

MEMO

DATE: 11 February 2009
TO: Department Chairs and Coordinators
FROM: Brett Stockdill, Chair, FCAA
RE: Curricular Cleanup 2009

Last spring, the Faculty Council on Academic Affairs passed a motion defining a new procedure for establishing a limited lifetime for courses that have only gone up for a 10-day challenge (sometimes called “title varies courses”). This motion (available upon request) was sent in memo form to all Chairs, Coordinators and Deans, and the process described therein has been in practice since September 1, 2008.

This new procedure applies to courses proposed after September 1, 2008. **But there are many other courses that, prior to September 1, 2008, only passed the “10-day challenge” at the College level and have not passed through full governance.** These courses were to be taught a maximum of three times before the department was to submit them for full governance. This ‘three times’ rule has been disregarded in most cases and we currently have over 600 courses campus-wide that have never passed through full governance.

Below is a list of such courses in your department.

For each course, FCAA needs to know whether your department would like to: 1) retire the course; or 2) establish the course through full governance, thereby formalizing its place in your curriculum and allowing it to be listed in the Academic Catalog. **Given the 600+ courses for which this decision must be made, FCAA has established streamlined procedures for these options and we ask that you do the following:**

1. Check the list for accuracy. It was created last year and if you have made any major curricular changes since then, the list may not be accurate. Provide a brief explanation of any inaccuracies or additions.
2. Identify which (if any) courses are to be retired. Email a list of these courses to Sabrina Guth <s-guth1@neiu.edu> in the Faculty Senate Office and clearly state that your department is requesting these courses be retired. *This procedure is only to be used for those courses in your curriculum that have not passed through full governance.* FCAA will take care of retiring the courses.
3. Identify which (if any) courses are to be formally added to the curriculum via full governance. For each course to be proposed for full governance, please do the following:
 - a. Complete the below form for each course;
 - b. Provide a current syllabus for each course; syllabus must contain the standard elements required by your College and FCAA;
 - c. E-mail or submit on disc the forms and syllabi to: Sabrina Guth <s-guth1@neiu.edu>
 - d. Print 1 copy of the completed form, collect departmental signatures, and send via campus mail to: Sabrina Guth, Faculty Senate Office

Departments have until Thursday October 15, 2009 to submit courses to this streamlined process. After this date, Banner will delete this course from the system.

The Council's intent in this abbreviated review process is to efficiently eliminate courses no longer taught and enable a fairly rapid conversion of those courses that are regularly taught, while ensuring curricular integrity.

In summary, FCAA is looking forward to receiving the following from your department no later than October 15, 2009. These materials may be e-mailed to: Sabrina Guth <s-guth1@neiu.edu> or submitted on disc to Sabrina in the Faculty Senate Office.

1. Memo indicating which of the below courses are to be retired;
2. Copy of completed streamlining form (below) and syllabus for each course to be retained;
3. List with brief explanations of any inaccuracies or additions in the below list (if applicable);
4. Hard copies of completed forms (but not syllabi) with departmental signatures.

FCAA encourages each department to submit its materials en masse. If you have questions regarding this process, please contact:

Les Davis
x5411 (x5862 after June 2009);
lcdavis@neiu.edu

Cyndi Moran
x5977
c-moran1@neiu.edu

We appreciate your cooperation in this one time effort to clean up and strengthen the NEIU curriculum and make it more transparent to our students.

EDUCATIONAL LEADERSHIP and DEVELOPMENT (70)

According to 2008 University records, the below courses were established via a 10-day challenge period prior to Fall 2008 but have not gone through full governance. As described above, these courses either will need to be retired or submitted for consideration to the streamlined process of full governance. These actions must be submitted no later than 15 October 2009.

1	ELAD	EDFN314B	Soc Iss:Sociology Of Classrm
2	ELAD	EDFN314K	Soc Iss:Politics of Education
3	ELAD	EDFN314L	Soc Iss:Sexism in Education
4	ELAD	EDFN411A	Comparative Ed:Higher Educatn
5	ELAD	EDFN411B	Comparative Ed:Leadership
6	ELAD	EDFN411C	Comparative Ed:Mid Schl Culture
7	ELAD	EDFN411E	Sel Cncpts Phul Ed:Revol Wrtr
8	ELAD	EDFN417C	Educ Thrsts:Behaviorist
9	ELAD	EDFN417H	Educ Thrsts:Dewey
10	ELAD	EDFN418A	Sem Devel & Lrng:Cogntv Devel
11	ELAD	EDFN418G	Sem Devel & Lrng:Soc/Cult Dtr

