

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	Present: Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Stephen Fogarty, Alexandra Pamfilie, Kristin Hall Absent: none

AGENDA

- 1) Call to order
- 2) Adopt agenda
 - Committee Decision: adopted
- 3) Approval of 11/30/2023 minutes
 - Committee Decision: approved
- 4) Old items
 - a) **Clarity on “recitation”:** request university for clear guidelines?
 - i) Questions: Is it in the CC’s purview to define what is recitation and what is not – and whether an asynchronous interactive video equivalent to a recitation – or, for that matter, if a forum discussion qualifies as recitation? If it is, we may need to define, vote, and add to the review guidelines. If it is not (say, it is the purview of the UGC), should we table this item? What role does class size play? How much and what kind of interaction is acceptable? Note that this is a part of a broader guidance we need on online education.
 - (1) Discussion: This impacts the entire university (not just A&S) so this needs to come from UGC – Undergraduate all three BIO and UG BIO, Ukrainian – update: Chair has asked UGC for clarity
 - b) **Program revision/update request:** There is a need to add such a section after Section 3 (New Programs) in our review Checklist because we haven’t documented how we are reviewing and our practice could lack consistency or clarity—plus new program updates are coming up.
 - i) Current: nothing
Proposed: Requests for approval of program proposal requires the following:
 - (a) Please consult with your Dean’s Office curriculum liaison for guidance on significant program revisions or new major proposals.

- (b) Cover memo describing and outlining the proposed updates, such as changes in prerequisites, required and qualifying courses, and concentrations.
 - (c) Track-changed copy of relevant degree/program requirements bulletin sections of the program to show what’s being requested for approval.
 - (d) Current syllabi for each curricular change other than minor changes like course deactivation, or change in course title (in a folder hyperlinked from the cover memo). Consider including subfolders for distinct groups of proposals; we will work on folders and files as of submission date.
 - (e) New syllabi for new courses (separate submissions).
- Decision: Adopted

- c) Internal notes for [efficient and effective reviewing](#) (supplementing checklist) – help update/add/delete any items
 - i) Decision: Add to Committee folder
- d) Tutorial/Independent Study course syllabus/template proposal from [9/27](#) (LCS)
 - i) Proposed: notify LCS that we now have a checklist for TUT/IS courses, suggesting that they use the checklist to respond to our R&R decision

5) New items

- a) Chair’s Report from last EC Meeting (12/1/23): At the latest EC meeting, an English Department faculty member (who represents another Senate standing committee there) raised further concerns regarding the PWR-SoCJ joint BA program, which the CC Chair responded to in order to clarify that the Curriculum Committee’s purview is curricular review and feedback. This member and the Chair of the English Department have since complained that the A&S Senate President was biased in addressing the original request to halt the CC process on the joint BA program. So, both the A&S Senate President and the Chair of this Committee have recused themselves from further deliberations on the matter at the EC. Committee Chair will attend the EC meeting when the issue has been cleared and is invited by the A&S Senate President. CC Chair also noted in a follow up to his recusal at the EC meeting that the CC would welcome any written guidelines for addressing the appearance of COI in Committee deliberations.
- b) Request the University for guidance on “impacted departments” – clarity and focus on curricular impact, separation of other logistical and enrollment impacts, and suggestion for an open comment period and communication among impacted parties.

6) Proposal Reviews

Task	Decision and notes to be relayed
New Course–E & E (UG Biology)	Revise and Resubmit Dear Dr. Akcakaya, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for E&E Biology course was voted as “revise and resubmit.”

	<p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● The Committee has currently requested the A&S Senate President to solicit feedback on its behalf with the Undergraduate Council as to what constitutes “recitation” in online contexts, and we will update you if we receive a different policy guideline. In reviewing this syllabus, we do not believe this is truly a lab/recitation course. In the commonly understood use of the term, a recitation allows for live questions and discussion with a TA or instructor. Instead, this syllabus reads as an interactive lab with online lectures. For now, to clarify this issue the Committee requests that you amend the syllabus to comport with one of the following suggestions: <ul style="list-style-type: none"> ○ Schedule the “recitation” in PeopleSoft as an asynchronous lecture, or, ○ Schedule the “recitation” portion in PeopleSoft as an asynchronous recitation, but include an interactive component that allows students to ask questions and interact with their peers, or, ○ Provide a revised version of the syllabus that somehow addresses the misalignment between the commonly understood definition of a recitation. ● Please increase office hours from 2 to 3 and ensure both versions of the course schedule match in the number of weeks. ● We recommend reformatting the grading scheme and enter it directly as text, instead of a screen capture of an Excel sheet. The embedded image is not accessible to students that may be using a screen reader. <p>We encourage faculty colleagues preparing the course material and proposal 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>
Revised course – WRT 490: Rhetoric and	Approved Dear Dr. Medved,

Writing Senior Project	<p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT490 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Revised course – ECO 111 Introduction to Macroeconomics	<p>Approved with note</p> <p>Dear Dr. Benitez,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ECO111 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Add the SLOs for the SBS SBC verbatim to the syllabus (it’s a university requirement). <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Change in Prerequisite– PSY 380	<p>Approved</p> <p>Dear Dr. Moyer,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisite for PSY380 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Bulletin Edits– PSY 201 - update description	<p>Approved</p> <p>Dear Dr. Moyer,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits of PSY201 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Revised course– ECO	Approved with notes

<p>110 Introduction to Microeconomics</p>	<p>Dear Dr. Benitez-Silva,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for revisions to ECO110 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● More clearly show in the syllabus how the SBC learning objectives are achieved. ● Remove D- from the grading scale to align with SBU's scale. <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>ARH 299 - update description (other)</p>	<p>Approved</p> <p>Dear Dr. Sisti,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating the description of ARH299 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– HIS 261 Change & Reform in US, 1877-1919</p>	<p>Revise and Resubmit</p> <p>Dear Dr. Zolov,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for updating SBC in HIS261 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● List all three SBS SLOs verbatim ● Include current university policy statements ● Describe assignments/assessment in ways that reveal how the SBS objectives (as well as course objectives) are fulfilled <p>We encourage faculty colleagues preparing the course material and proposal 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)</p>

	<p>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>Inactivate ARS 492 - leaving ARS 491 active (other)</p>	<p>Approved</p> <p>Dear Dr. Sisti,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating ARS492 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 Prerequisite– PSY 382</p>	<p>Approved</p> <p>Dear Dr. Moyer,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing prerequisites of PSY382 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– HIS 286 The Global History of Human Health</p>	<p>Approved with notes</p> <p>Dear Dr. Zolov,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating SBS in HIS286 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● The SBCs are approvable, but course learning objectives are missing in the syllabus. Add course learning objectives separately (as in the original submission). Both are university requirements. ● Address other minor issues like reference to Blackboard. The syllabus seems to require a general update. <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p>

	<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Change in Prerequisite– ARS 375 - Theory and Practice of Printmaking: Lithography</p>	<p>Approved</p> <p>Dear Dr. Sisti,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing prerequisites in ARS375 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>SoMAS: MAR 201 The Jaws Effect</p>	<p>Approved with note</p> <p>Dear Dr. Debnis,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for MAR201 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Separate SBC learning outcomes and course learning outcomes. • Separate STAS SLO's from Course learning objectives <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Korean Studies minor revision</p>	<p>Approved with notes</p> <p>Dear Dr. Sohn,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating Korean Studies Minor requirements was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Section 2 can say Minimum 9 credits <p>We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

7) Next meeting – Heads up for next meeting

a)

8) Adjournment