

# Full Semester Report – ASCC – Spring 2023

**Stony Brook University**  
Arts & Sciences Curriculum Committee

01/29/2024

1:00PM  
Zoom (remote)

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

## AGENDA

1. Call to order
2. Adopt agenda
  1. Committee Decision: adopted
3. Approval of 12/07/23 minutes
  2. Committee Decision: approved by email back in December
4. Old items
  3. None
5. New items: Discussion  
COI guidelines – discussed briefly and moved to next meeting
6. Proposal Reviews

Task	Decision and notes to be relayed
New Course— AAS 3xx/KOR 3xx The Unending Korean War	<p>Revise &amp; Resubmit</p> <p>Dear Dr. Kim,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for approval of AAS 3xx/KOR 3xx was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist <a href="#">here</a>. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Strengthen syllabus by addressing the following topics.</li> <li>● Grading scheme: clarify with numerical examples how excused absences will impact students’ course grades (see: Attendance and make up policy);</li> <li>● Outline the criteria that define “poor behavior and conduct” so that students are aware of the issues that could lead to them being removed from the class;</li> <li>● Expand upon the rubric for the cogenerating dialogues by specifying how points will be allocated within categories (e.g., what defines 1, 2, 3, 4, 5 points).</li> </ul>

	<ul style="list-style-type: none"> <li>● Learning Objectives: Please add course-specific learning objectives; these could be modified from the questions written in the "About the course" section.</li> <li>● Please also list the mode of instruction and modality in the syllabus.</li> </ul> <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 <a href="#">the CELT template</a> (which we don't require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>Revision - New course–LCS–HUE: 220 Modern Ukraine</p>	<p>Approve with notes</p> <p>Dear Dr. Gesharik,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for revision of HUE 220 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Thank you for addressing several concerns raised in the prior review. The committee recommends addressing a few remaining issues. Please modify learning objectives to make them more measurable. For example, "better understand" could be modified to clarify how growth in knowledge is measured or specify the practice that will elicit improved understanding. CELT provides additional recommendations: <a href="https://www.stonybrook.edu/celt/teaching-resources/resource-guides.php">https://www.stonybrook.edu/celt/teaching-resources/resource-guides.php</a></li> <li>● Also, the points allocated to each assignment could be clarified. For example, how much is each discussion post worth, and what criteria will be used to assign points?</li> <li>● Finally, <b>the SBC SLOs must be included verbatim and separately</b> (required).</li> </ul> <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>Revision - new course–LCS–FLA 320 Pedagogy in Practice</p>	<p>Approve with notes</p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for revised FLA 320 was recommended for approval with notes (below).</p>

	<ul style="list-style-type: none"> <li>The description of the course as “hybrid” should be modified because the course is fully online. Stony Brook’s definition of hybrid includes in-person and online components. The course as described is best described as an online, synchronous course.</li> </ul> <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>LCS–ITL 436 - change from LEC to LEC/LAB</p>	<p>Approve</p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in instructional mode for ITL436 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>New Course–SoMAS–MAR 106 Life in Our Ocean</p>	<p>Approved with notes</p> <p>Dear Dr. DeBonis,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for the new course MAR106 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>Please ensure that <a href="#">SBC Learning Objectives</a> are copied verbatim and separately.</li> <li>SNW has two associated LOs, but this syllabus contains three; please fix.</li> </ul> <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>Revision - New course–E&amp;E–BIO 209 Fundamentals of Scientific Inquiry in the Biological Sciences IIC</p>	<p>Approved</p> <p>Dear Dr. True,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for revision of BIO 209 (modality, grading scheme, office hours) 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>New Course–AAS 2xx/KOR 2xx Korean American Literature</p>	<p>Revise &amp; Resubmit Dear Dr. Kim, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for new course AAS/KOR 2xx (Korean Literature) was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● Identify course-specific outcomes and align them more explicitly with the assessment plans when revising the syllabus.</li> <li>● Use the up-to-date institutional policy statements (linked <a href="#">here</a>).</li> <li>● Provide a more detailed description of the "attendance and participation" portion of the grading to explain more concretely how participation will be assessed;</li> <li>● Add more information about the Co-generating Dialogue assignment; it is not clear that this is a group project/presentation until the end of the description.</li> </ul> <p>Suggested:</p> <ul style="list-style-type: none"> <li>● Meet with Assessment Specialist in CELT for assistance in developing rubrics.</li> <li>● Add ISBN numbers for required text to make it easy for students to locate.</li> </ul> <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 <a href="#">the CELT template</a> (which we don't require but recommend) to fit their needs.</p> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>Change in Delivery–PSY 103: Introduction to Psychology</p>	<p>Approve with notes Dear Dr. Moyer, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery method of PSY 103 was recommended for approval with notes (below).</p>

	<ul style="list-style-type: none"> <li>● Clarify course modality under "Course Delivery Mode" (where it states "online (synchronous/asynchronous)," it should say "online synchronous");</li> <li>● Remove all sections that don't apply to the course, such as discussion board and bibliographical information;</li> <li>● To better demonstrate alignment of SLOs and course content/ assessments, consider adding a notation for Course LOs and SBC LOs; as written in the course schedule it is a little confusing since there are just numbers;</li> <li>● Consider adding more information on the Research participation component of the grade.</li> </ul> <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>Revision - change in SBC–HIS–HIS 261 Change &amp; Reform in US, 1877-1919</p>	<p>Approve with notes</p> <p>Dear Dr. Zolov,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in SBC for HIS261 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Copy verbatim (and separately) the GLO and HUM SLOs (in addition to the course-specific SLOs already listed);</li> <li>● Revise SLOs to make them more measurable: notation that more explicitly shows SLO alignment with assessment component: words such as "understand" are not considered measurable. CELT has a self-paced resource guide in Creating SLOs;</li> <li>● There is a section that begins to explain the link between the SBC SLOs and assessments but the alignment isn't quite clear. There is a good distribution of assessments but recommend to add a column that shows the alignment of the specific SLOs for the course and SBCs;</li> <li>● Remove the D- from the grading scale to match SBU's grading system.</li> <li>● Consider using the most updated CELT syllabus template: some statements such as Tech Requirements, Student Success Resources have changed. The "Keep Learning Student Tech Guide" is no longer available as this was a COVID resource.</li> </ul> <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>"Other"--SOC–Update to sample course sequence</p>	<p>Approve</p> <p>Dear Dr. Haller,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for update to SOC course sequence 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>New Course–AAS 358–China's Language, Media, and Popular Culture in Global Context</p>	<p>Approve with note Dear Dr. Wang,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for AAS 358 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Copy the SBC objectives verbatim and separately (required by university).</li> </ul> <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>Revision - New course–Hispanic Languages–HUS 150 Indigenous Cultures of Latin America</p>	<p>Approve Dear Dr. Firbas,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HUS 150 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>"Other"--Biochemistry –BCH - Update to sample course sequence</p>	<p>Approve Dear Dr. Holdener,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to BCH course sequence was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

7. Next meeting – Heads up for next meeting

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8. Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

02/05/2024

**1:00PM**  
**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<p><b>Present:</b> Adryan Wallace, Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Sara Santos, Shyam Sharma; Erica Hackley, Kristin Hall, Melissa Klott, Alexandra Pamfilie</p> <p><b>Absent:</b></p>

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision:
3. Approve 01/29/2024 minutes
  - Committee Decision:
4. Old items
  - COI: Internal COI guideline – let’s put in writing (ref: Senate bylaws)  
**Adopted 2/5/24**  
 Whereas:
    - i. The Arts & Sciences Curriculum Committee recognizes the need to avoid conflicts of interest as much as possible in order to best advise the curricular activities of its constituent units and schools, in line with University and SUNY policies. However, because the A&SCC is composed of representatives from units that carry out course instruction of curricula reviewed by this committee, it would be impossible to be absolutely free from all appearance of conflict. The best committees such as this can do is to mitigate actual and apparent conflicts to the extent possible.
    - ii. The A&S Senate and University Senate at large do not have an existing conflict of interest policy for standing committees.
    - iii. A&SCC meetings have been and will continue to be conducted in accordance with A&S Senate By-Laws. Of particular note, Article 11§2 specifically exempts the Curriculum Committee from the requirement of having voting members with discussed and voted business needing to “absent themselves.” In addition, we have adopted a higher standard of not assigning focused review by relevant committee members.
 Be it resolved that:
    - iv. Until a uniform conflict of interest policy is adopted by the Senate structure for all standing committees, the A&SCC continue to follow the general guideline in the A&S Senate By-Laws.

- v. Voting committee members will not be assigned to review, comment on, or provide technical feedback on submissions stemming from specific programs, departments, or units in which they teach or administer.
- vi. Voting committee members will not be required to abstain from discussion in order to provide context. Discussion of curricular business is enriched by the participation and disciplinary and contextual knowledge of relevant committee members and invited University guests, who are often invited.
- vii. Voting committee members will abstain from voting on any curricular proposal that relates to specific programs, departments, or units in which they teach or administer.
- viii. In instances where the abstention of a voting committee member reduces the number of votes below the required quorum, then the proposed business item will be tabled until the following A&SCC meeting, or the next opportunity when the committee attendance is able to reach quorum without committee members from relevant units. If quorum becomes technically impossible when adopting the above process, the Chair shall seek the advice of the A&S Senate President.

5. New items: Discussion

- o New Chair nomination – please let the Chair or Senate President know

6. Proposal Reviews

Task	Decision and notes to be relayed
Revision - Change in Delivery–LCS–UKR 111 Elementary Ukrainian I	<p>Revise and Resubmit</p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for change of delivery for UKR 111 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist <a href="#">here</a>. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Remove “Skill 3” from the top of the syllabus. The Diversified Education Curriculum (DEC) was superseded in 2014 by the Stony Brook Curriculum (SBC). If this course is intended to fulfill the <u>LANG</u> SBC requirement, it must include the two LANG learning objectives. This can be added in its own section above/below the Course Learning Objectives, titled something along the lines of “Stony Brook Curriculum Learning Objectives (LANG).” The two LANG LOs should be copied verbatim.</li> <li>● Some aspects of curricular alignment need to be included. The grading scheme is clear, but not all the components of it are described in the syllabus.               <ul style="list-style-type: none"> <li>o Class attendance &amp; participation: described in “How to Succeed in this Course,” no changes necessary</li> <li>o Written assignments: you provided a point rubric for this, and generally indicated that this is a tentative syllabus. Could you provide a brief description of what might be expected of students to complete for these writing assignments?</li> <li>o Readings &amp; Dialogues: please include a short description of how these</li> </ul> </li> </ul>



readings and dialogues will be administered.

- Audio, Video, Talks: described in “How to submit assignments,” no changes necessary
- Midterm and Final: described in the course schedule, no changes necessary.

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Changes recommended for course clarity and accessibility:

- We recognize that some of the text and highlighting was to draw the committee’s attention to additions for this revision. However, certain formatting choices on the syllabus are not advisable for digital accessibility: some examples include red text on yellow background and tables with both merged and unmerged cells. We strongly recommend reviewing [CELT’s Digital Accessibility Resources](#) for tutorials and tools on how to best design and format your syllabus to maximize digital accessibility—*especially* because this course is proposed for online instruction.
- VoiceThread is mentioned as a tool that will be used for the course, but no additional details are given. We recommend including some language about that tool for students that may not be familiar, or may need additional guidance. CELT has a sample syllabus statement for this under their “[Sample Statements](#)” section.
- Clarify the “Fri Recitation” items listed in the “Homework to Submit on Date” column of the course schedule. Does this mean that the weekly recitation assignments are due on Fridays? If so, those specific dates should be listed and perhaps clarify the text to say “Week 1 recitation assignment,” or something similar.
- Demonstrating curricular alignment by describing the forms of assessment were outlined above in the required changes. These descriptions are spread throughout the syllabus, and it was difficult for us as a committee to locate all these individual components. We recommend creating a separate section and calling it something like “Course Assessments” where you can relocate some of these existing descriptions for the graded components and add descriptions for the items that are not fully described. This would allow students to see in one section all the different ways they will be assessed in the course (and not simply the grade break down of those assessments towards their final grade)

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) to fit their needs.

