

Arts and Sciences Curriculum Committee Meeting  
March 17, 2009, 3:30, BCC 204  
Draft Minutes

**Present:** Professors Jessica Davis, Bob Epstein (acting Chair for this meeting), Danke Li, John Miecznikowski, Michael Pagano, Joan Weiss, Maggie Wills

**Absent:** Jim Shanahan (Chair)[attending a conference], Shannon Harding, Manyul Im, Dean Robbin Crabtree

**Visitor:** Peter Bayers

Meeting was called to order by Epstein @ 3:32 PM.

1. Approval of minutes of February 10, 2009 ASCC Meeting.  
Written by Pagano should be included. Typographical errors should be sent to Shanahan so he can post a corrected version.  
Motion to approve the minutes of February 10, 2009 by Li, second by Wills.  
Vote: Unanimous to approve.
2. Guide for Academic Program Review in the College of Arts and Sciences [Crabtree, presented by Miecznikowski]  
Task force met, suggestions were given and revisions made.

Miecznikowski read from Crabtree's March 17, 2009 email:

“The ASCC members should discuss the program review document, and collect any suggestions or changes to send back up to me and the task force. In particular, ASCC should be sure it's comfortable with the various places for its role in the program review process.

IMPORTANT NOTE: The queue is under ongoing discussion with the chairs and program directors, and will be finalized (and then only as a guide and plan, not as written in stone) once everyone's agreed on their spot. This is a general outline, with most folks comfortable with it. The front end will probably get adjusted as we see how things unfold, and if it turns out we can't do this many in a given year, we'll revise. But this would always be in consultation among the specific programs, the Dean, the ASCC, and the CAS Planning Committee.”

These are General Guidelines and each department and program is free to tailor the program review to their perceived needs.

Li asked a question about external reviewers described on page 6. She noted that external reviewers should not be friends of the chair/directors. As described on page 18 the selection of external reviewers should guarantee independent reviewers.

Davis questioned the last sentence of the second paragraph on page 3. It was suggested to delete the phrase “and how the review is conducted.” How the review is conducted is outlined in the document. Programs don’t have control on how the review is conducted.

In the first paragraph on page 4 Davis questioned the timing of preparations for the review during the summer. Concern was expressed about the possibility of interrupting faculty and student summer research activities. Because the department decides when to schedule the 1 – 2 weeks of departmental conversations, this should not pose a problem. This summer meeting can be scheduled to accommodate research schedules.

In the first line of the fifth paragraph on page 4 Davis suggested “core” should be clarified. Does core indicate faculty who teach in the Core Curriculum or full-time faculty?

Pagano questioned using funds for external review when no funds for increased salary are available. It was suggested that the cost is not that extensive and is not taken out of the salary pool of University funds.

Miecznikowski offered more from Crabtree’s email:

“The ASCC should vote to endorse the document, taking shared responsibility for its management over time. It should be reiterated that the document has been seen by all department chairs and program directors, some upper administrators including the Director of Institutional Research who will be working with all programs on parts of their self-studies, and the broadly representative task force including two ASCC members, as well as the elected CAS planning committee.”

On page 11 it was noted the ASCC will receive the Revised Action Plan of the Department or Program.

Davis made a motion, seconded by Pagano, to endorse the document, “Guides for Academic Program Review in the College of Arts and Sciences.

Vote: Unanimous to approve the motion.

3. ASCC subcommittee on graduate course review [Peter Bayers]  
Bayers reported that the members of the subcommittee are Shanahan, Kurt Schlichting, Bayers, Crabtree, and Weiss.

The Procedure for the approval of new graduate courses is a modification of the undergraduate form.

Bayers suggested inserting “or Programs” after Department in the line above item 4.

Motion to approve the Procedure for the Approval of new Graduate courses by Miecznikowski, second by Li.

Vote: Unanimous to approve the motion.

4. Approval of Courses

- a. AY 175 Sustainable Development: Anthropological Perspectives  
Move to approve Davis, second Pagano.

It was suggested that the catalogue description be a hybrid between the short catalogue description in the proposal and the longer more informative course description in the syllabus, but it should be kept to at most 100 words.

It was noted that the syllabus should clarify if the final exam must be a paper.  
Vote: Unanimous to approve the motion.

- b. BI 318L Vertebrate Zoology Lab  
BI 318 lecture was approved last fall. This is the requested resubmission of the lab for BI 318  
Move to approve by Miecznikowski, seconded by Davis.

Miecznikowski suggested including a grade for the lab notebook.

Davis noted that the schedule is great especially the inclusion of the use of excel and basic statistical tools.

It was noted travel to Argentina is required for the lab. Brian Walker, the instructor, is searching for funding opportunities.

Vote: Unanimous to approve the motion to approve this lab course.

- c. CO 498 (Fall) and CO 499 (Spring) Communication Practicum  
Move to approve by Pagano, second by Wills.  
It was suggested to delete “details below” from course description.  
It is stated that 120 hours is required for 3 credits. The variable credits should be clarified.  
In the last entry in item 11. “communication” should be “communicating”.  
Vote: Unanimous to approve the motion to approve this course.

5. New business - none

6. Adjournment

Motion to adjourn by Miecznikowski, second by Pagano. Approved by consensus at 4:07 PM.

Respectfully submitted,  
Joan Weiss  
Secretary Pro Temp