

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Jonathan Anzalone, Michael Boerner, Sara Hamideh, Adryan Wallace, Susan Scheckel, Sara Santos, Shyam Sharma; Erica Hackley, Steve Fogarty, Melissa Klott, Alexandra Pamfilie  <b>Absent:</b> Ross Nehm, Kristin Hall

**AGENDA**

1. Call to order
2. Department Chair visit (8 min): UKR111 – issues addressed
3. Adopt agenda
  - Committee Decision: adopted
4. [2/12/2024 minutes](#)
  - Committee Decision: approved
5. Old items (unfinished business)
  - Chair election – [call for nomination](#)
6. New items (new business):
  - Need substitute chair for Feb 29 (and possibly 4/8): voted for a break
7. Proposal Reviews

Task	Decision and notes to be relayed
Writing 101-102, Change in Prerequisite	<p><b>Approved with note</b> Dear Dr. Medved, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON275 was recommended for approval. I've included Committee notes below for your reference/record.</p> <p>Email from Erica to Department on 2/23/24: "The proposed changes were updated by Steve in the Registrar's Office who also serves on the ASCC. Attached are the proposed updates with track changes. Let me know if these look good to you."</p> <p>Response from Department (Schultheiss): "Thank you so much for your help with this; this looks fantastic! Now that the prerequisites are in order, I'm hoping we can make headway on the other enrollment issues we have run into over the last few months (although I think this was the only part that required the ASCC). Thanks again to the ASCC and the Registrar's Office."</p> <p>Note: item was tabled on 2/12 for clarity from the Registrar &amp; department to ensure that the prerequisites listed on the course align with the prerequisites programmed in course catalog – email chain helped to do that – Committee had deemed either no curricular change was needed</p>

	<p>or the request wasn't clear – follow up showed that the former is the case – clarity was needed in communication between department and Registrar's office, with Committee approval)</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>Change in prerequisite - WRT 375</p>	<p>Approve</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites in WRT375 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 Cold War Science</p>	<p>Revise and Resubmit</p> <p>Dear Dr. Zolov,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for HIS3xx (Cold War Science) was voted as “revise and resubmit.”</p> <p>We are aware that this is a second revision request, and if the instructor would like to meet with me as Chair for a brief consultation, as suggested by Committee reviewers, I would be willing to find the time (please let me know).</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 <a href="#">here</a>. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Specify the modality.</li> <li>● Increase office hours to 3 hours/week to meet the required minimum.</li> <li>● Fix the typo in the CLO.</li> <li>● List required course materials in the syllabus.</li> <li>● Course aim #4 is big and multifaceted – consider breaking down to separate and independent aims.</li> <li>● Provide more detailed instructions for midterm (One analysis of a technical paper or object). Overall, for assessment, clearly indicate how outcomes are measured. For example, clarify if the participation grade is weekly.</li> <li>● Edit for readability the description of Reading Responses.</li> <li>● Put all the required syllabus statements under such title. what is the attendance grade</li> </ul>

	<p>policy? describe the course Technical requirements.</p> <ul style="list-style-type: none"> <li>● SBS+ learning outcomes are not listed verbatim.</li> </ul> <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 <a href="#">the CELT template</a> (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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <b>each</b> 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>Other Credit change JRN 488: Internship credit change</p>	<p>Approved</p> <p>Dear Dr. Ambrosio-Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for credit change for JRN488 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 JRN 489: Specialized Internship credit change</p>	<p>Approved</p> <p>Dear Dr. Ambrosio-Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for credit change for JRN489 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 HON 276</p>	<p>Approved</p> <p>Dear Dr. Sherman,</p>