12	ELAD	EDFN453A	Edfn Sem:Cur Psych Res & Tchg
13	ELAD	EDFN453B	Edfn Sem:Piaget in Classroom
14	ELAD	EDFN453C	Edfn Sem:Behaviorism & Clsrm
15	ELAD	EDFN453D	Edfn Sem:Sex Diffs in Achvmt
16	ELAD	EDFN453E	Edfn Sem:Motivation & Learnng
17	ELAD	EDFN453F	Edfn Sem:Learning to Think
18	ELAD	EDFN453G	Edfn Sem:Memory & Achievement
19	ELAD	EDFN454E	Edfn Sem:Motivation & Learnng
20	ELAD	EDFN454F	Edfn Sem:Learning to Think
21	ELAD	EDFN455E	Edfn Sem:Motivation & Learnng
22	ELAD	EDFN455F	Edfn Sem:Learning to Think
23	ELAD	HRD 313B	Human Res Dev:Program Devel
24	ELAD	HRD 313D	Human Res Dev:Career & Life Plng
25	ELAD	HRD 418A	Top Sem:Strategic Planning
26	ELAD	HRD 418B	Top Sem:Performance Technlgy
27	ELAD	HRD 418C	Top Sem: Research in HRD
28	ELAD	HRD 418E	Top Sem:Cross Cultrl Training
29	ELAD	HRD 418F	Top Sem:Specific Training
30	ELAD	HRD 418G	Top Sem:Internatnl Training
31	ELAD	ICSE329A	Prsm:World Inner City Careers
32	ELAD	ICSE329B	Prsm Ics:Const Iss & Race Rel
33	ELAD	ICSE329C	Prsm ICS:Orgnz & Instn Bldg
34	ELAD	ICSE329D	Prsm Ics:Adv Ethnomusicology
35	ELAD	ICSE329F	Prsm ICS:Contemporary Issues
36	ELAD	ICSE329G	Prsm Ics:Comprtv Innr Cty Commts
37	ELAD	ICSE329H	Prsm:Inner City Development
38	ELAD	ICSE329I	Prsm Ics:Hst&Clt Of Caribbean
39	ELAD	ICSE329J	Prsm Ics:The Caribbean City
40	ELAD	ICSE329L	Prsm Ics:African Communictns
41	ELAD	ICSE329M	Prsm Ics:Urban Africa
42	ELAD	ICSE329N	Prsm Ics:African Education
43	ELAD	ICSE329O	Prsm Ics:West Afr Life Hst&Cult

44	ELAD	ICSE329P	Prsm Ics:History of Africa
45	ELAD	ICSE329Q	Prsm Ics:Geography of Africa
46	ELAD	ICSE329S	Prsm:Urb Pltcs:Blk Resp Urb Syst
47	ELAD	ICSE329T	Prsm Ics:Blk Pol in Urb Amer
48	ELAD	ICSE329U	Prsm Ics:Pol Hst Of Blk Chgo
49	ELAD	ICSE329W	Prsm Ics:Inner City Institns
50	ELAD	ICSE332A	Icc: Career Orientation
51	ELAD	ICSE333A	ICC: Careers Survey
52	ELAD	ICSE333C	Icc: Peoples and Careers
53	ELAD	ICSE334A	Icc:Use of Careers Inr Cit Sv
54	ELAD	ICSE425A	Sem Rl&Phl:Cmptrtv Rel & Phl Syst
55	ELAD	ICSE425B	Sem Rl&Phl:African Civiliztn
56	ELAD	ICSE425C	Sem Rl&Phl:African World View
57	ELAD	ICSE425E	Sem:Afr/Carib Trad & Relgn
58	ELAD	ICSE425F	Sem:Afr-Am Church/Political
59	ELAD	ICSE425G	Sem Rl&Phl:Blk Relig Mvt S Amr
60	ELAD	ICSE427A	Sm Ics:African-American Commnty
61	ELAD	ICSE427E	Sem:Multi-Ethnic Society
62	ELAD	ICSE427F	Sm Ics:The Urban World
63	ELAD	LEAD428A	Sm Ed Adm:Educl Decisn-Making
64	ELAD	LEAD428B	SmEd Adm:Adm Thry&Prctl Appl
65	ELAD	LEAD428E	Sm Ed Adm:Orgnztnl Analysis
66	ELAD	LEAD428F	Sm Ed Adm:Ledrshp in Middle Lvl
67	ELAD	LEAD496A	Sem Hghr Ed:Non-Traditnl Stdnt
68	ELAD	LEAD496B	Sem Hghr Ed:Prblmtc Piplne Persp
69	ELAD	LEAD496C	Sem Hghr Ed:Plyc Iss Latino H.E.
70	ELAD	LEAD496D	Sem Hghr Ed:Crnt Glb Iss & Latn