

<b>Meeting called by</b>	<b>Chair</b>	<b>Type of meeting</b>	<b>Attendees</b>
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Angela Kelly, David Black, Jonathan Anzalone, Michael Boerner, Qingzhi Zhu, Sara Santos; Shyam Sharma, Paula Pasquale-Alvarez, Lynne Chin, Shellana Henderson; Alexandra Pamfilie,  <b>Absent:</b> William Laffey

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision:
3. Approval of 02/22/2023 minutes
  - Committee Decision:
4. Old items
  - Approve BIO365 course description after clarification – in 2/22/23 minutes
5. New items: Discussion
  - Is there an expedited process for “experimental courses”? (question from a Chair)
    - Committee recommends using the Special Topics framework or to create one.
    - Please notate other special submissions to request expedited review, which the Committee will consider on a case by case basis.
6. Proposal Reviews

<b>Task</b>	<b>Decision and notes to be relayed</b>
<b>COM 207 – Add WRT 102 (Intermediate Writing Workshop) as a prerequisite</b>	<p>Approved</p> <p>Dear Dr. Virag, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding the prerequisite for COM207 was approved.</p> <p>Minor syllabus recommendations:</p> <ul style="list-style-type: none"> <li>● Office hours should total 3/week in line with Minimum Instructional Responsibilities.</li> <li>● Add ISBN numbers for required textbooks if available.</li> </ul> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

<p><b>MUS 340, 341, 344</b></p>	<p>Approved. Dear Dr. Schedel, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding the prerequisite for MUS 340, 341, and 344 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p><b>Change in course description for MUS 341</b></p>	<p>Approved</p> <p>Dear Dr. Schedel, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description for MUS 341 was approved.</p> <p>Committee note: Please copy Dean Hackley bulletin descriptions in a Word Document using track changes for the updated description to go in the bulletin. The document submitted was inconsistent between the “Old Bulletin” and “Requested Changes.”</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>MAT 495</p>	<p>Revise and resubmit</p> <p>Dear Dr. Kirilov, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for MAT495 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal.</p> <ul style="list-style-type: none"> <li>● R1: It's unclear from the bulletin descriptions how this course is designed to meet the SBC objectives. The Committee reviews SBC requests based on syllabus provided, which must include verbatim objectives from bulletin, followed by demonstration of those objectives being adequately fulfilled by course content, instruction, assignment, and assessment.</li> <li>● R2: Resubmit with 1) syllabus, 2) how the course fulfill the criteria of ESI, EXP+ and WRTD</li> <li>● R3: Revise and Resubmit with justification/explanation of how the course will fulfill ESI.</li> </ul> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <i>each</i> item (numbering your listed items will facilitate the</p>

	<p>process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>LIN Bulletin &amp; update to the LIN minor</p>	<p>Approved Dear Dr. Repetti, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin updates for LIN minor was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>LIN 488: Internship</p>	<p>Approved Dear Dr. Repetti, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin updates for LIN 488 internship was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>WRT 303 The Personal Essay</p>	<p>Revise and resubmit Dear Dr. Medved, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for WRT303 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal. Most of these concerns – some minor but mandatory and some major – could be addressed if the instructor used the CELT course design guideline and also adapt their template. It would also reduce the sheer number of issues that reviewers need to point out, saving their time – not to mention saving you another round of revision.</p> <ul style="list-style-type: none"> <li>● Course description: The course description from the bulletin is not the course description in the bulletin. Copy identical description from bulletin or request bulletin update. Instructors can add to but can't change bulletin course description.</li> <li>● Update info: Change all references to Blackboard (there are several in the syllabus) to Brightspace. Disability Support Services is now SASC.</li> <li>● Include required statements: The Provost required statements need to be updated.</li> </ul>

