

Meeting called by	Chair & Notetaker	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	Shyam Sharma, Brooke Belisle, Rene Andersen, Jonathan Anzalone, Michael Boerner, William Laffey

AGENDA

1. Call to order
2. Adopt agenda
 - o Committee Decision: Adopted
3. Approval of 10/05/2022 minutes
 - o Committee Decision: Approved
4. Old items
 - o None
5. New items: Discussion
 - o Chair notes: Large amount of work ahead. Appreciation. Grad student rep likely to join.
6. Proposal Reviews

Course	Task	Decision and notes relayed
Bulletin Edits	MAT 320 - course description update	Approved Dear Dr. Sutherland, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for updating course description for MAT320 made to the Committee was approved as requested. Relevant records will reflect the above decision. With regards, Shyam Sharma Committee Chair
Bulletin Edits	MAT 315 - course description & prereq update	Approved Dear Dr. Sutherland, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for updating course description and prerequisite for MAT315 made to the Committee was approved as requested. Relevant records will reflect the above decision. With regards, Shyam Sharma Committee Chair
Change in SBC	HIS 236 (requesting DIV)	Denied Dear Dr. Ballan,

		<p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for adding SBS and DIV designations to HIS236 was denied. Below are discussion notes on the basis of which the Committee voted.</p> <ul style="list-style-type: none"> • There is no evidence in the assignment projects and assessment plans, as described in the syllabus provided to us, that the requested SBCs are justified. • It is not enough to list the SBC objectives: the course syllabus must substantially demonstrate that the requested SBCs' student learning outcomes are met substantially. In fact, listing more than the required (or intended) number of SBC objectives can backfire in terms of the provided syllabus's ability to show that what is promised is carried out. Reviewers expect all listed objectives to be met by course content, student work, and instructor assessment. <p>The larger point of discussion raised by this request was about the curricular review principles that members of the committee follow, which seem worth relaying here: curricular review requires Committee members to demand evidence in the course syllabus. We are unable to judge from course content the learning outcomes of a course. The up-to-date course templates and guidelines provided on the website of the Center for Excellence in Learning and Teaching could be helpful toward reapplication for the SBCs.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Bulletin Edits	MAT 250 - course description & prereq update	<p>Approved</p> <p>Dear. Dr. Sutherland,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for updating course description and prerequisite for MAT250 made to the Committee was approved as requested. Relevant records will reflect the above decision.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Cas "Other"	MAR 475 - change in credits	<p>Approved</p> <p>Dear Dr. Black,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for updating credits for MAR475 made to the Committee was approved as requested. Relevant records will reflect the above decision.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Cas "Other"	ATM 397 - change title & description	<p>Approved</p> <p>Dear Dr. Lonsdale,</p>

		<p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for updating title and description for ATM397 made to the Committee was approved as requested. Relevant records will reflect the above decision.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Cas "Other"	Political Science BA - eliminate track, courses redistributed	<p>Approved</p> <p>Dear Dr. Ryan,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for eliminating one of the tracks and redistributing courses in the Political Science BA program, as recently made to the Committee, was approved as requested. Relevant records will reflect the above decision.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Cas "Other"	New BA in Communication	<p>Dear Dr. Lindenfeld,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that we have completed the curricular review of your proposal for BA in Communication, including all the new courses within the new degree program. Thank you for quickly submitting missing information in the initial submission.</p> <p>I write this email to relay Committee approval for the degree proposal. As we requested you to submit each course separately (which helps us to track the collaborative review process and record and report the decisions), I will follow up with separate decisions and feedback (where applicable) for each of the courses.</p> <p>The Committee didn't reject the proposal for any course, voted to request that a few courses be revised (because there were major issues), approved others with feedback on minor issues, and approved the rest without issue.</p> <p>Please note that reviewers propose revision requests when there are major issues. With minor issues, they may choose not to comment, which is why you may notice inconsistencies in feedback on minor issues across the syllabi. Distinct from that review, our in-house CELT consultant was requested to provide supplemental feedback on some of the syllabi that seemed to require special attention (because, for instance, they used non-standard curricular objective language or didn't seem to demonstrate how the assignments and assessments would help achieve the learning goals). This expert also provided a general checklist compiling feedback from multiple courses, to which I further added minor feedback from all the other reviewers. I will link that checklist in my email about all courses; all of the instructors might want to check off their courses against the checklist, as doing so might reduce the number of issues at the next stage of the review/approval.</p>

		<p>Congratulations on the approval of the degree program, and all the best from the ASCC on the steps ahead.</p> <p>Shyam Sharma Committee Chair</p>
New Course	COM 405	<p>Revise and Resubmit</p> <p>Dear Dr. Lindenfeld, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the proposal for the new course COM405 was recommended as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal, reflecting the need for further revision:</p> <ul style="list-style-type: none"> • The weekly forum posts vs reading responses are confusing; there is excessive posting due each week for an in-person course. Perhaps combine this with the "Engagement" grade so that students that aren't comfortable with public speaking can communicate through writing? • Please specify credits. • Office hours should meet minimum university requirement. <p>We have also added a list of feedback from different courses to this document, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <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 <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>Thank you for your submission. We wish you all the best in bringing this proposal to full implementation and look forward to reviewing it in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
New Course	COM 406	<p>Approve with feedback</p> <p>Dear Dr. Lindenfeld, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for the new course COM406, as made to the Committee, was approved with minor notes, including about outdated SASC statement and insufficient office hours. We have also added a list of feedback from different courses to this document, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p>

		<p>There is no need to submit the revisions made. Relevant records will reflect the above decision.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
New Course	COM 314	<p>Approve with feedback</p> <p>Dear Dr. Lindenfeld, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for the new course COM314, as made to the Committee, was approved with minor notes, including regarding non-measurable learning objectives (please see this CELT resource) and insufficient office hours. We have also added a list of feedback from different courses to this document, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>There is no need to submit the revisions made. Relevant records will reflect the above decision.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
New Course	COM 407	<p>Approve with feedback</p> <p>Dear Dr. Lindenfeld, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for the new course COM407, as made to the Committee, was approved with minor notes, including about outdated SASC statement, wrong office location, and insufficient office hours. We have also added a list of feedback from different courses to this document, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>There is no need to submit the revisions made. Relevant records will reflect the above decision.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Cas "Other"	COM 120 - change from Async to Sync	<p>Approved</p> <p>Dear Dr. Lindenfeld, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for changing delivery mode of COM120 from asynchronous to synchronous, as recently made to the Committee, was approved as requested. Relevant records will reflect the above decision.</p>

		<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Cas "Other"	JRN 438 - repeat for credit up to 4 times	<p>Approved</p> <p>Dear Dr. Ambrosio, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for allowing repetition of JRN438 up to four times, as recently made to the Committee, was approved as requested. Reviewers assigned pointed out that the number of course objectives are unusually long (meaning it may not be possible for students to possibly achieve those learning objectives within a semester), but perhaps this has to do with the need/choice to repeat the course. And please do update the reference from Blackboard to Brightspace.</p> <p>Relevant records will reflect the above decision.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Cas "Other"	Revisions to SoMAS Minor requirements (same change to all SoMAS minors)	<p>Approved</p> <p>Dear Dr. Aubrecht, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the request for revisions to SoMAS Minor requirements, as recently made to the Committee, was approved as requested.</p> <p>Relevant records will reflect the above decision.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

7. Next meeting heads up (by Chair): MAT lecture+recitation: Dean's office is working with the department.
8. Adjournment