

Arts & Sciences Curriculum Committee Meeting Minutes

Sept. 14 from 2:15 to 4:00 pm; Scofield 307 (Dean's Conference Room)

Attendance	Member	Representation
x	Cantu, Norma	Humanities/English
x	Horsmon, Caitlin	Humanities/Communications Studies
	Sheppard, Jim	Humanities/Philosophy
x	Murowchick, Jim	Natural Sciences/Geosciences
x	Osborn, Matthew	Social Sciences/History
z	Sega, Liana	Natural Sciences/Math
x	Oyler, Nathan	Natural Sciences/Chemistry
x	Lundgren, Jennifer (Chair)	Social Sciences/Psychology
x	Torres, Theresa (Secretary)	Social Sciences/Sociology
	Ex-Officio Members	Representation
x	Lundberg, Alicen	A&S CC Coordinator
x	Challacombe, Rosana	A&S Advising Office
	Bergman, Becky	A&S Advising Office
x	Toivanen, Kati	A&S Dean's Office
	Filion, Diane	A&S Dean's Office

Introductions of Committee Members and Guests

Amy Watson presented to the committee an explanation of important information for the CAS Curriculum Committee and catalog requirements. For example, are changes made that effect other courses? Where does the particular course fit within the curriculum (this is a future goal we will be addressing). To find the items in the committee's workflow (KA&S Curriculum Committee Chair) in CourseLeaf—go to the login page. If problems call A. Lundberg, Nancy Hoover, and/or Amy Watson.

Nancy Hoover noted the importance of paying attention to where the courses fit. Assessment review will be done by the larger curriculum committee.

Course edits setting is done with the vendor so we are waiting at this time to find the syllabus information that will be placed there. (Template at the website is not ready so we are to go the undergraduate course page – see the sheet handed out at the meeting.) Changes to the course form is being redone so use the regular link listed on the cover sheet.

We will get a list from Amy Watson reviewing what aspects Curriculum Committee should look at when reviewing course and program proposals.

Approval of Minutes

Meeting Minutes 4-23-15

Passed unanimously, J. Murowchick (second) and L. Segal (first), all approved.

Tutorial

Everyone can enroll as the chair so everyone can comment. Select KA&S Curriculum Committee Chair as “Your Role” once logged into CourseLeaf.

Corrections are red, and green are additions.

These courses will need to go through assessment. Be sure to include justification. Syllabus is word or pdf doc. CourseLeaf must match with what is on the syllabus.

To make a comment go to top see green button—Add comments. It will have your name and time stamp next to it.

If committee members need assistance, please contact A. Lundberg or Amy Watson.

Firefox is best site to work in for CourseLeaf and it may take a minute or two to load the “Your Roles” box.

Go to the CourseLeaf Proposal page (see agenda to see the link for this).

Review Process:

As committee members, once the course proposals are submitted two weeks ahead of our meeting, we have one week to review so the representative can see what we recognize need to be changed and respond.

Suggestions:

We need to remind each other to do this ahead of the meeting.

Only comments we need to make regard any changes we see. If we see there is one person who mentioned a change then we do not need to repeat this.

This setup will help us to prioritize meeting time. These would help us to review the little details to catch their importance. The descriptions are not clear would be an example of some of these details we need to check.

We will try to address the Course Leaf proposals. You can put in comments as they come through. If you do not have any comments, you can send an email to A. Lundberg. These comments will help J. Lundgren to prioritize.

We are trying to electronically comment prior to the meeting. Once A. Lundberg and J. Lundgren have the entire list 2 weeks before the meeting and we will receive a list and we have one week and reply to them we have completed the evaluation and have comments are in Course Leaf. We reply to J. Lundgren and A. Lundberg we have completed our review.

To help us there will be information will place online what we are review on the Curriculum webpage, syllabus guidelines and the additional information. Tips for the new course and modifications are located online.

List of Courses for Review

No new courses for review

Changes to current courses

Psych 302—J. Lundgren; J. Murowchick first, N. Cantu second, approved by all.

Psy 461—J. Lundgren; N. Oyler first, N. Cantu second, approved by all.

Additional Business

J. Lundgren noted a request from Laurie Ellinghausen. She asked the committee to submit a member to serve on the budget committee for one year. N. Oyler agreed to serve on the budget committee.

N. Oyler brought two questions for the committee:

1. A&S has 120 hours required, 90 in A&S of the 120. Anchor discourse does not count as A&S credit. Discourse was to replace English and Communication but Anchors may or may not. This year and next year these students are starting to graduate. Discourse class was a replacement for English and Communication.

How do we propose a change in degree requirements to Steering Committee to faculty and before the Dec. 15?

N. Oyler, C. Horsmon, and T. Torres will bring a proposal to the committee. Transfers will also need to be addressed as to how they will complete these requirements since they will transfer in with traditional English and Communication courses that are no longer a part of the regular required General Education requirements. The subcommittee will need to speak with R. Bergman.

2. Eng 225 prerequisite no longer exists in the new General Education model since the establishment of 110 and that is not the equivalent of Discourse 1. But, when students transfer out of the university and we do allow them to have this Discourse 1 count as an English credit. This may need to go to the English Department or it may be an exception. This Discourse General Education should be able to see these as English credits, yet we do allow Discourse 1 to be listed as an English course.

J. Lundgren closed the meeting at 3:40 pm. Next meeting Oct. 12, submissions due Sept. 28. We will receive the courses on 1st or 2nd and respond. So the agenda will go out right before the meeting.

Respectfully submitted,

Theresa Torres

Secretary, CAS Curriculum Committee