

**College of Arts and Sciences
Curriculum Committee
Minutes #6 (November 1, 2022)**

Members Present: Rocio Rivadeneyra (Dean's Rep.), Michael Severino, Jeff Wagman, Chris Hamaker (Chair), Montserrat Mir (Secretary), Carl Palmer, Scott Seeman, John Hooker, Michael Severino, Sara O'Dowd, Kevin Edwards, Fusun Akman, Amy Robillard

Members Absent:

Called to order at 1:03 pm

1. Approval of Minutes #5 (10.18.2022).

Two minor changes were made.

Seeman moved to approve minutes; Robillard seconded. Motion passed with unanimous approval.

2. Sub-committee reports

- 23-019 GEO 417 Water Resource and Environmental Law (R&R)

Decision: Approve pending

Changes needed:

1. Revise grading scale in syllabus

Motioned by Severino, seconded by Mir. Unanimous vote in support of the motion.

- 23-036 POL 424 Topics in Public Law (New)

Decision: Revise and Resubmit

Changes Needed:

1. Need to add "not for credit if had POL 324"
2. Syllabus needs to be for graduate students. A project is added in the syllabus for graduate students, but it does not say how much it is for credit.
3. In the syllabus it says it cannot be offered as LGS 324, but this is not possible since this is a graduate class.
4. *Performance evaluation methods and course grading scale*: Taken exactly from the (obviously undergraduate) syllabus but with no weights for assignments for undergraduate or graduate students [syllabus has a "project" added for grad students as an afterthought, with no point value and no scale for graduate work].
5. *May multiple enrollments be allowed?* In proposal it says **No** but in the syllabus it says **yes** if content is different.
6. Pre-reqs. listed in the syllabus are for undergraduate students (e.g., POL 100, 106, 215), but this is a graduate class.

Motioned by Akman, seconded by Mir. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- 23-037 POL 425 Constitutional Law: Functions and Powers (New)

Decision: Revise and Resubmit

Changes to be made:

1. *Course description*: Need to add "not for credit if had POL 325"
2. *Abbreviated title*: Constitutional Law. There are multiple course proposals with this abbreviated name.

3. *Course grading scale*: The standard percentages for letter grades (point values are included in the previous part, *types of assignments*, which is from the undergraduate part of the syllabus). In fact, the syllabus says, "Grades for graduate students will be calculated using the following formula." No formula follows.
4. *Additional problems with syllabus*: Catalog description and prerequisites are not listed. Year & semester are not listed, but there are specific dates in the course outline. Dated Covid policy.
5. *List of texts/required reading lists*: **N/A**. Syllabus has a **required textbook**.
6. Syllabus does not have catalog description
7. *List of texts/required reading lists*: **N/A**. Syllabus has a **required textbook**.

Motioned by Akman , seconded by Wagman. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- **23-038** **POL 426** **Constitutional Law: Due Process Rights (New)**

Decision: Revise and Resubmit

Changes needed:

1. *Abbreviated title*: Constitutional Law (again).
2. *Course description*: Need to add "not for credit if had POL 326"
3. *Prerequisites*: Just says "3". Should be "Graduate standing."
4. *List of texts/required reading lists* : **N/A**. Syllabus has 2 **required textbooks**, one as an e-book in Milner.
5. *Performance evaluation methods and course grading scale (3)*: Repeats the information, including point values, from *types of assignments (3)* but provides no grade scale. This information is for undergraduates only according to the syllabus anyway. Once again, the syllabus says, "Grades for graduate students will be calculated using the following formula." No formula follows.
6. *Additional problems with syllabus*: Catalog description and prerequisites are not listed. Year & semester are not listed, but there are specific dates in the course outline. Dated Covid policy plus another paragraph of sort of updated Covid policy (still stuck at Delta variant.)

