

Full Semester Report – ASCC Meeting Minutes – Fall 2023

Stony Brook University
Arts & Sciences Curriculum Committee

9/07/2023
3:00PM
Zoom (remote)

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------|---|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Kristin Hall, Shellana Henderson, Alexandra Pamfilie Absent: None |

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision: adopted
3. Approval of 5/26/2023 minutes
 - Committee Decision: approved
4. Old items
 - None
5. New items: Discussion
 - Independent research/study syllabus/contract/appropriate way to meet SUNY requirements
 - How to handle summer/winter (urgent) cases – tabled
6. Proposal Reviews

| Task | Decision and notes to be relayed |
|------------------------|--|
| HUE 220 Modern Ukraine | <p>Revise and Resubmit</p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for HUE220 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> • SBCs: GLO and HUM approved- DIV not approved (ask to remove DIV). The course evidently has substance on GLO and DIV would mostly double dip into the same objectives. • SLOs: Include SBC student learning objectives on syllabus – <u>also</u>, from the core learning objectives, remove descriptions <u>and</u> make all objectives more measurable |

- **Meeting:** Zoom course meetings state one day a week for 3 hours (at the top of the syllabus) but the course schedule shows twice a week. Clarify the Zoom course meetings and Zoom Office Hours.
- **Participation:** Provide more clarification on parameters for participation. How will students be evaluated on this component of the course?
- **Assessment:** Provide details to show how they're aligned with the learning objectives
 - **Midterm and Final:** Provide some details – indicate what they'll cover?
 - **Final paper:** Include more description of the final paper. What are the expectations? How is this aligned with the learning objectives? Also, does schedule/instruction scaffold this during the semester. ie. topic due, first draft due, final draft, etc.
 - **Discussion Board:** Indicate expectations. (See [CELT Syllabi Template](#) for suggestions.)
- **University statements:** SBU Required syllabi statements are outdated. (SASC is no longer in ECC building). Provost website has most up to date statements. Just copy-paste.
- **Late work policy:** missing (this clarity can be extra helpful in online courses)

Suggestions esp. for Online Course Design/Delivery (not required)

- **Consultation:** Highly recommend meeting with an Instructional Designer when developing Brightspace courses for formatting, navigation, digital accessibility guidelines for tables etc.
- **Update:** Update any Blackboard related details to fit Brightspace.
- **Technical Requirements Statement:** Consider using the updated version. In fact, CELT also has updated syllabus templates for online that you may want to look at.
- **ISBN numbers:** include if available on required books.

We encourage the faculty member to use the relevant checklist [here](#) for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – [Revisions Form](#). In your resubmission, the committee asks that you 1) locate *this* 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 each 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.

We look forward to reviewing this proposal in its revised form.

With regards,

Shyam Sharma
Committee Chair

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| <p>PSY 250: Survey in Biopsychology</p> | <p>Approved with note</p> <p>Dear Dr. Freitas,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for PSY250 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Should ANP 101 be added as prereq as per notes: "BIO 150 is no longer being offered; ANP 101 (Human Biology) is being offered and covers the material needed as a possible prerequisite for this course. <p>We will request an update to the bulletin based on the approval. Please update Assistant Dean Erica Hackley about the note above if it affects the way you'd like the bulletin to be updated.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>BIO 342 Invertebrate Zoology and BIO 343 Invertebrate Zoology Laboratory</p> | <p>Approved</p> <p>Dear Dr. Dean,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for BIO342 and BIO343 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>PHI 204 Ethics in Artificial Intelligence and Data</p> | <p>Revise and resubmit</p> <p>Dear Dr. Carter,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for PHI204 was voted as "revise and resubmit."</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> • SBC Learning Objectives are included, but the course also needs its own Course/Student Learning Objectives. • Curricular alignment needs to be demonstrated by connecting the assignments explicitly to the learning objectives. If students are able to select certain projects/topics, the syllabus needs to show they will meet the LOs for both the requested SBCs. Please show how all students will meet the LOs regardless of the choices. • The Grading Scale is clear, but the individual course points breakdown needs to be clarified. Points are explained in the "Course Activities and Assignments" section, but the summary of the point calculation total (under "Assignment Timeline") is unclear. Some are marked as alternatives, and the total is marked as approximately 1,000. This should be clarified. <p>The committee also has the following additional comments for the instructor to consider (this didn't play a role in the decision):</p> |

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| | <p>There was a concern raised that nearly half of the course readings were from non-peer reviewed sources. We wondered if that was intentional or an oversight. For a 200 level course, ASCC guidelines recommend that students “explore an area or specialty in the discipline in more complexity and depth, ... by extending the complexity of reading and assignments, and by requiring more critical thought.” Including more peer-reviewed scholarly articles should be considered.</p> <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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> |
| History Sample Course Sequence | <p>Approved</p> <p>Dear Dr. Lipton,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for History course sequence was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Biochemistry BS + MS program | <p>Revise and resubmit</p> <p>Dear Dr. Dean,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal regarding the Biochemistry BS + MS program was voted as “revise and resubmit.”</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal regarding the Biochemistry BS + MS program was voted as “revise and resubmit.”</p> <p>With the best knowledge among Committee members, we were still unclear, so it seems to warrant providing clearer information for recording purposes.</p> |

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| | <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> • The proposal should clearly state BIO 320 OR BIO 321 and also more clearly state or clarify BIO 320 OR BIO 321 OR EBH 302 if that is intended. If BIO 320 is a core course, and 321 and 302 cannot be taken in addition to it, how can they be advanced credit options? Not clear: What does the asterisk mean in front of 559 on page 4? On the sequence pages (p. 7) it is explicitly stated that all three can be alternative options. Needs consistency. Please provide the Committee clearer information. <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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>Physics - remove inactive MAT courses</p> | <p>Approved</p> <p>Dear Dr. Jung,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for removal of inactive MAT courses 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>Physics - clarification of language</p> | <p>Approved with notes</p> <p>Dear Dr. Jung,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for clarification of language was recommended for approval with notes about bulletin update.</p> <ul style="list-style-type: none"> • There are some places in the bulletin that would need changes if these were enacted. For example, see: MAT 308: Differential Equations with Linear Algebra..... Together with MAT 307, it forms a 2-semester sequence covering the same material as the 3-semester sequence of MAT 205, MAT 211 and MAT305. May not be taken for credit in addition to MAT 303 or AMS 361. <p>To address this issue and get the bulletin updated, please contact Assistant Dean Erica</p> |

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| | <p>Hackley (copied here), and she will provide you with the information you need.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>UKR 111: Elementary Ukrainian I</p> | <p>Revise and Resubmit</p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for UKR111 was voted as “revise and resubmit.”</p> <p>Committee reviewers made the following suggestions to meet review/compliance requirements:</p> <ul style="list-style-type: none"> ● University statements: Syllabus is missing the required institutional statements (SASC, Academic Integrity, Critical Incident Management)--please add. ● Late work: No clear policy on late work--please add while you're making the above update. ● Attendance-related policies: Also indicate excused absences for religious holidays and university-sanctioned events in attendance policy. Consider adding policy on tardiness or missing class in an explicit separate section (now it is under the "how to succeed" section and incomplete). ● Assessment: Include brief descriptions of midterm and final as well as a clearer alignment of the category "readings and dialogues" with the course schedule (do these fall under in-class work? do they fall under "homework"? and how will they be assessed?). Description of the four grading items/assignments in terms of what work is expected and quality criteria (for example what is expected in terms of participation dialogue during class to get credit?). ● Broken link (minor issue): Brightspace link actually links to Blackboard--please update. <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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> |

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| | <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| JRN 303, Global Journalism | <p>Approve</p> <p>Dear Dr. Calvi, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for JRN303 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

7. Next meeting – Heads up for next meeting
8. Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------------|--|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Kristin Hall, Shellana Henderson, Alexandra Pamfile Absent: None |

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision:
3. Approval of 9/7/2023 [minutes](#)
 - Committee Decision:
4. Old items
 - None
5. New items: Discussion
 - Independent research/study syllabus/contract/appropriate way to meet SUNY requirements
 - How to handle summer/winter (urgent) cases –
6. Proposal Reviews

| Task | Decisions |
|--|--|
| Independent Study Template | Committee requested Michael Anzalone along with Ross Nehm, Kristin Hall, and Shellená Henderson to develop a checklist based on a general template (and, if feasible, provide a sample form). We'll deliberate and vote on the resource in a few weeks. For any in-process submissions, we'll review whatever template/guidelines they have. |
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7. Next meeting – Heads up for next meeting
8. Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------------|--|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Kristin Hall, Shellana Henderson, Alexandra Pamfile Absent: none |

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision:
3. Approval of 9/14/2023 [minutes](#)
 - Committee Decision:
4. Old items
 -
5. New items: Discussion
 - Curricular drift (syllabi change by) – concerning issues, required course isn’t taught, prerequisite material has been eliminated, no official mechanism, ... – Point of order was raised regarding the procedures for evaluating cases of substantial changes in a syllabus without review or approval by the curriculum committee. The committee has oversight regarding any matter of curricular import in the college of arts and sciences.
 - Communication with community – share updates, resources, encourage inquiry
 -
6. Proposal Reviews

| Task | Decision and notes to be relayed |
|--------------------------|---|
| AAS 401 Change in Prereq | Approved Dear Dr. Ruf, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for AAS401 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair |
| AAS 221: New | Approve with notes Dear Dr. Carter, |

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| Course | <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for AAS221 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • The values of the assignments in the rubric add up to 110 not 100. Briefly describe the formats of the quizzes and exams. Are they multiple-choice? Short answer? Essay? • Accessibility recommendations: Red font can be challenging for some to read if they are color blind. Recommend to use black font. • Approve, but will need alternate course # (221 is not an active course, but was recently deactivated, so we are suggesting using. AAS 224 as this has not been previously assigned <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Updates to Minor in Italian American Studies | <p>Approved Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to the Minor in Italian Studies, submitted 9/14/2023 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Updates to Minor in China Studies | <p>Approved Dear Dr. Ruf, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to the Minor in China Studies was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Bulletin Edits: Philosophy sample sequence | <p>Approved Dear Dr. Crease, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits to Philosophy sample sequence was approved.</p> <p>The next bulletin update will reflect the decision above.</p> |

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| | <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>BA/MA Political Science: Bulletin Edits</p> | <p>Approved Dear Dr. Huddy, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin updates to BA/MA Political Science degree 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>Political Science Honors: Bulletin Edits</p> | <p>Approved Dear Dr. Huddy, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits for Political Science Honors 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>LCS/ARB 444, 447, 475, 476, 488 Templates</p> | <p>Revise and resubmit Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for LCS/ARB courses (444, 447, 475, 476, and 488) was voted as “revise and resubmit.”</p> <p>The committee found the template to cover multiple course designation to be effective and flexible. However, there were a few specific components that were missing that are required by either NYSED/SUNY or SBU. Additionally, there are a few recommendations based on committee member experience (from their own departments or past practice) that may help to make these templates clearer and more helpful for both students/faculty as a project agreement.</p> <p>Missing required components (revision requests):</p> <ul style="list-style-type: none"> ● Must include SBC student learning outcomes verbatim (missing from all proposed templates). |

- Must include space/instructions for information about how the experience/project and the learning objectives (including SBC, where included) will be assessed:
 - 444, 447, and 488 includes a question to state the requirements of a final project, but not how it will be assessed. Perhaps include an additional blank question for the faculty to include the means of assessment.
 - 475 and 476 do not have any questions or information on how the learning objectives for how the practica will be assessed.
- Must include basis of grade determination (grading scale, what level of achievement constitutes an S vs. a U?) – missing from all proposed templates
- [Required syllabus statements](#) must be included – missing from all proposed templates

Recommendations/suggestions (items below this point didn't affect decision above)

- At the top of these forms we strongly recommend including a list of all the course designations this template may be applied to. These forms have a way of promulgating on the internet and sometimes can end up in the hands of students outside your department and may cause confusion. (AMR, ARB, CCS, CLL, CLS, CLT, CST, EUR, FLA, FRN, GER, HUE, HUF, HUG, HUI, HUR, ITL, LAT, RUS.)
- At the bottom of forms, please update “Academic Adviser” to something like “Major Academic Adviser” or “Departmental Advisor.” “Academic Adviser” is a title used by general education academic advisors in the Academic and Transfer Advising Services office.
- [Technical requirements](#) statement strongly recommended.
- For places on the templates that have the course number, we recommend including a blank so students/faculty can insert the course designation. (So instead of just “488,” “__488” or “[XXX] 488” to “__ 488”

Examples

Here are some examples from a comparable form used by three different departments that has helped streamline some of the manual components.

