

Approved Minutes, Arts and Sciences Curriculum Committee
3:30 PM, March 15, 2005, CNS 100

The meeting was brought to order at 3:35 by Chair Lynne Porter.

Present: Lynne Porter, Jim Simon, Cecelia Bucki, Ron Salafia, Vin Rosivach, Javier Campos, Dean Tim Snyder, and Robbin Crabtree, Secretary Pro Tem.

1. Appointment of secretary for the meeting. Crabtree took minutes until 4:45, at which time she had to go to class and C. Bucki recorded for the final 15 minutes of the meeting.
2. Approval of Minutes from meeting of February 8, 2005. J. Simon moved for approval and J. Campos seconded. 2 yeas, 4 abstentions (all from new committee members not at the previous meeting).
3. New Business:
 - a. Cross-Listing GM 291: Modern German Language in Translation with EN 258: Special Topics in Literature. L. Porter looked into this and found that the English Dept. had indeed followed correct procedures to cross list this specific course. J. Simon expressed concerns about this precedent, as special topics courses are meant to help departments develop their own courses. He will double check with the department about the use of this number. C. Bucki endorsed Simon's suggestion to get a different course number to companion with GM 291 for the future if this will be a perpetual cross-list. No action taken at this time.
 - b. Procedure for oversight of Special Topics Courses. Re: ASCC procedures adopted May 7, 2002 (distributed). L. Porter distributed items from May 2002 committee discussions exploring special topics course rationale and approval procedures. The committee discussed the history and details. Questions about procedures included whether courses MUST be submitted after being taught once under a special topics number, or if they MAY be. Discussion considered if a course should be taught only once before submission or some other limit. It was decided through consensus that a course should be taught no more than two times in two years under a special topics number without being submitted to ASCC for approval as a course with a regular number.

Dean Snyder reiterated the importance of having this mechanism for new faculty to teach in their expertise during their first semesters on campus. C. Bucki wondered whether the department should look at an abstract and possible reading list or a full-blown syllabus when considering topics to be taught. Consensus was that it would be a full proposal, including a syllabus. R. Crabtree asked that these procedures be distributed to chairs; V. Rosivach agreed adding that they should be posted on the CAS website along with all ASCC procedures. J. Simon volunteered to prepare a streamlined document for distribution.

There was a discussion of the checks and balances on the validity of courses listed in the schedule of classes each semester. L. Porter discussed the time-consuming procedures ASCC chair uses to check Registrar's listings. Dean Snyder noted that this is NOT a good use of faculty time, and that it is the Registrar's responsibility to have this procedure automated and systematic.

Discussion of deadlines for new Special Topics courses in departments that haven't yet created them. Official date for changes to the fall schedule of classes in March 25.

General whining and complaining about registration procedures and their lack of functionality ensued. This will be referred to the UCC for action.

c. New item: Discussion of the Guidelines for Review of Programs. L. Porter passed out the guidelines recently developed by EPC and adopted by UCC. V. Rosivach asked if this had yet passed AC and been entered in the Journal of Record. L. Porter will remind UCC Chair James He to forward this item to AC if he has not. If so, she will send a memo to AC Chair Dennis Keenan urging immediate action/approval of these guidelines so the ASCC may proceed with the scheduled reviews of Irish Studies and IDM. In the meantime, L. Porter will also notify Irish Studies Director Jim Mullen and IDM Director Ray Poincelot to begin preparing materials for ASCC review in the fall. J. Simon asked if there were other programs with lapsed or upcoming scheduled reviews. C. Bucki noted that UCC was supposed to be compiling a list of programs, presumably to (among other things) determine which need to be reviewed.

d. Double Counting courses. R. Salafia asked what the current limits on double counting are and the rules for double counting; he wondered if there were any useful purpose to double counting. L. Porter and C. Bucki noted that the discussion of the IDM had brought this potential problem to the fore. V. Rosivach argued that no course should be counted for two core requirements or to meet the requirements of more than one major because it undermines the value of the core and the validity of a major. Discussion of the actual rules ensued. V. Rosivach noted that we need data to be sure there are no major problems. C. Bucki suggested an inquiry go out to the chairs. It was agreed that we would do an inquiry and then, if necessary, form a subcommittee to make recommendations to the ASCC.

Cont. of discussion 3/15/05 (C. Bucki)

Rosivach noted that we should be thinking in terms of curricular strategic planning that has as its principle the interrelating of core through the mechanism of interdisciplinary minors (to bring more coherence to the core).

Motion by Bucki, seconded by Rosivach: to send an inquiry to chairs of departments and directors of interdisciplinary programs, that asks:

- Q: How is double-counting of courses handled in your program?
- Q: What would happen to your program if we were to eliminate double-counting among majors?
- Q: What are your thoughts and concerns about double-counting among majors and minors?
- Q: Any other thoughts or concerns?

This form should be sent this month, along with the relevant portions of these minutes dealing with this issue, with response requested by April 12

(our next meeting). ASCC will then form a subcommittee to consider the responses and report back at the first Fall 2005 meeting.

Motion passed unanimously.

Meeting adjourned 5:00 PM.