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 and approving this proposal in its revised form.

	<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Revision - New course–SoMAS–MAR 110 Shark Biology &amp; Conservation</p>	<p>Approved with note Dear Dr. DeBonis, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for the course MAR110 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● The committee approves this new course syllabus but with one recommended change to the Course Delivery Mode and Structure section. The current description, “This is an in- person, synchronous face-to-face course, delivered at the Southampton Marine Station” is specific, but may be overcomplicating things in the specificity. Using the term “synchronous” is usually reserved for describing courses delivered online. (Online courses can be either synchronous vs. asynchronous. In person or face-to-face courses can only be synchronous.) . To simplify things, it may be easiest to say “This is an in-person course delivered...”</li> </ul> <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>Delivery–Geosciences–GEO 104: Ripples across the World: Global Effects of Natural Disasters</p>	<p>Approved with notes Dear Dr. Nekvasil, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for delivery change of GEO104 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Where the syllabus indicates “Prerequisite, corequisite” update that to be one or the other. The information that follows should be one or the other, not both. (In this case, it sounds like it should just be a prerequisite.)</li> <li>● Office hours should be increased to be a total of three hours per week, in line with the University’s <u>Minimal Instructional Responsibilities</u>.</li> <li>● The Course Learning Objectives, while thoughtfully written and reflective of the course content, may benefit from a little tweaking to ensure they are as clear as possible. For example, “LO3: Recognize that cultural differences affect response to natural hazards.” Using <u>CELTs LO basic structure</u> (“measurable verb—knowledge/skill—additional details”), how would “recognition” be measured through assessments/activities in the course? Perhaps another verb may be more fitting.</li> </ul> <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>New Course–HIS–HIS 319 European Intellectual History, 1870-1945</p>	<p>Revise &amp; Resubmit Dear Dr. Zolov, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for the course HIS319 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist <a href="#">here</a>. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● The syllabus is missing several key pieces of information/sections (*see below).</li> <li>● In addition, the syllabus should more sufficiently demonstrate course alignment by providing a description of the assessment components and how they align with the SBS+ and course-specific SLOs.</li> <li>● We recommend that the course schedule more clearly indicate the timeline/dates for respective topics, readings, and assessment.</li> <li>● *Required syllabus statements are outdated and should be replaced with those linked <a href="#">here</a>; syllabus should list pre-requisites, instructor contact information, number of course credits, modality and mode of instruction, required course materials/readings (ISBN recommended), late submission policy, and information about technical requirements.</li> </ul> <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 <a href="#">the CELT template</a> (which we don’t require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>"Other"--HIS–HIS 214 Colonial Survey - remove recitations</p>	<p>Revise &amp; Resubmit Dear Dr. Zolov, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for removal of citation in HIS214 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p>

	<ul style="list-style-type: none"> <li>The committee requests that an updated syllabus be provided to reflect the changes to the course should recitation be removed. The rationale for reducing recitations seems to relate to scheduling. This is an inadequate rationale because it should be possible to schedule lecture before recitations. Creating multiple versions of quizzes is standard practice for many faculty at SBU; solutions should be explored with CELT. From the chair letter, it was not clear if the number of credits for the course would change and if so, how.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <u>Revisions Form</u>. 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 <b>each</b> 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>
Prerequisites–Chemistry –CHE 379 Electrochemistry	Approve with notes Dear Dr. Marschilok, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for prerequisite change in CHE379 was recommended for approval with notes (below). <ul style="list-style-type: none"> <li>Per institutional guidelines (see <a href="#">here</a>), faculty must offer a minimum of 3 hours of in-person office hours/week.</li> </ul> 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>With regards,</p> <p>Shyam Sharma Committee Chair</p>
HIS 221 - change the theme category	Approve
Bulletin Edits–UG Bio–BIO BS & BA Updates to Sample Course sequence	Approve Dear Dr. Gergen, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits for UG Bio (Bio BS&BA) was approved. <p>The next bulletin update will reflect the decision above.</p>

	<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>HIS 293 - change in course components</p>	<p>Approve Dear Dr. Guiliano, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course component of HIS293 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 – Changes to Environmental Studies Major</p>	<p>Approve Dear Dr. Rider, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for changes to Environmental Studies Major 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>HIS 239 - add to these categories</p>	<p>Approve Dear Dr. Giuliano, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding HIS239 to different categories 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>GEO 105 - change in course title &amp; description</p>	<p>Approve Dear Dr. Andersen, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description and title of GEO105 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p>

	Shyam Sharma Committee Chair
GEO 105–Change in course title	Included in above

7. Next meeting – Heads up for next meeting

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8. Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

02/12/2024

**1:00PM**  
**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Adryan Wallace, Susan Scheckel, Sara Santos, Shyam Sharma; Erica Hackley, Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfilie <b>Absent:</b>

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision:
3. 02/05/2024 minutes
  - Committee Decision: approved
4. Old items
  -
5. New items: Discussion
  - Vote in new members: Adryan Wallace, Susan Scheckel
  - New Chair vote – nominations solicited – vote proposed for next week
  - Chair’s report: By Law change affecting CC efficiency – we have requested the Senate to please consider the pragmatics of reviewing dozens of items per meeting – we have internal guidelines for avoid COI
6. Proposal Reviews

Task	Decision and notes to be relayed
WRT101-102 – prerequisite bulletin language update	<p><b>Tabled</b>– pending department response (waiting) – will add to next week’s minutes... approved on 2/19</p> <p>The requests to update the prerequisites for WRT 101 and 102 were reviewed by the A&amp;SCC but the specific action was not specifically clear. Consultation with representatives from the Registrar’s Office indicated that there are complicated programming implications. We believe we understand the overall request to revise the prerequisite text for WRT 101 and 102 to be up to date. We also recommend amending the course descriptions to remove the “prerequisite” language from the course description text. Please review <a href="#">these proposed changes</a> to the course descriptions and prerequisites for accuracy. If the details of these changes are not accurate, please submit the course descriptions and prerequisites for WRT 101 and WRT 102 with track change edits enabled, showing the changes you requested. If these are accurate, we'll review them accordingly.</p> <p><b>Update:</b> Approved on 2/23 when Erica confirmed to PWR that the issue has been addressed</p>

	by the Registrar's office (see email).
UG Biology– BIO 299–Change in Delivery	<p>Approved with notes Dear Dr. Honey, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery of BIO299 was recommended for approval with notes (below).</p> <p>The change in the modality of the course has been approved from face-to-face to include hybrid online synchronous delivery – with the following important notes:</p> <ul style="list-style-type: none"> <li>• The course description on the syllabus includes several changes in the course description text (inclusion of the word “hybrid,” removal of “formerly offered as BIO 266.” Please submit a separate A&amp;SCC request to have the course description reviewed and changed.</li> <li>• The <a href="#">required syllabus statements</a> should be up to date. The SASC statement includes the old office location (ECC).</li> </ul> <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,  Shyam Sharma Committee Chair</p>
COM 494 change in course credits - internship	<p>No change – notify Dear Dr. Ambrosio-Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that regarding the proposal for change in course credit for COM494, the Committee decided that no such change is needed, for the reason below:</p> <ul style="list-style-type: none"> <li>• The proposal to change the number of course credits students can register for COM 494 was determined to not require any action by the A&amp;SCC. COM 494 currently allows for students to register for 0-6 credits per registration. The requested change, to reduce the number of credits for COM 494 that can be taken overall with repeats, is addressed in the separate request that was submitted to update the COM 494 course description (reducing the limit of repeated credits from 12 to 6).</li> </ul> <p>If you are not satisfied with the Committee's decision, please submit an updated proposal with additional context and explanation, and we will deliberate again.</p> <p>With regards,  Shyam Sharma Committee Chair</p>
COM 415 course description	<p>Approved Dear Dr. Ambrosio-Mullady,</p>



	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of COM415 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>JRN 208 - course description</p>	<p>Approved with note (for clarification/record) Dear Dr. Ambrosio Mullady,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of JRN208 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● At first glance, this request seems to ask for changing the course title from JRN 208 to COM 208 and deactivating JRN208. But the request justification mentioned removing one sentence in the course description "This course was previously known as JRN208."</li> <li>● It was not clear to us if this course will be deactivated. In addition, it is not clear if this request is asking for the same change as COM 208.</li> <li>● After following up with the course instructor we learned that "JRN208 has been deactivated. History of Mass Communication is no longer cross-listed; as of the Spring 2024 semester it's known only as COM208."</li> <li>● Also in the follow up the SoCJ Academic Programs and Assessment Coordinator clarified that they are requesting to remove that one sentence in the course description "This course was previously known as JRN208."</li> </ul> <p>Please address the issue as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>COM 305 - course description</p>	<p>Approved with note (for clarification/record) Dear Dr. Ambrosio Mullady,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of COM305 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● At first glance, it is not clear if the JRN version of this course has been already deactivated because the justification provided for removing the sentence "also listed as JRN 305" includes "JRN versions will be deactivated."</li> <li>● Based on the clarification provided by Erica H. about the revised submission for the same course. The updated submission clarifies that In spring 2023, this course was uncrosslisted and the JRN version was deactivated.</li> </ul> <p>Please address the issue as appropriate.</p>

	<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>POL 459 - change in description, SBC &amp; bulletin degree requirement language</p>	<p>Approve change in description, &amp; bulletin degree requirement</p> <p>Dear Michael Boerner,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in description and bulletin degree requirement of POL459 was voted for approval.</p> <p>However, the Committee voted to reject the request for SBC change. The discretionary granting of ESI in POL459 will have implications for 459 courses across campus in ways that are not allowed by the Gen Ed framework; this Committee is unable to approve such a change in gen ed policy. Discretionary approval of SBCs like the one requested can undermine the rigor and consistency of the institutional general education framework.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>COM 208 course description</p>	<p>Approved</p> <p>Dear Dr. Ambrosio Mullady,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change to course description of COM208 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>JRN/COM 487 - remove crosslisting</p>	<p>Approved with notes</p> <p>Dear Dr. Ambrosio Mullady,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for removing cross listing of JRN/COM487 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Please clarify if you are keeping JRN 487 and only removing the cross list, or are you deactivating JRN 487?</li> </ul> <p>Please email Assistant Dean Erica Hackley with the clarification.</p> <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>
COM 494 course description	<p>Approved Dear Dr. Ambrosio Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of COM494 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
JRN 333 - deactivate	<p>Approved Dear Dr. Ambrosio Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating JRN333 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
JRN 355 - deactivate	<p>Approve Dear Dr. Ambrosio Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating JRN355 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
JRN 411 - deactivate	<p>Approved Dear Dr. Ambrosio Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating JRN411 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma</p>

	Committee Chair
Linguistics – Clarifying language requirement in Linguistics degree requirements	<p>Approved</p> <p>Dear Dr. Huffman ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for clarifying the language requirement for Linguistics BA was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
EGL 379 Native American Texts and Contexts – change delivery of course to online asynchronous	<p>Approved with note</p> <p>Dear Dr. Robinson,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery mode for EGL379 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• There’s a reference to lectures on Brightspace but they're not mentioned anywhere else in the syllabus. The schedule suggests that the course is discussion-based. Clarify or remove the reference to lectures.</li> </ul> <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>
LIN 202 Introduction to Phonetics and Phonology	<p>Approved</p> <p>Dear Dr. Huffman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for LIN202 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
WRT 321–change in prerequisite	<p>Approved</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisite of WRT321 was approved.</p> <p>The next bulletin update will reflect the decision above.</p>