Motioned by Akman , seconded by Wagman. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- **23-039** **POL 427** **Constitutional Law: Equality And Free Exp (New)**

Decision: Revise and Resubmit

Changes needed:

1. *Abbreviated title*: Constitutional Law.
2. *Course description (1)*: Need to add "not for credit if had POL 327"
3. *Performance evaluation methods and course grading scale (3)*: Nothing about graduate work, point or scale (though a project is mentioned in *types of assignments (3)*).
4. *Additional problems with syllabus*: Prerequisites are not listed. Syllabus reads like it is meant for a large undergraduate class. Syllabus has a "project" added for grad students as an afterthought in two different places, with no point value and no grade scale for graduate work.

Motioned by Akman, seconded by Mir . Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- **23-040** **POL 428** **Constitutional Law: Supreme Ct Decisions (New)**

Decision: Revise and Resubmit

Changes needed:

1. *Abbreviated title*: Constitutional Law (again).
2. *Course description (1)*: Need to add “not for credit if had POL 328”
3. *Performance evaluation methods and course grading scale (3)*: No weights/points for assignments. The syllabus suspiciously looks like an undergraduate syllabus and does not mention graduate students.
4. *List of texts/required reading lists (3)*: **N/A**. Syllabus has a **required textbook**.
5. *Additional problems with syllabus*: Catalog description and prerequisites are not listed.

Motioned by Akman, seconded by Robillard. Unanimous vote in support of the motion. Palmer and O’Dowd abstained.

- **23-041** **POL 430** **Problems of Public Administration (New)**

Decision: Revise and Resubmit

Changes needed:

1. *Course description (1)*: Need to add “not for credit if had POL 330”.
2. *List of texts/required reading lists (3)*: **N/A**. Syllabus has a **required textbook**.
3. *Performance evaluation methods and course grading scale (3)*: No weights/points for assignments. *Types of assignments (3)* mentions graduate students separately.
4. *Additional problems with syllabus*: Year, semester, name of instructor not listed. The accommodations statement is incorrect. Catalog description and prerequisites are not listed. It says this course may be taken for graduate credit, but it is supposed to be a graduate course according to the title. There is no point or graduate grading scale. Grading scheme is very incomplete. It says it can be taken for Pass/Fail but this is not clear. It sounds like old Covid rules for undergraduates.

Motioned by Akman, seconded by Robillard. Unanimous vote in support of the motion. Palmer and O’Dowd abstained.

- **23-043** **POL 435** **Human Resources Management**

Decision: Revise and Resubmit

Changes:

1. *Course description (1)*: Need to add “not for credit if had POL 331”. (This is the correct number.)
2. *List of texts/required reading lists (3)*: **N/A**. Syllabus has a **required textbook**.
3. *Additional problems with syllabus*: Year, semester, name of instructor not listed. Prerequisites are not listed. The accommodations statement is incorrect. The syllabus suspiciously looks like an undergraduate syllabus and does not mention graduate students.

Motioned by Akman, seconded by Seeman. Unanimous vote in support of the motion. Palmer and O’Dowd abstained.

- **23-042** **POL 434** **The Politics of Race, Ethnicity, & Inequality (New)**

Decision: Approve pending

Changes needed:

1. Add not for credit if had...
2. Learning outcomes in the syllabus are more precise than the ones in the form

Motioned by Robillard, seconded by Akman. Unanimous vote in support of the motion. Palmer and O’Dowd abstained.

- 23-059 ENG 351 Digital Rhetorics

Decision: **Approve**

Proposed for IDEAS designation

Motioned by Edwards, seconded by Hooker. Unanimous vote in support of the motion. Robillard abstained.

- 23-047 POL 440 Topics in Latin American Politics (New)

Decision: Approve Pending

Changes:

1. Not for credit if had....
2. Syllabus lists a book, but it is not listed in proposal
3. Syllabus says ' this semester students will be part of an IRB study' , but this is not a regular thing.