- Some of these courses (the teaching practica) may be able to have standard, across-the-board learning objectives that can be put into the syllabus. If you believe supervisors would prefer to develop their own, that is great as well.
- Some departments include a checklist on their teaching assistantship or directed research syllabi so that faculty/students can determine which objectives they think may best apply to a given project. (example below)
- For assessment of more experience-based tutorial courses (teaching practica, internships) a reflection paper addressing predefined questions may be a succinct way to assess learning outcomes. (example below)

Learning Objectives

What skills/knowledge do you hope to gain from this experience? Check all that apply.

develop problem solving skills

- ___ work independently, setting goals and managing time
- ___ work effectively with a team
- ___ develop communication skills
- ___ improve knowledge of your discipline and/or future profession
- ___ acquire discipline-specific skills (e.g., computer, research skills)
- ___ other: _____

Student Reflection: Please attach to this form a typed, one-page summary that addresses the following points. Please discuss your answers with your Faculty Sponsor:

1. Describe your responsibilities as a Teaching Assistant. How many hours per week will you spend as a TA? Who will supervise you?
2. How do you expect this activity will contribute to your development--academic, professional, intellectual, other?
3. How do you expect to contribute to the goals of the organization or project?
4. How will you record what you are doing and reflect upon what you are learning? (e.g., lab notebooks, journal, blog, emails to academic mentor)
5. How will you synthesize/present outcomes and reflect upon what you have learned?
6. How will the academic mentor (and on-site supervisor if applicable) provide feedback during and at the end of the semester?

We encourage the faculty member to use the relevant checklist [here](#) for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – [Revisions Form](#). In your resubmission, the committee asks that you 1) locate *this* 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 each 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.

We look forward to reviewing this proposal in its revised form.

With regards,

Shyam Sharma
Committee Chair

7. Next meeting – Heads up for next meeting

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8. Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------------|---|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Kristin Hall, Stephen Fogarty, Alexandra Pamfilie Absent: Shellaná Henderson |

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision:
3. Approval of 9/21/2023 minutes
 - Committee Decision:
4. Old items
 - Special courses template
5. New items: Discussion
 - Looking ahead - Both Music and Anthropology will be submitting revisions to their majors. In both cases it is a major overhaul to the curriculum and the committee may need to devote more time to these reviews.
 - Invite for a 5 minute context overview
6. Proposal Reviews

| Task | Decision and notes to be relayed |
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| Deactivate AAS 307 & AAS 310 | Approved Dear Dr. He, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating AAS 307 and 310 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair |
| WRT 321: Writing for Social Justice (bulletin edits) | Revise and resubmit Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for WRT321 was voted as “revise and resubmit.” |

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| | <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> ● Modality, a/synchronous, must be indicated. ● SBC designations must be included in the course information. ● HUM/CER/DIV <u>SBC Learning Outcomes</u> must be included verbatim. ● While revising, please pay further attention to SLOs. <u>Course Learning Outcomes</u> must be assess-able (e.g., replace “understand” with something measurable). ● <i>They also need to be re-evaluated in light of correct SBC-LOs.</i> ● Formatting is problematic and is an accessibility issue. We recommend using the current CELT template (updated in summer 2023). This will correct the broken headings that are interspersed throughout. ● All text indicated to be hyperlinks are not actually linked to any content. ● Recommended: Late work policy should clarify rate of "docked points" <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – <u>Revisions Form</u>. 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>New minor in Communication (SBC change)</p> | <p>Approved with notes</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for the new Minor in Communication was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● There should be a brief intro paragraph for the bulletin. There will also need to be an information page created with information about the director of the minor and their contact information unless it will appear on the same bulletin page as the major requirements and the contact information is the same (<u>Political Science major/minor page example</u>) <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> |

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| | <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>MAT 312 & AMS 351 prerequisite change</p> | <p>Approve</p> <p>Dear Dr. Sutherland, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposals for MAT312 and AMS351 were approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Biochemistry BS + MS program</p> | <p>Approve</p> <p>Dear Dr. Dean, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for BS+MS program in Biochemistry 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>Deactivate AAS 367</p> | <p>Approve</p> <p>Dear Dr. He, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating AAS367 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>POL/ISE 369 (bulletin edits)</p> | <p>Approve with note</p> <p>Dear Dr. Huddy, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for POL/ISE369 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● A committee member suggested adding: “Prior programming experience is |

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| | <p>helpful but not required”</p> <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn’t change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>MUS 306 The Music and Culture of Hip-Hop (prerequisites)</p> | <p>Approve with note</p> <p>Dear Dr. Dahl,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for POL/ISE369 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● The course content and assignments align with the DIV SBC, but the syllabus should state the DIV standards verbatim. Here they've been adapted to the course, which is helpful in determining how well the course aligns with the SBC, but the course objectives and SBC objectives should be listed separately and the latter should reflect the outcomes listed on the <u>SBU website</u>. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn’t change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>SOC 110: Fire Ecology, Climate Change, and Indigenous Knowledge (SBC change)</p> | <p>Revise and resubmit</p> <p>Dear Dr. Fallon,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for SOC110 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> ● This is generally a strong syllabus that follows the latest CELT template. The proposed SBCs are appropriate. However, the syllabus links to the standards for the SBCs when they must be listed verbatim on the syllabus itself and reflect the new <u>guidelines</u>. ● There are several TBDs--perhaps understandable for a new course that won't be offered until next fall, but we require faculty to list at least 3 office hours, etc, to show how minimal instructional responsibilities will be fulfilled, whoever teaches the course. <p>We encourage the faculty member to use the relevant checklist <u>here</u> for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – <u>Revisions Form</u>. In your resubmission, the committee asks</p> |

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| | <p>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>POL - updates to prerequisites for POL 351, 368, 371. Update to POL 201 course description (new course)</p> | <p>Approve Dear Colleague, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating prerequisites for POL 351, 368, 371 and POL 201 were approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

7. Next meeting – Heads up for next meeting

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8. Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------------|---|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Kristin Hall, Stephen Fogarty, Alexandra Pamfilie Absent: Shellaná Henderson |

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision:
3. Approval of 9/28/2023 minutes
 - Committee Decision:
4. Old items
 -
5. New items: Discussion
 - Course description guidelines added to our Committee documents; checklist is fine (as it already contains the link to the relevant document)
 - Editing living documents: keep public Google Docs as clean as possible, excluding internal deliberations, and be aware of the primary public audience; only include any notes end users need; work in a backup copy – make updates to live doc.
6. Proposal Reviews

| Task | Decision and notes to be relayed |
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| MUS 123 (new course - needs to be renumbered to 124 if/when it's approved) | <p>Revise and Resubmit</p> <p>Dear Dr. Dahl,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for MUS123 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist here. One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, like in this case, is to adapt the CELT template (which we don't require but recommend) to fit their needs, making sure to include required information and address minimal curricular requirements.</p> |

Here are some of the specific required issues CC reviewers pointed out:

- Department
- Course meeting time and location
- Modality: In-person OR Online OR Blended
- Mode(s) of instruction: Lecture, Seminar, Lab, Recitation, Tutorial, Other
- Instructor office hours - missing location and 3 hours per week.
- Course description is a little confusing. What is meant by “First in a two semester series?” There are goals/objectives that are a part of the course description and then there are goals listed and then learning outcomes listed. These are all different? The learning outcomes/objectives are not listed as measurable (demonstrate an understanding, develop a better ability...).
- Late work policy and make-up policy are missing- what if a student misses the quiz?
- Required syllabi statements are not the most recent versions- these need to be updated
- Will Brightspace or other educational technologies be used in the course? If so, Tech requirements should be listed.
- Course is indicated as repeatable on the submission but this is not indicated on the syllabus.

Please clarify/address the following (recommended)

- Learning objectives
 - These need to be clarified. There are objectives/goals listed in the course description, then goals, then learning outcomes.
 - Listening assignments is not an objective/outcome. This would be an assessment
- Grading- this should be clarified more.
 - What are the written homework assignments?
 - What is Final Jury?
 - How are weekly skills assessments different from class participation?
 - There is a quiz listed in the course schedule but this is not indicated as part of the grading breakdown
 - Grading scale is missing- what is an A, B, C etc.
- Course schedule- this should be clarified more
 - Class meets once a week?
 - Are skills assessments every week? What is counted on here as a skills assessment?
 - There is a quiz listed in week 10 but that is not included in the grading
- Alignment- please help reviewers see more clearly how the listed objectives will be achieved – this can also be better assessed once learning objectives are revised so clarify the SLOs.
- add on the weekly schedule table the preparations that students have to do for each session and the assignment/work that is due that day

Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – [Revisions Form](#). In your resubmission, the committee asks that you 1) locate *this* 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 **each** item (numbering

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| | <p>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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>ACE course for COM 120 (new course)</p> | <p>Approved</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for the ACE course for COM120 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>PSY 382</p> | <p>Approved with notes</p> <p>Dear Dr. Davila,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for PSY382 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Committee recommends that you add AMS 110 as a pre-req (Same for PSY 380) <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>FLA 320</p> | <p>Revise and Resubmit</p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for FLA320 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● The course needs to better address the ESI--applying ESI in this way would make it applicable to most courses. Copy SBC objectives verbatim from here. Make it |

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| | <p>clearer how the course LOs relate to the assignments. Reveal in the course content, delivery, and assessment how the 4 objectives are met.</p> <ul style="list-style-type: none"> ● Instructor email etc. missing. ● Hybrid (specify what day is online and how students meet, and what day is onsite). ● Minor: Instructors are specified, so why not add their email; also include timezone. <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| JRN course deactivations | <p>Approve</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for JRN course deactivations was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| JRN change in course titles - 310 320 | <p>Approve with notes</p> <p>Dear Dr. Hoffman,</p> |

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| | <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course titles for JRN310 and 312 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Course description focuses on affective outcomes and it would be helpful to clarify how these would be measured; • Some SLOs need minor revision to be made measurable; the links between the SLOs relate and assessments could be clearer. • Questions/approve? Is the syllabus the same? Has there been a substantial update to it? <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>JRN 370 Change in course description (new course?)</p> | <p>Approve with note</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of JRN370 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Please make learning objectives more measurable. <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>JRN 205 Change in course description</p> | <p>Approve with note</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of JRN205 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Light editing needed to learning objectives as some are not measurable • not clear how LOs align to activities (specify the "major assignment") • The first sentence is different in course description <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

