

Minutes
College of Arts and Sciences Curriculum Committee
Tuesday, 09/23/14

Members Present: Steve Bayne, Beth Boquet, Scott Hiller, Terry Jones, Margaret McClure, David McFadden, John Miecznikowski, Kathy Nantz, Laura Nash, Michael Pagano, Jim Simon, Interim Dean, CAS

Approval of Minutes:

- Motion to approve: McClure; Second: Nantz; 2 in favor; 7 abstentions
- Chair's Report: (See Appendix at end of minutes, provided by Miecznikowski)

Election of New Chair:

- Miecznikowski moves, Boquet seconds. Nash elected by acclamation
- Nash thanks Miecznikowski for his leadership

17 new courses to approve; The committee is working with a new submission system through Xythos.

Anthropology 145 – The Anthropology of Food:

- Miecznikowski: the proposal is thorough; detailed minutes; possible link to Chemistry of Food
- McClure: liked variety of evaluation
- Simon: liked breakdown of grading on research paper; referencing of Core Pathways and Idea categories
- Nash clarifies that World Diversity is not our charge and will go to separate subcommittee
- Jones moves to approve; McClure seconds. Approved, with one abstention

BI 310 – Community Nutrition:

- Bayne notes that the statement on academic dishonesty needs to be consistent with JofR policy; Laura will give her that feedback
- Miecznikowski: She should consider applying for US Diversity approval
- Simon: revisit and clarify the attendance policy and potential impact on grading
- Some discussion of the courses usefulness in nursing, health studies minor, etc.
- Miecznikowski moves to approve; McFadden seconds; all in favor

BI 317 – Introduction to Epidemiology and Applied Biostatistics:

- Bayne: academic dishonesty: same issue as prior course; also correct typo
- Miecznikowski: lab code is not a standard lab time; she should review
- Simon: description is too long for catalog
- Nantz: like the goals and objectives
- Bayne: Section 9b is unclear about where it will fit in the course rotation

- Miecznikowski: minutes from department indicate no other courses will be taught less frequently
- Pagano moves, Nantz seconds; all approved

CO 102 – Introduction to Public Relations:

- Simon provides context: Interdisciplinary Major in PR; proposal in time for October meeting; course could stand by itself in communication
- Jones: clarify first course objective
- Bayne: Use standard language for compliance with Disability Support Services policy; On academic integrity, overreliance on one source doesn't seem like an academic integrity issue
- Simon: student learning outcomes would be more useful
- Nantz points out that it is a separate agenda item to take up in terms of guiding people toward more better articulated outcomes; Discussion turns to generally revisiting the form as a future agenda item for this committee
- Nantz asks whether we asking her to send back revised course goals and objectives
- Nantz questions whether current departmental staffing levels support this course; some discussion of reference to “increased bandwidth” in 9b; observation that the department is already stretched to its limits, by their own accounts
- More discussion regarding the cycle of offerings, chair review of goals and objectives
- Nash proposes conditional approval pending satisfactory response to questions; Miecznikowski moves, McClure seconds; Motion carries unanimously

CO 336 – Social Media

- clarify bandwidth and cycle of offerings, as in previous course
- Bayne: statement about plagiarism needs to align with JoR
- Several questions are raised about prereqs for 300-level CO courses. Discussion ensues and the language is found to be in accordance with catalog statements
- Miecznikowski: Course goals, objectives, learning outcomes lumped into one
- Nantz: needs to add goals; clarify difference between objectives and goals
- Motion: accept course conditionally after clarifying goals, objectives and bandwidths; Miecznikowski moves, McFadden seconds; Motion carries unanimously

CO 340 – Conflict Communication

- This course previously taught as Special Topics
- More discussion of separating goals and outcomes, revisiting the form
- Nash: language needs to be in compliance with Disability Support Services policies; revise and update
- Jones: under classroom etiquette, clarify “negatively impact your final grade”

- Miecznikowski: clarify and quantify in presentation section; also clarify question of frequency of offerings
- McFadden moves to approve, Miecznikowski seconds. Motion carries unanimously.

CO 343 – Ethics and Marketing Communication

- Begin with more discussion of course goals, outcomes, prerequisites; Bayne reviews catalog regarding this language; 300-level course is silent on question of prerequisites. Continued discussion of prerequisites
- McClure makes recommendation that junior-senior standing be added or permission of instructor included
- Bayne asks, What exactly are we approving? The shell course, with the possibility of different topics?
- Pagano: Seeking approval for a course on Ethics and Marketing Communication, with themes that would be subject to change
- Motion: conditional approval, pending clarification of prerequisites; Hiller moves, Boquet seconds; Motion carries with one abstention.

