

**College of Arts and Sciences
Curriculum Committee
Minutes #13 (January 30, 2024)**

Members Present: Sara O’Dowd, Montserrat Mir, Carl Palmer, Todd Stewart, Fusun Akman, Matt Himley.

Members Absent: Rocio Rivadeneyra (Dean’s Rep.), Shelby Putt, Chris Hamaker, Scott Seeman, John Hooker, Ryleigh Hickman,

Called to order at 1:05 pm

1. Approval of Minutes#12 from November 28, 2023

Palmer moved to approve minutes; Akman seconded. Motion passed with unanimous approval.

2. Discussion of Letter of Non-objection

3. Consent Agenda

24-114 ENG 445 Teaching of Composition in the Community College (Delete)

Motioned by Palmer, seconded by Mir. Unanimous vote in support of the motion.

4. Sub-committee reports

24-088 BSC 427 Hormones, Brain and Behavior

Decision: Approve pending

Changes needed:

- Change 2.5 contact hours to 3 hours
- Update Accommodations statement.
- Grading scale needs to be a range instead of full numbers in the syllabus.
- Remove information about Prerequisite: graduate standing from the copy
- Remove references to BIO 327 in the syllabus
- Remove mention to ‘graduate students only’ when introducing the Term Paper. The syllabus is for graduate students.

Motioned by Himley, seconded by Fusun. Unanimous vote in support of the motion.

24-089 BSC 327 Hormones, Brain and Behavior

Decision: Approve Pending

Changes needed:

- Change 2.5 contact hours to 3 hours.
- Update Accommodations statement.
- Grading scale needs to be a range instead of full numbers in the syllabus.

Motioned by Himley, seconded by Mir. Unanimous vote in support of the motion.

24-090 BSC 343 Introduction to Neurobiology

Decision:

Changes needed:

Motioned by , seconded by. Unanimous vote in support of the motion. abstained.

24-103 ENG 265 Foundations of African American Literature and Cultures

Decision: Approve

Changes needed:

Motioned by Fusun, seconded by Himley. Unanimous vote in support of the motion.

24-109 POL 100 Introduction to Politics

Decision: Approve pending

Changes needed:

- Assignments add up to over 100%. Is this intentional? Please, explain.
- Change from 2.5 contact hours to 3

Motioned by Mir, seconded by Fusun. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

24-112 POL 106 United States Government and Civic Practices

Decision: Approve pending

Changes needed:

- Change from 2.5 contact hours to 3
- Points proposed for exams and canvas discussions are inconsistent with percentages. For example, 3 exams=300 points, which is 75% of the 400 total points, not 85%. The same applies to Canvas discussions. Fix in proposal and syllabus.

Motioned by Mir, seconded by Fusun. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

5. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

6. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:49 p.m. The Committee will meet February 13, 2024 in STV 140.

Respectfully submitted,

Montserrat Mir

**College of Arts and Sciences
Curriculum Committee
Minutes #14 (February 13, 2024)**

Members Present: Sara O’Dowd, Montserrat Mir, Carl Palmer, Todd Stewart, Fusun Akman, Matt Himley, Shelby Putt, Chris Hamaker, John Hooker, Rocio Rivadeneyra (Dean’s Rep.).

Members Absent: Scott Seeman

Called to order at 1:02 pm

1. Approval of Minutes#13 from January 30, 2023

Palmer moved to approve minutes; Akman seconded. Motion passed with unanimous approval. Hamaker, Putt, and Hooker abstained.

2. Sub-committee reports

24-078 HIS 438 Images of War (**BACK**)

Decision: Approve pending

Changes needed:

- Click YES for ‘significantly duplicates content....’

Motioned by Putt, seconded by Hamaker. Unanimous vote in support of the motion.

24-079 HIS 338 Images of War (**BACK**)

Decision: Approve

Motioned by Putt, seconded by Hamaker. Unanimous vote in support of the motion.