	<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
JRN 116: Introduction to Digital Journalism	<p>Approved</p> <p>Dear Dr. Ambrosio Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for JRN116 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
JRN 216: Intermediate Digital Journalism	<p>Approved with notes</p> <p>Dear Dr. Ambrosio Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for JRN216 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Recommendations on syllabus: Blackboard references should be replaced with Brightspace, required syllabus statements should be updated, and assessment component descriptions could be further fleshed out to better demonstrate SLO alignment.</li> </ul> <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>
JRN 217: Journalistic Reporting and Writing	<p>Approved with notes</p> <p>Dear Dr. Ambrosio Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for JRN217 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Recommendation on syllabus: instructor should hold a minimum 3 office hours/week, Fall dates should be updated to Spring dates.</li> </ul> <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>
COM 415: Data	<p>Approved</p> <p>Dear Dr. Ambrosio Mullady,</p>

Analysis and Storytelling	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for COM415 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
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7. Next meeting – Heads up for next meeting

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8. Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

2/19/2024

**11:30PM**

**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<p><b>Present:</b> Jonathan Anzalone, Michael Boerner, Sara Hamideh, Adryan Wallace, Susan Scheckel, Sara Santos, Shyam Sharma; Erica Hackley, Steve Fogarty, Melissa Klott, Alexandra Pamfilie</p> <p><b>Absent:</b> Ross Nehm, Kristin Hall</p>

**AGENDA**

1. Call to order
2. Department Chair visit (8 min): UKR111 – issues addressed
3. Adopt agenda
  - Committee Decision: adopted
4. 2/12/2024 minutes
  - Committee Decision: approved
5. Old items (unfinished business)
  - Chair election – [call for nomination](#)
6. New items (new business):
  - Need substitute chair for Feb 29 (and possibly 4/8): voted for a break
7. Proposal Reviews

Task	Decision and notes to be relayed
Writing 101-102, Change in Prerequisite	<p><b>Approved with note</b></p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON275 was recommended for approval. I’ve included Committee notes below for your reference/record.</p> <p>Email from Erica to Department on 2/23/24: “The proposed changes were updated by Steve in the Registrar's Office who also serves on the ASCC. Attached are the proposed updates with track changes. Let me know if these look good to you.”</p> <p>Response from Department (Schultheiss): “Thank you so much for your help with this; this looks fantastic! Now that the prerequisites are in order, I'm hoping we can make headway on the other enrollment issues we have run into over the last few months (although I think this was the only part that required the ASCC). Thanks again to the ASCC and the Registrar's Office.”</p> <p>Note: item was tabled on 2/12 for clarity from the Registrar &amp; department to ensure that the prerequisites listed on the course align with the prerequisites programmed in course catalog –</p>

	<p>email chain helped to do that – Committee had deemed either no curricular change was needed or the request wasn’t clear – follow up showed that the former is the case – clarity was needed in communication between department and Registrar’s office, with Committee approval)</p> <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 - WRT 375</p>	<p>Approve</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites in WRT375 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>New Course HIS 3xx Cold War Science</p>	<p>Revise and Resubmit</p> <p>Dear Dr. Zolov,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for HIS3xx (Cold War Science) was voted as “revise and resubmit.”</p> <p>We are aware that this is a second revision request, and if the instructor would like to meet with me as Chair for a brief consultation, as suggested by Committee reviewers, I would be willing to find the time (please let me know).</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist <a href="#">here</a>. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Specify the modality.</li> <li>● Increase office hours to 3 hours/week to meet the required minimum.</li> <li>● Fix the typo in the CLO.</li> <li>● List required course materials in the syllabus.</li> <li>● Course aim #4 is big and multifaceted – consider breaking down to separate and independent aims.</li> <li>● Provide more detailed instructions for midterm (One analysis of a technical paper or object). Overall, for assessment, clearly indicate how outcomes are measured. For example, clarify if the participation grade is weekly.</li> <li>● Edit for readability the description of Reading Responses.</li> </ul>



	<ul style="list-style-type: none"> <li>● Put all the required syllabus statements under such title. what is the attendance grade policy? describe the course Technical requirements.</li> <li>● SBS+ learning outcomes are not listed verbatim.</li> </ul> <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 <a href="#">the CELT template</a> (which we don't require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>Other Credit change JRN 488: Internship credit change</p>	<p>Approved</p> <p>Dear Dr. Ambrosio-Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for credit change for JRN488 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>Other JRN 489: Specialized Internship credit change</p>	<p>Approved</p> <p>Dear Dr. Ambrosio-Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for credit change for JRN489 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>New Course HON 276</p>	<p>Approved</p>

	<p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON276 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 course description SCH 101</p>	<p>Approved</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of SCH101 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 course description SCH 102</p>	<p>Approved</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of SCH102 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 course description, title, prereq SCH 275</p>	<p>Approve</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description and title of SCH275 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>New Course HON 275</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON275 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Include information about the course modality and mode of instruction in syllabus.</li> <li>● Clarify the grading scale to ensure it matches the S/U grading system.</li> <li>● Revise the language to say: “C, or equivalent of 73 points or higher.” There seems to be no need to include the chart if the grading scale is U/S.</li> </ul> <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 course title, description, prereqs SCH 276</p>	<p>Approved</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course title and description of SCH276 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 course description SCH 475</p>	<p>Approved</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculums Committee, I am pleased to inform you that the proposal for change in course description of SCH475 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 course description SCH 488</p>	<p>Approved</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of SCH488 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>New Course WSE 101</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WSE101 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Add syllabus elements that are missing, per the <a href="#">A&amp;SCC review checklist</a>: <ul style="list-style-type: none"> <li>● The course modality (in person, online synchronous, etc.) and mode of instruction (lecture, seminar).</li> <li>● Add office hours and location. There must be at least three hours per week designated for office hours, per the policy on faculty’s <a href="#">minimal instructional responsibilities</a> policy).</li> <li>● Consider renaming “course goals” to “course learning objectives” to be consistent with current SBU assessment nomenclature.</li> <li>● The “Americans with Disabilities Act” statement should be retitled the “Student Accessibility Support Center” statement (SASC handles ADA accommodations, but also other forms of accommodation, beyond the ADA).</li> <li>● The course goals/learning objectives could use some additional attention. The verbs selected are not measurable. We recommend reviewing CELT’s <a href="#">Creating Learning Outcomes resource guide</a>, and contacting CELT if you have any additional questions.</li> </ul> </li> </ul> <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>New Course WSE 275</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WSE275 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● See the <a href="#">A&amp;SCC review checklist</a>: <ul style="list-style-type: none"> <li>● Include course modality (in person, online synchronous, etc.) and mode of instruction (lecture, seminar).</li> <li>● The course goals/learning objectives could use some additional attention. The verbs selected are not measurable. We recommend reviewing CELT’s <a href="#">Creating Learning Outcomes resource guide</a>, and contacting CELT if you have any additional questions.</li> </ul> </li> </ul>

	<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>Bulletin Edits University Scholars</p>	<p>Approved</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits of University Scholars program 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 course title, description, prereqs HON 495</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON495 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Address questions about this sentence to clarify language: “With the approval of the Honors College, students may substitute an appropriate credit-bearing departmental honors project or they may, with the approval of the department, submit their Honors College Senior Project for departmental honors.” <ul style="list-style-type: none"> <li>○ How does this substitution process work?</li> <li>● How often does this kind of request occur? <ul style="list-style-type: none"> <li>○ Does it involve having a student retroactively drop/add courses?</li> <li>○ Is there a person in the Honors College designated to make sure that the disciplinary/Honors College requirements are fulfilled during this substitution request?</li> </ul> </li> </ul> </li> </ul> <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>New Course WSE 276</p>	<p>Approved with notes</p> <p>Dear</p> <p>Dear Dr. Sherman, Dr. ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WSE276 was recommended for approval with notes (below).</p>

	<ul style="list-style-type: none"> <li>● Use CELT guidelines to rewrite SLOs</li> <li>● Better align between LOs and assignments/assessment in the course (e.g., LO1 isn't met by mere attendance -- specify how if it is)</li> <li>● In attendance policy, acknowledge religious holidays and university sanctioned events as excused.</li> </ul> <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>Bulletin Edits WISE</p>	<p>Approved with note</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WSE276 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● New course WSE 276 (and WSE 275) not included in Bulletin revision -- provide updated track change to Erica.</li> </ul> <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 course title, description, prereqs HON 101</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course title, description, and prerequisites of HON101 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Keep the original language in the Prerequisite line (i.e., Prereq: MemberSHIP in the Honors Program) -- that's more grammatical than Member OF, etc</li> </ul> <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>Bulletin edits Honors</p>	<p>Approved with notes</p> <p>Dear Dr. Sherman,</p>

On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edit for Honors program was recommended for approval with notes (below).

- Make sure to include HON101 in the course sequence chart wherever it is required.

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.

With regards,

Shyam Sharma  
Committee Chair

8. Next meeting – Heads up for next meeting

○

9. Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

03/04/2024

**1:00PM**  
**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Adryan Wallace, Susan Scheckel, Sara Santos, Adam Charboneau, Shyam Sharma; Erica Hackley, Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfilie <b>Absent:</b>

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision:
3. 02/19/2024 minutes
  - Committee Decision: approved online
4. Old items
  -
5. New items: Discussion
  - Chair election: Jonathan Anzalone was elected as Chair unanimously
  -
6. Proposal Reviews

Task	Decision and notes to be relayed
New course– JRN 322 Working Newsroom	<p>Approve with notes</p> <p>Dear Dr. Ambrosio-Mullady,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for JRN322 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Instructor must hold a minimum of 3 office hours per week</li> <li>● syllabus should include course credits and modality</li> <li>● Grading policy identifies "story ideas, participation" as 40% of the overall grade but later it is mentioned that participation only accounts for 20%; this may cause confusion among students. Clarify the participation percentage by either separating it from "story ideas" or by raising the number to 40%.</li> </ul> <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>New course– COM 225 Introduction to Video Production</p>	<p>Approve with notes Dear Dr. Ambrosio-Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for COM255 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● A masterfully designed course and syllabus. There is everything curriculum reviewers and students need in the syllabus. There are two small issues that should be addressed before the syllabus is in students’ hands. First, the instructor must specify and hold a minimum of 3 office hours per week. Second, syllabus should include course credits and modality</li> </ul> <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>SBC – EGL243 Shakespeare's Major Works</p>	<p>Approve with notes Dear Dr. Pfeiffer, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for SBC change in EGL243 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● The syllabus should (1) include course credits, (2) include course modality and technical requirements, (3) copy verbatim from the course description listed in the UG Bulletin.</li> </ul> <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>SBC– EGL 379: Native American Texts and Contexts</p>	<p>Approve with notes Dear Dr. Pfeiffer, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for SBC change in EGL379 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Clarify course designator (listed as 378 on page 2).</li> <li>● Provide a more detailed description of the assessment components to more effectively demonstrate how they align with DIV SLOs.</li> </ul> <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</p>