Motioned by Robillard, seconded by Wagman. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- 23-054 ENG English Education Professional Seminar (New)

Decision: Approve

Motioned by Severino, seconded by O'Dowd. Unanimous vote in support of the motion. Robillard abstained.

- 23-055 ENG English Teacher education (Revise)

Decision: Approve pending

Changes

1. Plan of study second fourth 399 not triple 3

Motioned by Severino, seconded by Hooker. Unanimous vote in support of the motion. Robillard abstained.

- 23-056 ENG Accelerated English Teacher Sequence (Revise)

Decision: Approve pending

Changes

1. Plan of study second fourth 399 not triple 3

Motioned by Severino, seconded by Hooker. Unanimous vote in support of the motion. Robillard abstained.

3. IDEAS designation courses approved

23-067 HIS American Family: Change and Diversity

4. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

5. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:50 p.m. The Committee will meet next on November 15, 2022 in STV 140.

Respectfully submitted,

Montserrat Mir

**College of Arts and Sciences
Curriculum Committee
Minutes #6 (November 1, 2022)**

Members Present: Rocio Rivadeneyra (Dean's Rep.), Michael Severino, Jeff Wagman, Chris Hamaker (Chair), Montserrat Mir (Secretary), Carl Palmer, Scott Seeman, John Hooker, Michael Severino, Sara O'Dowd, Kevin Edwards, Fusun Akman, Amy Robillard

Members Absent:

Called to order at 1:00 pm

1. Approval of Minutes #6 (11.1.2022).

Palmer moved to approve minutes; Hooker seconded. Motion passed with unanimous approval.

2. Sub-committee reports

- 23-048 POL 449 Topics in Middle East Politics (New)

Decision: Approve pending

Changes needed:

1. Add not for credit if...in catalog description
2. Syllabus says it is for Minor, but this is a graduate class
3. Textbook listed in syllabus but not in proposal
4. #5 Multiple enrollments should be YES.

Motioned by Robillard, seconded by Mir. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- 23-049 POL 453 International Law (New)

Decision: Approve Pending

Changes Needed:

1. Add "not for credit if had..." in catalog description
2. Description of course should say graduate course in course description in the proposal.
3. Textbook listed in syllabus but not in proposal

Motioned by Robillard, seconded by Mir. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- 23-050 POL 458 Human Rights (New)

Decision: Approve Pending

Changes to be made:

1. No grading scale in syllabus nor proposal
2. Add "not for credit if had..." in catalog description
3. Textbook listed in syllabus but not in proposal

Motioned by Seeman, seconded by Wagman. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- **23-051** **POL 462** **International Political Economy (New)**

Decision: Approve Pending

Changes needed:

1. Update accommodations statement
2. Add “not for credit if had.....” in catalog description
3. Textbook listed in syllabus but not in proposal

Motioned by Seeman, seconded by Wagman. Unanimous vote in support of the motion. Palmer and O’Dowd abstained.

- **23-052** **POL 464** **Topics in Political Theory (New)**

Decision: Approve Pending

Changes needed:

1. Add “not for credit if had.....” in catalog description.
2. Textbook listed in syllabus but not in proposal
3. No accommodations statement in syllabus, nothing about class policies either.

Motioned by Seeman, seconded by Wagman. Unanimous vote in support of the motion. Palmer and O’Dowd abstained.

- **23-053** **POL 483** **Politics, Budgets, & Taxes (New)**

Decision: Revise and Resubmit

Changes needed:

1. Add “ not for credit if had.....” in catalog description
2. Textbook listed in syllabus but not in proposal
3. Add accommodations statement
4. The Writing center is for ENG classes only. (p. 5 in the syllabus)
5. Graduate papers should be so many pages long, but this syllabus is just for graduate students so adding ‘graduate’ is not necessary. Also, on p. 3, mention to length of paper needs to be more precise since earlier it was mentioned how long the paper should be.