24-090 BSC 343 Introduction to Neurobiology

Decision: Approve pending

Changes needed:

- Fix grading scale to include range of scores for A, B, C, etc.

Motioned by Hamaker, seconded by Putt. Unanimous vote in support of the motion.

24-091 BSC 443 Introduction to Neurobiology

Decision:

Changes needed:

- Click YES for ‘Not for credit if had....’ and ‘significantly duplicates content...’

- Fix grading scale to include range of scores for A, B, C, etc.

Motioned by Hamaker, seconded by Putt. Unanimous vote in support of the motion.

24-092 BSC 408 Rainforest Ecology

Decision: Approve pending

Changes needed:

-Add grading scale.

Motioned by Putt, seconded by Hamaker. Unanimous vote in support of the motion.

24-093 BSC 311 Rainforest Ecology

Decision: Approve pending

Changes needed:

-Add grading scale.

Motioned by Putt, seconded by Hamaker. Unanimous vote in support of the motion.

24-113 BSC 450 Neuroethology

Decision: Approve pending

Changes needed:

- Syllabus needs to have accommodations statement and catalog description.
- Grading scale is needed in proposal and syllabus.
- Under the 'support' button, there is the syllabus.

Motioned by Akman, seconded by Hooker. Unanimous vote in support of the motion.

24-115 PHI Philosophy Major

Decision: Approve

Changes needed:

Motioned by Hamaker, seconded by Akman. Unanimous vote in support of the motion. O'Dowd and Stewart abstained.

24-117 SWK 422 Generalist Practicum

Decision: Revise and resubmit

Changes needed:

-Syllabus is missing. Include information regarding how the changes in credit hours is reflected in content and assignments.

Motioned by Akman, seconded by Himley. Unanimous vote in support of the motion.

24-118 SWK 498.01 Generalist Practicum

Decision: Revise and resubmit

Changes needed:

-Clarify why the course is variable with regards to number of credits (1-4) but 3 hours are required but the course cannot be repeated multiple times.

- Syllabus is missing.

- Grading scale is missing. Include information regarding how the changes in credit hours is reflected in content and assignments.

Motioned by Akman, seconded by Himley. Unanimous vote in support of the motion.

5. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

6. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:49 p.m. The Committee will meet February 27, 2024 in STV 140.

Respectfully submitted,

Montserrat Mir

**College of Arts and Sciences
Curriculum Committee
Minutes #15 (February 27, 2024)**

Members Present: Sara O’Dowd, Montserrat Mir, Carl Palmer, Todd Stewart, Fusun Akman, Matt Himley, Chris Hamaker, John Hooker, Rocio Rivadeneyra (Dean’s Rep.).

Members Absent: Shelby Putt

Called to order at 1:02 pm

1. Approval of Minutes#14 from February 13, 2024

Hamaker moved to approve minutes; Akman seconded. Motion passed with unanimous approval.

2. Sub-committee reports

24-116 SWK Master of Social Work (Reduction in Generalist Hours)
Tabled until new course proposals come through first.

24-119 BIO Biology Teacher Education

Decision: Reject with comments and suggestion to submit as an editorial change

Comments:

- Clarify if PSY111 should be added as well as PSY110, in case a student comes into the program with PSY 111.
- Fourth year plan of study is missing.
- If PSY 110 is required under Professional Education hours, then the number of hours should be changed from 29 to 32.

Motioned by Akman, seconded by Hamaker. Unanimous vote in support of the motion.

24-120 MAT 485 Actuarial Models V

Decision: Approve

Motioned by Hamaker, seconded by Palmer. Unanimous vote in support of the motion. Akman abstains.

24-121 CHE 466.01 Molecular Spectroscopy

Decision: Approve

Motioned by Palmer, seconded by Hooker. Unanimous vote in support of the motion. Hamaker abstains.