	Committee Chair
Linguistics--New Course-- LIN 203 Introduction to Syntax and Morphology	<p>Revise and Resubmit</p> <p>Dear Dr. Huffman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for LIN203 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● The amount of class time needs to be expanded to justify assigning 4 credits; details regarding a recitation need to be clarified. A letter from the Chair should clarify whether the course will be 3 or 4 credits.</li> <li>● Reviewers need some detail regarding how different components of the course will be assessed (to see if course objectives are met, or aligned with assessment). Indicate credit distribution and specify how homework assignments will be assessed.</li> <li>● The learning objectives have typographical errors and could also be strengthened by making them more measurable.</li> <li>● The syllabus is missing some essential components. Please review the CELT template for helpful information.</li> <li>● Please consider changing "scientific method" to "methods" in the bulletin description; this would align with the learning objectives and also bring the language in line with standard meaning in scientific disciplines.</li> <li>● There was not an SBC listed for this course--is that the case? If so, you can request when submitting a revision.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>
NAI--New Course-- Native American & Indigenous Studies	<p>Revise and Resubmit</p> <p>Dear Dr. Newman,</p>

<p>(NAI)--NAI 488 Internship</p>	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for NAI488 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● Clarify whether 12 internship credits can be applied to the minor.</li> <li>● Revise the syllabus to include a rubric or other approach that specifies the criteria that will be used for grading the written work and assigning a S or U course grade. Note: Some instructors specify a percentage cutoff for S.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>English--Change in SBC-- EGL 204: Literary Analysis and Argumentation</p>	<p>Revise and Resubmit</p> <p>Dear Dr. Pfeiffer,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for SBC change in EGL204 was voted as “revise and resubmit.”</p> <p>The committee recommends the following changes to the syllabus (Reviewing the CELT syllabus template may be helpful):</p> <ol style="list-style-type: none"> <li>(1) Please provide more details in the assignment/assessment to show how the WRTD objectives are achieved. The deadlines and grading schemes for the class assignments related to WRTD would benefit from expansion and clarification. For example, rubrics could be added that indicate how points or grades will be assigned to each of the major activities.</li> <li>(2) SBC learning objectives should be written verbatim on the syllabus.</li> </ol> <p>We have some other suggestions:</p> <ol style="list-style-type: none"> <li>(3) The office hours listed on the syllabus should be revised to total 3 hours per week and also indicate a location (e.g., online via zoom, in person with room number).</li> <li>(4) Information should be added about how to contact the instructor.</li> </ol>

	<p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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, Shyam Sharma Committee Chair</p>
<p>SoCJ--Bulletin Edits-- JRN major - policy on double majoring/minoring in COM</p>	<p>Approved Dear Dr. Ambrosio-Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits for JRN major/minor in COM was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards, Shyam Sharma Committee Chair</p>
<p>Native American &amp; Indigenous Studies (NAI)--New Course-- NAI 101 Intro to Native American and Indigenous Studies</p>	<p>Approved with note Dear Dr. Newman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for NAI101 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Add all essential information in the syllabus, including about instructor, three office hours and meeting time, etc</li> </ul> <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, Shyam Sharma Committee Chair</p>
<p>New Course-- Native American &amp; Indigenous Studies (NAI)-- NAI 221</p>	<p>Approved with note Dear Dr. Newman,</p>

Native American Peoples and Environmental Justice	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for NAI221 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Add all essential information in the syllabus, including about instructor, three office hours and meeting time, etc</li> </ul> <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>
PSY--Bulletin Edits-- Update PSY BS & BA sample sequence	<p>Approved w/note</p> <p>Dear Dr. Moyer,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin update for PSY BS&amp;BA was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• For Fall Junior year UD elective has 301-384 listed. PSY 384 is no longer listed on bulletin, and this course range should be adjusted accordingly.</li> </ul> <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>
HIS--Bulletin Edits-- Update to SBC course page	<p>Approved</p> <p>Dear Dr. Giuliano,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin update to SBC course page was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
CHE--New Course-- CHE 377 Inorganic Chemistry Laboratory	<p>Revise and Resubmit</p> <p>Dear Dr. Drueckhammer,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for CHE377 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>• The syllabus mentions CHE 487; the course number on the first page of the</li> </ul>

	<p>syllabus needs to be updated to match the bulletin.</p> <ul style="list-style-type: none"> <li>• Change in credit numbers between the old and new version (this new version is 3 credits) so we request a justification of the increase from 2 to 3 credits.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>NAI--New Course-- NAI 211 Introduction to Native American Literatures, Cultures and Art</p>	<p>Revise and Resubmit</p> <p>Dear Dr. Newman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for NAI211 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>• There is inadequate course material and instruction for fulfilling the SBS LOs listed specifically under SPK. For example, there is only one 5 minute presentation which may not be enough for meeting any of the SPK SBC objectives (which demand course content and instruction on oral/presentation skills, rather than just having students present). We encourage the instructors to check the requirements and guidelines for better meeting the SPK objectives.</li> <li>• Syllabus is missing information such as instructor, office hours, meeting time</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>Che--Bulletin Edits-- Change in bulletin text to incorporate CHE 377</p>	<p>Approved</p> <p>Dear Dr. Drueckhammer,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin change for CHE377 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Change in SBC-- HIS 239 From Columbus to Darwin: Investigating Nature, Medicine and Science in the Americas</p>	<p>Approve one request with note of rejection about another</p> <p>Dear Dr. Giuliano,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I write to inform you that the proposal for SBC change in HIS239 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Approve to remove SPK.</li> </ul> <p>However, the request for update to the course's SBC designation was not approved.</p> <ul style="list-style-type: none"> <li>● SBS+ is not approved because STAS cannot be multi-certified. It seems that there is stronger alignment with STAS which is already attached to this course.</li> </ul> <p>We will request an update to the bulletin based on the first approval above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>New Course-- EGL 150 How Can Literature Change Your Life?</p>	<p>Revise and Resubmit</p> <p>Dear Dr. Pfeiffer,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for EGL150 was voted as "revise and resubmit."</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● Information for NYSED/SUNY and Stony Brook University curricular requirements are missing. We recommend reviewing the <a href="#">A&amp;SCC Reviewer's</a></li> </ul>

	<p><a href="#">Checklist</a> which includes all the required details that must be included in a course syllabus for review. CELT also has helpful <a href="#">syllabus templates</a> which include all the required sections, and can be easily updated to add your course information and ensure all required information is included.</p> <ul style="list-style-type: none"> <li>• One area that needs particular attention is the course learning objectives. As they are currently written, they are not measurable and it is difficult to determine how they will be assessed. CELT has a helpful self-paced guide on how to <a href="#">create learning objectives</a>. Additionally, since this course is requesting certification for HUM, GLO, and CER, those <a href="#">SBC learning objectives</a> must also be included (verbatim). <a href="#">Course alignment</a> must be demonstrated for each of the course learning outcomes and SBC learning outcomes.</li> <li>• Before revising, we recommend you make an appointment with a member of the CELT staff to review your syllabus for the required components indicated on the checklist above and to review your updated learning objectives.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>New Course-- EGL 336 – Nation &amp; Migration in Cinema</p>	<p>Revise and Resubmit</p> <p>Dear Dr. Pfeiffer,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for EGL336 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>• Information for NYSED/SUNY and Stony Brook University curricular requirements are missing. We recommend reviewing the <a href="#">A&amp;SCC Reviewer’s Checklist</a> which includes all the required details that must be included in a course syllabus for review. CELT also has helpful <a href="#">syllabus templates</a> which include all</li> </ul>



	<p>the required sections, and can be easily updated to add your course information and ensure all required information is included.</p> <ul style="list-style-type: none"> <li>• One area that needs particular attention is the course learning objectives. As they are currently written, they are not measurable and it is difficult to determine how they will be assessed. CELT has a helpful self-paced guide on how to <a href="#">create learning objectives</a>. Additionally, since this course is requesting certification for HUM, GLO, and CER, those <a href="#">SBC learning objectives</a> must also be included (verbatim). <a href="#">Course alignment</a> must be demonstrated for each of the course learning outcomes and SBC learning outcomes.</li> <li>• Before revising, we recommend you make an appointment with a member of the CELT staff to review your syllabus for the required components indicated on the checklist above and to review your updated learning objectives.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>Bulletin Edits-- COM major - policy on double majoring/minoring in COM</p>	<p>Revise and Resubmit Dear Dr. Ambrosio-Mullady, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for COM major policy on double majoring/minoring was voted as “revise and resubmit.”</p> <p>The committee has requests a clarification and revision on the following point for consistency across the COM, CMM, and JRN changes:</p> <ul style="list-style-type: none"> <li>• Can COM majors double major or minor in CMM? Can CMM majors double major or minor in COM? We recommend language be added to the COM and CMM proposed bulletin changes to clarify these major/elective restrictions.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> for ensuring that the revision meets the criteria by which we have</p>

	<p>reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>Bulletin Edits-- MassCom major - policy on double majoring/minoring in COM</p>	<p>Revise and Resubmit</p> <p>Dear Dr. Ambrosio-Mullady,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for bulletin edits on MassCom policy on double majoring/minoring in COM was voted as “revise and resubmit.”</p> <p>The committee has requests a clarification and revision on the following point for consistency across the COM, CMM, and JRN changes:</p> <ul style="list-style-type: none"> <li>• Can COM majors double major or minor in CMM? Can CMM majors double major or minor in COM? We recommend language be added to the COM and CMM proposed bulletin changes to clarify these major/elective restrictions.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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</p>

	Committee Chair
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7. Next meeting – Heads up for next meeting

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8. Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

03/18/2024

**1:00PM**  
**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Adryan Wallace, Susan Scheckel, Sara Santos, Adam Charboneau, Shyam Sharma; Erica Hackley, Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfilie <b>Absent:</b>

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision:
3. 03/04/2024 minutes
  - Committee Decision: approved
4. Old items
  -
5. New items: Discussion
  - Prior decision on the undergraduate bulletin changes for biology did not have approvals from other units but the committee approved the request. (Row 134 Bulletin). Note that the committee previously discussed a case of a course in BIO being canceled without a letter from the department that teaches this class. My understanding was that from then on we agreed that we would require letters when changes are proposed for multi-unit programs.

Developing guidelines for the categorization of learning environments as lab, lecture, and recitation given the adoption of new delivery modalities (e.g., flipped classrooms, active learning).

