Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	**Reviewers**: 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	**Approved with notes** Dear Dr. Bhatia, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ANP202 was recommended for approval with notes (below). ● Approve with notes for online delivery: STAS SLOs should be updated to match those linked here. Please copy verbatim. ● Rewrite CLO verbs ('demonstrate' and 'gain intellectual independence' are not measurable. 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
EGL 286-- Request to add ARTS (SBC)	**Revise and Resubmit** Dear Dr. Robinson, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for EGL286 was voted as "revise and resubmit." 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 here. Please address issues including, but not limited to, the following: ● 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 review checklist, 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. ● Revise course description to match what is on the bulletin. ● Copy ARTS SLO verbatim from this link. ● Update syllabus statements to match the information posted here. 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 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. With regards, Shyam Sharma Committee Chair
EGL 191. Poetry: The Art of Verse-- Request to add ARTS (keep HUM)	**Revise and resubmit** Dear Dr. Robinson, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for EGL191 was voted as "revise and resubmit." 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 here. Please address issues including, but not limited to, the following: ● 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?). ● Match the course description in the syllabus with the bulletin. ● Explicitly state the pre-requisite information, course modality and mode of instruction ● Include tentative dates in course schedule for major assessment components (due dates of papers). ● Update required syllabus statements.

	- Consult the CELT syllabus template and CC checklist. - Add department, SBCs, credits, modality/mode, verbatim course description, matching title. - Include SBC LOs verbatim. - Add a grading scheme and scale. - Update required course policies. - Include technology statements not included. - Add specificity about grade impact in absence policy. Notes do not need to come from the Dean, but from the Student Support Team. 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 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. With regards, Shyam Sharma Committee Chair
EGL 285: Writing Workshop: Fiction-- Request to add ARTS (SBC)	**Revise and Resubmit** Dear Dr. Robinson, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for EGL285 was voted as "revise and resubmit." 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 here. 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&SCC's requirements. Specifically, use reference the CC's checklist and CELT template to provide a standard syllabus– - 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. - Update outdated items (e.g., a reference to "disability support services"). Refer to CELT syllabus template to ensure required syllabus elements are included. - Indicate *where* 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 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. With regards, Shyam Sharma Committee Chair
LBR 210: Critical Information Literacy-- requesting TECH, DIV, ESI (SBCs)	**Approved** Dear Caterina Reed, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for LBR210 was approved. I would like to add a few positive notes from the reviewers about your course: ● R1: Exciting course and thorough syllabus! ● 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). ● R3: Extremely well structured. … assessments should include short descriptions of the work being completed to make the curricular alignment clear. ● R4: Looks like a great course. The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate. With regards, Shyam Sharma Committee Chair

Review of revisions and final summer decisions (see Tracking Sheet)

EGL 285 revised	Approved Dear Robinson, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for EGL285 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
EGL 286 Revised	Approved with note Dear Dr. Robinson, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for EGL286 was recommended for approval with notes (below). 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. 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
EGL 191 Revised	Approved with notes Dear Dr. Robinson, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for EGL191 was recommended for approval with notes (below). - Add the required grading scale matching SBU's system. - Add course credits (required). - Make the CLOs more measurable (as "exhibit understanding of..." is still vague). E.g., *evaluate*, *analyze*, *understand*. CELT's page on this will be helpful. - 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). 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
Change in delivery – HIS237	Approved with notes Dear Dr. Franks, On behalf of the Arts & 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: - 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. - Copy the same course description from Undergraduate Bulletin (instructors can add new details as needed). - Add other essential course information: Department; SBC designation; office hours and location; SASC statement (wrong office location). - 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). - List an SBC LOs verbatim on the syllabus. The syllabus doesn't do this even though, according to the undergraduate bulletin, this course satisfies STAS. The learning outcomes for STAS should be listed verbatim. Instead, this syllabus lists generic "general education outcomes." - 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. - Recommended: Be explicit about the use of Chicago style citing, ideally providing a link Chicago-Style Citation Quick Guide (chicagomanualofstyle.org) 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.

With regards,

Shyam Sharma
Committee Chair