	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON276 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 course description SCH 101</p>	<p>Approved</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of SCH101 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 course description SCH 102</p>	<p>Approved</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of SCH102 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 course description, title, prereq SCH 275</p>	<p>Approve</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description and title of SCH275 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 HON 275</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON275 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Include information about the course modality and mode of instruction in syllabus.</li> <li>● Clarify the grading scale to ensure it matches the S/U grading system.</li> <li>● Revise the language to say: “C, or equivalent of 73 points or higher.” There seems to be no need to include the chart if the grading scale is U/S.</li> </ul> <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>Change in course title, description, prereqs SCH 276</p>	<p>Approved</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course title and description of SCH276 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 course description SCH 475</p>	<p>Approved</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculums Committee, I am pleased to inform you that the proposal for change in course description of SCH475 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 course description SCH 488</p>	<p>Approved</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of SCH488 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 WSE 101</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WSE101 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Add syllabus elements that are missing, per the <a href="#">A&amp;SCC review checklist</a>: <ul style="list-style-type: none"> <li>● The course modality (in person, online synchronous, etc.) and mode of instruction (lecture, seminar).</li> <li>● Add office hours and location. There must be at least three hours per week designated for office hours, per the policy on faculty’s <a href="#">minimal instructional responsibilities</a> policy).</li> <li>● Consider renaming “course goals” to “course learning objectives” to be consistent with current SBU assessment nomenclature.</li> <li>● The “Americans with Disabilities Act” statement should be retitled the “Student Accessibility Support Center” statement (SASC handles ADA accommodations, but also other forms of accommodation, beyond the ADA).</li> <li>● The course goals/learning objectives could use some additional attention. The verbs selected are not measurable. We recommend reviewing CELT’s <a href="#">Creating Learning Outcomes resource guide</a>, and contacting CELT if you have any additional questions.</li> </ul> </li> </ul> <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>New Course WSE 275</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WSE275 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● See the <a href="#">A&amp;SCC review checklist</a>: <ul style="list-style-type: none"> <li>● Include course modality (in person, online synchronous, etc.) and mode of instruction (lecture, seminar).</li> <li>● The course goals/learning objectives could use some additional attention. The verbs selected are not measurable. We recommend reviewing CELT’s <a href="#">Creating Learning Outcomes resource guide</a>, and contacting CELT if you have any additional questions.</li> </ul> </li> </ul>

	<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>Bulletin Edits University Scholars</p>	<p>Approved</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits of University Scholars program 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 course title, description, prereqs HON 495</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON495 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Address questions about this sentence to clarify language: “With the approval of the Honors College, students may substitute an appropriate credit-bearing departmental honors project or they may, with the approval of the department, submit their Honors College Senior Project for departmental honors.” <ul style="list-style-type: none"> <li>○ How does this substitution process work?</li> <li>● How often does this kind of request occur? <ul style="list-style-type: none"> <li>○ Does it involve having a student retroactively drop/add courses?</li> <li>○ Is there a person in the Honors College designated to make sure that the disciplinary/Honors College requirements are fulfilled during this substitution request?</li> </ul> </li> </ul> </li> </ul> <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>New Course WSE 276</p>	<p>Approved with notes</p> <p>Dear Dear Dr. Sherman, Dr. , On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WSE276 was recommended for approval with notes (below).</p>

	<ul style="list-style-type: none"> <li>● Use CELT guidelines to rewrite SLOs</li> <li>● Better align between LOs and assignments/assessment in the course (e.g., LO1 isn't met by mere attendance -- specify how if it is)</li> <li>● In attendance policy, acknowledge religious holidays and university sanctioned events as excused.</li> </ul> <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>Bulletin Edits WISE</p>	<p>Approved with note</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WSE276 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● New course WSE 276 (and WSE 275) not included in Bulletin revision -- provide updated track change to Erica.</li> </ul> <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>Change in course title, description, prereqs HON 101</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course title, description, and prerequisites of HON101 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Keep the original language in the Prerequisite line (i.e., Prereq: MemberSHIP in the Honors Program) -- that's more grammatical than Member OF, etc</li> </ul> <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>Bulletin edits Honors</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman,</p>



	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edit for Honors program was recommended for approval with notes (below).</p> <ul style="list-style-type: none"><li>● Make sure to include HON101 in the course sequence chart wherever it is required.</li></ul> <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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8. Next meeting – Heads up for next meeting

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9. Adjournment