	<ul style="list-style-type: none"> <li>● Learning disability issues: Refer to disability guidelines re: yellow and some other colors of fonts.</li> <li>● Pre-Req: List WRT 102 – all bulletin entries and also syllabi given to students must indicate prereqs and essential info.</li> <li>● Credits: Include how many credits the course is for.</li> <li>● Office hours: There are no formal office hours listed but "spontaneous" office hours. This does not meet the 3 hour minimum per week.</li> <li>● Gen Ed: There is an outcome category for Gen Ed requirement- for NYS but this course is not designated as a gen ed? It is not an SBC.</li> <li>● Grading: The course states it is out of 1400 points but I can only see 700 points listed? How do the discussion boards fit into grades? I see these listed in the course schedule but they are not listed anywhere else. What are the expectations for participating in discussion boards? This class is listed as asynchronous but there are Sunday and Wednesday notations on the course schedule? Are these due dates for assignments?</li> <li>● Organization: The subheadings under “Weekly Modules” make it look like “Readings” are one module, “Coursework” is another module, etc., when in reality those subheadings are separate components of the larger course. Recommend reorganizing this portion of the syllabus.</li> <li>● Confusions: Late policy (orange box) is confusing. The policy initially states that late assignments will not be accepted, but then mentions a late penalty for drafts and revisions. Is the no-late-work-accepted policy just for the final version of each assignment? The “Grading” statement is ... awkward? What counts as “commitment to the course?” The bullet items under “Drafting and Revising” have associated point values. What is the meaning of the dual point values (e.g., “60 points (120 points)”) ? Does this mean there are two assignments of that type, each worth 60 points? Under “Workshopping,” the point value is shown as “Roughly 120 points.” What is meant by "roughly" 120 points? The point value is thus ambiguous in the larger grading scheme. Point values as a whole do not add up to values in the grading scheme.</li> <li>● Minor suggestion: For the “Minimal Technical Requirements” section, the word “Minimum” is likely a better choice than “Minimal” as the different words have different connotations.</li> </ul> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <i>each</i> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
JRN 303 Global Issues in Journalism	<p>Revise and resubmit</p> <p>Dear Dr. Virag,</p>

	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for JRN303 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> <li>● Submission states: “I don’t know” for whether or not they’ve taken the required CELT course for online teaching or met with a CELT consultant. No rationale for transitioning this course to online and apparently no trained instructor of record for it.</li> <li>● Course credits not listed nor is the prerequisite of being a Journalism major or minor.</li> <li>● Office hours don’t meet Provost’s Office requirement (3 hours/wk). Office hours listed are only 1 hour (does not meet 3 hour minimum per week.).</li> <li>● Change references to Blackboard to Brightspace.</li> <li>● Grading scheme alternates between percentages and raw point values – need to pick one or the other.</li> <li>● “Participation” text is shown in two different places in the syllabus.</li> <li>● Topic schedule third column seems to largely mimic the second column.</li> <li>● Missing course credits.</li> <li>● Update Technology statement to most up to date one. It states this regarding Zoom "I’ll provide a link to your Zoom meeting via email a few hours before class, so please check your emails at least a few minutes before class begins. You will have the link to our meeting available there." There is a way to set up these Zoom links in Brightspace for the whole semester. It is recommended to set these up prior so students are not looking for the links before class.</li> <li>● Journalism major/minor prereq is not listed.</li> <li>● There is no description for Reaction Papers under assignments.</li> <li>● The Provost required syllabi statements need to be updated. There is no communication plan (to meet RSI).</li> <li>● What are the dates and times that assignments are due?</li> <li>● The course schedule is a little confusing with the last column.</li> <li>● Are assignments listed here? This appears to be more readings or videos to watch?</li> </ul> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>We look forward to reviewing this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>HUR 241 Russian Cinema</p>	<p>Revise and resubmit Dear Dr. Jourdain, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for HUR241 was voted as “revise and resubmit.”</p>

	<p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> <li>● There are references to Blackboard that should be replaced with Brightspace.</li> <li>● SBCs listed in the course description in the syllabus don't match the request to add GLO. For the new SBC, the final LO seems reflective of the GLO SBC (but the instructor may have assumed, instead of showing how). First, the SBC learning outcomes also are not listed verbatim. Second, we would need to see the GLO SBC reflected in more than just the one LO. Recommend including assignment descriptions in a way that helps us/students better see how the content and instruction will help achieve the GLO objectives.</li> <li>● The breakdown of grade percentages leaves out the numbers 60-63.</li> <li>● Include instructions or link to a tutorial on Voicethread. Does not include resources for technologies like VoiceThread, though it does include a link to the IT help desk; unsure if this is sufficient.</li> <li>● Include a brief description of the movie worksheet assignment (assignment descriptions help to assess course outcomes in relation to stated objectives).</li> <li>● Number of credits not listed.</li> <li>● No late work policy described.</li> <li>● Overall, the syllabus has been well thought-out, but is lacking some of the basic things, a little more on the SBC. The online delivery components are sound.</li> </ul> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>Shyam Sharma Committee Chair</p>
<p>Updates to MUS prerequisites</p>	<p>Approve Dear Dr. Schedel, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to MUS prerequisites was approved. Here are some Committee notes that seem worth sharing.</p> <p>Approve. The department is in the best position to judge whether the prerequisites are necessary. However, is "advisory" the standard term for recommended prerequisites? Students may be confused by "advisory" but that's an advising challenge and not a reason to deny the request.</p> <p>Approve. I wonder a little if removing prerequisites for these courses will put students in the position of being in over their heads in upper-level courses, but given that the advisory prereqs are present, I think the department has done their due diligence (not to mention not all 300-level courses have had the prereqs removed, and this choice seems to have been made with care).</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p>

	Shyam Sharma Committee Chair
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7. Next meeting – Heads up for next meeting

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8. Adjournment