Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	**Present**: Angela Kelly, David Black, Erica Hackley, Jonathan Anzalone, Sara Santos; Shyam Sharma, Shellana Henderson; William Laffey **Absent**: Michael Boerner, Alexandra Pamfilie, Qingzhi Zhu

AGENDA

1. Call to order
2. Adopt agenda
   - Committee Decision:
3. Approval of 3/29/2023 minutes
   - Committee Decision:
4. Old items
   - help to make our Forms page up to date exclude unnecessary and broken links, integrate CC documents into one and link (done), and keep links to relevant external sources that are not linkable from the review checklist
   - Decision: Approved
5. New items: Discussion
   - n/a
6. Proposal Reviews

Task	Decision and notes to be relayed
KSW 111– Change in Delivery	Revise and Resubmit Dear Dr. Nganang, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for KSW 111 was voted as "revise and resubmit." Please note that the issues pointed out below are specific to online delivery, which reviewers noted as requiring additional information for students to successfully complete the course. They do not pertain to the onsite version of the course that was recently approved. The committee raised the following concerns about the proposal: • Course description should say "KSW 111," not "KIS 111." **Notes below are similar to KSW112** • Check grade percentages - e.g., 3 writing samples at 5% each should be 15% instead of

	25%. ● Specify if the course will be synchronous - it is stated "online delivery" in the syllabus and 'hybrid/online" in the Table of Contents. It appears to be synchronous according to the schedule. How will students access the synchronous session? ● Add contact information. How will a student contact the professor when no email is listed? ● Recommend more context on the group work and final project. What does this entail? There is a Discussions grading rubric (this is part of the online template) but this is reference to discussion boards. There doesn't appear to be discussion boards as part of this course. Is there a rationale for being online? ● There are also no details on the Group Work, Final Project, Speaking Samples, and Writing Samples - this information would be helpful in understanding how the instructor will measure student mastery. ● Course description does not match the bulletin. ● Specify how the assignments will meet course objectives. ● Specify grading breakdown. ● Specify if LANG is being requested. Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – [Revisions Form](#). In your resubmission, the committee asks that you 1) locate *this* email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
KSW 112– Change in Delivery	Revise and Resubmit Dear Dr. Nganang, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for KSW 111 was voted as "revise and resubmit." Please note that the issues pointed out below are specific to online delivery, which reviewers noted as requiring additional information for students to successfully complete the course. They do not pertain to the onsite version of the course that was recently approved.

	The committee raised the following concerns about the proposal: **Notes below are similar to KSW111** ● Check grade percentages - e.g., 3 writing samples at 5% each should be 15% instead of 25%. ● Specify if the course will be synchronous - it is stated "online delivery" in the syllabus and 'hybrid/online' in the Table of Contents. It appears to be synchronous according to the schedule. How will students access the synchronous session? ● Add contact information. How will a student contact the professor when no email is listed? ● Recommend more context on the group work and final project. What does this entail? There is a Discussions grading rubric (this is part of the online template) but this is reference to discussion boards. There doesn't appear to be discussion boards as part of this course. Is there a rationale for being online? ● There are also no details on the Group Work, Final Project, Speaking Samples, and Writing Samples - this information would be helpful in understanding how the instructor will measure student mastery. ● Course description does not match the bulletin. ● Specify how the assignments will meet course objectives. ● Specify grading breakdown. ● Specify if LANG is being requested. Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – [Revisions Form](). In your resubmission, the committee asks that you 1) locate *this* email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
Biology– Bulletin Edits	Approved with note Dear Dr. Gergen, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for Bulletin edits for Biology was approved with notes (please see below). The committee raised the following concerns about the proposal:

	- Make appropriate adjustments for CHE 129/130 – needs to add Mat 123 as its CHE 129/130 prereq. This throws off the sequence. Perhaps list gen CHEM 1 and corresponding math? - Address challenges for taking BIO 476/477 in the same semester 6 credit limit for TAship? We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote). With regards, Shyam Sharma Committee Chair
HUS 255– Change in SBC	Revise and Resubmit Dear Dr. Kathleen Vernon, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change in SBC in HUS255 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: - Please make more concrete connections from LO1&2 to course assignment and assessment. LO 3 is covered adequately by the course as proposed. - We were not convinced that the DIV LOs are distinct enough from those for GLO. It looks like DIV will be covered on exam 2, and GLO on exams 1 and 3. The LOs and justification are really well done for DIV, but it's not clear the course has covered enough for a triple certification. - Stronger double SBC certifications are recommended. Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for each item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
Math minor -	Approved

