

**Fairfield University**  
**Minutes of Meeting of the College of Arts and Sciences Curriculum Committee**  
**16 October, 2001 - Following UCC Meeting**

Present: Beth Boquet, Frank Hannafey, S.J., Dennis Keenan, Laura McSweeney, Shelley Phelan (Chair), Susan Rakowitz, Vin Rosivach, Kurt Schlichting, Jim Simon, Dean Tim Snyder

The meeting was called to order at 4:30 p.m.

1. Approval of Minutes from May 1 Meeting

Vin Rosivach moved to accepted the minutes with minor typographical changes. Beth Boquet seconded. The minutes were unanimously approved.

2. Review of New Course Proposals

a. RS-239 Lay Perspectives on Christian Spirituality

The committee reviewed the proposal for RS-239 submitted by Elizabeth Dreyer of the Religious Studies Department. Susan Rakowitz asked if it might be possible to clarify the percentage of the course grade based on class participation. Vin Rosivach noted that the committee may need to work out further guidelines for the submission of new course proposals. There followed a discussion of the details of the submission process. Dean Snyder inquired whether or not there is a firm deadline date for new course proposal submissions to the Arts and Sciences Curriculum Committee. Following further discussion, Frank Hannafey moved to approve the course. Laura McSweeney seconded. The course was unanimously approved.

b. AS(IS) 327 The Irish in American Film

The committee reviewed the proposal for AS(IS) 327 submitted by Leo O'Connor of American Studies. Vin Rosivach observed that the minutes from American Studies were not attached with the proposal as required. Professor Rosivach also noted that since this is a 300 level course there must be prerequisites even though this is not indicated in the submitted proposal. Dennis Keenan and Frank Hannafey each asked about the use of films in the course and suggested that this might be spelled out more fully in the syllabus. Susan Rakowitz inquired about the stated attendance policy and asked how absences will be factored into the class participation grade. Kurt Schlichting asked if the committee needed to have a discussion about attendance policy issues. A discussion of attendance policy issues followed. Dennis Keenan suggested that course attendance policies need to be very clear to students and clearly written on syllabi. Dean Snyder stated that the consequences for missing class and materials covered must be clearly communicated to students. Vin Rosivach moved to approve the course for Irish Studies but suggested that

the committee provisionally accept the course for American Studies since the supporting minutes were missing. Jim Simon seconded. This course was conditionally approved pending receipt of the supporting minutes from American Studies.

c. EN-262 Understanding Drama: Basic Types and Modes

The committee reviewed the course proposal submitted by Ben Halm of the English Department. Susan Rakowitz asked about the attendance policy for the course and suggested that expectations about absences were unclear. Professor Rakowitz also pointed out a discrepancy between grade percentages listed on the syllabus and the proposal. Dean Snyder asked if Professor Halm has secured the necessary funding for the drama trips listed in the proposal. Jim Simon moved to approve the course. Beth Boquet seconded. Shelley Phelan noted that her letter to Professor Halm would make note of the discrepancy in course grade percentages. The course was unanimously approved.

There followed a discussion of a number of policy issues related to the new course approval process in the College of Arts and Sciences. Vin Rosivach raised the subject of the policy on final exams and noted the importance of fairness to students in final exam practices. Frank Hannafey observed that this topic had been considered by the UCC a few semesters ago. Dean Snyder discussed the "Dean's Approval" exception to the new course process. The committee then discussed this subject at some length, and concluded that the topic should be placed on the agenda for the next meeting.

d. EN-288 Sub-Saharan African Literature

The committee reviewed the course proposal submitted by Ben Halm of the English Department. Dean Snyder asked if this course has been coordinated with the Black Studies Program. Beth Boquet stated that she was uncertain about this but noted that the formal proposal stated that such coordination was intended. Susan Rakowitz asked if the course was cross-listed. Dean Snyder expressed interest that this new course be coordinated with the Black Studies Program. Kurt Schlichting asked whether or not it was appropriate for the committee to deal with internal issues in a department. He further inquired to what extent a department can revise a major before it is necessary to go up before a curriculum committee. Susan Rakowitz stated that the primary role of the curriculum committee should be focused on the approval process. Jim Simon moved to approve the course. Beth Boquet seconded. The course was unanimously approved.

e. HI-205 Jews and Christians in Europe: A Social History

The committee reviewed the course proposal submitted by P. Beahre Miskimin of the History Department. Dennis Keenan moved to approve the course. Kurt Schlichting seconded. The course was unanimously approved.

f. ENW-325 Environmental Reporting

The committee reviewed the course proposal submitted by Jim Simon of the English Department. The committee discussed the attendance policy presented on the syllabus. Shelley Phelan asked Professor Simon (present at the meeting) to explain how the policy worked in practice. Kurt Schlichting moved to approve the course. Laura McSweeney seconded. The course was unanimously approved.

Beth Boquet moved to adjourn. Dennis Keenan seconded. The meeting adjourned at 5:17 p.m.

Respectfully submitted,

Francis T. Hannafey, S.J.