Meeting of the Faculty Senate Curriculum Committee
3/7/24 via Zoom

Present: Carlton Basmajian (DES), Terri Boylston (CHS), Tom Brumm (CALS and chair), Heidi Christensen (Registrar), Kelsey Gillen (SVPP), Cassie Keefer (Admissions), Charles Kerton (LAS), Mackenzie Novotny (GSPS), June Olds (VETMED), Peter Ralston (BUS), Chris Rehmann (ENG), Shawna Saad (Registrar)

Guests: Alenka Poplin (CRP), Kristina Tank (SOE)

1. Call to order (2:01)
2. Addition to the agenda: information about interdisciplinary programs
3. Approval of minutes from 2/8/24: Minutes approved 7-0-0
4. Unfinished business: None
5. New business
    a. B.S. in Game Design. Alenka Poplin presented the program and answered questions.

Question/comment	Response
Who is Houston Brayton?	Owner of a game design company in Iowa that provided feedback on the proposal.
Who decides who is on the Program Committee and the Curriculum Committee? What are the members' terms?	The governance document doesn't specify.
What college do students in the program "belong" to? That will affect the curriculum (e.g., general education requirements are different between colleges).	Design is the managing college and the presumption was that they would be in the Design College. However, it is not explicitly stated in the governance document.
What is the admission process for students? By what criteria are they admitted? Can students declare the major before matriculating?	This has not yet been worked out.
Will the program be offered entirely online?	There will be online courses but students cannot earn the degree entirely online. The proposal had the "online" delivery mode incorrectly checked.

The proposal was tabled so that the proposers can provide in the proposal: (1) details about Program Committee and Curriculum Committee membership; (2) to which college do the students "belong;" and (3) details on the admission process.

    b. B.S. in Education Studies. Kristina Tank presented the program and answered questions.

Question/comment	Response
Describe the internship.	Similar to the student teaching experience (16 credits).

Where is the correspondence from the other Regents institutions?	There have been discussions and general support for this new program, but letters from the other institutions have not been received.

The proposal was tabled so that the proposers can provide documentation of support/approval from the other Regents institutions.

Note that in the future, all program proposals must be complete before consideration by the committee.

c. Information about interdisciplinary programs. Last November, the Academic Affairs Council (AAC) provided guidance for creating new interdisciplinary programs. The attached document was provided and distributed to committee members via the committee box folder.

Adjourn: 2:52p

Proposed language on review, approval, and governance of Interdisciplinary programs

Background:

Many of the "degrees of the future" proposals that the Provost's office are planning to fund are interdisciplinary, across not just multiple departments but multiple colleges. This is creating some governance questions about the process for approval up to the senate. If a program involves three colleges, do all three college curriculum committees have to approve it and review every change? Ann Marie is hoping we can develop some handbook language to avoid that. The Provost's office would like us to draft language clarifying/codifying the process for review, approval and governance of Interdisciplinary programs. This language will be added to the document at the link below that explains the curriculum approval process and resides on the Provost's website. It will be added as a new paragraph at the top of page 4, under "ISU Best Practices in Developing a Curriculum Proposal"

[From Curriculum Proposal to offering a New Curriculum: The Path through Iowa State University and the Iowa Board of Regents Approval Process document](#)

Proposed language to add to the top of page 4, "ISU Best Practices":

Interdisciplinary Programs

Interdisciplinary programs, across multiple departments and even multiple colleges, are essential to meeting the needs of our modern world and the interests of today's students. However, these types of programs need to clearly lay out the structure for their management and governance and ensure input and representation from all involved. If a new program (major, minor, or certificate) is interdisciplinary, a governance document should be created and submitted to the Associate Provost for Academic Programs. Once approved, this will be posted on the Faculty Senate Curriculum Committee website. This document should detail who will be part of a "curriculum committee" for that program and include representation from all of the colleges/departments involved. One "managing" college should be identified. One faculty member should serve as the Chair of the curriculum committee (this position can rotate) and that person is in charge of coordinating with the managing college to administer the program each year. Once this governance document has been reviewed by all of the partners involved (including college Deans, department chairs and the Associate Provost for Academic Programs), proposal forms for a new interdisciplinary program only need to be approved by the managing college's curriculum committee (not multiple colleges). Members of the interdisciplinary curriculum committee are responsible for representing the interests of their respective departments. See the governance document template and examples below (one for a degree and one for a minor) for guidance on creating such a document.

