

ASCC Meeting Minutes

November 10, 2015

3:30-5:00 pm

CNS 8

In attendance: Steven Bayne, Johanna Garvey, Terry-Ann Jones, David Lerner, Margaret McClure, David McFadden, Laura Nash, Michael Pagano, Glenn Sauer, Kraig Steffen, Brian Walker

Meeting began at 3:30 pm.

I. Final Exam “Creep” – Message from the Dean’s Office delivered by Brian Walker

- Students who want their scheduled final exam moved from the last day of the final exam period to an earlier time.
- The Dean’s Office went in and looked at a number of syllabi a particular student is currently taking. They noticed at least one of those courses noted that the final expectation due the last day of class, which is not proper. And another course was vague about what the expectations were for the final.
- Does ASCC need to reassess final exam policies?
 - David McFadden: this is a UCC issue. It is in the Journal of Record (JoR) that no final exam can be due before the scheduled date listed by the Registrar (students can turn in the final assignment before the scheduled date but it cannot be due before the scheduled date.)
 - Laura Nash: each department’s enforcement of the policy is the issue. The syllabus can say one thing but the instructor may not enforce the policy in practice.
 - Kraig Steffen: This can be a topic at the Chairs meeting. Bring up examples of what has been done wrong and what the proper policy is.
 - Glenn Sauer: If one student is able to move their exam time, it opens it up to all students moving their exams.
 - David McFadden: There is a memo sent from the Academic Vice President’s (AVP) Office around this time of year that reminds professors what the JoR’s policy is. This is the job of the AVP not Arts and Sciences. It is a University level policy.
 - Laura Nash: It is also the job of Christine Siegel and Mary Frances Malone to go evaluate all the syllabi.
- From the JoR – Final Exam Policy (page 23):
 - 2. In every case the form of the final, end-of-semester comprehensive evaluation (such as written examination, take-home, oral exam, paper, or a combination of these) must appear on the syllabus at the beginning of the semester.
 - 3. No form of final evaluation is to be due prior to the date assigned by the Registrar for that course’s final examination.

ASCC recommends that the Dean’s Office bring this topic up at the next Dean’s Council Meeting. In addition, this should be enforced by the Academic Vice President’s office since this is a University-wide policy.

II. Update on Subcommittee Humanities Institute Course

- Subcommittee: Margaret McClure, Michael Pagano, and Steven Bayne
- Proposal is currently being written up.

III. Graphic Design Minor

- 6-class minor; 4 can be fulfilled with core courses and 2 specific graphic design courses (not part of core)

- Manhattan College started a graphic design minor and within a year 100 students declared the minor which then became a major because of the demand
- Laura Nash foresees this minor being very popular for students
- Classes are mainly pulled from Art History and other VPA courses and Communication courses
- Proposing the minor will be a part of VPA as a 6th program
- Lynn Porter will oversee the program
- *Discussion:*
 - Kraig Steffen: Can you explain how this does not overlap with media arts (FTM)?
 - David Lerner: FTM is mainly motion-based (interactive, creating films and videos) whereas graphic design will not be motion-based (posters, web art, digital photography)
 - Kraig Steffen: Wouldn't it make more sense to pick 3 to 5 directly related graphic design courses rather than a long menu of Art History Courses? And if not, why not?
 - Laura Nash: The intent behind it is to help students. A lot of students do not take an arts core until second semester freshmen year or even sophomore year and they take it without even knowing they are interested or want to pursue an arts path. Counting lower level arts courses will help them complete the minor easier. Also lower level arts courses cover visual analysis and building on that skill. Visual analysis is the same whether you are looking at Etruscan art or 20th Century modern art.
 - David Lerner: The Capstone will help teach retroactively and find those connections even if it wasn't taught specifically in those courses.
 - Laura Nash: If the Core changes maybe the program can be more streamlined, but the structure of entry-level courses is what will work.
 - Kraig Steffen: How is this program going to impact other minors?
 - Laura Nash: Does not think this will take students away from any other minors. This program is what students are asking for and is completely missing from the College's offerings. It may impact some from Communication or Marketing. It may be a value added not taken away from anything else.
 - Steven Bayne: Are there any graphic design courses in Marketing?
 - Laura Nash: There is a web design course.
 - Kraig Steffen: If the Communication School becomes a reality, how does this program fit in with that?
 - Laura Nash: The understanding is that the program will be a part of the School. It prepares students to have the necessary skills in the 21st century to go out and find a career with the things they learned.
 - Margaret McClure: Are the two final courses meant to be taken simultaneously? Will students able to take them by junior year?
 - Laura Nash: It will be handled case-by-case. If a student has completed 3 of the 4 classes and they take the last co-currently with graphic design one, which would be fine.
 - Michael Pagano: Is there a reason why a Theatre professor is heading this program instead of someone in the art department?
 - Laura Nash: Neither one of the full-time faculty of studio art are designers. Suzanne Chamlin-Richer is a painter- it is a different conceptualization of looking at art. Jo Yarrington is an installation artist. Lynn Porter is a scenic designer; she conceptualizes and produces her ideas. It just makes the most sense for her to head and oversee the program. She will not be teaching the courses. Adjunct professors will be hired to teach. The field changes too fast to have a full-time hire only teach the courses. Goal is to have people who work in the field to share their expertise and keep up with what is current.

