

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, Adryan Wallace, Susan Scheckel, Sara Santos, Adam Charboneau, Shyam Sharma; Erica Hackley, Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfilie Absent:

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision:
3. 03/04/2024 minutes
 - Committee Decision:
4. Old items
 -
5. New items: Discussion
 - Prior decision on the undergraduate bulletin changes for biology did not have approvals from other units but the committee approved the request. (Row 134 Bulletin). Note that the committee previously discussed a case of a course in BIO being canceled without a letter from the department that teaches this class. My understanding was that from then on we agreed that we would require letters when changes are proposed for multi-unit programs.

Developing guidelines for the categorization of learning environments as lab, lecture, and recitation given the adoption of new delivery modalities (e.g., flipped classrooms, active learning).

6. Proposal Reviews

Task	Decision and notes to be relayed
New course - WRT 307 Rhetoric of Science, Technology, and Medicine	Approved with notes Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT307 was recommended for approval with notes (below). <ul style="list-style-type: none"> ● To meet all syllabus requirements, please list SBCs verbatim. The SBC link on our submission/review checklist is functioning. ● As additional suggestions for clarity: <ul style="list-style-type: none"> - Please state clearly if it is the case that students should not be able to GPNC the course. - Please clarify the absence policy: does it mean that students are allowed 2

	<p>unexcused absences, or only 2 excused absences?</p> <ul style="list-style-type: none"> - Please clarify in the late work policy what the penalty is for turning in late work or if it will not be accepted at all. - In the course description, the sentence starting with "To that end" may be unnecessary and confusing; please consider removing 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>New course ARS/THR 338 Costume Design and Wearable Art</p>	<p>Revise and resubmit</p> <p>Dear Dr. Ashizawa,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for ARS/THR388 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● Please update the prerequisite text in the syllabus to include U3 or U4 status. ● Please include modality and mode of instruction for the course, and indicate that this is a seminar <i>and</i> lab course, amounting to 4 hours and 40 minutes per week ● Please include the percentages for the grading scheme to be used ● Please direct students to the academic calendar instead of including information about add/drop deadlines ● Please clarify, in the absence policy, what the formal notice for three unexcused absences is ● Please clarify what the warning is about receiving a failing grade ● Finally, the committee sees curricular alignment for the SPK SBC in this syllabus, but would like further clarification added regarding EXP+. The syllabus notes that students will be creating costumes, but reviewers requested more clarity on how directly this will relate to experiential learning: for example, will students be going out into the community and working with community theaters? Will their work be used in future performances? Is theatrical production the “experience.” ● On a minor note, the reviewers felt the formatting of the syllabus could be improved by referring to the syllabus template provided by CELT. Please consider separating other course policies, such as those for the studio space, from university policies. <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</p>

	<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>New course - online delivery - UKR: Elementary Ukrainian I</p>	<p>Approved Dear Dr. Geisherik, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for online delivery of Ukranian I was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>New course - EGL 344/MUS 301 Shakespeare and Music</p>	<p>Revise and resubmit Dear Dr. Pfeiffer, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for EGL/MUS344 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> • The course appears to satisfy the SLOs for the SBCs listed, but the <u>outcomes</u> should be listed verbatim. • Some of the course outcomes could be clarified and made more <u>measurable</u> (e.g., "improve opinion into knowledge"). The outcomes listed at point 6 are closest to measurable; 1-5 are unclear. • More thoroughly describe the assignments and align them with specific course learning outcomes – hard to judge the alignment – need more description/details in assignment/assessment for us to see if/how the LOs are met. <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</p>