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| <p>Remove cross listing for JRN 316, JRN 317, JRN 365 (revision to new course?)</p> | <p>Approve Dear Dr. Hoffman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for the removal of crossling for JRN 316, JRN 317, JRN 365 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>ARH 320 (new course)</p> | <p>Approve with note Dear Dr. Sisti, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ARH320 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Replace the TK for office hours, semester, and meeting time/place. Please follow through on the note to fix and reformat the course schedule. ● Can they reach out to CELT (Kristin) to communicate issues they are having with the template? We want to update and fix any formatting issues. <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>PHI 204 Ethics in Artificial Intelligence and Data (bulletin edit)</p> | <p>Approve with note Dear Dr. Carter, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for PHI204 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Course meeting times and place should be added when the course is scheduled in a future semester. <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>MAR 110: Shark Biology & Conservation (bulletin edit)</p> | <p>Revise and Resubmit Dear Dr. Taylor, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for MAR110 was voted as “revise and resubmit.”</p> |

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| | <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● There doesn't seem to be a clear alignment of the course's "hands-on" focus and the current assessment components: please update. ● SNW LOs must be listed verbatim (in addition to the course specific LOs), ● Mode of instruction should be explicitly stated, ● Office hours must add up to a minimum of 3 hours, ● The grading scale should not contain A+, ● The course description has a typo on the first line (New York waters, not water's). <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Updates to JRN Major listing in bulletin (bulletin edit)</p> | <p>Approved</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to the listing of JRN Major 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>Updates to MAR 354 prerequisites, and MAR 105 course description (bulletin edits)</p> | <p>Approved with notes</p> <p>Dear Dr. Black,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating to prerequisites of MAR354 and course description of MAR105 was recommended for approval with notes (below).</p> |

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| | <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> <p>Review Notes: If you have not already, please be sure that the newly proposed fees are reviewed according to the approval process indicated below.</p> <p><i>(Per the Office of the Provost)</i> If a department is planning a new course fee or revising an existing fee for Fall 2024, the submission due date to the Accounting Office is Feb 1st. The Course Fee Guidelines can be found here.</p> <p>As a reminder, all fee proposals should be reviewed and approved by the department's Dean and VP Offices <u>before</u> submission to the Accounting Office. Please include all required support as listed within the guidelines.</p> <p>Course fees will be reviewed in accordance with SUNY's fee policy to assess the continued need for the fee and to assure the revenue generated is used to cover the expenses identified in the fee approval. Please remind the units that <i>approved expenses must be directly charged to the course fee IFR account. Unapproved expenses may not be charged to the course fee IFR account.</i> Noncompliance with SUNY's policy may require removal of the fee and a directive (from Office of Finance and Business at System Administration) to reimburse students that were charged the fee.</p> <p>Please closely monitor your area's course fee revenues and expenses for the current year and budget accordingly for the outyears. If an existing fee is no longer required, please let us know immediately.</p> <p>References: SUNY Fee Policy no.7804</p> |
| <p>Biology - deactivation of BIO 306 & BIO 350 Change in co-reg for BIO 458 (Change in prerequisites for BIO 342 & 343 were</p> | <p>Approved with note Dear Dr. Gergen, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivation of BIO306 and BIO350 and change in co-requisite for BIO458 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • (Ref: Dr. Gergen) Approval from relevant departments should be included for inter-departmental programs when submitting future proposals that may impact |

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| <p>already approved) – bulletin edits</p> | <p>other departments.</p> <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Biology - description paragraphs (bulletin edits)</p> | <p>Approved</p> <p>Dear Dr. Gergen,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits to Biology program “deletion of dated information, addition of new information” 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>Biology - link accessibility</p> | <p>Approved</p> <p>Dear Dr. Gergen,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits to Biology program (“Removal of dated courses, editing to pre-approved pre-reqs, spelling errors/updates, updated hyperlink”) 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>Biology - updates to SBC page</p> | <p>Approved with note</p> <p>Dear Dr. Gergen,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to Biology SBC page was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● May want to see if the course catalog can rename the side navigation link from "SBC" to "Major SBC Courses" to match <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma</p> |

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7. Next meeting – Heads up for next meeting

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8. Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------|--|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Shellana Henderson, Stephen Fogarty, Alexandra Pamfilie Absent: Kristin Hall |

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision:
3. Approval of 10/12/2023 minutes
 - Committee Decision:
4. Old items
 -
5. New items: Discussion
 -
6. Proposal Reviews

| Task | Decision and notes to be relayed |
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| New Course, SoMAS MAR 106: Life in Our Ocean | <p>Revise and Resubmit</p> <p>Dear Dr. Debonis,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MAR 106 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal. While these are not major items, they are items pertinent to SUNY/SBU requirements, so the Committee decided that the course be revised for confirmation.</p> <ul style="list-style-type: none"> • Add the relevant SBC SLOs verbatim. • Remove A+ and D- from the grading rubric. • Recommendation: Consider moving readings and videos from assignments, as they're not graded tasks <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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</p> |

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| | <p>paste the contents of this email into a Word document and, 3) for each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Change in Title HUI 239 Modern Italy</p> | <p>Approved</p> <p>Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in title of HUI239 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>"Other" HUI 239 - change in course description & title</p> | <p>Approved</p> <p>Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of HUI239 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>Change in SBC POL 487: Directed Research</p> | <p>Approve with notes</p> <p>Dear Dr. Huddy, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in SBC for POL487 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Remove ESI & adding EXP+ ● Complete the course schedule section. It cuts off. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> |

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| | <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Change in SBC WRT 201: Principle of Professional Writing</p> | <p>Approved</p> <p>Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in SBC for WRT201 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>New Course HIS 3XX: Topics in History of Technology</p> | <p>Revise and resubmit</p> <p>Dear Dr. Zolov, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for HIS 3XX was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> ● Include a sample syllabus to aid in assessing course alignment/SLO effectiveness. To ensure a speedy review, please consider using the CELT course template and using the Committee’s submission/review checklist here as you adapt the template to fit your course-specific needs. Among other things, reword SLOs to be more measurable and more clearly articulated for students. <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

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| <p>Prerequisites JRN 205: News Reporting & Writing II</p> | <p>Approve Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites for JRN205 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>Prerequisites JRN 310: Multimedia Newsroom I</p> | <p>Approve with notes Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisite of JRN310 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Recommend revision to office hours to meet the 3-hour minimum. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Prerequisites JRN 320: Multimedia Newsroom II</p> | <p>Approve with notes Dear Dr. Virag On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisite of JRN320 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Recommend rewording SLOs to be more measurable; office hours should meet the 3-hour minimum. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma</p> |
| <p>Prerequisites JRN 334: Science and Health Reporting</p> | <p>Approve with notes Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisite of JRN334 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Recommend adding a grading scale, office hours should meet the 3-hour minimum (instead of being by appt only) |

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| | <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma</p> |
| <p>Prerequisites JRN 336: Sports Reporting</p> | <p>Approve with notes</p> <p>Dear Dr. Virag,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisite of JRN336 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Recommend revision to office hours to meet the 3-hour minimum. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma</p> |
| <p>New Course HUI 308: Dante's Inferno</p> | <p>Revise and Resubmit</p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for HUI308 was voted as “revise and resubmit.”</p> <p>We recommend that the instructor refer to the most current CELT syllabus template (recommended) and complete their syllabus by using the A&SCC Reviewer's Checklist (required) in order to include all the necessary course components, including the following:</p> <ul style="list-style-type: none"> ● Information (even if it is estimated or currently TBD) must be included for these items: Course meeting time, course location, office hours, course schedule. ● Add modality and mode of instruction. ● Phrase prerequisites/corequisites for clarity, both for students and for course catalog programmers. Please rephrase if HUM and GLO should be a prerequisite or corequisite. We recommend either “Completion of HUM and GLO SBC requirements” or “Concurrent registration in HUM and GLO fulfilling course(s).” ● Include SBC Student Learning Outcomes for HFA+ in the syllabus, copied verbatim. ● Curricular Alignment: Briefly describe assignments, indicating assessment plans, to show how they are aligned with and help fulfill SBC Student Learning Outcomes and Course Learning Objectives. <p>Using the relevant checklist during revision will help ensure that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all</p> |

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| | <p><i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Change in SBC ARH 333 Arts for the Public</p> | <p>Approve with notes</p> <p>Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in SBC for ARH333 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • The SBC learning objectives (SBC LO) and course learning objectives (CLO) are combined, which was initially confusing to committee review. We recommend that SBC LOs and CLOs should be organized into their own sections. • Additionally, we recommend that a third CLO be created to demonstrate how the course meets the USA SBC LO. The two CLOs appear to only demonstrate fulfillment of the CER designation, but no CLO seems to fulfill the USA designation (though the course schedule makes it abundantly clear students will be engaging with US related course content). <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma</p> |
| <p>Prerequisites ARH 333 Arts for the Public</p> | <p>Approved</p> <p>Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites for ARH333 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> |

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| | <p>Shyam Sharma Committee Chair</p> |
| <p>Change in SBC HIS 261, "Change and Reform in the U.S., 1877-1919"</p> | <p>Revise and Resubmit</p> <p>Dear Dr. Zolov, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for changing SBCs in HIS261 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> • The SBC LOs for USA, DIV, and SBS are modified. They must be copied verbatim from the SBC curriculum page. SBC LOs and course Learning Objectives should have their own independent sections. • In order to approve a SBC certification change we must have a complete course syllabus to evaluate. Please ensure that all syllabus components are included, as listed on the ASCC Reviewer’s Checklist (section 1a). <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Change in SBC HIS 286, "Global History of Human Health"</p> | <p>Revise and Resubmit</p> <p>Dear Dr. Zolov, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change in SBC for HIS286 was voted as “revise and resubmit.”</p> <p>The course is well-structured and the content provided on the course schedule shows that it could meet the STAS SBC, but the committee will need additional information to clarify how the STAS LOs are met by the assignments/assessments. Please revise the following:</p> <ul style="list-style-type: none"> • STAS LOs are not included in the syllabus and should be copied verbatim. |

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| | <ul style="list-style-type: none"> ● The connection between the two STAS LOs and the “Evaluation/Grading” methods are not entirely clear. Please either explain how students will demonstrate the two STAS LOs below through the course evaluation components, or add additional details to the “Evaluation/Grading” components themselves to make this connection clear. <ol style="list-style-type: none"> 1. Apply concepts and tools drawn from any field of study in order to understand the links between science or technology and the arts, humanities or social sciences. 2. Synthesize quantitative and/or technical information and qualitative information to make informed judgments about the reciprocal relationship between science or technology and the arts, humanities or social sciences. ● The University required policies are out of date and need to be updated. <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>New Course MAR 362: Marine Vertebrate Biology</p> | <p>Approved with notes</p> <p>Dear Dr. Debonis,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for MAR362 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● List office hours (3 hrs/week minimum). Add course meeting time and location for the hybrid element. Remove A+ (not available in SBU). Make the learning outcomes more measurable. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma</p> |

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| <p>Prerequisites JRN 363: Magazine Writing</p> | <p>Approved Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites for JRN363 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>Prerequisites JRN 370: Advanced Visual Reporting and Storytelling</p> | <p>Approved Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites for JRN370 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>Prerequisites JRN 371: Weekly Broadcast</p> | <p>Approved Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites for JRN371 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>Prerequisites COM 306: Modes of Media Criticism</p> | <p>Approved Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites for COM306 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>Prerequisites</p> | <p>Approved</p> |

