

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<p>Present: Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Sara Santos, Shyam Sharma; Erica Hackley, Shellana Henderson, Stephen Fogarty, Alexandra Pamfilie, Kristin Hall</p> <p>Absent: Jesus Perez Rios</p>

AGENDA

- 1) Call to order
- 2) Adopt agenda
 - Committee Decision: adopted
- 3) Approval of 10/26/2023 minutes
 - Committee Decision: approved
- 4) Old items
 - a) Anthropology program updates (Dr. Russo) – 10min
 - i) Review program now and review courses later –
 - ii) Department requested that we provide track change and marginal comments –
 - iii) Review the submission as a big-picture submission
 - b) Clarification on “impacted departments” in BIO204-205 letter – clarified
 - c) Independent study course template – tabled
- 5) New items: Discussion
 - a) none
- 6) Proposal Reviews

Task	Decision and notes to be relayed
WRT 376	<p>Approved with note</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT376 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Include all required information on the syllabus, such as department name. • Update the technology statement to reflect course needs. For example, the course has an assignment to make a twitter bot, and is highly focused on social media, but the statement only mentions accessing Brightspace and no other requirements. <p>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).</p> <p>With regards,</p>

	<p>Shyam Sharma Committee Chair</p>
<p>ARH 210 SBC change</p>	<p>Revise and resubmit Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for SBC update in ARH210 was voted as “revise and resubmit.”</p> <p>Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● The provided syllabus is outdated (e.g., university policy statements) and is missing various elements (see below) ● The requested SBC learning outcomes are not copied to the syllabus verbatim, and there is no explicit evidence in the assignments and assessment plans as to how those outcomes will be achieved/assessed <p>One effective strategy used by instructors to save time when there are many or major issues is to adapt the CELT template (which we don’t require but recommend) as needed. We also ask instructors to review and check relevant items in the checklist here – in this case the section on SBC change/update.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <i>this</i> 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.</p> <p>We look forward to reviewing and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>ARH210 title change</p>	<p>Approved Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for title change of ART210 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p>

	<p>Shyam Sharma Committee Chair</p>
<p>Change in SBC ARH398</p>	<p>Revise and resubmit</p> <p>Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for SBC change in ART398 was voted as “revise and resubmit.”</p> <p>Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Copy the GLO objectives verbatim ● Specify the in person office hours ● Share instructor office location ● Add a grading scheme (what is an A etc.) ● Add what is expected for earning the points for participation and reading responses ● Add a course weekly plan or outline to show how SLOs are achieved <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don’t require but recommend) as needed. Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist here.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <i>this</i> 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.</p> <p>We look forward to reviewing and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Writing New course WRT 377 Special Topics in Digital Writing</p>	<p>Approved with notes</p> <p>Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT377 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Remove the specific titles from suggested course description, in case additional

	<p>topics are added later.</p> <ul style="list-style-type: none"> • Update the Provost’s required syllabus statements to the current versions. <p>Please provide the updated description to Erica Hackley, in reply to this email. There is no need to submit the updated syllabus to the Committee (that’s for instructors to ensure that university policy is followed).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Linguistics Change in prerequisites LIN 202 Introduction to Phonetics and Phonology</p>	<p>Dear Dr. Huffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change in prerequisites of LIN202 was voted as “revise and resubmit.”</p> <p>While Committee reviewers proposed a vote to approve the change in prerequisite itself, the fact that the syllabus provided to us has serious issues halted the vote to approve. Whenever a syllabus submitted for any new approval is missing critical curricular components, the Committee has been requesting instructors to provide us a complete and updated syllabus in which we can review the request. This is to ensure that our students are receiving syllabi that meet the current minimal curricular instructional requirements; this is also to help constituent departments keep courses up to date and meet current university mandates, which we cannot just look the other way. Because there were a number of issues to be addressed in the syllabus submitted, we suggest that the instructor consider adapting the up-to-date CELT template (recommended, but not required) and ensure that required course information is included by reviewing this checklist when updating the syllabus. Please resubmit the request through the same form as before and we will review it promptly.</p> <p>We look forward to reviewing and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Linguistics Other LIN 202 change in credits</p>	<p>Revise and Resubmit</p> <p>Dear Dr. Huffman,</p>

	<p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for adding credit to LIN202 was voted as “revise and resubmit.”</p> <p>Please address the following issue:</p> <ul style="list-style-type: none"> • Provide a syllabus (meeting required university curricular mandates), <i>including course schedule and/or course content for lecture and recitation, along with assignment and assessment plans</i>, so reviewers can assess whether the updates in the syllabus warrant the addition of credit. While the Curriculum Committee does not focus on the content itself, the review guidelines require reviewers to assess whether the proposed change is justified in terms of curricular substance, rigor, and alignment with the stated learning goals. <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <i>this</i> 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.</p> <p>We look forward to reviewing and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Linguistics Bulletin Edits Clarifying language requirement and edits to courses</p>	<p>Dear Dr. Huffman,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits clarifying language requirements and edits to courses was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Writing New course WRT 490: Rhetoric and Writing Senior Project</p>	<p>Revise and resubmit</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for WRT490 was voted as “revise and resubmit.”</p>

	<p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● Provide more substantial evidence of meeting the SBC goals of the community outreach component to justify the EXP+ designation; in particular, there is no evidence of how the second EXP+ objective (“Apply knowledge and skills gained through coursework to a real-world situation”) is met. ● Prerequisite of WRT 102 is redundant since it is already a prerequisite for WRT 300 (just indicate 300) <p>We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <i>this</i> 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.</p> <p>We look forward to reviewing and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Chemistry Bulletin Edits Updates to sample course schedule</p>	<p>Approve</p> <p>Dear Dr. Wong,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing the sample course sequence for the major in chemistry was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Chemistry Bulletin Edits CHE 301 & CHE 302 - updates to bulletin text for changes that were already approved in January 2020</p>	<p>Approve</p> <p>Dear Dr. Wong,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits for CHE301 and 302 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p>

	Shyam Sharma Committee Chair
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- 7) Next meeting – Heads up for next meeting
 - a)
- 8) Adjournment