add MAT 315 as an option	Dear Dr. Sutherland, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding MAT 315 as an option to Math Major was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
PSY 250– Change in Delivery	Revise and Resubmit Dear Dr. Davila, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for approval of online delivery PSY 250 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● Syllabus should specify mode of instruction (lecture) ● Prerequisites are missing and must be included. ● List SBC learning outcomes for SBS+ and STEM+. Also show how course assignments and assessments adequately fulfill these objectives. ● Remove email to Dean requirement (this is from COVID). ● Required syllabus statements are out of date (wrong offices, dead links, etc.). ● Amazon is no longer our textbook provider. ● Bursar is renamed to Student Financial Services. ● Curricular alignment is not evident (see CELT course design resources). ● Learning objectives list various/complex outcomes, but the only means of assessment are multiple choice exams. This is a major revise and resubmit issue. ● The course seems to consist of recorded lectures and exams – this is a huge issue. There doesn't seem to be many opportunities for student/instructor interaction. Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for each item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document. We look forward to reviewing this proposal in its revised form. With regards,

	Shyam Sharma Committee Chair
PSY 354– Change in Delivery	Revise and Resubmit Dear Dr. Davila, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for approval of online delivery PSY 354 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● Syllabus should specify mode of instruction (lecture) ● Prerequisites are missing and must be included. ● List SBC learning outcomes for SBS+ and STEM+. Also show how course assignments and assessments adequately fulfill these objectives. ● Remove email to Dean requirement (this is from COVID). ● Required syllabus statements are out of date (wrong offices, dead links, etc.). ● Amazon is no longer our textbook provider. ● Bursar is renamed to Student Financial Services. ● Curricular alignment is not evident (see CELT course design resources). ● Learning objectives list various/complex outcomes, but the only means of assessment are multiple choice exams. This is a major revise and resubmit issue. ● This seems to be a syllabus from last Fall, so all dates will need to be updated and all references to Blackboard should be replaced with Brightspace; numerous references should be updated to current policies/nomenclature. Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – [Revisions Form](). In your resubmission, the committee asks that you 1) locate *this* email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for each item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
ACE for Korean– CAS "Other"	Approved Dear Dr. Sohn,

	On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ACE - Korean was recommended for approval with notes (below). ● The syllabi satisfy the few bullet points in the checklist. But the syllabi would be improved with the inclusion of specific reading assignments in the class schedule and a brief description of the assignments. These are included in the corresponding undergraduate syllabi and should be added to the high school syllabi. We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote). With regards, Shyam Sharma Committee Chair
Psychology major - Add ANP 300 & HAN 200 as options	Approved Dear Dr. Freitas, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding ANP 300 & HAN 200 as options to the Psychology Major was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
ARS 225– Change in Delivery	Approved Dear Dr. Han, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ARS225 was recommended for approval. We will request an update to the bulletin based on the approval. With regards, Shyam Sharma Committee Chair
Internal – content for Committee site forms page	Approved
JRN 303 – Change in Delivery	Revise and Resubmit Dear Dr. Calvi,

	On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for approval of online delivery JRN303 was voted as "revise and resubmit."
	The committee raised the following concerns about the proposal:
	• Needs a more comprehensive Tech Statement for online courses. Example Tech Statement. Also see other CELT resources (including the template for online courses) to ensure greater student success in online format.
	• Required Syllabi statements are not current.
	• To verify student identity for online courses, classes should be delivered through Brightspace.
	• Assignments are required; for curricular review purposes, the fact that an assignment responds to change in the world -- or is regularly updated -- isn't an adequate justification for not including some details about the nature of the assignment and indication of how it will be assessed. The "sample" syllabus should serve as a model of actual syllabi down the road, as well as the curricular rigor and alignment of the course in record.
	Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.
	We look forward to reviewing this proposal in its revised form.
	With regards,
	Shyam Sharma Committee Chair
JRN 490 – Change in Delivery	Approved Dear Dr. Calvi, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery mode of JRN490 was approved.
	The next bulletin update will reflect the decision above.
	With regards,
	Shyam Sharma Committee Chair

Deactivation of SOC 378, SOC 386, SOC 388	Approved Dear Dr. Heller, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivation of SOC 378, SOC 386, SOC 388 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair

7. Next meeting – Heads up for next meeting
   - ○
8. Adjournment