scheduling guidelines designating that COLL 100/150 classes must meet more than once per week.

With guidance from the Registrar and EPC chair, the pertinent document to support this rule, "Course Distribution Requirement for Fall & Spring Terms," can be found here: <https://www.wm.edu/as/facultyresources/committees/educationalpolicy/about/documents/index.php>

This information will be clarified as part of the EPC website under "COLL 100/150 Elaboration."

3. Course Descriptions: Several faculty members expressed concern that their published course descriptions did not match the descriptions approved in their Curriculog proposals. These discrepancies occurred because there is no direct link between Curriculog and the software used by department administrators who are responsible for setting up the published schedule.

The subcommittee alerted the Deans, EPC, and Registrar who confirmed that the problem was complex but would be put on their agenda. **We recommend:** A committee including representatives from the subcommittee, the Registrar's Office, the Dean's Office, and department managers be convened to identify the best solution.

4. COLL Index: Based on some confusion about Curriculog processes, we discussed clarification of courses with a COLL 100 or COLL 150 *index* and those with a COLL 100 or COLL150 *attribute*. A course with the index COLL is vetted by the Center for the Liberal Arts before being forwarded to the subcommittee for review; a course with the attribute COLL is vetted by the department chair or program director before being forwarded to the subcommittee for review. The revised Curriculog process now aligns with these practices.

The subcommittee continues to work with the Center for the Liberal Arts to fine-tune the pathways whereby the CLA can mentor and assist faculty with their COLL 100 or 150 course. Currently, there are three points of contact: an introductory Brown Bag discussion, the three-day COLL Communications workshop, and an "open house" tune-up session. Each of these is offered by the CLA once per semester. CLA Fellows are also available to work individually with faculty members.

### **Subcommittee Membership**

The composition of our subcommittee, which combines faculty and staff members, continues to work well. The current blend of membership brings the right mix of knowledge to the subcommittee's work. Current members are noted below.

**Subcommittee Membership for 2019-20.** In Spring 2019 the subcommittee will present a 2019-20 membership slate for approval by the EPC.

## Course Proposals Considered since July 1, 2018

We affirmed and forwarded for EPC approval a total of 18 COLL 100 and COLL 150 courses (listed below). The large majority of proposals were affirmed outright. Several proposals required, in our judgment, adjustments that were subsequently addressed by the faculty member. We rejected one course proposal, and the proposal was withdrawn.

After concerns were raised about the wording of the rejection email, the committee revised its template to soften the language and assure faculty that revisions are encouraged as well as to direct them to helpful resources.

### COLL 100 (6):

- ART - 100 - The Void
- ARTH - 100 - Artists & Their Writings
- DATA - 100 - Wicked Problems: The New Data Paradigm and Emergent Human Development Processes
- GEOL - 100 - Earth, Science, and Society
- GOVT - 100 - Borders, Boundaries
- MUSC - 100 - Noise, Voltage, Beauty and Sound

### COLL 150 (12):

- AMST - 150 - The West in the American Imagination
- ANTH - 150 - Arabs and Jews
- ANTH - 150 - World Archaeology: From Cavemen to Kings
- APSC - 150 - Genes, cells, circuits, and behavior
- ARAB - 150 - The Deep State in Arabic Literature
- ARTH - 150 - Encounters: Cross-Cultural Arts Before 1800
- CLCV - 150 - Looting in Antiquity, Looting and Antiquities
- CLCV - 150 - Myth and Epic in the Ancient Near East: From Babylon to Israel
- HISP - 150 - Identidad, cultura, y resistencia en el País Vasco
- HIST - 150 - Guatemala: 20th-Century Visions of Change
- HIST - 150 - History of Hope: Utopian Movements in the Twentieth Century
- PHYS - 150 - Schrodinger's cat: the Quantum World Completed

## Subcommittee Members, 2018-19

Carey Bagdassarian, Interdisciplinary Studies, former CLA

Mike Blum, eLearning Specialist & Program Manager

Randy Coleman, Chemistry, EPC

Georgia Irby, Classical Studies, former CLA

Steve Otto, A&S Director of Communications

Paul Showalter, W&M Libraries

Sharon Zuber, English, Writing Resources Center (chair)