Motioned by Edwards, seconded by Robillard. Unanimous vote in support of the motion. Palmer and O’Dowd abstained.

- **23-057** **ENG 453** **Technical Editing (New)**

Decision: Approve

Motioned by Edwards, seconded by Hooker. Unanimous vote in support of the motion. Robillard abstained.

- **23-058** **CSD 270** **Cultural Diversity in CSD (Revise)**

Decision: Approve pending

Changes needed:

1. No grading scale in the proposal nor in the syllabus

Motioned by Hooke, seconded by Edwards. Unanimous vote in support of the motion. Seeman abstained.

- 23-061 POL 444 Topics in Global Studies (New)

Decision: Approve Pending clarification from Hamaker

Changes needed:

1. 2019 date in assignments in the proposal.
2. Not for credit if had POL 344, 'unless if content is different'?

Hamaker will consult with Graduate School about #2 (similar problem with POL 405, POL 440)

Motioned by Edwards, seconded by Wagman. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- 23-062 POL 445 Topics in Asian Politics (New)

Decision: **Revise and Resubmit**

Changes needed:

1. Types of assignments in proposal are not detailed enough, nor in the syllabus.
2. Not for credit if had POL 344, 'unless if content is different'?

Hamaker will consult with Graduate School about #2 (similar problem with POL 405, POL 440)

Motioned by Edward, seconded by Wagman. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- 23-064 GEO 418 Aquifer Systems (New)

Decision: Approve

Motioned by Palmer, seconded by Severino. Unanimous vote in support of the motion.

- 23-065 WGS 492 Queer and Transgender Theory (New)

Decision: Approve Pending

Changes needed:

1. Course description in proposal is too long
2. Add "Not for credit if had..." in catalog description
3. Syllabus should include catalog description
4. Question 5, YES to this course duplicates content.

Motioned by Akman, seconded by Palmer. Unanimous vote in support of the motion.

- 23-066 GEO Hydrogeology MS (Revise)

Decision: Approve

Motioned by Akman, seconded by Palmer. Unanimous vote in support of the motion.

- 23-068 ANT 362 Plagues, Pandemics, and People (New)

Decision: Approve Pending

Changes needed:

1. No grading scale in syllabus nor in proposal
2. Question 5, YES to it duplicates content.

Motioned by Severino, seconded by Palmer. Unanimous vote in support of the motion.

- 23-069 ANT 462 Plagues, Pandemics, and People (New)

Decision: Approve Pending

Changes needed:

1. Add “not for credit if had...” in catalog description
2. Question 5, YES to it duplicates content
3. No grading scale in proposal nor in syllabus

Motioned by Severino, seconded by Palmer. Unanimous vote in support of the motion.

- 23-072 PHY Minor in Philosophy (Revise)

Decision: Approve Pending

Changes needed:

1. Revised proposal should say “ unless one of the courses is PHI 112.....”

Motioned by Akman, seconded by Palmer. Unanimous vote in support of the motion. O’Dowd abstained.

3. IDEAS designation courses approved

23-070	ENG	236	American Literature
23-073	ENG	130	Survey of American Literature

Passed by consent.

4. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

5. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:49 p.m. The Committee will meet next on November 29, 2022 in STV 140.

Respectfully submitted,

Montserrat Mir

**College of Arts and Sciences
Curriculum Committee
Minutes #9 (January 17, 2023)**

Members Present: Rocio Rivadeneyra (Dean's Rep.), Michael Severino, Jeff Wagman, Chris Hamaker (Chair), Montserrat Mir (Secretary), Carl Palmer, Scott Seeman, John Hooker, Sara O'Dowd, Kevin Edwards, Fusun Akman, Amy Robillard

Members Absent:

Called to order at 1:01 pm

1. Approval of Minutes #8

Mir moved to approve minutes; Akman seconded. Motion passed with unanimous approval.