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| <p>COM 317: Mass Communication Theory</p> | <p>Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites for COM317 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>Prerequisites COM 307: Critical Media Theory</p> | <p>Approved</p> <p>Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites for COM307 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>Prerequisites COM 316: Mass Communication Research Methods</p> | <p>Approved</p> <p>Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites for COM316 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>Prerequisites POL 374</p> | <p>Approved with notes</p> <p>Dear Dr. Huddy, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites for POL374 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Consider encouraging more advanced students or requiring advanced status (U3-U4) so freshmen students don't end up in a too challenging course. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma</p> |

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| <p>Change in SBC COM 100: Introduction to Communication</p> | <p>Approved with note</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in SBC for COM100 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● HUM SBC SLOs are copied but there's no substantial evidence of meeting them -- neither a significant analysis nor method ... text/interpretation/... only a movie to analyze. I recommend fleshing out and resubmitting. ● SLO 1 is implicit (make it explicit and substantial); SLO 2 is substantially met. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma</p> |
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7. Next meeting – Heads up for next meeting

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8. Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------------|--|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Shellaná Henderson, Stephen Fogarty, Kristin Hall Absent: Sarah Hamideh, Alexandra Pamfilie |

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision:
3. Approval of 10/12/2023 minutes
 - Committee Decision: approved
4. Old items
 -
5. New items: Discussion
 Communicating/connecting with the community:
 - Visit department chair meetings
 - Invite chairs/UPDs
 - Email via listservs once a semester
6. Proposal Reviews

| Task | Decision and notes to be relayed |
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| SoMAS– Prerequisites MAR 354, Introduction to Geological Oceanography | Approved Dear Dr. Black, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating prerequisites in MAR 354 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair |
| LCS- Prerequisites ITL 395 Readings in Italian Literature I | Approved Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating prerequisites in ITL 395 was approved. |

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| | <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>LCS- Change in Title ITL 395 Readings in Italian Literature I</p> | <p>Approved</p> <p>Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing the title of ITL 395 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>LCS- "Other" ITL 395 description</p> | <p>Approved</p> <p>Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating the description of ITL 395 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>Art- Change in Title ARH 205 Introduction to Architecture</p> | <p>Approved</p> <p>Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing the title of ARH 205 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>Art- Change in SBC ARH 205</p> | <p>Approved with note</p> |

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| <p>Introduction to Architecture</p> | <p>Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating SBC for ARH 205 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • The grading rubric leaves out the numbers 60 and 61 (D starts at 62 and F at 59.9). <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Writing- Change in Title WRT 200: Grammar and Style</p> | <p>Approved</p> <p>Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing the title of WRT 200 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>Writing "Other" WRT 200 - change in description</p> | <p>Approved</p> <p>Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing the bulletin description of WRT 200 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>Writing Change in SBC WRT 200 - change in description</p> | <p>Approved</p> <p>Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating the SBC designations in WRT 200 was approved.</p> <p>Here is a positive note from reviewers that you may find valuable.</p> <ul style="list-style-type: none"> • Demonstration of both ESI and HUM are done well – course content and assignments are appropriate to their SLOs. Also, we found that all the submissions for WRT were done very well. <p>The next bulletin update will reflect the decision above.</p> |

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| | <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Art Change in Delivery ARH 202: Arts of the Ancient World</p> | <p>Revise & Resubmit</p> <p>Dear Dr. Schedel,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change in delivery mode of ARH 202 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist here. You will notice in this submission/review guidelines that the Committee reviews “change in delivery” as if it were a new <i>online</i> course, based on a Committee decision that major curricular components are reinvented in making this change. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Course description should match description in the UG Bulletin, ● ARTS LO should be explicitly stated, ● Course credits and mode of instruction should be listed, ● Outdated required syllabus statements should be replaced with the ones posted here, ● Attendance policy should be clarified (is attendance of synchronous sessions required?) ● All references to remove Bb (Blackboard) should be replaced with Brightspace. <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Art Change in Delivery ARH 301: Roman</p> | <p>Revise & Resubmit</p> <p>Dear Dr. Schedel,</p> |

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| <p>Art and Architecture</p> | <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change in delivery mode of ARH 301 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist here. You will notice in this submission/review guidelines that the Committee reviews “change in delivery” as if it were a new <i>online</i> course, based on a Committee decision that major curricular components are reinvented in making this change. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Course description should match description in the UG Bulletin, ● ARTS LO should be explicitly stated, ● Course credits and mode of instruction should be listed, ● Outdated required syllabus statements should be replaced with the ones posted here, ● Attendance policy should be clarified (is attendance of synchronous sessions required?) ● All references to remove Bb (Blackboard) should be replaced with Brightspace. ● Address confusing info about eligibility for final or extended final paper <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Art Change in Delivery ARH 302: Ancient Egyptian Art</p> | <p>Revise & Resubmit</p> <p>Dear Dr. Schedel,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change in delivery mode of ARH 302 was voted as “revise and resubmit.”</p> <p>Please review and address all relevant items in the checklist here. Please note that we review “change in delivery” as if it were a new online course, based on a Committee decision. Please address issues including, but not limited to, the following:</p> |

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| | <ul style="list-style-type: none"> ● Course description should match description in the UG Bulletin, ● ARTS LO should be explicitly stated, ● Course credits and mode of instruction should be listed, ● Outdated required syllabus statements should be replaced with the ones posted here, ● Attendance policy should be clarified (is attendance of synchronous sessions required?) ● All references to remove Bb (Blackboard) should be replaced with Brightspace. <p>Committee reviewers noted that all three syllabi develop a thorough and thoughtful course, with detailed theme and assignment descriptions.</p> <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>LCS Change in Delivery FLA 399: Methods and Materials in the Teaching of Foreign Languages</p> | <p>Approve with notes</p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery mode of FLA 399 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Syllabus doesn't list an instructor or office hours, hence a reminder that office hours should meet a 3-hour/week minimum ● Mode of instruction should also be explicitly stated on the syllabus <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Change in Delivery</p> | <p>Approve with notes</p> |

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| <p>FLA 340: Curriculum Development and Micro-Teaching</p> | <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery mode of FLA 340 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Syllabus should list all CER, EXP+ and SPK SLOs explicitly (rather than the broader SBC descriptions—the up-to-date LOs are here) ● Mode of instruction should be explicitly stated ● Course schedule should more clearly outline specific assignment deadlines <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>SoCJ "Other" JRN 488 change in credits</p> | <p>Revise and resubmit</p> <p>Dear Dr. Ambrosio,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change in credits for JRN 488 was voted as “revise and resubmit.”</p> <p>The requested update is programmatic and straightforward—so we approved it. We, however, noticed that the syllabus is missing required curricular information, such as the following:</p> <ul style="list-style-type: none"> ● Specify prerequisites ● EXP+ SBC LOs missing -- copy verbatim ● Grading scheme is indicated, but no weight is given to assessments – please add ● Provost statements are out of date—please copy from here <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> |

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| | Shyam Sharma Committee Chair |
| SoCJ "Other" JRN 489 change in credits | <p>Revise and resubmit</p> <p>Dear Dr. Ambrosio, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change in credits for JRN 489 was voted as “revise and resubmit.”</p> <p>The requested update is programmatic and straightforward—so we approved it. We, however, noticed that the syllabus is missing required curricular information, such as the following:</p> <ul style="list-style-type: none"> ● Specify prerequisites ● Include EXP+ SBC LOs – copy verbatim ● Grading scheme is indicated, but no weight is given to assessments – please add ● Provost statements are out of date—please copy from here <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| SoCJ "Other" JRN major - Move COM 415 from required to elective | <p>Approved</p> <p>Dear Dr. Ambrosio, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for moving COM 415 from required to elective was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| E & E (UG Biology) | Letter to Undergraduate Biology Program |

"Other"
BIO 204 BIO 205
concern

(in response to units impacted by curricular drifts in BIO 204, BIO205)

To: Undergraduate Biology Program
From: A&S Curriculum Committee

The A&S Curriculum Committee was requested by one of our constituent departments to review BIO 204 and BIO 205 courses as having changed substantially from what was originally approved by this Committee in 2007. Upon careful review of the materials provided and request made, we decided that there are two separate issues involved that this Committee is obligated by its [charge](#) to ask you to address.

The first issue is the curricular drift, which is normal: as disciplines evolve, aspects of any course will change. However, it is also the responsibility of both the Curriculum Committee and all constituent departments to approve what is taught and teach what is approved, respectively. When substantial changes are needed, or accrue over time, departments must submit the updated course for approval. Thus, technically, one option for you would be to revert back to the originally approved courses. Another, we believe more practical, curricular decision would be to submit these two courses for review and approval, as updated. We will do our best to help you comply with current SUNY and SBU curricular standards: [here](#) is the current submission/review guideline in the form of a checklist with contextual links; you can use [this CELT syllabus template](#) and adapt it to your need, while checking off the requirements in the checklist. The checklist includes what is required, and the template can help implement the requirements more quickly and easily.

The second issue is that of alignment between these foundational courses and other courses that depend on them as prerequisites (i.e., vertical curricular alignment). The request made to this Committee also provided evidence to support our deliberation regarding alignment: BIO 204 and BIO 205, as originally approved, built on BIO 201, 202, 203 and were designed to prepare for relevant upper division courses, and they have since evidently changed substantially. We might note here that we currently only ask constituent departments to submit specific courses for such alignment review *when requested* by any constituent unit; we do this because vertical, as well as horizontal, alignments are a key aspect of curricular rigor affecting students, other departments, and the overall curricular standards in the university. In this case, given that a number of other courses in other departments depend on these foundational courses, the curricular drift over the years is a valid concern for those departments. So, while you address the first issue, we ask that you address the second one as well.

It is not within the Curriculum Committee's purview to weigh in on how curricular alignments are achieved between/among departments in terms of course content (related to the second issue); this is a matter of consensus for the departments involved. The proposal submission

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| | <p>process requires letters showing such consensus from affected departments, whenever a course is introduced or updated, as a matter of curricular alignment, which is within the Committee’s purview to review.</p> <p>To summarize, we are asking you to submit BIO204 and BIO205 courses for review, to ensure that they are <i>either</i> taught in the originally approved form <i>or</i>, if you prefer, in order to meet current curricular mandates. We note that the content aspect of the courses is a matter of your disciplinary expertise/specialization, academic freedom, and institutional autonomy; and, its alignment with directly related courses is also the pertinent departments’ curricular responsibility to address. As you may know, it is a long-established practice (not a new decision) for this Committee to require the inclusion of letter(s) from affected department(s) when submitting curricular changes; please upload letters of approval from affected departments (Ecology and Evolution, Biochemistry and Cell Biology, and Neurobiology and Behavior) when submitting, separately, the proposals to have BIO204 and BIO205 approved as taught.</p> <p>If you’d like to consult relevant institutional units, we can recommend two that you may find relevant: the University Senate Undergraduate Council (which oversees degree programs) and the Office of Educational Effectiveness (which oversees program assessment and reviews on curricular alignment). While the former is within the shared-governance senate structure, the latter is a relevant part of university administration. These are recommendations, not requirements.</p> <p>A&S Curriculum Committee</p> |
| <p>Political Science "Other" POL 300 level courses - change prereq to include U2, U3, or U4</p> | <p>Approved with note</p> <p>Dear Dr. Boerner,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites in POL 300 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • The email chain is confusing and could have been organized to make it clearer as to who is approving what. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn’t change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

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| <p>LCS "Other" ITL 396 change the title, description and prerequisites</p> | <p>Approved Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in title, description, and prerequisites in ITL 396 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>SoCJ "Other" JRN 116 - ACE course submission</p> | <p>Revise and resubmit Dear Dr. Hoffman, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for approval of JRN 116 - ACE course was voted as “revise and resubmit.”</p> <p>Given the number of issues that do not meet the curricular requirements of the Committee and Stony Brook University, as Chair, I would also like to offer the instructor of record and/or the advising colleague a brief appointment to help clarify a longer list of review comments that Committee reviewers have provided to help you meet the requirements of the checklist and best utilize the template above. It seems unproductive to include the entire list in this email, but if you would like to make the revisions without consultation, you could do so by reviewing and addressing all relevant items in the submission/review checklist here. Issues to be addressed include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Add a breakdown of how week-by-week assignments add up to the overall grading percentages in the grading scheme. Include in that scheme, among others, how participation will be assessed, as it seems to be a major assessment element. 2. Update student learning objectives to make them more measurable (see here). 3. Add readings/course materials (course content must be included for review). 4. Match the assignment description with weekly activities to reveal alignment between learning/assignment and assessment (also add due dates to specify what is due when). 5. Include a full course schedule. 6. The course description for the high school course appears to just focus on social media while the Stony Brook course seems to be more comprehensive. Can you provide more details on how these courses are equivalent? 7. The course schedule seems to be missing information. Can you provide more details on the week by week schedule? <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. When you revise and submit, please: 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of</p> |

this email into a Word document and, 3) for **each** 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.