	<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>MAT 355 Probability Theory</p>	<p>Revise & resubmit</p> <p>Dear Dr. Nestorodi,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for MAT355 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● Necessary changes include: list measurable course outcomes ● Revise and flesh out the course description with the students in mind, describe the assignments. ● Consult the checklist and resubmit a complete syllabus. ● Course designator is instructor name? – This should be MAT 355 ● Please use measurable learning objectives ● Resources: please specify if the books students will need to purchase or are these resources they will download? ● Required syllabi statements are out of date ● Please include clear course schedule besides a list of topics ● Please also add course meeting time, course modality; instructor contact info and office hours, technology requirements, syllabus references VIP under Academic Honesty section- what does VIP stand for? ● Using the checklist would be helpful. <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>
<p>Change to Economics major - Change to BA - replace ECO 108 with ECO 110 & 111</p>	<p>Approved with note Dear Dr. McGarry, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changes to Economics major was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Impacted departments will be notified by Dean Hackley. Please reach out to her for any questions. <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 BIO 333 - Neurotechnology</p>	<p>Revise and Resubmit Dear Dr. Ge, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for BIO333 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> • The revision should add approval letters from Undergraduate Biology and the two other Biology department chairs, and clarify whether BIO 203 is a pre-or a co-requisite for the class. • The submission would also benefit from review of the CELT syllabus template because several specific syllabus components are missing or in need of clarification: <ul style="list-style-type: none"> ○ Specify the course modality; ○ Change the amount of in-person office hours (instructors must hold a minimum of 3 hours); -Revise the grading scale to match SBU policy; for example, remove the grade of “D”, which doesn't exist (please also update the rest of the grading scale to make it clearer) ○ Clarify language in the late work/attendance policy; ○ Remove the section "SBC Learning Objectives" on pg. 2 <p>Recommendations:</p> <ul style="list-style-type: none"> • Please add short assignment descriptions in order to clarify curricular alignment; • Please consider more credit for the various learning objectives that seem to require more than tests/exams (which has a disproportionate 60% weight). • Please clarify the assessment table, especially the second row. • Please consider whether a lab prerequisite is needed for the course. <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</p>

	<p>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>AAS/KOR 3xx The Unending Korean War</p>	<p>Approve with notes Dear Dr. Kim, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for AAS/KOR3xx was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Please update the required institutional syllabus statements. <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 minor proposal (NAI)</p>	<p>Approve Dear Dr. Newman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for the new minor in NAI was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>WRT 319 Nonprofit Business Writing</p>	<p>Conditional approval Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT319 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • The curriculum committee has reviewed your new course proposal for WRT 319 Nonprofit Business Writing and has provisionally approved the submission. The approval is provisional because, while we greatly appreciate that you reached out to the

	<p>College of Business, we will need written confirmation directly from (in this case, a copy of the message from Amy Milligan that you quoted should be sufficient).</p> <p>The committee also has the following recommendations which need to be instituted to comply with <u>A&SCC syllabus requirements</u>, as well as university syllabus policies. A revised syllabus does not need to be submitted:</p> <ul style="list-style-type: none"> ● Course modality (in person, online synchronous, etc.) is not included in the course information ● Course mode of instruction (lecture, seminar, lab, etc.) is not included in the course information ● The SPK Learning Objectives have two of the standards included as learning objectives. These can be removed. ● Course instructor office hours must be increased to 3 hours/wk, in line with <u>policies</u> determined by the FRRCP. <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>AAS/KOR 2xx Korean American Literature</p>	<p>Revise and resubmit</p> <p>Dear Dr. Kim,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for AAS/KOR2xx was voted as “revise and resubmit.”</p> <p>The committee has reviewed the resubmitted syllabus for AAS/KOR 2xx Korean American Literature and recommends another revision and resubmission. There has been substantial improvement from the first submission, but there are a few major items that hold this syllabus back from approval. They are:</p> <ul style="list-style-type: none"> ● Course-specific learning objectives need to be reworked. As they are currently written, they are not measurable and it is difficult to determine how they will be assessed. CELT has a helpful self-paced guide on how to <u>create learning objectives</u>. ● <u>Course alignment</u> must be demonstrated for each of the course learning outcomes and SBC learning outcomes. Currently it is not apparent how the SBC learning objectives and course-specific learning outcomes are aligned. We recommend making an appointment with a CELT Instructional Designer to advise the best way to make adjustments to your syllabus. It is possible that they are connected in the course the way you have designed it, but this must be articulated through course alignment. ● The course description seems too specific and may need to be broadened. Listing the specific number of books, poems, and short stories could prove restrictive in the future. The A&SCC has a course description style guide that you can reference <u>here</u>. <p>We encourage faculty colleagues preparing the course material and proposal 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</p>

	<p>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>MAT 200 - add 1 hr weekly recitation</p>	<p>Resubmit with syllabus</p> <p>Dear Dr. Viro,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for MAT200 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Tabled until syllabus is received from the submitting department. Please submit the review proposal along with relevant syllabus attached, as reviewers were not able to conduct the review without it. If you have any question, please let me know. <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