EC 150 – Media Economics

- Several necessary updates were noted and added: Evaluation breakdown; Questions 9b and 11
- Nantz: This course meets the goal for all 100-level EC courses to pull in students who would not otherwise take EC
- Nash notes this is a good course for VPAA majors to take
- Hiller responds to several questions about number of course goals by noting that he geared this document more toward the committee. This is not the document that students will receive. The syllabus will change based on current topics and he will have a more concrete syllabus for students
- Nantz notes that the department needs to explore what other programs might be able to plug in to this course
- Jones moves to approve, Pagano seconds; Motion carries unanimously

EN 163 – Literature of Illness and Healing

- Question 9b is identified again, with a discussion of the cycle and frequency of offerings
- Boquet clarifies that the previous version (EN 170) will continue to be offered twice a year.
- Discussion regarding US Diversity credit: This course will need to go through the process. From here, general questions regarding approvals for US Diversity credit are raised: What happens when courses change, instructors change, etc. These are questions that need clarification.
- Simon asks about the weight of final exam. Bayne replies that there is no formula for weighting of course components in JoR
- Some general discussion of the appropriateness of adjunct faculty proposing courses. Add this question to the list of items to discuss

- Miecznikowski moves to approve, Pagano seconds. Motion carries unanimously.

EN 390 – Literature Capstone:

- Miecznikowski notes that this proposal is well done.
- Ambiguity is noted between question 3 and the course registration form; This requires clarification, along with clarification of prereqs. Nash takes detailed notes and will communicate this information to the department.
- Questions are raised about the final project and the JoR policy. Consensus seems to be that, because the project is the work of the entire course, the weighting of the project seems fine.
- Miecznikowski moves to approve, Bayne seconds; Motion carries unanimously.

Due to scheduling constraints, the committee was unable to complete approval of all courses at this meeting. A subsequent meeting was scheduled for Tuesday, September 30th to complete this business.

Respectfully submitted,

Beth Boquet
Professor of English

Appendix
Chair's report

a. Approval of Special Topics Course EN 200, Dickinson, Whitman, and Contemporary Poets.

I reviewed the Special Topics Course Proposal, EN 200: Special Topics: Dickinson, Whitman, and Contemporary Poets. I have reviewed the course proposal and the departmental minutes and I approve of this special topics course.

b. Approval of Special Topics Course EN 350, Special Topics in Writing: Digital Storytelling.

I reviewed the Special Topics Course Proposal, EN 350: Special Topics in Writing: Digital Storytelling. I have reviewed the course proposal and the departmental minutes and I approve of this special topics course.

c. Approval of Special Topics Course PO 190, Special Topics: The Arab Uprising

I reviewed the Special Topics Course Proposal, PO 190 Special Topics: The Arab Uprising. I have reviewed the course proposal and the departmental minutes and I approve of this special topics course.

d. Approval of Special Topics Course, PY 381: Special Topics, Special Issues in Women's Mental Health.

I reviewed the Special Topics Course Proposal, PY 381: Special Topics: Special Issues in Women's Mental Health. I have reviewed the course proposal and the departmental minutes and I approve of this special topics course.

I contacted Prof. Scott Hiller (EC 150) and Prof. Silvia Marsans-Sakly (HI 373) regarding questions on how a student's grade will be determined in each course they proposed. Here are their responses:

Hi John,

I anticipate I will break it down like this:

20% for each of the two midterms (40% total).
20% for the homework assignments collectively.
5% for the final project proposal.
30% for the final project.
5% for participation.

Thank you much,
Scott

Dear John,

Thank you for alerting me about the grade discrepancy. I apologize for the oversight and am glad that you caught it. I tried to incorporate the suggestions of other history department colleagues into the original calculation, but did not double-check. Below is the corrected breakdown for the grading:

GRADING:

Participation, leading discussion, and response papers 20%

Two Book reviews 15% each
Research paper (15-20 pages). Presented in stages, following
Gossick's model. 30%
Research proposal, including thesis statement and concept outline
5%
Annotated Bibliography 5%
First Draft 10%
Final Draft 10%
Research paper Presentation 20%

All the best,

Silvia