

Dr. Johnson

COLORADO
STATE
UNIVERSITY
FORT COLLINS
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office of the academic vice president

October 17, 1974

*Put due date in
calendar for Curriculum
Comm. Agenda Item for
next meeting
closed*

TO: Faculty Council Committee Chairmen
FROM: C. O. Neidt *[Signature]*
SUBJECT: Annual Committee Reports to the Faculty Council

The University Code requires that a status report from each standing committee be made to the Faculty Council annually. Since the Code accommodates a written report from each committee, the Steering Committee has defined a report procedure whereby each committee chairman prepares a one-page progress report covering the past twelve months of committee activity. This report will be distributed with the Faculty Council agenda for a particular meeting according to a prearranged schedule. At the Council meeting at which the report is to be received, the committee chairman (and other committee members) will be present to answer questions about the report during the meeting, should any questions arise. Otherwise, the report will be received by the Council as distributed.

Procedures are as follows:

1. A proposed schedule for preparing written progress reports will be submitted to the chairmen of all committees.
2. If the chairmen approve the schedule proposed for their reports, each report will be assigned for distribution at the proposed time.
3. Each report will be prepared and submitted to the Office of the Academic Vice President at the appropriate time (two weeks before the Council meeting at which the report is to be received).
4. The written reports will be distributed with the agenda of the Faculty Council meeting.
5. All reports will be received by the Council at the designated meeting.
6. Each chairman will answer any questions about his or her report at the Council meeting.



ANNUAL REPORT OF THE CURRICULUM COMMITTEE

May 7, 1974

Membership: C. O. Neidt
A. H. Barnes
V. B. Swanson
E. V. Stevens
D. L. Gilbert
C. Prentiss
G. M. Dennison
J. F. McClellan
R. D. Phemister
L. L. Overturf
W. H. Johnson, Acting Chairman

Activities of the Curriculum Committee of the past year were reported to the members of the Faculty Council through the distribution of the minutes of each meeting. These included recommendations regarding majors, concentrations and options, changes in catalog copy, in organization, and in specific course and curriculum requirements. A detailed analysis has been provided each college and department.

The primary activity of the committee in 1973/74 has been to develop and implement university policies for converting the present quarter calendar curriculum to a semester context. The major activity for the coming year will deal with reviewing and recommending to the Faculty Council approval of all courses and programs for the semester calendar, in the fall of 1975.

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It should be noted that the report is to cover committee activity during the past twelve months, regardless of the month during which the report is made. This means that each report will cover an arbitrarily-determined twelve-month period, but that a continuous record of each committee's progress will accumulate over the years. It should also be noted that this is to be a progress report only and not a report of recommended action to be adopted by the Council. Committee business requiring special action will continue to be handled through regular Council channels.

The following schedule has been adopted for the reports:

<u>Committee</u>	<u>Date Written Report Is Due in Office of Academic Vice President</u>	<u>Date Report Will Be Received in Faculty Council Meeting</u>
Committee on Research	January 7, 1975	January 21, 1975
Registration Committee	January 7, 1975	January 21, 1975
Scholarship Awards Committee	January 7, 1975	January 21, 1975
International Programs Committee	February 4, 1975	February 18, 1975
Library Council	February 4, 1975	February 18, 1975
Commencement Committee	February 25, 1975	March 11, 1975
Graduate Council	February 25, 1975	March 11, 1975
Committee on Inter-Collegiate Athletics	April 1, 1975	April 15, 1975
Code Committee	April 1, 1975	April 15, 1975
Committee on Scholastic Standards	April 1, 1975	April 15, 1975
Committee on Under-graduate Instruction	April 1, 1975	April 15, 1975
Curriculum Committee	April 1, 1975	April 15, 1975

<u>Committee</u>	<u>Date Written Report Is Due in Office of Academic Vice President</u>	<u>Date Report Will Be Received in Faculty Council Meeting</u>
Committee on Budgets & Financial Planning	May 6, 1975	May 20, 1975
Committee on Committees	May 6, 1975	May 20, 1975
Committee on Student Life	May 6, 1975	May 20, 1975
Committee on Under- graduate Admissions	May 6, 1975	May 20, 1975
Steering Committee	May 6, 1975	May 20, 1975