2. Sub-committee reports

- 23-036 POL 424 Topics in Public Law

Decision: Approve

Motioned by Akman, seconded by Wagman. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- 23-040 POL 428 Constitutional Law

Decision: Approve

Motioned by Akman, seconded by Robillard. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- 23-062 POL 445 Topics in Asian Politics

Decision: Approve

Motioned by Akman, seconded by Hooker. Unanimous vote in support of the motion. Palmer and O'Dowd abstained.

- 23-074 POL 306 Community Civic Engagement

Decision: Approve Pending

Changes needed:

- Proposal needs scale
- Rationale for prerequisites
- Misspelled word in #1 in proposal under pre-requirements.

Motioned by Robillard seconded by Hooker. Unanimous vote in support of the motion. Palmer and O'Dowd abstained

- 23-080 PHY Computational Physics Sequence (Revise)

Decision: Revise and Resubmit

Changes needed:

- They need approval from Chem, IT, and Math.
- Increasing number of hours by 5 instead of 4

Motioned by Akman seconded by Hamaker. Unanimous vote in support of the motion.

- 23-075 PHY 461 General Relativity (New)

Decision: Approve Pending

Changes needed:

- Shorten course description (80 words but max is 50 words)
- Add 'or equivalent' in pre-reqs. for Non-ISU students
- Add grading scale in proposal.

Motioned by Akman seconded by Robillard. Unanimous vote in support of the motion.

- 23-076 PHY 425 Statistical Mechanics (New)

Decision: Approve

Motioned by Akman seconded by Robillard. Unanimous vote in support of the motion.

- 23-077 PHY 420 Classical Mechanics (New)

Decision: Approve

Motioned by Akman seconded by Hamaker. Unanimous vote in support of the motion.

- 23-078 PHY 417 Mathematical Methods (New)

Decision: Approve

Motioned by Akman seconded by Hamaker. Unanimous vote in support of the motion.

- 23-079 PHY 407 Seminar in Physics (New)

Decision: Approve

Motioned by Akman seconded by Hamaker. Unanimous vote in support of the motion.

- 23-082 PHY 490 Research Development in Physics (New)

Decision: Approve

Motioned by Akman seconded by Hamaker. Unanimous vote in support of the motion.

- 23-083 PHY 484 Advanced Quantum Mechanics (New)

Decision: Approve Pending

Changes needed:

- Section #4 question about pre-reqs. List them here.

Motioned by Hamaker seconded by Akman. Unanimous vote in support of the motion.

- 23-084 PHY 473 Space and Plasma Physics (New)

Decision: Approve Pending

Changes needed:

- Add undergraduate prerequisites in proposal or add 'graduate standing'.
- Explain if this course is equivalent to its 300-level course.

Motioned by Hamaker seconded by Akman. Unanimous vote in support of the motion.

- 23-085 PHY 462 Astrophysics (New)

Decision: Approve Pending

Changes needed:

- Explain if this course is equivalent to the 300 level course.

Motioned by Hamaker seconded by Akman. Unanimous vote in support of the motion.

- 23-086 PHY 455 Solid State Physics (New)

Decision: Approve Pending

Changes needed:

- Add pre-req. for 455 (355 has prerequisites) or add 'graduate standing'
- Explain if this course is equivalent to PHY 355

Motioned by Akman seconded by Seeman. Unanimous vote in support of the motion.

- 23-087 PHY 440 Advanced Electricity and Magnetism (New)

Decision: Approve Pending

Changes needed:

- Section #4 question about pre-reqs. List them here.

Motioned by Hamaker seconded by Akman. Unanimous vote in support of the motion.

- 23-088 PHY 470 Advanced Experimental Physics (New)

Decision: Approve Pending

Changes needed:

- Shorten course description.
- Explain if this course is equivalent to its 300-level course.
- Consider adding 'graduate standing'.

Motioned by Akman seconded by Hamaker. Unanimous vote in support of the motion.