24-122 HIS 205 Work, Money, Power: Global Histories of Capitalism

Decision: Approve

Motioned by Palmer, seconded by Hooker. Unanimous vote in support of the motion.

24-123 PHY BS Physics – Biophysics

Decision: Approve with a comment that this could be an editorial change

Motioned by Hooker, seconded by Palmer. Unanimous vote in support of the motion.

24-124 SOA Sociology: Social Research

Decision: Approve pending

Changes needed:

- First year Spring Semester: 15-16 credit hours.

-Financial Implication form is missing.

Motioned by Stewart, seconded by O'Dowd. Unanimous vote in support of the motion.

5. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

6. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:49 p.m. The Committee will meet March 19, 2024 in STV 140.

Respectfully submitted,

Montserrat Mir

**College of Arts and Sciences
Curriculum Committee
Minutes #16 (March 19, 2024)**

Members Present: Sara O’Dowd, Montserrat Mir, Todd Stewart, Chris Hamaker, John Hooker, Shelby Putt, Rocio Rivadeneyra (Dean’s Rep.).

Members Absent: Matt Himley, Fusun Akman, Carl Palmer, Scott Seeman.

Called to order at 1:02 pm

1. Reminders when reviewing proposals (Report from Rocio Rivadeneyra):

Rocio met with Associate Deans, the Office of the Registrar, and Amy Hurd and here is a list of things they are asking we think about when looking at curriculum proposals:

Proposal Reminders:

- When reviewing proposals be sure to pay attention to:
 - The current catalog copy on proposals is from the current catalog. We are seeing old catalog copy that is getting through to the UCC.
 - Copy and paste the current catalog copy into the proposed catalog copy section of the proposal and use the strikethrough and yellow highlight to show copy to be removed and copy to be added. Otherwise, we must go line by line to determine what is being removed and what is being added.
 - 400-level courses need to be built at the time a 300-level course is being revised.
 - Check for hidden prerequisites. All prerequisites for required courses must be included as required courses. This also applies to minors.
 - Add the total minimum require hours to verify if it is accurate. Degree audit requirements are built based on the catalog copy and we have to have a minimum required number of hours.
- Course and program proposals on circulation – chairs and directors receive emails notifications from the curriculum system when proposals go on circulation. They should be reviewing them to see if there are proposals that they should review more closely for potential overlap with their curriculum or potential courses that they may want to add as electives for one of their programs. Faculty do not receive these email notifications, so it is the responsibility of the chair/director to share any of potential interest.
- Ask departments to review the curriculum website for [Editorial Request vs. a course/program revision proposal](#). We have seen several proposals that could have been editorial rather than a full review.
- FIFs are needed for any new program, certificate and/or sequence. Proposals should be stopped at the college level if they do not have a signed FIF form.
- Recommendation that all proposals have at least two authors associated in case a person leaves (this is more for department level curriculum committees)
- A program name change is a full curriculum review (that requires two forms?)
- Curriculum software RFP’s are in the process of being reviewed. We have 3 proposals to review.

2. Approval of Minutes#15 from February 27, 2024

Hooker moved to approve minutes; seconded by Hamaker. Motion passed with unanimous approval. Putt abstained.

3. Sub-committee reports

24-125 SOA Sociology: Social Inquiry

Decision: Approve pending

Changes needed:

- #3 Provide the documentation listed here: *See description of Research, Data Analysis, or Writing Intensive Elective at the end of this document.*
- Included FIF
- First Year - Spring Semester (15 credit hours)—change to *15-16 credit hours.*

Motioned by O’Dowd, seconded by Stewart. Unanimous vote in support of the motion. Putt abstained.

24-126 HIS 245 The Native Nineteenth Century

Decision: Approve pending

Changes needed:

- Update Accommodations statement. Delete information about contacting professor.

Motioned by Mir, seconded by Hooker. Unanimous vote in support of the motion.

24-133 ENG Major in English

Decision: Approve pending

Changes needed:

- For the sample plan of study and the proposed new catalog adjust from 42 to 40 senior college hours.