6. Proposal Reviews

Task	Decision and notes to be relayed
New course - WRT 307 Rhetoric of Science, Technology, and Medicine	<b>Approved with notes</b> Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT307 was recommended for approval with notes (below). <ul style="list-style-type: none"> <li>● To meet all syllabus requirements, please list SBCs verbatim. The SBC link on our submission/review checklist is functioning.</li> <li>● As additional suggestions for clarity:               <ul style="list-style-type: none"> <li>- Please state clearly if it is the case that students should not be able to GPNC the course.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Please clarify the absence policy: does it mean that students are allowed 2 unexcused absences, or only 2 excused absences?</li> <li>- Please clarify in the late work policy what the penalty is for turning in late work or if it will not be accepted at all.</li> <li>- In the course description, the sentence starting with "To that end" may be unnecessary and confusing; please consider removing it.</li> </ul> <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>New course ARS/THR 338 Costume Design and Wearable Art</p>	<p><b>Revise and resubmit</b></p> <p>Dear Dr. Ashizawa,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for ARS/THR388 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● Please update the prerequisite text in the syllabus to include U3 or U4 status.</li> <li>● Please include modality and mode of instruction for the course, and indicate that this is a seminar <i>and</i> lab course, amounting to 4 hours and 40 minutes per week</li> <li>● Please include the percentages for the grading scheme to be used</li> <li>● Please direct students to the academic calendar instead of including information about add/drop deadlines</li> <li>● Please clarify, in the absence policy, what the formal notice for three unexcused absences is</li> <li>● Please clarify what the warning is about receiving a failing grade</li> <li>● Finally, the committee sees curricular alignment for the SPK SBC in this syllabus, but would like further clarification added regarding EXP+. The syllabus notes that students will be creating costumes, but reviewers requested more clarity on how directly this will relate to experiential learning: for example, will students be going out into the community and working with community theaters? Will their work be used in future performances? Is theatrical production the “experience.”</li> <li>● On a minor note, the reviewers felt the formatting of the syllabus could be improved by referring to the syllabus template provided by CELT. Please consider separating other course policies, such as those for the studio space, from university policies.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> item (numbering</p>

	<p>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>New course - online delivery - UKR: Elementary Ukrainian I</p>	<p>Approved Dear Dr. Geisherik, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for online delivery of Ukranian I was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>New course - EGL 344/MUS 301 Shakespeare and Music</p>	<p><b>Revise and resubmit</b> Dear Dr. Pfeiffer, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for EGL/MUS344 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>• The course appears to satisfy the SLOs for the SBCs listed, but the <u>outcomes</u> should be listed verbatim.</li> <li>• Some of the course outcomes could be clarified and made more <u>measurable</u> (e.g., "improve opinion into knowledge"). The outcomes listed at point 6 are closest to measurable; 1-5 are unclear.</li> <li>• More thoroughly describe the assignments and align them with specific course learning outcomes – hard to judge the alignment – need more description/details in assignment/assessment for us to see if/how the LOs are met.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> item (numbering</p>

	<p>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>MAT 355 Probability Theory</p>	<p><b>Revise &amp; resubmit</b></p> <p>Dear Dr. Nestorodi,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for MAT355 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● Necessary changes include: list measurable course outcomes</li> <li>● Revise and flesh out the course description with the students in mind, describe the assignments.</li> <li>● Consult the <a href="#">checklist</a> and resubmit a complete syllabus.</li> <li>● Course designator is instructor name? – This should be MAT 355</li> <li>● Please use measurable learning objectives</li> <li>● Resources: please specify if the books students will need to purchase or are these resources they will download?</li> <li>● Required syllabi statements are out of date</li> <li>● Please include clear course schedule besides a list of topics</li> <li>● Please also add course meeting time, course modality; instructor contact info and office hours, technology requirements, syllabus references VIP under Academic Honesty section- what does VIP stand for?</li> <li>● Using the checklist would be helpful.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>Change to Economics major - Change to BA - replace ECO 108 with ECO 110 &amp; 111</p>	<p><b>Approved with note</b> Dear Dr. McGarry, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for changes to Economics major was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Impacted departments will be notified by Dean Hackley. Please reach out to her for any questions.</li> </ul> <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>New course BIO 333 - Neurotechnology</p>	<p><b>Revise and Resubmit</b> Dear Dr. Ge, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for BIO333 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● The revision should add approval letters from Undergraduate Biology and the two other Biology department chairs, and clarify whether BIO 203 is a pre-or a co-requisite for the class.</li> <li>● The submission would also benefit from review of the CELT syllabus template because several specific syllabus components are missing or in need of clarification: <ul style="list-style-type: none"> <li>○ Specify the course modality;</li> <li>○ Change the amount of in-person office hours (instructors must hold a minimum of 3 hours); -Revise the grading scale to match SBU policy; for example, remove the grade of “D”, which doesn't exist (please also update the rest of the grading scale to make it clearer)</li> <li>○ Clarify language in the late work/attendance policy;</li> <li>○ Remove the section "SBC Learning Objectives" on pg. 2</li> </ul> </li> </ul> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>● Please add short assignment descriptions in order to clarify curricular alignment;</li> <li>● Please consider more credit for the various learning objectives that seem to require more than tests/exams (which has a disproportionate 60% weight).</li> <li>● Please clarify the assessment table, especially the second row.</li> <li>● Please consider whether a lab prerequisite is needed for the course.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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</p>



	<p>Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>AAS/KOR 3xx The Unending Korean War</p>	<p><b>Approve with notes</b> Dear Dr. Kim, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for AAS/KOR3xx was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Please update the required institutional syllabus statements.</li> </ul> <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>New minor proposal (NAI)</p>	<p>Approve Dear Dr. Newman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for the new minor in NAI was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>WRT 319 Nonprofit Business Writing</p>	<p>Conditional approval Dear Dr. Medved, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT319 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• The curriculum committee has reviewed your new course proposal for WRT 319 Nonprofit Business Writing and has provisionally approved the submission. The approval is provisional because, while we greatly appreciate that you reached out to the</li> </ul>

	<p>College of Business, we will need written confirmation directly from (in this case, a copy of the message from Amy Milligan that you quoted should be sufficient).</p> <p>The committee also has the following recommendations which need to be instituted to comply with <u>A&amp;SCC syllabus requirements</u>, as well as university syllabus policies. A revised syllabus does not need to be submitted:</p> <ul style="list-style-type: none"> <li>● Course modality (in person, online synchronous, etc.) is not included in the course information</li> <li>● Course mode of instruction (lecture, seminar, lab, etc.) is not included in the course information</li> <li>● The SPK Learning Objectives have two of the standards included as learning objectives. These can be removed.</li> <li>● Course instructor office hours must be increased to 3 hours/wk, in line with <u>policies</u> determined by the FRRCP.</li> </ul> <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>AAS/KOR 2xx Korean American Literature</p>	<p>Revise and resubmit</p> <p>Dear Dr. Kim,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for AAS/KOR2xx was voted as “revise and resubmit.”</p> <p>The committee has reviewed the resubmitted syllabus for AAS/KOR 2xx Korean American Literature and recommends another revision and resubmission. There has been substantial improvement from the first submission, but there are a few major items that hold this syllabus back from approval. They are:</p> <ul style="list-style-type: none"> <li>● Course-specific learning objectives need to be reworked. As they are currently written, they are not measurable and it is difficult to determine how they will be assessed. CELT has a helpful self-paced guide on how to <u>create learning objectives</u>.</li> <li>● <u>Course alignment</u> must be demonstrated for each of the course learning outcomes and SBC learning outcomes. Currently it is not apparent how the SBC learning objectives and course-specific learning outcomes are aligned. We recommend making an appointment with a CELT Instructional Designer to advise the best way to make adjustments to your syllabus. It is possible that they are connected in the course the way you have designed it, but this must be articulated through course alignment.</li> <li>● The course description seems too specific and may need to be broadened. Listing the specific number of books, poems, and short stories could prove restrictive in the future. The A&amp;SCC has a course description style guide that you can reference <u>here</u>.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <u>here</u> 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</p>

	<p>Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>MAT 200 - add 1 hr weekly recitation</p>	<p>Resubmit with syllabus</p> <p>Dear Dr. Viro,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for MAT200 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Tabled until syllabus is received from the submitting department. Please submit the review proposal along with relevant syllabus attached, as reviewers were not able to conduct the review without it. If you have any question, please let me know.</li> </ul> <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

○

8. Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

03/25/2024

**1:00PM**  
**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<p><b>Present:</b> Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Adryan Wallace, Susan Scheckel, Sara Santos, Adam Charboneau, Shyam Sharma; Erica Hackley, Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfilie</p> <p><b>Absent:</b></p>

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision:
3. 03/04/2024 minutes
  - Committee Decision: approved
4. Old items
  -
5. New items: Discussion
  - Multi-Department/Program Curricula:

- *Dear Dr. Gergen,*

I am writing with regard to the Curriculum Committee’s email to you, approving edits to the bulletin for the sample BS and BA sequences in Undergraduate Bio, on 2/17/2024. Unfortunately, we had made an oversight in the Committee’s standard review process. As such, a follow-up discussion led to a vote to request you to provide the Committee, for the record, with relevant letters from departments/units with curricular impact regarding the above decision. Per the Committee’s vote, without those letters, these edits will not be implemented in the bulletin.

When submitting proposals to the curriculum committee for review, the form includes an explicit question of “Will the changes you are proposing affect any other departments or programs on campus?” The committee relies on chairs and program directors to answer this with full consideration of potential ramifications of proposed changes, and communicate proactively with departments that jointly manage or share resources to run a degree program. We recognize that you may not have been the specific person to complete the form, so the question may have been overlooked; we made this

oversight when we reviewed. However, this does not change the fact that the A&SCC that the required letters were not provided in your submission.

As such, we ask you to send chair/department letters to update the Committee that you have addressed curricular impacts on other relevant units regarding the bulletin change. Our apologies for the oversight, and we hope that this doesn't complicate the curricular update process.

Chair, Curriculum Committee

- ***Policy on submissions impacting other/multiple departments***  
Added to Committee documents page [here](#)
- Info from GEAC/Provost: Update to Committee – ...GEAC completed its review of SUNY requirements in Spring 2024 and recommended the below changes, effective Fall 2024: ESI SLOs have been revised to the following (all required for certification in the category) ... SUNY's Critical Thinking core competency will be benchmarked to the WRT 101/102 sequence for general education assessment purposes. There is no impact on the curriculum or content (and it will not require any kind of review for the curriculum committees). Moving forward, CER will no longer have [an equivalent SUNY category](#), but it remains intact as a local SBC category. This mapping was approved by the Program in Writing and Rhetoric. All changes were made in consultation with Undergraduate Council, the Senate Executive Committee, the Senior Associate Provost for Undergraduate Education, and the Registrar's Office.
- From Erica's email: ...concerns about the changes to the Economics program so that everyone is on the same page. This is a priority to get the change into SUNY since we are currently out of compliance with the SUNY Transfer Path. All impacted units are aware of the impending changes and the Provost's Office will be working with these departments to make sure their curriculum is updated appropriately.

6. Proposal Reviews

Task	Decision and notes to be relayed
Psychology –Removing PSY 310 as an advisory prerequisite on 300 level PSY courses	<p><b>Approved</b></p> <p>Dear Dr. Moyer,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for removing PSY310 as advisory requisite on 300 level PSY courses was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

WAE 190

### Revise and Resubmit

Dear Dr. Medved,

On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for WAE190 was voted as “revise and resubmit.”

The committee requires the following changes be made to the submission:

- The course description matches the description for WAE 192 not WAE 190. Please modify the course description.
- Please specify the location and time of in-person and online office hours.
- Clarify if there is an SBC designation or not (delete the category or indicate “not applicable”). Similarly, clarify the pre-requisites.
- Specify the mode of instruction (e.g., lecture) and separate it from the class designation (e.g., hybrid).
- Clarify how the class will be delivered (“possibly by zoom” is not sufficient).
- Clarify how participation will be measured, expand discussion of the grading scheme or rubric that will be used for in-class writing, and expand quiz formats, grading, and policies.
- Delete the Student Resources section at the bottom of the syllabus (this is now included in the syllabus addendum linked in other parts of the syllabus).
- List, in the Course Schedule, the readings/handouts/videos can students expect
- Update the syllabus; Amazon, for example, is no longer our bookstore. In the Course Schedule what readings/handouts/videos can students expect?

#### Suggestions

- Consultation with CELT may be helpful for addressing the concerns noted above.
- Modify the Table of Contents so that the linking function is working.
- View the Digital Accessibility Resource guide for tips on how to format tables to be more accessible.

Recommendation: Dr. Kristin Hall, online education/instructional design expert from the CELT who serves on the Committee, has kindly offered to help you meet the above requirements and expedite the revision process. If you’d like to take her up on the offer, please reach out to her.

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 *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 and approving this proposal in its revised form.

With regards,

Shyam Sharma  
Committee Chair

WAE 192

**Revise and Resubmit**

Dear Dr. Medved,

On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for WAE192 was voted as “revise and resubmit.”