We look forward to reviewing and approving this proposal in its revised form.

With regards,

Shyam Sharma
Committee Chair

7. Next meeting – Heads up for next meeting
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8. Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------------|---|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | <p>Present: Jonathan Anzalone, Michael Boerner, Ross Nehm, Shyam Sharma; Erica Hackley, Stephen Fogarty, Kristin Hall</p> <p>Absent: Sarah Hamideh, Jesus Perez Rios, Sara Santos, Shellana Henderson, Alexandra Pamfilie</p> |

AGENDA

- 1) Call to order
- 2) Adopt agenda
 - Committee Decision: adopted
- 3) Approval of 10/19/2023 minutes
 - Committee Decision: approved
- 4) Old items
 - a) Interdepartmental curricular alignment case (BIO204, 05)
Decision: send email draft in 10/19 minutes
 - b) “Return” worthy cases?
Decision: Committee will use revise process, requiring implementation of all relevant checklist items and recommending CELT template (pointing out a few examples) – here’s language added later to Chair’s letter template: “Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist [here](#). Please address issues including, but not limited to, the following: [include items specified by reviewers] We also strongly recommend that you use and adapt the CELT syllabus template which can make it easier to implement Curriculum Committee requirements.”
- 5) New items: Discussion
 - a) none
- 6) Proposal Reviews

| Task | Decision and notes to be relayed |
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| Linguistics New Course LIN 203: Introduction to Syntax and Morphology | <p>Revise and resubmit</p> <p>Dear Dr. Huffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for LIN203 was voted as “revise and resubmit.”</p> <p>As there are a number of minor issues (as well as major ones, which prompted the revise vote), please use the checklist of what’s missing in the syllabus (a complete syllabus is required for review). Some of the issues to be added/updated, as you will notice in the</p> |

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| | <p>pertinent section of the checklist, include:</p> <ul style="list-style-type: none"> ● Outline/provide some details on assignment (including homework items, since they carry credit) so we can see how well objectives are met/aligned ● Make LOs more measurable (e.g., understand is not measurable, see this resource) ● Included complete SASC statement ● Include tech statement or requirement if technology/LMS is used ● Include office hours location (or space for it) <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>SoMAS New major Program Proposal for new major - BS in Climate Change Science</p> | <p>Approved</p> <p>Dear Dr. Lonsdale,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for New major in SoMAS 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>LCS “Other” ITL 313 - change from 1 to 3 credits</p> | <p>Approved with note</p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in credit for ITL313 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● HFA+ SLOs – copy verbatim ● Include SBU grading scale (A+ should be removed) |

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| | <ul style="list-style-type: none"> ● Include a course schedule <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Art Other Media/Art/Culture - revisions Inclusion of additional courses that meet requirements</p> | <p>Approved</p> <p>Dear Dr. Sisti,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for including additional courses that meet requirements of Media/Art/Culture 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>Writing New course WRT 220 Rhetoric and Culture</p> | <p>Approve with note</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT220 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Correct typo in the class meeting times. Contact hours on syllabus do not meet minimum hours required for 3 credits. Classes that meet twice a week should run 80 minutes each day. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Art Other Studio Art - revisions Inclusion of additional courses that meet requirements</p> | <p>Approve with note</p> <p>Dear Dr. Sisti,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for including additional courses that meet requirements in Studio Art was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● ARS 407 is listed as an elective course. This course does not exist and should be removed or corrected. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt</p> |

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| | <p>Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Art Other Art History - revisions Inclusion of additional courses that meet requirements</p> | <p>Approved</p> <p>Dear Dr. Sisti, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for including additional courses meeting requirements in Art History 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>Art Other Digital Arts Minor - revisions Inclusion of additional courses that meet requirements</p> | <p>Approved</p> <p>Dear Dr. Sisti, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for including additional courses that meet requirements for Digital Arts was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

7) Next meeting – Heads up for next meeting

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8) Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------|---|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Sara Santos, Shyam Sharma; Erica Hackley, Shellana Henderson, Stephen Fogarty, Alexandra Pamfilie, Kristin Hall Absent: Jesus Perez Rios |

AGENDA

- 1) Call to order
- 2) Adopt agenda
 - Committee Decision: adopted
- 3) Approval of 10/26/2023 minutes
 - Committee Decision: approved
- 4) Old items
 - a) Anthropology program updates (Dr. Russo) – 10min
 - i) Review program now and review courses later –
 - ii) Department requested that we provide track change and marginal comments –
 - iii) Review the submission as a big-picture submission
 - b) Clarification on “impacted departments” in BIO204-205 letter – clarified
 - c) Independent study course template – tabled
- 5) New items: Discussion
 - a) none
- 6) Proposal Reviews

| Task | Decision and notes to be relayed |
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| WRT 376 | <p>Approved with note</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT376 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Include all required information on the syllabus, such as department name. • Update the technology statement to reflect course needs. For example, the course has an assignment to make a twitter bot, and is highly focused on social media, but the statement only mentions accessing Brightspace and no other requirements. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn’t change the approval vote).</p> <p>With regards,</p> |

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| | <p>Shyam Sharma Committee Chair</p> |
| <p>ARH 210 SBC change</p> | <p>Revise and resubmit Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for SBC update in ARH210 was voted as “revise and resubmit.”</p> <p>Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> • The provided syllabus is outdated (e.g., university policy statements) and is missing various elements (see below) • The requested SBC learning outcomes are not copied to the syllabus verbatim, and there is no explicit evidence in the assignments and assessment plans as to how those outcomes will be achieved/assessed <p>One effective strategy used by instructors to save time when there are many or major issues is to adapt the CELT template (which we don’t require but recommend) as needed. We also ask instructors to review and check relevant items in the checklist here – in this case the section on SBC change/update.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>ARH210 title change</p> | <p>Approved Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for title change of ART210 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> |

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| | <p>Shyam Sharma Committee Chair</p> |
| <p>Change in SBC ARH398</p> | <p>Revise and resubmit</p> <p>Dear Dr. Schedel,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for SBC change in ART398 was voted as “revise and resubmit.”</p> <p>Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Copy the GLO objectives verbatim ● Specify the in person office hours ● Share instructor office location ● Add a grading scheme (what is an A etc.) ● Add what is expected for earning the points for participation and reading responses ● Add a course weekly plan or outline to show how SLOs are achieved <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don’t require but recommend) as needed. Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist here.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Writing New course WRT 377 Special Topics in Digital Writing</p> | <p>Approved with notes</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT377 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Remove the specific titles from suggested course description, in case additional |

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| | <p>topics are added later.</p> <ul style="list-style-type: none"> • Update the Provost’s required syllabus statements to the current versions. <p>Please provide the updated description to Erica Hackley, in reply to this email. There is no need to submit the updated syllabus to the Committee (that’s for instructors to ensure that university policy is followed).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Linguistics Change in prerequisites LIN 202 Introduction to Phonetics and Phonology</p> | <p>Dear Dr. Huffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change in prerequisites of LIN202 was voted as “revise and resubmit.”</p> <p>While Committee reviewers proposed a vote to approve the change in prerequisite itself, the fact that the syllabus provided to us has serious issues halted the vote to approve. Whenever a syllabus submitted for any new approval is missing critical curricular components, the Committee has been requesting instructors to provide us a complete and updated syllabus in which we can review the request. This is to ensure that our students are receiving syllabi that meet the current minimal curricular instructional requirements; this is also to help constituent departments keep courses up to date and meet current university mandates, which we cannot just look the other way. Because there were a number of issues to be addressed in the syllabus submitted, we suggest that the instructor consider adapting the up-to-date CELT template (recommended, but not required) and ensure that required course information is included by reviewing this checklist when updating the syllabus. Please resubmit the request through the same form as before and we will review it promptly.</p> <p>We look forward to reviewing and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Linguistics Other LIN 202 change in credits</p> | <p>Revise and Resubmit</p> <p>Dear Dr. Huffman,</p> |

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| | <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for adding credit to LIN202 was voted as “revise and resubmit.”</p> <p>Please address the following issue:</p> <ul style="list-style-type: none"> • Provide a syllabus (meeting required university curricular mandates), <i>including course schedule and/or course content for lecture and recitation, along with assignment and assessment plans</i>, so reviewers can assess whether the updates in the syllabus warrant the addition of credit. While the Curriculum Committee does not focus on the content itself, the review guidelines require reviewers to assess whether the proposed change is justified in terms of curricular substance, rigor, and alignment with the stated learning goals. <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Linguistics Bulletin Edits Clarifying language requirement and edits to courses</p> | <p>Dear Dr. Huffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits clarifying language requirements and edits to courses 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>Writing New course WRT 490: Rhetoric and Writing Senior Project</p> | <p>Revise and resubmit</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for WRT490 was voted as “revise and resubmit.”</p> |

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| | <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● Provide more substantial evidence of meeting the SBC goals of the community outreach component to justify the EXP+ designation; in particular, there is no evidence of how the second EXP+ objective (“Apply knowledge and skills gained through coursework to a real-world situation”) is met. ● Prerequisite of WRT 102 is redundant since it is already a prerequisite for WRT 300 (just indicate 300) <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Chemistry Bulletin Edits Updates to sample course schedule</p> | <p>Approve</p> <p>Dear Dr. Wong,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing the sample course sequence for the major in chemistry 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>Chemistry Bulletin Edits CHE 301 & CHE 302 - updates to bulletin text for changes that were already approved in January 2020</p> | <p>Approve</p> <p>Dear Dr. Wong,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits for CHE301 and 302 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> |

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| | Shyam Sharma Committee Chair |
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- 7) Next meeting – Heads up for next meeting
 - a)
- 8) Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------------|--|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Absent: Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Shellana Henderson, Stephen Fogarty, Alexandra Pamfilie, Kristin Hall |

