

**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