The committee requires the following changes to be made to the submission:

- Include department and program in course information
- Distinguish between pre- and co-requisites
- Specify the kind of hybrid instruction (ex. clarify how the virtual component will run synchronously via Brightspace)
- Include office hours and office location of instructor
- Amend the grading scheme to have percentages add to 100%
- Amend the course schedule to match the grading scheme (ex. Contribution of final exam)
- Include specific readings in the course schedule, not just topics
- Include a grading scale (A=>93%, etc.)
- Include specific, current policies without duplication (ex. Computer Assisted Grammar Practice section is repeated)
- Ensure all required statements are up to date (ex. Student resource statement)

The committee also suggests:

- Clarify in the attendance policy if absences have an effect on the participation grade
- Consultation with CELT may be helpful for addressing the concerns noted above.
- Modify the Table of Contents so that the linking function is working.
- Update the Technology Statement to current CELT one
- Add link in the Privacy Policy for the page students are directed to

**Recommendation:** Dr. Kristin Hall, online education/instructional design expert from the CELT who serves on the Committee, has kindly offered to help you meet the above requirements and expedite the revision process. If you’d like to take her up on the offer, please reach out to her.

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 *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)

	<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>
WAE 194	<p><b>Revise and Resubmit</b></p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for WAE194 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● Reviewers pointed out many of the same issues in this course that they did for WAE 190 and WAE 192. So, please use the lists from those proposals to ensure that they’ve been addressed in this course as well.</li> <li>● Recommendation: Dr. Kristin Hall, online education/instructional design expert from the CELT who serves on the Committee, has kindly offered to help you meet the above requirements and expedite the revision process. If you’d like to take her up on the offer, please reach out to her.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>
WRT 102	<p><b>Approved with note</b></p> <p>Dear Dr. Medved,</p>



	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT102 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Clarify in the course schedule which tasks will be completed during the asynchronous portion of the class.</li> </ul> <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>
WRT 201	<p><b>Approved</b></p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT201 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

7. Next meeting – Heads up for next meeting

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8. Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

04/08/2024

**1:00PM**  
**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Jonathan Anzalone	Proposal Reviews	<b>Present:</b> Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Adryan Wallace, Susan Scheckel, Sara Santos, Adam Charboneau, Shyam Sharma; Erica Hackley, Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfilie <b>Absent:</b>

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision: Adopted
3. 03/25/2024 minutes
  - Committee Decision: approved by email/form
4. Old items
  - N/A
5. New items: Discussion
  - We welcomed Adam Charboneau to the committee.
  - Following our discussion of how to define a recitation earlier this semester, the committee discussed the need for clear definitions of the different class formats. The discussion was prompted by the proposal to change MAE 447 from a tutorial to a seminar. What is a seminar?
6. Proposal Reviews

Task	Decision and notes to be relayed
Deactivate WRT 206 - Writing about African-American Literature and History	Approved Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating WRT206 was approved.  The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.  With regards,  Shyam Sharma Committee Chair
Bulletin edit: PSY 346	Approve Dear Dr. Moyer,

<p>- change in course description</p>	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin change in PSY346 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Change in Delivery–WRT 303</p>	<p>Approve with Notes</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery of WRT303 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Specify the number of credits the course is worth.</li> <li>• Specify the time of Friday office hours (office hours cannot be "asynchronous").</li> <li>• Explain what "PWR learning outcomes" means (Program in Writing &amp; Rhetoric, correct?).</li> <li>• Correct formatting issues: The header cuts off; the font changes throughout.</li> <li>• Change the “From the Instructor” heading to “Course Description.”</li> <li>• In the course outline table, in the work due column it'd be helpful to specify which of the items are due for Brightspace submission, which are for in class work etc.</li> </ul> <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 Delivery–WRT 101</p>	<p>Approve with (very minor) note</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for delivery change for WRT101 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Spell out “Program in Writing &amp; Rhetoric” instead of including the initials “PWR”</li> </ul> <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>South Asian Studies Minor (SOA) - revision</p>	<p>Approve</p> <p>Dear Dr. Nicholson,</p>

	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for revising South Asian Studies minor was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Change in course level/number WRT 220 to WRT 320</p>	<p>Approve</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing course level/number of WRT220 to WRT320 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Bulletin Edits–Removing PSY 310 as an advisory prerequisite on 300 level PSY courses</p>	<p>Approve</p> <p>Dear Dr. Moyer,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits to PSY310 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>MAE 447 - change from tutorial to seminar</p>	<p>Approve with notes</p> <p>Dear Dr. Abd-El-Hafez,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing MAE447 from tutorial to seminar was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Recommendations: A more formal reading schedule could be added to the syllabus.</li> <li>● It was not clear if changes would be needed in the bulletin; the syllabus would benefit from more specific details regarding the grading of the paper.</li> </ul> <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 SBC–IAP 390 - Rethinking America: Traditions and Trends</p>	<p>Revise &amp; Resubmit</p> <p>Dear Michelle Schenke,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for SBC change in IPA390 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● The proposed syllabus should demonstrate more explicit curricular alignment with the USA SLOs 2 and 3. To do so, the syllabus should provide descriptions for each assessment component to demonstrate which assignments are designed to meet which specific SLO. The course schedule should also clarify whether the SLOs listed are course-specific or USA. Finally, we recommend that office hours be increased to a minimum of 3 hours/week to meet institutional requirements.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>

7. Next meeting – Heads up for next meeting
  - The committee will tackle several requests from the Honors and Scholars programs. As of this meeting, the tracking sheet included all outstanding requests. (More may trickle in, in the future.)
8. Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

04/15/2024

**1:00PM**  
**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<p><b>Present:</b> Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Adryan Wallace, Susan Scheckel, Sara Santos, Adam Charboneau, Shyam Sharma; Erica Hackley, Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfilie</p> <p><b>Absent:</b></p>

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision: Adopted
3. 04/08/2024 minutes
  - Committee Decision: approved
4. Old items
  -
5. New items: Discussion –
  - Setting agenda for next few weeks
6. Proposal Reviews

Task	Decision and notes to be relayed
Mass Com BS+MA combined degree	<p>Approved with note</p> <p>Dear Dr. Hoffman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for Mass Com BS+MA combined degree was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Please list the specific restricted electives or attach a copy of the current MBA bulletin to the submission, for record-keeping purposes, in an email to Dean Erica Hackley.</li> </ul> <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>
MAT 200	Dear Dr. Viro,

On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for MAT 200 was voted as “revise and resubmit.”

The committee made the following revision recommendations:

- Specify the course modality (online, in-person, hybrid?).
- Include instructor office hours (at least three).
- Specify expected course meeting times.
- List learning outcomes for the course as a whole. The weekly learning objectives should be summarized and consolidated to a handful of overarching objectives for the entire course.
- Note the STEM+ SBC and list the relevant [learning outcomes verbatim](#).
- Clarify what it means to say "Quizzes *may* be given on recitations." Whether they're given is contingent on what? Quizzes are not listed in the grading system--if given, where would they count?
- Briefly describe the format of the exams.
- Clarify what the recitations will entail. Recitations are worth 10% of the final course grade--are they evaluated based on attendance, participation, the completion of in-class assignments, some combination of those things, or something else? Explain.
- Include a specific weekly course schedule (with, e.g., meeting times, list of topics/tasks covered in lecture and those covered in recitation, due dates). List homework, SPARK assignments, and the Final Exam in the course schedule. Are the numbers associated with the assigned readings the chapter numbers? Clarify.
- Clarify the late work policy, which mentions only make-up examinations but uses the phrase "late work" so it is not clear if it also applies to all late assignments.

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 *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 and approving this proposal in its revised form.

With regards,

Shyam Sharma

	Committee Chair
WAE 190	<p>Approve with notes</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WAE190 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• The rubrics for some assessment tasks in 190 and 192 are identical even though the learning objectives are different. Differentiating the rubrics would be helpful.</li> <li>• The two syllabus sections addressing online communication could be condensed together.</li> </ul> <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>
WAE 192	<p>Approved with notes</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for WAE192 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Specific readings are missing from the course/reading schedule and should be added.</li> <li>• Course meetings are scheduled for 65 minutes. They should be adjusted to 55 minutes to meet approved meeting patterns.</li> </ul> <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>
WISE – Change WSE 495/496 from LEC to TUT	Approve

7. Next meeting – Heads up for next meeting

○

8. Adjournment



**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

04/22/2024

**1:00PM**  
**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Adryan Wallace, Susan Scheckel, Sara Santos, Adam Charboneau, Shyam Sharma; Erica Hackley, Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfilie <b>Absent:</b>

AGENDA

1. Call to order
2. Adopt agenda
  - Committee Decision: Adopted
3. 04/15/2024 minutes
  - Committee Decision: approved
4. Old items
  -
5. New items: Discussion & Planning  
 Addressing some housekeeping tasks this spring:
  - a) Update [website](#)
  - b) Publish [policies](#)
 Terminological & policy clarity:
  - c) Define/operationalize terms
  - d) Update checklist
6. Proposal Reviews

Task	Decision and notes to be relayed
New course: ARB 311 - Arabic Conversation	<p><b>Revise and resubmit</b></p> <p>Dear Dr. Ahyad,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for ARB 311 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● List the <a href="#">Student Learning Outcomes</a>, verbatim, for the three SBCs listed on the syllabus.</li> <li>● Indicate how the assigned tasks will help students achieve the specified learning outcomes.</li> <li>● The syllabus indicates that students will lose half a point for each absence after the first three. Specify from what (the total course grade?) the half points will be deducted.</li> <li>● There's a reference to Blackboard--change it to Brightspace. Update the location of SASC to SB Union Suite 107.</li> </ul>

	<ul style="list-style-type: none"> <li>● Add tentative days/times when the class meets. Add three hours of office hours (these may change when the course actually runs).</li> <li>● Include the assigned readings, quizzes, and homework assignments in the course schedule.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>If it would help, as chair of the Committee, I would be willing to assist you or the instructor of record to go over the reviewers' revision requests. Please do not hesitate to let me know.</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>Revision - New course AAS/KOR 2##: Korean American Literature</p>	<p><b>Revise and Resubmit</b></p> <p>Dear Dr. Kim,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for AAS/KOR2## was voted as “revise and resubmit.”</p> <p>The revised syllabus does a great job of broadening the scope of the course description to address the A&amp;SCC's notes. The course-specific learning outcomes are also stronger. However, there are a few basic issues that must be addressed for approval.</p> <ul style="list-style-type: none"> <li>● The learning objectives for the specific SBCs are not listed verbatim. It seems the USA and DIV learning outcomes have been removed from this version of the syllabus. It is still noted under LO that "Successful completion of this course will fulfill the Student Learning Outcomes of the USA and DIV requirements of the Stony Brook Curriculum" but those LOs are not listed.</li> <li>● It is not clear how the revised syllabus is addressing #2 in the revision letter; the reviewers were asking for a more explicit alignment of the assessment component with SLO but that seems to be still missing.</li> <li>● Please clarify how Workshop Attendance and Engagement are different from Attendance and Participation. How is Participation evaluated? The grades assigned to participation seem limited in achieving the level of participation and engagement as outlined in the same section ("participatory format that is dialogic and student-centered, in which students are expected to come to class on time having completed all the readings for that class session and ready to productively engage in class discussions and activities").</li> <li>● A few other notes: <ul style="list-style-type: none"> <li>○ Please move the description of assignments under the Assignments section so</li> </ul> </li> </ul>

	<p>they are together;</p> <ul style="list-style-type: none"> <li>○ The assignment due during Spring Break may not be fair to the students;</li> <li>○ Please fix the links included under Student Success Resources.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>Revision - New course NAI 211: Introduction to Native American Literatures, Cultures and Art</p>	<p><b>Approve with Notes</b> Dear Dr. Newman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for NAI211 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Grades don't seem to add up correctly: add 10 points to the assignment chart for "Source Reports" so that total equals 100 pts?</li> <li>● Link to grad grading chart seems unnecessary since no indication that the course can be taken for grad credit</li> <li>● Perhaps create your own rubric for multimedia presentations modeled on Pomona rubric</li> <li>● Great course! The reviewers all want to take it.</li> </ul> <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>Revision - New course NAI 488: Internship</p>	<p><b>Approve with notes</b> Dear Dr. Newman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for NAI488 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● The revision has addressed all of the major concerns noted by the reviewers.</li> <li>● For the core LOs, the 2 reflection papers seem to reflect LO3, but it is not clear how students' interpersonal (communication?) competency with members of the Native American community will be assessed. EXP+ LOs seem better fleshed out, as stated in the Assessment plan section (assuming that LO4 indicates that the report goes through faculty feedback and revision).</li> <li>● The syllabus included is essentially a template for creative adaptations; providing</li> </ul>

instructors a template that better fleshes out the core LOs could foster diverse pedagogies within clearer course outcomes, and that would better facilitate course and program assessment down the road. If you're interested, see [CELT's template](#) for tutorial/independent study courses for ideas.

