

**Arts and Sciences Curriculum Committee Meeting Minutes
Tuesday, November 11, 2014
BCC 204**

Present:

Steven Bayne
Elizabeth Boquet
Terry-Ann Jones
Margaret McClure
David McFadden

Regrets:

John Miecznikowski
Kathryn Nantz
Laura Nash (Chair)
Michael Pagano
James Simon
Scott Hiller
John Miecznikowski

Guests:

Aaron Perkus

The meeting was called to order at 3:30 p.m.

Approval of Minutes

Minutes dated October 17, 2014 submitted by Kat Phrasavath

Motion to approve: Simon; Boquet seconds; all in favor

Minutes dated October 21, 2014 submitted by Jean Siconolfi

Motion to approve: Simon; Jones seconds; approved, with one abstention

Updates from Chair

- Waiting for the update from the Health Studies Minor Committee, with responses from Department Chairs, regarding courses for the proposed minor

Motion: to realign agenda order - 5th year program proposal first: Boquet; McFadden seconds; all voted in favor

5th Year Program

Associate Dean Aaron Perkus seeks consultation from the Committee for an alternative route to the Master's Program that might be utilized by our current undergraduate students.

Perkus informed the Committee that currently, there are four Graduate Programs in the College of Arts and Sciences – MFA, MPA, Communication and Math. They are all at different degrees of discussion regarding routes for current students to begin a Master's Program before they complete their Bachelor's degree. Under the current catalog, undergraduate students are allowed to take two graduate level courses that count as undergraduate credit used towards their degree upon approval from the Department Chair.

The alternate route proposed:

- allow current undergraduate students, who have met certain criteria determined by each program, to take two courses banked as graduate credits
 - credits are applied to master's degree upon matriculation to their graduate program
 - credits are not double counted towards their undergraduate degree

Strategy is to focus on students with accelerated credits in their undergraduate degrees, possibly through summer courses, AP credits, etc. This enables them to drop down to a part time load for their final semester. However, by taking the graduate courses, they will have a full time load, (at least 12 credits) thus accelerating their graduate degree, typically by one semester.

- If students are able to graduate early, they should, and start the graduate program immediately after
- A small number of students are anticipated to fit in this category – 5 -10 max
- Graduate courses will not appear on undergraduate transcripts
- Students will need to meet with financial aid, this may affect their financial aid package;
part time undergraduate course load may affect certain types of aid
- Status will stay the same – full time undergraduate student

As there is no change in program requirements, the proposal does not warrant approval, only recommendation.

Endorsement: The ASCC endorses efforts to explore and propose alternative routes to graduate programs in the College

Motion to approve endorsement: Boquet; McFadden seconds

Motion: Nantz - submit a report

**Amendment to Motion; Boquet added: a report *including numbers at the end of next year*
McFadden seconds; all in favor**

PH 350, Advanced Topics in Ethics

Nantz moves to approve; Pagano seconds

Discussion

- McFadden questioned if it was customary that a final evaluation grade should be included. If not a final exam, there should be something to take the place of it. It was not indicated that any particular paper was of more importance than others. He noted it may be a violation of policy. Simon confirmed it *was* a requirement.
- Boquet suggested clarifying goals and outcomes, and describing the process being used to develop a culminating final project
- Nash commented the proposal form does not request this information, due date, final exam, etc. Can the Committee ask for a higher standard than the application currently requests?
- Simon stated in Academic Counsel it was noted that we barely skirt the state minimum number of hours per semester. The total is made only because the final exam three hours are counted. He noted that this Committee should hold firm on the last week of semester exercise
- Pagano stated the syllabus can always be changed. The Committee can make a recommendation, but it is the department's job to hone their faculty to what is expected in the course syllabus. The Committee's job is to make sure it fulfills the requirements *they* set
- McFadden noted the course outline was not fully developed as required in question number 6 on the proposal
- Jones noted there was no absence policy

Boquet moves to approve; Nantz seconds

- Simon is reluctant to approve unless there are some conditions on how the professor tends to meet the requirements after the end of the semester
- Bayne read the final exam policy from the Journal of Record, and felt it was ambiguous
- Jones noted there may be exceptions, such as a capstone. Stated there should be room for diversity within courses

Amended motion - Conditional Approval

Condition: Clarify Final Evaluative Assignment

Boquet accepts; Nantz seconds

All in favor

Simon suggested including the line Bayne read in the Journal of Record in Nash's letter (as the chair) to the department

RS 263, New Religious Movements in America

Nash shared her correspondence with Ron Davidson. He explained that Lydia Willsky-Ciollo, as a new faculty member, was hired to take over some of Al Benny's courses. The change to

this current course was so substantial; they felt it required approval through the ASCC. The course number will remain the same, but will have a name change, and will absorb RS 265 into it as well. Nash will check with the Registrar to clarify the numbering system for this change

Discussion

Boquet stated under the late paper assignment policy, the last line “Extensions are granted only for reason of illness or family emergency confirmed by the Dean of Students” must be revised, it is not a process

Also noted, was the fact that student personal property cannot be confiscated. That line must be removed from the syllabus

Motion to approve; Nantz; McClure seconds; all in favor

Discussion on updating ASCC forms, procedures

- McFadden suggested reviewing question number 6 regarding syllabus information
- Bayne advised further explanation on expectations of goals and objectives
- McFadden noted many times the Committee reviews courses that do not answer 9b
 - must know if courses are going to be taught
- Boquet recommended
 - adding course load and staffing as one separate item
 - discuss academic policies on form
 - using template language in a certain number of categories
 - identifying that each syllabus should address disability support services, academic integrity and use the language stated in the *Journal of Record* and the instructional handbook
- Bayne recommended the Committee discuss the first two pages of the Rational and Procedure for the Approval of New Courses

Committee Recommendations:

- Update submission process
- Fillable pdf form
- Possible location for form
 - Xythos
 - Blackboard
 - College web page
- Interdisciplinary courses should be reviewed by UCC given the nature of the crossing of the units and policy implications. Nash, as chair, would inform chair of the UCC Committee regarding these courses

Nash questioned the branding of capstones; why aren't we making use of the capstones that exist in the departments? Pagano noted people want ownership and want to be able to market that they are doing this.

Further discussion of the proposal form may take place during the December meeting. If new business is submitted, it will be shifted to another date.

Move to adjourn: McClure; Boquet seconds

Meeting is adjourned at 4:54 p.m.