AGENDA

- 1) Call to order
- 2) Adopt agenda
 - Committee Decision: adopted
- 3) Approval of 11/02/2023 minutes
 - Committee Decision: approved
- 4) Old items
 - a) none
- 5) New items: Discussion
 - a) Spring meeting times
- 6) Proposal Reviews

| Task | Decision and notes to be relayed |
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| Anthropology program update | <p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that your proposal for updating the Anthropology bachelor’s program was approved, pending further review of course-specific changes. Committee reviewers found the updates thorough and carefully outlined from the curricular perspective. We found it ready for submission to SUNY, with any additional updates you may see fit.</p> <p>We decided to review specific changes made to the courses involved after you have received approval for changes to the full program from SUNY. When doing so, we decided that we will NOT require you to submit separate proposals; we will do the splitting on our end, as the review process is course-specific, and we will return decisions separately as well (which should make it easier for you to make any updates and report to faculty more easily as well).</p> <p>We wish you all the best with the approval process with SUNY.</p> <p>With regards,</p> |

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| | <p>Shyam Sharma Committee Chair</p> |
| <p>Writing–WRT 300, New course</p> | <p>Approved with comments Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for the new course WRT300 was recommended for approval with notes (below).</p> <p>To make the syllabus student-ready, please ask the instructor to:</p> <ul style="list-style-type: none"> ● Specify modality ● Add ISBN for textbooks if relevant ● Fix the sentence fragment in grading/eval section ● Specify if quizzes are pop quizzes–if not, put that on course schedule ● Add details for week 11-14 <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Music–MUS 389, New course</p> | <p>Revise and resubmit–major Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MUS389 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist here. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Update the course code on the syllabus (from MUS 288 to MUS 389) ● Add the name of the department ● Increase office hours to 3hr/week on the first page to meet the university's requirement ● Add the course meeting time, the modality of offering the course, weekly instruction activities, preparations by students and assignments in a course outline table that provides a weekly schedule ● With each assignment, provide a description of what work each component of the grade entails (for example assignments) and add a grading scale–Committee review needs evidence of alignment. ● Add late work policy as a required syllabus element. ● We recommend adding attendance policy (attendance grade percent is only included). <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don't require but recommend) to fit their needs.</p> |

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| | <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Music–MUS 207, New course</p> | <p>Revise and resubmit Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MUS207 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations: Please add the following required items:</p> <ul style="list-style-type: none"> ● add course meeting location and time, ● add a description of the weekly assignments, add to the grading scale the grades below D, and add assignment late submission policy. ● add the department and other required syllabus information. ● add office hours ● provide instructions for the final project ● improve the measurability of the second learning objective <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Music–MUS 210, New course</p> | <p>Approve with notes</p> |

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| | <p>Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for MUS210 was recommended for approval with notes (below).</p> <p>To make the course syllabus student-ready, which is the standard requirement for Committee reviewers to be able to reliably review the request, please address the following:</p> <ul style="list-style-type: none"> ● include the number of credits for the course ● add a late work policy ● add course's grading scale (that aligns with SBU's grading system here) <p>include all 15 weeks of the semester in course schedule We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Music–MUS 353, New course</p> | <p>Approve with notes Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for MUS353 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● This course sounds thrilling! That being said, the syllabus should contain a late work policy and a grading scale that aligns with SBU's grading system posted here. ● Specify course modality. ● Include the dates of in-class presentations and midterm project deadline. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Music–MUS 324, New course</p> | <p>Revise and resubmit – major Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MUS324 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist here. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Include all required course information (too many items to list) ● Provide a complete course schedule so it is evident how the SLOs are achieved, indicating major assignments deadlines. ● Among other updates, explicitly state the course's modality, eliminate references to Blackboard, and clarify the information on SASC resources (namely, remove the |

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| | <p>old institutional statement that lists an old location).</p> <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don't require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Music–MUS 325, New course</p> | <p>Revise and resubmit – major</p> <p>Dear Dr. Dahl,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MUS325 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist here. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Include a class schedule, following the proposed twice-a-week meeting schedule. ● List weekly topics, readings, and assignments. ● Be more specific with the grading rubric (Solar allows for A-, B+, etc.). ● Flesh out descriptions of the assignments and exams so students have a better idea of what to expect. ● Minor notes: There's a reference to Blackboard that should be replaced with Brightspace. There's a typo under Coursework "Three" when it should say "There"). <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don't require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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> |

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| | <p>We look forward to reviewing and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>HUS 150, New course</p> | <p>Revise and resubmit – major</p> <p>Dear Dr. Flesler,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for HUS150 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist here. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Flesh out the course description (it feels incomplete). See the course description guideline linked to the Committee checklist. ● List the required course materials (based on the readings, maps, and films listed in the course schedule). ● List the learning outcomes for the requested SBCs verbatim, and list outcomes specific to this course separately. ● Correct the grading scheme (A is listed twice--note that SBU does not allow for A+). ● Include the assignments in the course schedule. <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don’t require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

- 7) Next meeting – Heads up for next meeting
 - a)
- 8) Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
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| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Shellana Henderson, Stephen Fogarty, Alexandra Pamfilie, Kristin Hall Absent: None |

AGENDA

- 1) Call to order
- 2) Adopt agenda
 - Committee Decision:
- 3) Approval of 11/09/2023 minutes
 - Committee Decision:
- 4) Old items
 - a) None
- 5) New items: Discussion
 - a) none
- 6) Proposal Reviews

| Task | Decision and notes to be relayed |
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| "Other"--SoCJ--Mass Com BS + MBA | <p>Revise and Resubmit</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for SoCJ-MassCom BS+MA combined program was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> • Please include a list of restricted electives. The MBA bulletin and the tracks call for 4 electives, not five. We are not sure how this difference will be accounted for. <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each item (numbering your listed items will facilitate the process) explain how you addressed the committee's</p> |

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| | <p>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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>"Other"--SoCJ–Rhetoric & Writing new BA proposal</p> | <p>Approved</p> <p>Dear Dr. Lindenfeld and Dr. Khost, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the joint BA program proposed by SoCJ and PWR was approved.</p> <p>We wish you all the best in the steps ahead.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>"Other"--Globalization Studies–Revision to Middle Eastern Studies minor requirement</p> | <p>Approved</p> <p>Dear Dr. Hoberman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for revision to the Middle Eastern Studies minor requirement was approved.</p> <p>The next bulletin update will reflect this approval.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>New Course–English 375: Law and Literature</p> | <p>Approve with notes</p> <p>Dear Dr. Newman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for EGL375 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● This is a strong course proposal but the syllabus includes out-of-date learning outcomes for the SBCs. The new SBC guidelines require that instructors add the new learning outcomes from here, verbatim. ● Replace the link to "Learning outcomes for the English major"; it leads to a dead page. <p>We will request an update to the bulletin based on the approval.</p> <p>With regards,</p> |

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| | <p>Shyam Sharma Committee Chair</p> |
| <p>New Course–MAR 201 The Jaws Effect</p> | <p>Revise and resubmit. Dear Dr. Taylor, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MAR201 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● Copy verbatim SLOs for SBCs (STAS) to the syllabus – SNW cannot be approved because STAS courses cannot be multi-certified (so, by policy, revision must drop SNW). ● STAS objectives are met fairly well and could be approved as is – though the course assignments and assessment plans could better reveal how STAS objectives are met (recommended, not required for resubmission). ● If you’d like to request SNW instead, please do the above for it (and remove STAS). ● Solar does not allow for grades of A+ and D-, so they should be removed from the grading scale. <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Revision - Change in SBC–HUS 255 Modern Spain</p> | <p>Approved Dear Dr. Firbas, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in SBC for HUS255 (adding the DIV) was approved.</p> |

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| | <p>The next bulletin update will reflect this approval.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>"Other"--China Studies minor bulletin updates</p> | <p>Approved</p> <p>Dear Dr. Ruff,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for minor bulletin updates for China Studies was approved.</p> <p>The next bulletin update will reflect this approval.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Revision - new course--SOC 110: Fire Ecology, Climate Change, and Indigenous Knowledge</p> | <p>Approved with notes</p> <p>Dear Dr. Fallon,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for revision to SOC110 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● ADA compliance issue: Change the dark navy blue font used on the syllabus template (which was meant to draw faculty attention) to black and non italics, plus remove any notes meant for faculty when distributing to students. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>"Other"--Korean Studies minor revision</p> | <p>Revise and Resubmit</p> <p>Dear Dr. Sohn,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for minor revision for Korean Studies was voted as "revise and resubmit."</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● The new program specifies that the student needs to take 9 credits on category 2 courses. However, some of these courses are 4 credits, so it means that either the students need to take more than 9 credits or they have to take some special courses on research where they can do 0-6 credits, such as KOR487 and KOR488. Clarify |

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| | <p>this issue.</p> <ul style="list-style-type: none"> • Two documents submitted show different requirements. Clarify which document shows the new requirements/changes. <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>New Course–COM 414 Studies in Visual Culture</p> | <p>Approved with notes</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for COM414 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Provide students further detail about the requirements for the term paper. • Replace the outdated SASC statement with the one posted here. • Replace "Blackboard" with "Brightspace" in the course schedule. <p>We will request an update to the bulletin based on the approval.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>New Course–COM 434 Argumentation and Persuasion</p> | <p>Approved with notes</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for COM434 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Add a communications plan. • Proofread course description for typos before sending it for the bulletin. <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

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| <p>Other–Update to Math BA Teacher prep wording</p> | <p>Approved</p> <p>Dear Dr. Sutherland,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating wording for Math BA teacher prep program was approved.</p> <p>The next bulletin update will reflect this approval.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Linguistics Other Revision to existing major (tabled from 11/2 and 11/9)</p> | <p>Revise and resubmit</p> <p>Dear Dr. Huffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for revision to the Linguistics major was voted as “revise and resubmit.”</p> <p>Please note that this proposal may have been split from a package in the review process. Please let me know if that has caused any confusion (our apologies).</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● All the details outlined in the cover memo and the LIN major core course sequencing document make sense and are well-explained. The changes to the advisory prerequisites/prerequisites in the course catalog all made sense as well. ● However, the committee identified that the new proposal leaves the possibility of students not meeting the SUNY requirement that students complete 24 upper-division credits in their major. The committee recommends changing the proposed electives from two upper or lower division courses and five 300+ to one upper or lower division course and six 300+ courses to resolve this issue. <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> |

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| | Shyam Sharma Committee Chair |
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- 7) Next meeting – Heads up for next meeting
 - a)
- 8) Adjournment

| Meeting called by | Chair | Type of meeting | Attendees |
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| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Stephen Fogarty, Alexandra Pamfilie, Kristin Hall Absent: none |

AGENDA

- 1) Call to order
- 2) Adopt agenda
 - Committee Decision: adopted
- 3) Approval of 11/16/2023 minutes
 - Committee Decision: approved
- 4) Old items
 - a)
- 5) New items
 - a) List of chairs of all constituent departments/units, needed to share the “tutorial” course checklist we’ve just created (see email below)
 - i) College of Arts and Sciences Committee of Chairs
<casca@stonybrook.edu>
 - ii) SoMAS: Darcy Lonsdale (SOMAS Undergraduate program director), Donovan Finn (SUS Division), Brian Colle (ATM), Gordon Taylor (MAR)
 - iii) SoCJ: Laura L, Irene Virag, Brenda Hoffman
 - b) Now that the Independent Study checklist has been created, what is needed from LCS to have the ARB tutorial courses approved? [the mailing list above is to send all Chair an update about this AND the feedback survey below]
 - i) Comment & Decision: **send**
 - c) Community feedback survey – approved – to be sent as anonymous (seems to offer more value that way) – **approved**
 - d) Update to reviewers checklist:
 - i) **Modality classifications** to align with accurately descriptive Registrar/scheduling options (proposed by Michael)
 - (1) **Current:** In-person OR Online OR Blended
 - (2) **Proposed:** In Person, Hybrid - Online/In Person, Online Sync/Async Combined, Online Synchronous, Online AsynchronousComment & Decision: **Approved.**
 - ii) **Course Revision section** – to align our practice with policy:

(1) **Current:** only says that Committee will “point out” major non-compliance issues in the material for any proposal
Proposed: “...as voted on 11/30/20232, it is in Committee purview/responsibility to identify or request update in the provided material in case of major non-compliance of current curricular requirements.”

