

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@neu.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@neu.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.

LINGUISTICS (41)

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.

1	LING	320A	Lang/Cult:General
2	LING	320D	Lang/Cult:Japan
3	LING	320G	Lang/Cult:Southeast Asia
4	LING	320H	Lang/Cult:Thailand
5	LING	320K	Lang/Cult:Latin America
6	LING	320N	Lang/Cult:Native American
7	LING	320O	Lang/Cult:Afro-American
8	LING	320P	Lang/Cult:The Deaf
9	LING	320Q	Lang/Cult:Maya
10	LING	360B	Sem:Linguistics & Literature
11	LING	360F	Sem:Intro to Generative Grammar

12	LING	430B	Structure of Language:Latin
13	LING	430C	Structure of Language:Lakhota
14	LING	430D	Structure of Language:Rotuman
15	LING	430E	Structure of Language:Thai
16	LING	430F	Stctr of Language:Tai,Kirundi,Tun,Ar
17	LING	490A	Sem Tesl:Materials Preparatn
18	LING	490B	Sem Tesl:Cur Trnd Methodology
19	LING	490C	Sem Tesl:Special Education
20	LING	490E	Sem Tesl:Current Research
21	LING	490F	Sem Tesl:Language & Culture
22	LING	490I	Sem Tesl:Bilingual Education
23	LING	490J	Sem Tesl:Vocabulary
24	LING	490K	Sem Tesl:1st & 2nd Lang Acqtn
25	LING	491B	Sem Apl:Translation
26	LING	491C	Sem Apl:Lang Policy/Planning
27	LING	491D	Sem Apl:Anlys & Lang Lrng
28	LING	491G	Sem Apl:Ling & Writing
29	LING	491H	Sem Apl:Reading
30	LING	491I	Sem Apl:Research Design
31	LING	491K	Sem Apl:Discourse Analysis
32	LING	491L	Sem Apl:Cross-Cult Communctn
33	LING	491M	Sem Apl:Lang & Culture Iran
34	LING	492B	Sem Rel Fld:Psycholinguistics
35	LING	492C	Sem Rel Fld:Bilingualism
36	LING	492D	Sem Rel Fld:Creole Language
37	LING	493A	Sm Ling Thry:Readings In Ling
38	LING	493B	Sm Ling Thry:Semantics
39	LING	493C	Sm Ling Thry:Syntax
40	LING	494A	Sem Hst:Etymology
41	LING	494B	Sem Hst:Cultural Contexts