DRAFT: November 29, 2023

Template for Interdisciplinary Curriculum Committee

Background

Interdisciplinary academic programs (majors, minors, and certificates), across multiple departments and even multiple colleges, are essential to meeting the career readiness needs and interests of today's students. Existing academic program review and approval process are not well-aligned with the needs of the multi-department and/or multi-college programs. Implementing an appropriate structure for their curriculum governance and their administrative management (financial, budgetary, and personnel managed through the appropriate Dean's Office) is important to ensure input and representation from stakeholders. Establishing an interdisciplinary Curriculum Committee and identifying the managing college will clarify and systematize the review, approval, and governance of interdisciplinary programs.

The template below is designed to guide development of a committee including membership, roles and responsibilities, and decision-making processes.

I. Name of program (major, minor, or certificate)

II. Mission Statement

Describe the rationale for the new program and the interdisciplinary nature of the program.

III. Curriculum Committee Membership and Responsibilities

Describe how committee members are determined and appointed, who they represent, length of membership term and if the term is renewable.

> Examples: (a) staggered, three-year overlapping terms; and (b) overlap or close collaboration with members of curriculum committees in departments with significant teaching roles in the program.

How is the committee chair determined and what is their role?

> Examples: (a) The Dean of the managing college, in consultation with other college deans and/or administrators, will appoint a chair of the curriculum committee from amongst the members of the committee; (b) the committee chair will ensure the committee is fully staffed based on established committee appointment processes; (c) the chair convenes the committee on a set cadence of meetings and/or other meetings are called as needed.

Describe the responsibilities of the committee members.

> Examples: (a) gather feedback from relevant department chair and curriculum committee the member represents to inform committee discussions; (b) discuss and vote on initial curriculum and all subsequent proposals for curricular change; (c) ensure that appropriate college curriculum committees and other appropriate individuals are apprised of the discussion and made aware of

decisions made by the committee.

Describe the decision-making process for the committee.

> Examples: (a) approval requires a quorum, consisting of a simple majority of voting members; (b) decisions approved by the interdisciplinary curriculum committee are forwarded to the curriculum committee of the managing college for further discussion and approval, and movement through the remaining ISU process.

IV. Managing College

Identify the managing college for the program. Describe the role of the managing college. Note that the managing college can be changed through the process of changing this governance document.

> Examples: The Dean of the managing college, in consultation with other college deans and/or administrators will (a) oversee the financial, budgetary, and personnel issues associated with the program, (b) appoint one or more non-voting members to the committee to serve as a liaison with relevant centers or institutes at ISU (if appropriate).

V. Unusual Circumstances

Describe a process for addressing unusual circumstances not adequately covered by the governance document. Note that if this governance document is in conflict with a university policy and/or the ISU faculty handbook, the latter would prevail.

> Example: (a) the curriculum committee will refer issues to the appropriate department chair and to the Dean of the managing college for consultation with other college deans and/or administrators as appropriate for the issue at hand.

VI. Changes in the Governance Document

Describe a process for making changes to the governance document if needed.

> Example: (a) any voting member of the interdisciplinary curriculum committee, or any chair of a department with significant teaching responsibilities in the program may submit a written proposal for a change in the governance document; (b) proposals will be discussed and voted on by the voting members of the interdisciplinary curriculum committee; (c) approved changes will be forwarded to the Dean of the managing college for discussion with other college deans and final approval.

Developed by the Faculty Senate Academic Affairs Council (AAC), with input from the Academic Standards and Admissions Committee and the Curriculum Committee in consultation with the Office of the Associate Provost for Academic Programs. Approved by the AAC in November 2023.