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.

With regards,

Shyam Sharma  
Committee Chair

7. Next meeting – Heads up for next meeting

○

8. Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

04/29/2024

**1:00PM**  
**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Adryan Wallace, Susan Scheckel, Sara Santos, Adam Charboneau, Shyam Sharma; Erica Hackley, Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfilie <b>Absent:</b>

AGENDA

1. Call to order
2. Adopt agenda
  - Committee Decision: Adopted
3. 04/22/2024 minutes
  - Committee Decision: approved
4. Old items
  -
5. New items: Discussion & Planning  
 Addressing some housekeeping tasks this spring:
  - a) Update [website](#)
  - b) Publish [policies](#)
 Terminological & policy clarity:
  - c) Define/operationalize terms
  - d) Update checklist
6. Proposal Reviews

Task	Decision and notes to be relayed
New course: ARB 311 - Arabic Conversation	<p><b>Revise and resubmit</b></p> <p>Dear Dr. Ahyad,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for ARB 311 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> <li>● List the <a href="#">Student Learning Outcomes</a>, verbatim, for the three SBCs listed on the syllabus.</li> <li>● Indicate how the assigned tasks will help students achieve the specified learning outcomes.</li> <li>● The syllabus indicates that students will lose half a point for each absence after the first three. Specify from what (the total course grade?) the half points will be deducted.</li> <li>● There's a reference to Blackboard--change it to Brightspace. Update the location of SASC to SB Union Suite 107.</li> </ul>

	<ul style="list-style-type: none"> <li>● Add tentative days/times when the class meets. Add three hours of office hours (these may change when the course actually runs).</li> <li>● Include the assigned readings, quizzes, and homework assignments in the course schedule.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>If it would help, as chair of the Committee, I would be willing to assist you or the instructor of record to go over the reviewers' revision requests. Please do not hesitate to let me know.</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>Revision - New course AAS/KOR 2##: Korean American Literature</p>	<p><b>Revise and Resubmit</b></p> <p>Dear Dr. Kim,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for AAS/KOR2## was voted as “revise and resubmit.”</p> <p>The revised syllabus does a great job of broadening the scope of the course description to address the A&amp;SCC's notes. The course-specific learning outcomes are also stronger. However, there are a few basic issues that must be addressed for approval.</p> <ul style="list-style-type: none"> <li>● The learning objectives for the specific SBCs are not listed verbatim. It seems the USA and DIV learning outcomes have been removed from this version of the syllabus. It is still noted under LO that "Successful completion of this course will fulfill the Student Learning Outcomes of the USA and DIV requirements of the Stony Brook Curriculum" but those LOs are not listed.</li> <li>● It is not clear how the revised syllabus is addressing #2 in the revision letter; the reviewers were asking for a more explicit alignment of the assessment component with SLO but that seems to be still missing.</li> <li>● Please clarify how Workshop Attendance and Engagement are different from Attendance and Participation. How is Participation evaluated? The grades assigned to participation seem limited in achieving the level of participation and engagement as outlined in the same section ("participatory format that is dialogic and student-centered, in which students are expected to come to class on time having completed all the readings for that class session and ready to productively engage in class discussions and activities").</li> <li>● A few other notes: <ul style="list-style-type: none"> <li>○ Please move the description of assignments under the Assignments section so</li> </ul> </li> </ul>

	<p>they are together;</p> <ul style="list-style-type: none"> <li>○ The assignment due during Spring Break may not be fair to the students;</li> <li>○ Please fix the links included under Student Success Resources.</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>Revision - New course NAI 211: Introduction to Native American Literatures, Cultures and Art</p>	<p><b>Approve with Notes</b> Dear Dr. Newman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for NAI211 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Grades don't seem to add up correctly: add 10 points to the assignment chart for "Source Reports" so that total equals 100 pts?</li> <li>● Link to grad grading chart seems unnecessary since no indication that the course can be taken for grad credit</li> <li>● Perhaps create your own rubric for multimedia presentations modeled on Pomona rubric</li> <li>● Great course! The reviewers all want to take it.</li> </ul> <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>Revision - New course NAI 488: Internship</p>	<p><b>Approve with notes</b> Dear Dr. Newman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for NAI488 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● The revision has addressed all of the major concerns noted by the reviewers.</li> <li>● For the core LOs, the 2 reflection papers seem to reflect LO3, but it is not clear how students' interpersonal (communication?) competency with members of the Native American community will be assessed. EXP+ LOs seem better fleshed out, as stated in the Assessment plan section (assuming that LO4 indicates that the report goes through faculty feedback and revision).</li> <li>● The syllabus included is essentially a template for creative adaptations; providing</li> </ul>

instructors a template that better fleshes out the core LOs could foster diverse pedagogies within clearer course outcomes, and that would better facilitate course and program assessment down the road. If you're interested, see [CELT's template](#) for tutorial/independent study courses for ideas.

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.

With regards,

Shyam Sharma  
Committee Chair

7. Next meeting – Heads up for next meeting

○

8. Adjournment



**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

05/06/2024

**1:00PM**  
**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Jonathan Anzalone, Sara Hamideh, Ross Nehm, Adryan Wallace, Sara Santos, Adam Charboneau, Shyam Sharma; Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfile <b>Absent:</b> Michael Boerner, Erica Hackley, Susan Scheckel

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision: adopted
3. 04/29/2024 minutes
  - Committee Decision: approved
4. Old items
  - Scheduling Fall 2024 meetings: The time that most respondents selected is 12:30-1:50 pm on Thursdays.
5. Proposal Reviews

Task	Decision and notes to be relayed
HON 490 - new course; requesting ESI	<p>Approve with notes</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON490 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Please replace the ESI SLOs with those listed <a href="#">here</a>.</li> <li>● Please include modality and mode of instruction.</li> <li>● Please fix the typo in bullet #3 of Graded Class Discussions and Participation (2023 should read 2030).</li> <li>● We also ask that the readings that are due each week be specified in the course schedule.</li> </ul> <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>
HON 101 - change in	<p>Approved</p> <p>Dear Dr. Sherman,</p>

course description	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON101 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
HON 105 - Change in description, title, request to add CER	<p>Approve with notes</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON105 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Please replace the CER SLOs with those listed <a href="#">here</a>.</li> <li>● The new course description states that the course will “explore ways of knowing in various cultures”. Among the two sample syllabi provided, the degree of diversity of cultures included in the readings is highly varied. We ask that, as the course is passed between instructors, this part of the course description is respected.</li> <li>● Please ensure all syllabus information (course modality, instructor information, etc.) is added when the information is known</li> </ul> <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>
HON 106 - Change in description, title, request to add HUM	<p>Approve with notes</p> <p>Dear Dr. Sherman,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HON105 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Ensure details are added to the syllabi about assignments, like in one of the samples you provide. These assignment details are an important part of SBC alignment.</li> <li>● Please ensure all syllabus information (course modality, instructor information, etc.) is added when the information is known.</li> </ul> <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>
SCH 490 - new course	Revise and Resubmit

	<p>Dear Dr. Sherman,  On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your proposal for SCH490 was voted as “revise and resubmit.”</p> <p>The following changes are required:</p> <ul style="list-style-type: none"> <li>● Resolve the discrepancies in the number of credits: The course description (1 credit) and course syllabus (3 credits) are at odds.</li> <li>● Specify the course modality.</li> <li>● Remove the SBC designation category if it does not apply.</li> <li>● Update the LOs to make them more measurable. For example, LO1 could be refined a bit more. "Demonstrate and advanced understanding" is not measurable. What will students need to do to show you they have an "advanced understanding".</li> <li>● Indicate how class participation will be evaluated.</li> </ul> <p>Recommendation:</p> <ul style="list-style-type: none"> <li>● Reformat the course schedule. Removing extra lines would make the schedule more readable.</li> <li>● The rubrics could be strengthened by clarifying how varying points are assigned (e.g., if 4 points is the highest score, what determines if a student gets a 1, 2, or 3?)</li> </ul> <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist <a href="#">here</a> 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 &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>
SCH 275 - update to title, description, prereqs	<p>Approve</p> <p>Dear Dr. Sherman,  On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for SCH275 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p>

	Shyam Sharma Committee Chair
SCH 276 - update to title, description, prereqs	<p>Approved</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for SCH276 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
SCH 475 - update title	<p>Approve</p> <p>Dear Dr. Sherman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for SCH475 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

6. New items: moved to next week's agenda
7. Next meeting – Heads up for next meeting
  -
8. Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

05/13/2024

**1:00PM**

**Zoom (remote)**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Adryan Wallace, Susan Scheckel, Sara Santos, Adam Charboneau, Shyam Sharma; Steve Fogarty, Melissa Klott <b>Absent:</b> Erica Hackley, Kristin Hall, Alexandra Pamfilie

**AGENDA**

1. Call to order
  2. Adopt agenda
    - Committee Decision:
  3. 05/06/2024 minutes
    - Committee Decision: approved
  4. Old items
    - Update [website](#): make it more accessible/appealing (consider using a you.stonybrook.edu site to create a mock up) – Sara S, Kristin, Melissa
      - [Link to updated language](#)
      - Decision: Adopted
    - Publish [policies](#): pick policies that are ready and publish and suggest where to put them (in review/submission guidelines or as a separate doc linked from our site) – Susan, Jonathan
      - Decision: To be worked on over summer and proposed for vote in fall
- Terminological & policy clarity:
- Define/operationalize terms ([#1 here](#)): Sara H, Michael, Erica, Steve
    - Decision: To be worked on over summer and proposed for vote in fall
- Please bring over any other item you consider important/urgent from [here](#):
- Update checklist: Alex, Ross, Adam, Shyam, Adryan – Alex has moved items 5 and 7 from [Relevant ASCC decisions](#) to the [checklist](#) (working copy) and edited for brevity
    - Decision: tabled: move lengthy items to policy documents and link them from checklist