Motioned by Hooker, seconded by Hamaker. Unanimous vote in support of the motion.

24-135 ENG 445 Tesol Methods and Materials

Decision: Approve pending

Changes needed:

- Documentation from Daniel Lindsey to know whether ENG 445 number can be used for this course.

ENG 445 has been approved to be deleted but usually a course number cannot be used for 5 years.

- Note: Make editorial change to remove ‘approved for graduate credit’ in ENG 345

Motioned by Hooker, seconded by Hamaker. Unanimous vote in support of the motion.

5. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

6. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:49 p.m. The Committee will meet April 2, 2024 in STV 140.

Respectfully submitted,

Montserrat Mir

Decision: Approve pending approval of SOC 497

Motioned by Palmer, seconded by Stewart. Unanimous vote in support of the motion. Putt abstained.

24-134 ENG 347.03 Advanced Creative Writing: Creative Nonfiction

Editorial changes were submitted and accepted before they submitted this proposal. Rivadeneyra will ask them to withdraw proposal.

24-136 WGS Queer Studies Certificate

Decision: Approve pending clarification of the need for letters of support.

Rivadeneyra will ask if letters of support from departments involved in the certificate are needed.

Motioned by Palmer, seconded by Hooker. Unanimous vote in support of the motion.

24-137 GEO Earth and Space Science Teacher Education

Decision: Approve pending

Changes needed:

- Add 'Request to add hours to existing program' Form.
- #10, under 'rational for mandating over 66 hours in the major', change from 26 credit hours to 29 credit hours.

Motioned by Hamaker, seconded by Hooker. Unanimous vote in support of the motion. Himley abstained.

5. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

6. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:53 p.m. The Committee will meet April 16, 2024 in STV 140.

Respectfully submitted,

Montserrat Mir

**College of Arts and Sciences
Curriculum Committee
Minutes #18 (April 16, 2024)**

Members Present: Sara O’Dowd, Montserrat Mir, Todd Stewart, Chris Hamaker, John Hooker, Shelby Putt, Rocio Rivadeneyra (Dean’s Rep.), Matt Himley, Carl Palmer, Fusun Akman, Scott Seeman.

Members Absent: Scott Seeman

Called to order at 1:01 pm

1. Approval of Minutes#17 from April 2, 2024

Hamaker moved to approve minutes; seconded by Palmer. Motion passed with unanimous approval. Akman abstained.

2. Sub-committee reports

24-129 ENG 447.03 **Creative Writing Seminar: Creative Nonfiction**

Decision: Approve

Motioned Hooker, seconded by Himley. Unanimous vote in support of the motion.

24-131 SOC 497 **Capstone Research**

Decision: Approval pending

Changes needed:

- Check #5. It says the course has multiple enrollments for up to 4 hours but the course is 4 hours.

Motioned by Palmer, seconded by Stewart. Unanimous vote in support of the motion. Putt abstained.

24-138 LAN **Major in German**

Decision: Approval pending

Changes needed:

- Remove one of the senior level university-wide elective in fourth year Spring Semester.

Motioned by Hamaker, seconded by Himley. Unanimous vote in support of the motion. Mir abstained.

24-139 LAN **Accelerated Spanish Sequence**

Decision: Approve pending

Changes needed:

- Full approval of FIF

Motioned by Hamaker, seconded by Hooker. Unanimous vote in support of the motion. Mir abstained.

24-140 **Chemistry Teacher Educations**

Decision: Approval pending

Changes needed:

- Check total number of credit hours for the major. The plan of study in the form does not match the table in the support option.

- Strike through ‘take’ from ‘take one of the following’

Motioned by Putt, seconded by Akman. Unanimous vote in support of the motion. Hamaker abstained.

3. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

4. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:39 p.m. The Committee will meet April 30, 2024 in STV 140.

Respectfully submitted,

Montserrat Mir