Comment & Decision: **Approved.**

(2) **Current:** in the Chair’s email template– “Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. “In your resubmission, the committee asks that you 1) locate *this* 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 **each** 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.”

Proposed: in the Checklist as well so proposers know the process– “When submitting any revision requested by the Committee: 1) locate Committee email requesting revisions, 2) copy and paste the contents of the email into a Word document, 3) for each item explain how you addressed the committee's concerns (or why you did not), and 4) include the summary-of-revision document in the submission.”

Comment & Decision: **Approved.**

- e) Quick question from Dr. Greg Ruff (AAS)--for the record: “Can we cross-list [KOR] courses with the AAS designation? KOR is a component part of AAS, but carries a separate designation in part because of the Teaching-training program. She would like to have the courses listed AAS/KOR (or KOR/AAS), if possible.”
- i) Response: to consult with Amy Cook, asking for guidance, requesting her to get Senate advice – for now let Dr. Ruff know that we are getting university guidance on this
 - ii) Update 12/7/23: A&S Senate President confirmed with the Registrar's Office that cross-listing is still accepted, while a task force works on the matter. This means that the CC must review proposals requesting it.
- f) Chair’s Report from Senate EC Meeting: The Chair of English Department requested in an email the A&S Senate President (see bottom of this minute) to halt any process related to the joint BA program proposed by the SoCJ and PWR (the email was copied to CC Chair, and it was received after we had voted on the proposal). The Chair deferred the question to A&S Senate President, since Committee review and deliberation had presumably not seen “curricular impact” (the courses included in the proposed program were COM and WRT courses, with no evident overlap with EGL courses or with vertical/horizontal alignment issues). The President cleared the path for us to approve minutes and send out the decision, which is scheduled to be sent after minute approval. The Chair noted at the EC meeting that the issue of “curricular impact” of a course or program proposed by one or more independent units on other unit or units may require

broader discussion beyond the CC: it seems clear, based on Committee deliberations and precedents, that our purview is within “curricular” aspect of *impact* and doesn’t go into logistical, administrative, or enrollment issues.

6) Proposal Reviews

| Task | Decision and notes to be relayed |
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| <p>LCS - Revision - New course HUE 220 Modern Ukraine</p> | <p>Revise and Resubmit</p> <p>Dear Dr. Geisherik,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for HUE220 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● increase the office hours to 3 hours per week (per university policy). ● remove the DEC references as they are no longer required. ● specify assessment details for the final project. ● clarify the attendance policy and any grading consequences associated with absences. <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – <u>Revisions Form</u>. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>LCS: revision - Change in Delivery UKR 111: Elementary Ukrainian I</p> | <p>Revise and Resubmit</p> <p>Dear Dr. Geisherik,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for UKR111 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● There is a 1-hour recitation noted in the syllabus and students are notified that they |

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| | <p>should complete the recitation work independently. This suggests that the recitation is asynchronous but this modality is not clearly indicated (see note below). It is also not clear what “Audio/Video and Talk assignments” encompass and whether these activities are best classified as a “recitation” (vs. an asynchronous lecture). Clarifying the assignment would help to determine the most appropriate classification.</p> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – <u>Revisions Form</u>. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> <p>PS: The Committee has currently requested the A&S Senate President to solicit feedback on its behalf with the Undergraduate Council as to what constitutes “recitation” in online asynchronous context, and we will update you if we receive a different policy guideline that we are required to convey to departments. In the commonly understood use of the term, a recitation allows for live questions and discussion with a TA or instructor; with the evolution of online pedagogy, we anticipate more flexibility in institutional policy, and we will update you either way.</p> |
| <p>Art Change in Delivery ARH 202 – Art of the Ancient World</p> | <p>Approved– The minor revision was made and voted approved by the Committee on 12/21, by email.</p> <p>Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for change in delivery mode of ARH202 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> • List the HFA+ learning objective explicitly and separate from other text. <p>The following are best practice recommendations:</p> |

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| | <ul style="list-style-type: none"> ● Spell out and clarify what “CPD” refers to in the course schedule. ● The syllabus is an impressively comprehensive document and quite long. The committee had concerns that students might overlook essential syllabus information given the length. We suggest taking instructions such as assignment rubrics, bibliographies, etc. to separate documents or to course site that can be shared with students as needed. <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – <u>Revisions Form</u>. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Art - Change in Delivery: ARH 301 Roman Art and architecture</p> | <p>Approved</p> <p>Dear Dr. Schedel,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery mode of ARH301 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>SoMAS Revision - New Course MAR 106: Life in Our Ocean</p> | <p>Approved with note</p> <p>Dear Dr. Debonis,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for MAR106 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Looks like all recommendations were addressed. The hyperlinks are not working in the PDF version of the documents, in case they are meant to be useful for students. Also, we recommend that the table be re-formatted for accessibility, as some cells are merged (and that can cause problems for students who use screen readers). |

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| | <p>We will request an update to the bulletin based on the approval. Please make sure to provide the updated language to Erica Hackley.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Art Change in Delivery ARH 302 Egyptian Art and Architecture</p> | <p>Approved Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery mode of ARH302 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>ANT 104 Update title - Introduction to Archeology. Minor description update</p> | <p>Approved Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating title of ANT104 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>ANT 220 Updated course description</p> | <p>Approved Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating course description of ANT202 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>ANT 260 Updated course description</p> | <p>Approved Dear Dr. Russo,</p> |

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| | <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating course description of ANT260 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>ANT 273 Updated title - Old "The Unstoppable Species?"; New "The Unstoppable Human Species"</p> | <p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating title of ANT273 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>ANT 314 Add prerequisite - Permission of the instructor/Study Abroad office</p> | <p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding prerequisite in ANT314 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>ANT 320 Update prerequisite</p> | <p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating prerequisite in ANT320 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>ANT 353 Update prerequisite</p> | <p>Approved with notes</p> <p>Dear Dr. Russo,</p> |

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| | <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating prerequisite in ANT353 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • The department is encouraged to provide clearer language in the description of the pre-requisite. <p>We will request an update to the bulletin based on the approval. Please make sure to provide the updated language to Erica Hackley.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>ANT 357 Update course title Old - "The Agricultural Revolution" New - "Origins of Agriculture"</p> | <p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating course title of ANT357 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>ANT 359 Update course description</p> | <p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating course description of ANT359 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>ANT 361 Add prerequisite - ANT 104</p> | <p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding prerequisite in ANT361 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma</p> |

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| | Committee Chair |
| ANT 363 Update course description | <p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating course description in ANT363 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| ANT 387 Update title, course description, and prerequisite | <p>Approved with note</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating the title of ANT387 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> Your request to update the course title, description, and prerequisites for ANT 387 have been approved. Please note that because of the length of the course title you will need to provide a 30 character version to the Registrar to program this in PeopleSoft. <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| ANT 391 Update title, course description, and prerequisite | <p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating title, course description, and prerequisite in ANT391 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| ANT 399 Update course description and prerequisites | <p>Revise and Resubmit</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for ANT300 was voted as “revise and resubmit.”</p> |

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| | <p>The committee has the following requests:</p> <ul style="list-style-type: none"> ● What is the course component for this? TUT? SEM? ● Please clarify/explain 3-12 credit variable. ● Please include a 30 character course title for Registrar. <p>The major and first issue that prompted the R&R vote has to do with the recent request from the Provost's Office to the Curriculum Committee to support departments with documentation of all credit-bearing courses/experiences, including independent studies and tutorial courses. We have added a section on such courses in our checklist linked below (see 1d). Please use the guidelines to create a template, form, or sample syllabus that reflects the SUNY requirements we've included in the checklist; you can use the CELT's new independent study course template for a sample, or you might create something that is more adapted to your department and adaptable by your faculty.</p> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| ANT 402 Update title, course description, and prerequisite | <p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating title, description, and prerequisite of ANT402 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

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| <p>ANT 403 Course code change, title change, description change.</p> | <p>Approved Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating course code, title, and description of ANT403 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>ANT 419 Update course description</p> | <p>Approved Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating the course description for ANT 419 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>ANT 488 Update title</p> | <p>Approved with notes Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating the title of ANT488 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● The Committee recommends removing "Enrollment requires program approval of an EXP+ contract" since that contract is no longer a university-wide standard document. <p>We will request an update to the bulletin based on the approval. Please make sure to provide the updated language to Erica Hackley.</p> <p>With regards,</p> <p>Shyam Sharma</p> |
| <p>ANT 495 & 496 Update titles to include I & II to differentiate courses</p> | <p>Approved Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating the course titles for ANT 495 and 496 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> |

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| | Shyam Sharma Committee Chair |
| Deactivate ANP 121 Biological Anthropology Laboratory | Approved Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP121 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair |
| Deactivate ANP 405 Human Evolution in the Headlines | Approved Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP405 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair |
| Deactivate ANP 444 Experiential Learning | Approve Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP444 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair |
| Deactivate ANP 447 Readings in Biological Anthropology | Approve Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP447 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma |

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| | Committee Chair |
| Deactivate ANP 475 Undergraduate Teaching Practicum I | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP475 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANP 476 Undergraduate Teaching Practicum II | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP476 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANP 487 Independent Research in Biological Anthropology | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP487 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANP 488 Internship in Biological Anthropology | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP488 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma</p> |

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| | Committee Chair |
| Deactivate ANP 495 Senior Honors Project in Anthropology | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP495 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANP 496 Senior Honors Project in Anthropology | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP496 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANT 207 From Cavemen to Vikings: The Prehistoric Archaeology of Europe | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANT207 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANT 270 Great Archaeological Discoveries | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANT270 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma</p> |

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| | Committee Chair |
| Deactivate ANT 372 Family, Marriage, and Kinship in China | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANt372 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANT 380 Race and Ethnicity in Latin America and the Caribbean | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANT380 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANT 390 Topics in Social and Cultural Anthropology | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANT390 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANT 393 Topics in Archaeology | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating 393 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma</p> |

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| | Committee Chair |
| Deactivate ANT 394 Topics in Archaeology | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANT394 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANP 399 Advanced Field Research in the Turkana Basin | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP399 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANP 387 Independent Biodiversity Research Project in Madagascar | <p>Approve</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANP387 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Deactivate ANT 401 Problems in Archaeology | <p>Approve.</p> <p>Dear Dr. Russo, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ANT401 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

- 7) Next meeting – Heads up for next meeting
 - a)
- 8) Adjournment

Ref: Agenda 5a – Independent Study/Tutorial courses

Dear Colleagues,

On behalf of the A&S Curriculum Committee, I am writing to inform you about a new resource the Committee has created to help you meet SUNY and SBU requirements regarding independent study (IS) courses (also marked as TUT*). Per the Provost office's notice to this Committee last summer, SUNY constituent institutions are required to maintain and record syllabi for all credit-bearing experiences, including independent studies. We were asked to support constituent academic units in meeting the SUNY and SBU mandate for such courses, which we are doing by providing a resource.