- 03-089 PHY 488 Advanced Computational Physics (New)

Decision: Approve Pending

Changes needed:

- Explain if this course is equivalent to its 300-level course.
- List pre-reqs.
- Consider adding 'graduate standing'.

Motioned by Akman seconded by Hamaker. Unanimous vote in support of the motion.

- 03-090 PHY 499 Independent Research in Physics (New)

Decision: Approve

Motioned by Akman seconded by Hamaker. Unanimous vote in support of the motion.

- 03-081 PHY Master in Science in Physics

Decision: Approve

Motioned by Akman seconded by Hamaker. Unanimous vote in support of the motion.

- 03-091 SOC 342 Sociology of the Body (Revise)

Decision: Approve Pending

Changes needed:

- Delete 'graduate standing'
- Section#5 "Will this course count for credit if a previous course has been taken?"---It should say No.
-

Motioned by Edwards, seconded by Wagman. Unanimous vote in support of the motion.

- 03-092 SOC 442 **Sociology of the Body (New)**

Decision: Approve Pending

Changes needed:

- Indicate this course is different from SOC 342 in the proposal. Show substantial differences in the syllabus and in the proposal.

Motioned by Edwards seconded by Wagman. Unanimous vote in support of the motion.

3. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

4. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:52 p.m. The Committee will meet next on January 31, 2023 in STV 140.

Respectfully submitted,

Montserrat Mir

**College of Arts and Sciences
Curriculum Committee
Minutes #8 (December 6, 2022)**

Members Present: Rocio Rivadeneyra (Dean's Rep.), Michael Severino, Jeff Wagman, Chris Hamaker (Chair), Montserrat Mir (Secretary), Carl Palmer, Scott Seeman, John Hooker, Michael Severino, Sara O'Dowd, Kevin Edwards, Fusun Akman, Amy Robillard

Members Absent:

Called to order at 1:07 pm

1. Approval of Minutes #7 (11.15.2022).

Mir moved to approve minutes; Palmer seconded. Motion passed with unanimous approval.

2. Sub-committee reports

- 23-071 PHY 362 Astrophysics

Decision: Reject

Changes needed:

-Add not for credit if had.....

-No rationale provided for pre-requisites in the proposal

-Syllabus has different pre-requisites from the proposal (different courses, different listing)

-Syllabus indicates 'required programming' which does not appear in the catalog description. Are these pre-requisites or required skills?

- What is the status for the sequence? Contact Math if this course is part of the sequence (one of the pre-requisites is a Math course).

Motioned by Akman, seconded by Palmer. Unanimous vote in support of the motion.

- 23-074 ENG Literacy and Cultural Studies Sequence

In the agenda, but it was approved pending minor changes in April 2022. Changes have been made.

- 23-036 POL 424 Topics in Public Law (R&R)

Decision: Revise and Resubmit

Changes needed:

-Syllabus is for undergraduate students

Motioned by Hamaker seconded by Robillard. Unanimous vote in support of the motion. Palmer and O'Dowd abstained

- 23-037 POL 425 Constitutional Law: Function and Power (R&R)

Decision: Approve Pending

Changes needed:

-Syllabus does not have a catalog description

Motioned by Akman seconded by Wagman. Unanimous vote in support of the motion. Palmer and O'Dowd abstained

- 23-038 POL 426 Constitutional Law: Due Process Rights (R&R)

Decision: Approve Pending

Changes needed:

- Missing catalog description

Motioned by Akman seconded by Severino . Unanimous vote in support of the motion. Palmer and O’Dowd abstained

- 23-039 POL 427 Constitutional Law: Equality ad Free Expression (R&R)

Decision: Approve Pending

Changes needed:

- Graduate student requirements do not match in the syllabus
- Graduate project is not part of the grading scale.

Motioned by Akman seconded by Robillard. Unanimous vote in support of the motion. Palmer and O’Dowd abstained

3. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

4. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:42 p.m. The Committee will meet next on January 17, 2023 in STV 140.