Iowa State University

Applied AI Minor: Governance Document

I.   Mission Statement

Applications of AI are permeating nearly every aspect of society, from healthcare diagnostics, financial analysis, and transportation optimization to enhancing educational methodologies, driving innovations in entertainment, and shaping more efficient and personalized customer experiences. The Applied AI minor is intended for students studying at Iowa State University with the goal of enabling them to work with AI-enabled systems. The courses and curricula in these programs are designed to foster AI literacy and emphasize the ethical considerations that accompany the evolving landscape of artificial intelligence. The Applied AI minor will provide students with the requisite background that would enable them to take jobs where AI tools are applied.

II.   Applied AI Curriculum Committee and their Normal Responsibilities

An Applied AI Curriculum Committee (AAICC) shall be appointed consisting of at least eight faculty members as follows:

1. Six members, one member each from the College of Liberal Arts and Sciences, the College of Engineering, the College of Business, the College of Agriculture and Life Sciences, the College of Design, and the College of Human Sciences, shall be appointed in consultation with Deans of the respective colleges.
2. The instructor/course coordinator for two required courses: Introduction to Applied AI, and AI Ethics.
3. The Applied AI Curriculum Committee will be explicitly responsible for the undergraduate minor in Applied AI and the undergraduate certificate in Applied AI. As other programs are developed the composition of the committee may change.
4. The College of Liberal Arts and Sciences will be responsible for the management of the interdisciplinary undergraduate Applied AI minor and will be referred to as the "Managing College" in this document. The managing college can be changed through the process of changing this governance document.
5. The Dean of the managing college, in consultation with other college deans and/or administrators, will appoint one or more non-voting members to the committee that will serve as liason with AI-related centers or institutes at ISU.
6. The Dean of the managing college, in consultation with other college deans and/or administrators, will appoint a chair of the Applied AI Curriculum Committee from amongst the members of the committee.

In appointing the Applied AI Curriculum Committee it is advisable to have (a) staggered, three-year overlapping terms, and (b) overlap or close collaboration with members of curriculum committees in departments with significant teaching roles in the program. Terms can be renewed once.

The Applied AI Curriculum Committee will normally initiate changes to the Applied AI programs and their governance. Faculty from interested departments and programs as well as the Computing Curriculum Coordination Committee (CCCC) may also propose suggested changes in the program and their governance to the committee.

Curricular changes. The Applied AI Curriculum Committee will discuss and vote on all proposals for curricular change. All curricular change votes to the program shall require a quorum, consisting of a simple majority of voting members. The Applied AI Curriculum Committee will keep the Computing Curriculum Coordination Committee (CCCC) apprised of all proposed changes. CCCC will ensure that appropriate curriculum committees (of other undergraduate colleges) and other appropriate individuals are engaged in the discussion. Changes approved by the CCCC will then be forwarded to the LAS curriculum committee for further discussion and approval as the curriculum committee of the managing college.

III.   Unusual Circumstances

In the event of unusual circumstances not adequately covered by this document the curriculum committee chair shall refer matters to CCCC and the Dean of the Managing College for consultation with other college deans and/or administrators as appropriate for the issue at hand.

IV.   Changes in the Governance Document

Any voting member of the Applied AI Curriculum Committee, any voting member of the CCCC, or any chair of a department with significant teaching responsibilities in the program may submit a written proposal for a change in the governance document. Such proposals will be discussed in the Applied AI Curriculum Committee meeting. Changes in the governance document that are approved by the Applied AI Curriculum Committee will be forwarded to CCCC and the Dean of the Managing College for discussion (with other colleges) and final approval.

In the event that this governance document is in conflict with a university policy and/or the ISU faculty handbook, the latter would prevail.

Iowa State University
Data Science Programs: Governance Document

V. Mission Statement

The proliferation of rich and complex data in science, industry, and government is fueling the rapid growth of Data Science as a discipline. The Data Science programs are intended for students studying at Iowa State University with the goal of enabling them to work in Data Science. The courses and curricula in these programs are designed to provide students with the requisite background that would enable them to take jobs with significant Data Science components.