- Steven Bayne: Clarify resources in relation to director (not a new position; just adding more responsibility) and hiring full-time faculty after two years.
 - Laura Nash: Yes, the director position is not a new position it is an additional responsibility for the Theater director. Philip Elisoph felt that it was good to include a possibility for a full-time hire (professor of the practice or tenure-track).
- David McFadden: Was there a discussion about why there are only two courses that are graphic design and the other courses come from other areas of VPA? Why not have half of the courses in graphic design?
 - Laura Nash: At other schools their programs include a drawing course, which is offered already in studio. It does not make sense to offer them in two places. We also did not want to offer a class that only teaches how to use a computer. Those skills will be used in our courses but not in a class totally devoted to how to use software.
- Two classes and the minor are in the proposal; classes have been previously approved.

Glen Sauer motioned to approve; Margaret McClure seconded; All in favor.

IV. Islamic Studies Minor

- David McFadden: He has been waiting for at least two years for this minor to be proposed. There is an array of professors with the specialty in Islamic studies: two from history, one from religious studies, one from anthropology, and one from politics.
- Laura Nash: Brought up concern about new minors that use resources and are not attracting students but look good on paper.
 - Terry-Ann Jones: There have been many students in international studies that have been asking for a minor in this area. She likes how the minor is framed “Islamic World Studies” which isn’t limited geographically.
 - Laura Nash: It is great that many of the courses are existing classes from existing departments.
- Steven Bayne: It worries him that there is no gateway/introduction course. It looks like it is just a bunch of Islamic studies courses. It seems like there is no unity between the courses for the minor.
 - Johanna Garvey: Black Studies are 6 courses and they were worried about it being an obstacle for students to find a unity. Many students stumble upon these courses and make the connections themselves; not realizing it fulfills some of the requirements for a minor. It is tough to have those students then take an intro class after they are past that in what they’ve taken.
 - David McFadden: Why is there no capstone? It makes sense to have the capstone tie everything together if there is no intro course.
 - Steven Bayne: Agrees, needs either intro or capstone.
 - Brian Walker: Health Studies has both a gateway and capstone. There was some worry about this issue in the beginning but 55 students signed up for the minor and some seniors are planning on taking both their capstone and gateway next semester. It can work even with the two extra courses that don’t count for anything.
 - Laura Nash: We should recommend they add a capstone to their proposal. Change it from 15 to 18 credits minor.
- Steven Bayne: There are no minutes for this proposal or a person to present and answer questions. We have no idea what they discussed if they discussed this issue.
 - Glenn Sauer: There isn’t a lot of detail about who is in charge of this and the administrative structure.
- Brian Walker: Dean Williams has concerns over the vast number of minors with low numbers in terms of students enrolled in capstone and intro courses and the trend of having a director with a stipend

and course releases times without proven success. He will not going to be supportive of a full stipend and course releases until there is proven track record.

- David McFadden: The director of this minor should be treated as the director of other minors. If there is a minor there should be a director and there should be a stipend. This is new; it is not fair to do it just to the first minor approved.
- Brian Walker: His point is there are not unlimited resources. If there are all these new minors being approved, there is so much we can do until it becomes a problem.
- Terry-Ann Jones: Believes that this is an important minor for students and it is not fair to deny those students of the minor because of a couple of thousand of dollars a year for the position is unfortunate.
- David McFadden: He needs to evaluate all minors and strip them down.
- Kraig Steffen: Agrees, if the Dean wants to do that he should look at all the minors and establish a policy that says if a minor has x amount of students enrolled each year on average than it has enough for the stipend for a director position or something along those lines.
- Terry-Ann Jones: Also keep in mind that running a minor is not just about students. There are other responsibilities such as coordinating things.
- Laura Nash: There should be some consistency. She thinks there is also inconsistency between chairs of who gets a stipend and a course release. It doesn't relate to numbers it's a lot due to politics.
- Johanna Garvey: It would be good for them to spread the courses out between departments. Students have to take courses from two or three different departments instead of allowing them to take all in History, for example.

ASCC proposes to send back proposal. They should start with talking to the Dean to talk about resources, send proposal back with the required department minutes, consider a spread of courses between departments, and think about adding a capstone/intro class.

V. **Communication Graduate Course (CO 448: Health Risk Communication)**

- Currently it will be a 1-week course and eventually will be a full course (proposal to come). It will be taught in Galway, Ireland in the summer for graduate nursing students.
- Steven Bayne: Page 5 "Midterm Literature Review" is there a typo negotiation communication?
 - Michael Pagano: No that is a class that will be covered.
- Steven Bayne: There are goals but no listed objectives- should add those in.

Margaret McClure moved to approve; Glen Sauer seconded motion; All in favor.

VI. **Sociology and Anthropology Special Topics Shell**

- Laura Nash: This shell allows Sociology and Anthropology the right to propose special topics courses with its own goals and outcomes. The proposal is for a framework of a future course.

Terry-Ann Jones moved to approve; Kraig Steffen seconded motion; 10 in favor, 1 in opposition.

VII. **MPA Graduate Course**

- Steven Bayne: Keeping students out of jail is a great primary objective.

- Kraig Steffen: There is a laboratory component working for the city of Bridgeport.
- Michael Pagano: Students were asking for this course last spring.
- Kraig Steffen: Was there any discussion with the Politics department about this type of course?
 - Michael Pagano: People from Politics were on the committee and they do not offer a graduate level course like this.
- Terry-Ann Jones: The attendance policy needs to be clarified.
- Kraig Steffen: One small typo: 'Ivy League University' to 'Ivy League Universities'

Michael Pagano moved to approve; Glen Sauer seconded motion; All in favor.

Coming up in December:

- Behavioral Neuroscience concentration for Psychology Majors
- Revised Islamic World Studies Minor

Meeting adjourned at 5:30 pm.