Respectfully submitted,

Montserrat Mir

**College of Arts and Sciences
Curriculum Committee
Minutes #10 (January 31, 2023)**

Members Present: Rocio Rivadeneyra (Dean's Rep.), Michael Severino, Jeff Wagman, Chris Hamaker (Chair), Carl Palmer, Scott Seeman, John Hooker, Sara O'Dowd, Kevin Edwards, Amy Robillard

Members Absent: Fusun Akman, Montserrat Mir (Secretary)

Old Business: Chris Hamaker will work on January 17th meeting proposals after today's meeting.

Called to order at 1:00 pm

1. Approval of Minutes #10

Hooker moved to approve minutes; Robillard seconded. Motion passed with unanimous approval.

2. Sub-committee reports

- **23-093 ENG 247.03 Intermediate Creative Writing: Non-Fiction**
Decision: Approve Pending

Changes Needed:

- Old Syllabus – Needs Updating
- Needs Grading Scale
- Update what assignments are worth

Motioned by Hooker, seconded by O'Dowd. Unanimous vote in support of the motion. Robillard abstained.

- **23-094 ENG 247.02 Intermediate Creative Writing: Fiction**
Decision: Approve Pending

Changes Needed:

- Old Syllabus – Needs Updating
- Needs Grading Scale
- Update what assignments are worth

Motioned by Hooker, seconded by O'Dowd. Unanimous vote in support of the motion. Robillard abstained.

- **23-095 ENG 247.01 Intermediate Creative Writing: Poetry**
Decision: Approve Pending

Changes Needed:

- Old Syllabus – Needs Updating
- Needs Grading Scale
- Update what assignments are worth

Motioned by Hooker, seconded by O'Dowd. Unanimous vote in support of the motion. Robillard abstained.

- **23-096 LLC French Teacher Education Major**
Decision: Approve

Motioned by Wagman, seconded by Severino. Unanimous vote in support of the motion.

- 23-097 LLC French and Francophone Studies Major
Decision: Approve

Motioned by Wagman, seconded by Severino. Unanimous vote in support of the motion.

- 23-098 BIO Molecular and Cellular Biology
Decision: Approve Pending

Changes needed:

- Email from Ag to approve adding class.

Motioned by Palmer, seconded by Hooker. Unanimous vote in support of the motion. Edwards abstained.

- 23-099 COM 313 African American Rhetoric
Decision: Approve Pending

- Changes to grade verbiage.
- Typos in paragraph one description.
- Consider submitting for IDEAS designation.

Motioned by Edwards, seconded by Seeman. Unanimous vote in support of the motion. Hooker abstained.

- 23-0100 COM 272 Communication, Culture, and Diff in Am
Decision: Approve Pending

- Catalogue description has too many words.
- Needs to state where D/F cutoff is.
- Section on IDEAS...does it need to be there?
- "Not for credit if"...does it need to be there?

Motioned by Palmer, seconded by Robillard. Unanimous vote in support of the motion. Hooker abstained.

- 23-101 COM 326 Race and Visual Rhetoric
Decision: Approve Pending

- Catalogue description has too many words.
- Remove grad student information from syllabus.

Motioned by Palmer, seconded by Seeman. Unanimous vote in support of the motion. Hooker abstained.

- 23-102 BIO 353 Biotechnology Laboratory|:DNA Tech
Decision: Approve

- **Syllabus – grad student information needs to be removed.**

Motioned by Palmer, seconded by Robillard. Unanimous vote in support of the motion. Edwards abstained.

- 23-103 BIO 453 Biotechnology Laboratory|:DNA Tech
Decision: Approve

Motioned by Palmer, seconded by Robillard. Unanimous vote in support of the motion. Edwards abstained.

3. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

4. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:54 p.m. The Committee will meet next on February 14, 2023, in STV 140.

Respectfully submitted,

Denice Masters