5. Proposal Reviews

Task	Decision and notes to be relayed
SCH 200 - New course, SBC ESI	Approve with note <ul style="list-style-type: none"> <li>● Copy new ESI LOs verbatim. Note that ESI SLO's have been <a href="#">updated by GEAC</a>. The</li> </ul>

	syllabus should be updated to reflect this.
HON 301 - change number to 202; update prerequisites	<p>Approved with notes</p> <ul style="list-style-type: none"> <li>• The committee recommends this course drop either the STAS or CER SBC designation. This pairing has been in place since 2011. However, one of the current SBC curriculum standards for STAS states “Because of the inherent interdisciplinary nature of the STAS learning objectives, STAS courses may not be multi-certified.”</li> <li>• This standard may not have existed in the past when this course was dual certified as STAS + CER, but in order to have this course be in line with current University standards, please choose one SBC or the other.</li> </ul>
HON 401 - change # to 203	Approved
HON 495 - update to title, description, prereqs	<p>Revise and Resubmit</p> <ul style="list-style-type: none"> <li>• Provide the three SBCs that are best fit for this course</li> <li>• Provide syllabus for review.</li> <li>• Seems like 4 SBCs in one course takes away the need to gain SBCs from other courses (the latter of which provides diversity of topics, experiences, and instructors).</li> <li>• Can't certify 4 SBCs – use guidelines <a href="#">here</a> to propose up to three (with exceptions).</li> <li>• The committee recommends removing the following language from the course bulletin for 495 and 496, or provide the A&amp;SCC with additional administrative details on how this has been handled in the past. This appears to be administrative language, not curricular language that might be better suited for a program handbook or advising materials for HON students. Additionally, there is no formal “substitution” process, so this kind of “retroactive swap” from one department to another without having to go through petition processes does not exist.  “With the approval of <del>the Faculty Director</del> of the Honors College, students may substitute an appropriate credit-bearing departmental honors project or they may, with the approval of the department, submit their Honors College Senior Project for departmental honors. Students may not submit the same project for academic credit under two different sets of course numbers and/or designators.”</li> <li>• After speaking with Corey Fortcher, Associate Registrar for Enrollment, additional concerns were raised about how records are kept in case of an audit, and how the “substitution” process is tracked to ensure that work is not double-submitted, and how departments are kept informed of these substitutions. The same concern applies to WSE 495/496.</li> </ul>
SCH 300 - new course, requesting CER	<p>Approve with notes</p> <ul style="list-style-type: none"> <li>• Will probably need to incorporate the exact language of one of the three CER SLOs. The syllabus' CER SLO seems to be the category under which SLOs fall. (Nit-picky stuff: Small, but change Scholars 300 to SCH 300; When it comes to pre/co-requisites, I don't see SCH 200 in the Fall 2024 Bulletin -- perhaps that's a new course as well?; Might want to distinguish if Lecture or Seminar, though that might be in bulletin). Philosophically, CER seems like it should go Respect and Practice Critical and Ethical Reasoning, rather than Practice and Respect... I like the course and its assignments!</li> <li>• Copy CER objectives verbatim and demonstrate --</li> </ul>
HON 496 - update to title,	<p>Revise and Resubmit</p> <ul style="list-style-type: none"> <li>• Provide the three SBCs that are best fit for this course</li> <li>• Provide syllabus for review.</li> </ul>

description, prereqs, SBCs	<ul style="list-style-type: none"> <li>● Seems like 4 SBCs in one course takes away the need to gain SBCs from other courses (the latter of which provides diversity of topics, experiences, and instructors).</li> <li>● Can't certify 4 SBCs – use guidelines <a href="#">here</a> to propose up to three (with exceptions).</li> </ul>
SCH 101 - update to title & description	Approved
SCH 102 - update to description	Approved
UKR 112: Elementary Ukrainian II - New Course	Approved

6. New items:

○

7. Next meeting – Heads up for next meeting

○

8. Thanks – Adjournment

**Stony Brook University**  
**Arts & Sciences Curriculum Committee**

June 2024

**1:00PM**

**Agenda Item 5: Urgent review of urgent cases**

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Reviewers:</b> Sara Santos, Ross Nehm, Jonathan Anzalone, Michael Boerner

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision:
3. 05/13/2024 minutes
  - Committee Decision: approved earlier by email/form
4. Old items

**5. Proposal Reviews**

Task	Decision and notes to be relayed
ANP 202: People and Pups – Remove prerequisites, online delivery	<p><b>Approved with notes</b></p> <p>Dear Dr. Bhatia,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for ANP202 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Approve with notes for online delivery: STAS SLOs should be updated to match those linked <a href="#">here</a>. Please copy verbatim.</li> <li>• Rewrite CLO verbs ('demonstrate' and 'gain intellectual independence' are not measurable.</li> </ul> <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>
EGL 286-- Request to add ARTS (SBC)	<p><b>Revise and Resubmit</b></p> <p>Dear Dr. Robinson,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for EGL286 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist <a href="#">here</a>. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• While ARTS seems to be a straightforward request for an SBC, this syllabus requires heavy revision, and that could be done by more closely following the curriculum</li> </ul>



	<p>review <a href="#">checklist</a>, as it is missing a lot of required curricular components. Specifically, it does not contain information about course credits, modality and mode of instruction, instructor office hours and office location, assessment components, grading scheme and grading scale (no information about how students will be assessed, what assignments they'll complete, etc.), attendance and late work submission policies. Time is of the essence with these emergency requests, but we cannot provide a rubberstamp for a syllabus that's missing so much essential material. Consult the CELT syllabus template.</p> <ul style="list-style-type: none"> <li>● Revise course description to match what is on the <a href="#">bulletin</a>.</li> <li>● Copy ARTS SLO verbatim from this <a href="#">link</a>.</li> <li>● Update syllabus statements to match the information posted <a href="#">here</a>.</li> </ul> <p>As reviewers note above, 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 check off the checklist for required curricular elements; and one way to do that is for instructors to adapt <a href="#">the CELT template</a> (which we don't require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>EGL 191. Poetry: The Art of Verse-- Request to add ARTS (keep HUM)</p>	<p><b>Revise and resubmit</b> Dear Dr. Robinson, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for EGL191 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist <a href="#">here</a>. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Add ARTS SLO verbatim and demonstrate how it is met. For instance, more clarity on the grading scheme is needed: the instructor mentions that the final paper may be "weighed slightly more and the first paper slightly less" despite indicating that all 3 papers are worth the same (25% each); this is likely to create confusion and inequity for the students (how does the student know for sure what percentage each paper is worth?).</li> <li>● Match the course description in the syllabus with the bulletin.</li> <li>● Explicitly state the pre-requisite information, course modality and mode of instruction</li> <li>● Include tentative dates in course schedule for major assessment components (due dates of papers).</li> </ul>

	<ul style="list-style-type: none"> <li>● Update required syllabus statements.</li> <li>● Consult the CELT syllabus template and CC checklist.</li> <li>● Add department, SBCs, credits, modality/mode, verbatim course description, matching title.</li> <li>● Include SBC LOs verbatim.</li> <li>● Add a grading scheme and scale.</li> <li>● Update required course policies.</li> <li>● Include technology statements not included.</li> <li>● Add specificity about grade impact in absence policy. Notes do not need to come from the Dean, but from the Student Support Team.</li> </ul> <p>As reviewers note above, 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 check off the checklist for required curricular elements; and one way to do that is for instructors to adapt <a href="#">the CELT template</a> (which we don't require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>EGL 285: Writing Workshop: Fiction-- Request to add ARTS (SBC)</p>	<p><b>Revise and Resubmit</b></p> <p>Dear Dr. Robinson,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for EGL285 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist <a href="#">here</a>.</p> <p>As with other syllabi in the batch, approval of ARTS seems straightforward (in fact, the level of details in the workshop guidelines and policies is commendable). However, the syllabus requires revisions in order to align with the A&amp;SCC's requirements. Specifically, use reference the CC's checklist and CELT template to provide a standard syllabus–</p> <ul style="list-style-type: none"> <li>● Include course information such as office hours and office location, course credits, modality, mode of instruction, a course description that is identical with the one in the Undergrad Bulletin, attendance policy, educational technologies used and technical requirements (the CELT statement), updated syllabus statements, copy ARTS SLOs verbatim.</li> <li>● Update outdated items (e.g., a reference to "disability support services"). Refer to CELT syllabus template to ensure required syllabus elements are included.</li> </ul>

	<ul style="list-style-type: none"> <li>● Indicate <i>where</i> the available online readings will be located (e.g., Brightspace). As reviewers note above, 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 check off the checklist for required curricular elements; and one way to do that is for instructors to adapt <a href="#">the CELT template</a> (which we don't require but recommend) to fit their needs.</li> </ul> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <b>each</b> 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>LBR 210: Critical Information Literacy-- requesting TECH, DIV, ESI (SBCs)</p>	<p><b>Approved</b> Dear Caterina Reed, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for LBR210 was approved.</p> <p>I would like to add a few positive notes from the reviewers about your course:</p> <ul style="list-style-type: none"> <li>● R1: Exciting course and thorough syllabus!</li> <li>● R2: Strong syllabus, though I suggest adding brief descriptions of the reflection essays and final project (assuming, of course, that more thorough instructions will be distributed at the appropriate time during the semester).</li> <li>● R3: Extremely well structured. ... assessments should include short descriptions of the work being completed to make the curricular alignment clear.</li> <li>● R4: Looks like a great course.</li> </ul> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

Review of revisions and final summer decisions

<p><a href="#">EGL 285</a> <a href="#">revised</a></p>	<p>Approved Dear Robinson, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for EGL285 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p><a href="#">EGL 286</a> <a href="#">Revised</a></p>	<p>Approved with note Dear Dr. Robinson, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for EGL286 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"><li>• All revision recommendations are well incorporated. The attendance policy needs to be specific about the impact. Is the overall letter grade reduced by a grade for each absence past three absences? Do students immediately fail the course? It should be spelled out to be consistent.</li></ul> <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><a href="#">EGL 191</a> <a href="#">Revised</a></p>	<p>Approved with notes Dear Dr. Robinson, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for EGL191 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"><li>• Add the required grading scale matching SBU's system.</li><li>• Add course credits (required).</li><li>• Make the CLOs more measurable (as "exhibit understanding of..." is still vague). E.g., <i>evaluate, analyze, understand</i>. CELT's <a href="#">page</a> on this will be helpful.</li><li>• Clarify more specific consequences in the attendance policy. Attendance policy still says notes need to come from the Dean (which is currently not the case at SBU).</li></ul> <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</p>

	Committee Chair
Change in delivery – HIS237	<p>Approved with notes</p> <p>Dear Dr. Franks,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for HIS237 was recommended for approval with notes (below). Some reviewers had strongly suggested a "revise and resubmit" recommendation, but others considered the "urgent" situation and helped to find a pathway toward an "approve with notes" -- and I wanted to support the latter suggestion with the promise to the other colleagues that I would capture all their suggestions. I hope you can support the instructor update the course to include required curricular information and meet the rigor we typically maintain through the review:</p> <ul style="list-style-type: none"> <li>● Add office hours per university policy on minimal instructional responsibility. In many ways, this is a solid syllabus. It includes the appropriate university statements, assignments are effectively described, and the course schedule is clear enough. But: Office hours cannot be by appointment only. At least three hours must be scheduled.</li> <li>● Copy the same course description from Undergraduate Bulletin (instructors can add new details as needed).</li> <li>● Add other essential course information: Department; SBC designation; office hours and location; SASC statement (wrong office location).</li> <li>● Update CLOs to make them more measurable, also updating the syllabus for showing curricular alignment more clearly. Also, consider distinguishing course goals and learning objectives (see note below from a reviewer).</li> <li>● List an SBC LOs verbatim on the syllabus. The syllabus doesn't do this even though, according to the undergraduate <a href="#">bulletin</a>, this course satisfies STAS. The <a href="#">learning outcomes</a> for STAS should be listed verbatim. Instead, this syllabus lists generic "general education outcomes."</li> <li>● Recommended (not based on official policy/guideline): We don't have an official position on profanity in a syllabus (see "shit happens clause")? We suggest that the instructor take a second look at this.</li> <li>● Recommended: Be explicit about the use of Chicago style citing, ideally providing a link <a href="http://chicagomanualofstyle.org">Chicago-Style Citation Quick Guide (chicagomanualofstyle.org)</a></li> </ul> <p>We will request an update to the bulletin based on the approval. We hope you will get the above recommendation implemented before the course syllabus is provided to students.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>