VI. Data Science Curriculum Committee and their Normal Responsibilities

A Data Science Curriculum Committee (DSCC) shall be appointed consisting of eight faculty members as follows:

7. Three members shall be appointed from the College of Liberal Arts and Sciences in consultation with the Dean of the College of Liberal Arts and Sciences and Department Chairs from the Departments of Statistics, Computer Science, Mathematics, and others as appropriate.
8. Five members, one member each from the College of Engineering, the College of Business, the College of Agriculture and Life Sciences, the College of Design, and the College of Human Sciences, shall be appointed in consultation with Deans of the respective colleges.
9. The Data Science Curriculum Committee will be explicitly responsible for the minor in data science, the undergraduate certificate in data science, and the undergraduate major in data science. As other programs are developed the composition of the committee may change.
10. The College of Liberal Arts and Sciences will be responsible for the management of the interdisciplinary undergraduate data science degree programs and will be refereed to as the ``Managing College'' in this document. The managing college can be changed through the process of changing this governance document.

In appointing the Data Science Curriculum Committee it is advisable to have (a) staggered, three-year overlapping terms, and (b) overlap or close collaboration with members of curriculum committees in departments with significant teaching roles in the program.

The Data Science Curriculum Committee will normally initiate changes to the Data Science programs and their governance. Faculty from interested departments and programs and well as the Data Science Curriculum Coordination Committee (DSCCC) may also propose suggested changes to the committee.

Curricular changes. The Data Science Curriculum Committee will discuss and vote on all proposals for curricular change. All curricular change votes to the program shall require a quorum, consisting of six members. The Data Science Curriculum Committee will keep the DSCCC apprised of all proposed changes. Changes approved by the DSCC will then be forwarded

to the LAS curriculum committee for further discussion and approval. Proposals sent to the LAS Curriculum Committee will be sent simultaneously to the curriculum committees of the other undergraduate colleges for discussion and comment.

VII.   Director of the Data Science Program

A faculty member shall serve as the Director of the Data Science programs, hereafter referred to as the "Director."

Appointment. The Dean of the Managing College shall appoint a faculty member from that college from within the Data Science curriculum committee to serve as the Director of the Data Science Programs in consultation with the Deans for other colleges for a three-year term. This appointment may be renewed for additional terms.

Reporting. The director shall report to the Dean of the Managing College who will share Director's performance and concerns with the Deans for other colleges as well as his or her department chair.

Responsibilities. The Director will provide overall leadership and work to provide a congenial environment that is conductive to the mission of the program. The Director will represent the program and advocate for its decisions and interests to the administration, to other units in the university, and to organizations outside the university. The Director will keep the Data Science curriculum committee informed of administrative decisions and other items of important to the program. The Director will seek counsel from the Data Science Curriculum Committee on major administrative matters on a regular basis. The role of Director includes but is not limited to:

- Substitutions. The Director will approve requests for substitutions for courses required to complete the program. Periodically, the Director will bring a record of substitutions to the Data Science Curriculum Committee for a sustaining vote and discussion of future policy on such substitutions.
- Meetings. The Director will be responsible for convening meetings of the Data Science Curriculum Committee on a regular basis during the fall and spring semesters. Typically, the Data Science Curriculum Committee will meet monthly, and as needed. The Director will be responsible for chairing these meetings.
- Overseeing advising staff. The Director will oversee the duties of advising staff that are associated with program. The advising staff will report to the Director.
- Overseeing administrative staff. The director will also oversee the duties of the any administrative staff that are assigned to the program.

VIII.   Unusual Circumstances

In the event of unusual circumstances not adequately covered by this document the director shall refer matters to the Dean of the Managing College for consultation with other college deans and/or administrators as appropriate for the issue at hand.

IX. Changes in the Governance Document

Any voting member of the Data Science Curriculum Committee, any voting member of the DSCCC, or any chair of a department with significant teaching responsibilities in the program may submit a written proposal for a change in the governance document. Such proposals will be discussed in the Data Science Curriculum Committee meeting. Changes in the governance document that are approved by the Data Science Curriculum Committee will be forwarded to the Dean of the Managing College for discussion (with other colleges) and final approval.

In the event that this governance document is in conflict with a university policy and/or the ISU faculty handbook, the latter would prevail.