The Committee deliberated extensively on the matter, seeking to find the most efficient (especially least time-consuming) way for faculty members, departments, and this Committee to meet the above mandate. I requested a small group of Committee members to study how other SUNY institutions (and if helpful, others beyond SUNY) document and report credit for IS/TUT courses. We found that, among diverse approaches, the least burdensome one would be to *provide a checklist* that includes the bare minimum requirements to meet the recording and reporting of mandates. Since we already use a [Proposal Submission and Review Checklist](#) for transparency, consistency, and efficiency for all involved, we decided to add a section on “Independent Study (TUT)” to the said checklist (see 1d). This will allow departments to create their own syllabi, templates, or online forms, as they see fit; such flexibility seems necessary because of the diversity of ways in which independent study courses are designed and delivered/taught.

In the process of our deliberation, study, and resource development, the Committee requested the CELT to develop an [independent study course template](#) that units across the university could adapt; we will recommend but not require this template, and departments can adapt or use it as a reference for their own templates or forms, letting faculty supervisors further adapt the departmental template/form as needed.

We hope that the new section in our Checklist (first link above) will be helpful for you to meet SBU and SUNY mandates on tutorial/independent study courses. When you propose new Independent Study/Tutorial courses for our review, we will provide the best feedback/support we can.

Shyam Sharma

Chair, A&S Curriculum Committee

*PS: A note on terminology—At Stony Brook, non-standard (not lecture or seminar style) courses are managed in the course catalog as “tutorial” or “TUT” courses on PeopleSoft. The ASCC

recognizes that the label of “independent study” or “tutorial” may fail to capture non-standard courses in your program, but please note that these terms are only a shorthand to categorize them for the Registrar’s scheduling software. The SUNY Contact/Credit Policy encompasses many instructional types (practicum, studio, study, reading, research, internship, honors thesis/project, etc), and the committee aims to review these non-standard courses in a way that preserves the curricular choices of the departments and their instructors.

Ref: Agenda 5b – survey solicitation

Dear Colleagues,

On behalf of the Curriculum Committee, I am writing to request your feedback for the Committee, or that of someone in your department/unit who has worked with us recently. We’ve made a number of improvements in efficiency, transparency, and support across the processes of curricular review and feedback – as we summarized in a presentation at a recent A&S Senate meeting – and any input based on your experience could help us take that initiative a step further.

This survey can be completed in approximately 5 minutes (plus any extended feedback you may have for us).

With best regards,

Shyam Sharma

Chair, A&S Curriculum Committee

Ref: Agenda 5g

----- Forwarded message -----

From: **Andrew Newman** <andrew.newman@stonybrook.edu>

Date: Tue, Nov 21, 2023 at 9:24 AM

Subject: Proposed BA in Rhetoric and Writing

To: F.Jason Torre <fjason.torre@stonybrook.edu>, CAS Curriculum

<cas_curriculum@stonybrook.edu>, Benedict Robinson <benedict.robinson@stonybrook.edu>

Dear Arts & Science Senate President and Curriculum Committee,

I’m writing on behalf of the English Department Executive Committee regarding the proposed B.A in Rhetoric and Writing, which the Director of Program in Writing and Rhetoric shared with me upon request, after Dean Lindenfeld referred to it at the CAS Senate meeting a week ago.

We want to urge three points:

- 1) This proposal should not be considered independently of the prospective relocation of the Program in Writing and Rhetoric to SoCJ.

2) Pending a program review that addresses redundancies and overlaps across English, PWR, Southampton Arts (including Creative Writing and Film) and SoCJ, no proposals for new courses or programs in these areas should be considered.

3) Programs submitting new proposals are asked "to identify any and all other departments impacted by your curricular changes," and to solicit letters of support from the chairs of those departments; the proposers should have requested such a letter from English. We note that under "similar programs," they list the Creative Writing BFA, but not the English BA. English requests to be considered as a stakeholder in any further discussions of this proposal.

With thanks and best regards,

Drew Newman

| Meeting called by | Chair | Type of meeting | Attendees |
|--------------------------------------|--------------|------------------|--|
| Arts & Sciences Curriculum Committee | Shyam Sharma | Proposal Reviews | Present: Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Stephen Fogarty, Alexandra Pamfilie, Kristin Hall Absent: none |

AGENDA

- 1) Call to order
- 2) Adopt agenda
 - Committee Decision: adopted
- 3) Approval of 11/30/2023 minutes
 - Committee Decision: approved
- 4) Old items
 - a) **Clarity on “recitation”:** request university for clear guidelines?
 - i) Questions: Is it in the CC’s purview to define what is recitation and what is not – and whether an asynchronous interactive video equivalent to a recitation – or, for that matter, if a forum discussion qualifies as recitation? If it is, we may need to define, vote, and add to the review guidelines. If it is not (say, it is the purview of the UGC), should we table this item? What role does class size play? How much and what kind of interaction is acceptable? Note that this is a part of a broader guidance we need on online education.
 - (1) Discussion: This impacts the entire university (not just A&S) so this needs to come from UGC – Undergraduate all three BIO and UG BIO, Ukrainian – update: Chair has asked UGC for clarity
 - b) **Program revision/update request:** There is a need to add such a section after Section 3 (New Programs) in our review Checklist because we haven’t documented how we are reviewing and our practice could lack consistency or clarity—plus new program updates are coming up.
 - i) Current: nothing
Proposed: Requests for approval of program proposal requires the following:
 - (a) Please consult with your Dean’s Office curriculum liaison for guidance on significant program revisions or new major proposals.

- (b) Cover memo describing and outlining the proposed updates, such as changes in prerequisites, required and qualifying courses, and concentrations.
 - (c) Track-changed copy of relevant degree/program requirements bulletin sections of the program to show what’s being requested for approval.
 - (d) Current syllabi for each curricular change other than minor changes like course deactivation, or change in course title (in a folder hyperlinked from the cover memo). Consider including subfolders for distinct groups of proposals; we will work on folders and files as of submission date.
 - (e) New syllabi for new courses (separate submissions).
- Decision: Adopted

- c) Internal notes for [efficient and effective reviewing](#) (supplementing checklist) – help update/add/delete any items
 - i) Decision: Add to Committee folder
- d) Tutorial/Independent Study course syllabus/template proposal from [9/27](#) (LCS)
 - i) Proposed: notify LCS that we now have a checklist for TUT/IS courses, suggesting that they use the checklist to respond to our R&R decision

5) New items

- a) Chair’s Report from last EC Meeting (12/1/23): At the latest EC meeting, an English Department faculty member (who represents another Senate standing committee there) raised further concerns regarding the PWR-SoCJ joint BA program, which the CC Chair responded to in order to clarify that the Curriculum Committee’s purview is curricular review and feedback. This member and the Chair of the English Department have since complained that the A&S Senate President was biased in addressing the original request to halt the CC process on the joint BA program. So, both the A&S Senate President and the Chair of this Committee have recused themselves from further deliberations on the matter at the EC. Committee Chair will attend the EC meeting when the issue has been cleared and is invited by the A&S Senate President. CC Chair also noted in a follow up to his recusal at the EC meeting that the CC would welcome any written guidelines for addressing the appearance of COI in Committee deliberations.
- b) Request the University for guidance on “impacted departments” – clarity and focus on curricular impact, separation of other logistical and enrollment impacts, and suggestion for an open comment period and communication among impacted parties.

6) Proposal Reviews

| Task | Decision and notes to be relayed |
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| New Course–E & E (UG Biology) | Revise and Resubmit Dear Dr. Akcakaya, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for E&E Biology course was voted as “revise and resubmit.” |

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| | <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● The Committee has currently requested the A&S Senate President to solicit feedback on its behalf with the Undergraduate Council as to what constitutes “recitation” in online contexts, and we will update you if we receive a different policy guideline. In reviewing this syllabus, we do not believe this is truly a lab/recitation course. In the commonly understood use of the term, a recitation allows for live questions and discussion with a TA or instructor. Instead, this syllabus reads as an interactive lab with online lectures. For now, to clarify this issue the Committee requests that you amend the syllabus to comport with one of the following suggestions: <ul style="list-style-type: none"> ○ Schedule the “recitation” in PeopleSoft as an asynchronous lecture, or, ○ Schedule the “recitation” portion in PeopleSoft as an asynchronous recitation, but include an interactive component that allows students to ask questions and interact with their peers, or, ○ Provide a revised version of the syllabus that somehow addresses the misalignment between the commonly understood definition of a recitation. ● Please increase office hours from 2 to 3 and ensure both versions of the course schedule match in the number of weeks. ● We recommend reformatting the grading scheme and enter it directly as text, instead of a screen capture of an Excel sheet. The embedded image is not accessible to students that may be using a screen reader. <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Revised course – WRT 490: Rhetoric and | Approved Dear Dr. Medved, |

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| Writing Senior Project | <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT490 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Revised course – ECO 111 Introduction to Macroeconomics | <p>Approved with note</p> <p>Dear Dr. Benitez,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ECO111 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Add the SLOs for the SBS SBC verbatim to the syllabus (it’s a university requirement). <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Change in Prerequisite– PSY 380 | <p>Approved</p> <p>Dear Dr. Moyer,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisite for PSY380 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Bulletin Edits– PSY 201 - update description | <p>Approved</p> <p>Dear Dr. Moyer,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits of PSY201 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| Revised course– ECO | Approved with notes |

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| <p>110 Introduction to Microeconomics</p> | <p>Dear Dr. Benitez-Silva, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for revisions to ECO110 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● More clearly show in the syllabus how the SBC learning objectives are achieved. ● Remove D- from the grading scale to align with SBU's scale. <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>ARH 299 - update description (other)</p> | <p>Approved</p> <p>Dear Dr. Sisti, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating the description of ARH299 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>Change in SBC– HIS 261 Change & Reform in US, 1877-1919</p> | <p>Revise and Resubmit</p> <p>Dear Dr. Zolov, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for updating SBC in HIS261 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● List all three SBS SLOs verbatim ● Include current university policy statements ● Describe assignments/assessment in ways that reveal how the SBS objectives (as well as course objectives) are fulfilled <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. 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 each item (numbering your listed items will facilitate the process)</p> |

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| | <p>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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Inactivate ARS 492 - leaving ARS 491 active (other)</p> | <p>Approved</p> <p>Dear Dr. Sisti,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ARS492 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>Change in Prerequisite– PSY 382</p> | <p>Approved</p> <p>Dear Dr. Moyer,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing prerequisites of PSY382 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>Change in SBC– HIS 286 The Global History of Human Health</p> | <p>Approved with notes</p> <p>Dear Dr. Zolov,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating SBS in HIS286 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● The SBCs are approvable, but course learning objectives are missing in the syllabus. Add course learning objectives separately (as in the original submission). Both are university requirements. ● Address other minor issues like reference to Blackboard. The syllabus seems to require a general update. <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> |

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| | <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Change in Prerequisite– ARS 375 - Theory and Practice of Printmaking: Lithography</p> | <p>Approved</p> <p>Dear Dr. Sisti,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing prerequisites in ARS375 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>SoMAS: MAR 201 The Jaws Effect</p> | <p>Approved with note</p> <p>Dear Dr. Debnis,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for MAR201 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Separate SBC learning outcomes and course learning outcomes. • Separate STAS SLO's from Course learning objectives <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |
| <p>Korean Studies minor revision</p> | <p>Approved with notes</p> <p>Dear Dr. Sohn,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating Korean Studies Minor requirements was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Section 2 can say Minimum 9 credits <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p> |

7) Next meeting – Heads up for next meeting

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8) Adjournment