

**Curriculum Committee
Minutes #1 (September 13, 2016)**

Members Present – Osaore Aideyan, Nina Hamilton, Sally Parry, Peter Smudde, Todd Stewart, Jonathan Thayn, Christine Varga-Harris.

Members Absent – Kristin Duffield, Kevin Edwards, Chris Hamaker, Bill McBride, Jake Murray, Christian Trujillo.

Called to order shortly after 1:00 pm.

1. **Election of Officers**

Osaore moved to elect Stewart as Chair; Hamilton seconded; approved unanimously
Varga-Harris volunteered to serve as Secretary

2. **New Business**

New member orientation/review of standard procedures

3. **Approval of Minutes #13 (April 5, 2016)**

Thayn moved to approve; Hamilton seconded; approved unanimously, 1 abstention (Smudde)

4. **Old Business/Subcommittee Reports/Continuing Business**

None

5. **Assignment of Proposals to Subcommittees**

17-011 SWK 498.02 Delete Course – “Concentration Practicum” (graduate)
Reviewed as a committee of the whole, with Hamilton providing justification for deletion.
Thayn moved to approve deletion; Smudde seconded; approved unanimously, 1 abstention (Hamilton)

17-012 COM . Delete Sequence – “Communication Studies Teacher Education Sequence”
Reviewed as a committee of the whole, with Smudde providing justification for deletion.
Hamilton moved to approve deletion; Stewart seconded; approved unanimously, 1 abstention (Smudde)

17-013 COM . Delete Sequence – “COM Pedagogy Emphasis Sequence”
Reviewed as a committee of the whole, with Smudde providing justification for deletion.
Hamilton moved to approve deletion; Stewart seconded; approved unanimously, 1 abstention (Smudde)

17-001 GEO 304 Revised Course – “GIS Applications” (grad credit)
Smudde and Stewart volunteered to review this proposal.

17-002 GEO 204 Revised Course – “Career Preparation in Geography I”
Smudde and Stewart volunteered to review this proposal.

17-003 GEO 292 New Course – “Career Preparation in Geography II”
Smudde and Stewart volunteered to review this proposal.

17-004 GEO 303 Revised Course – “Geographic Information Systems” (grad credit)

Smudde and Stewart volunteered to review this proposal.

- 17-005 SOA . New Program – “Anthropology Geographic Information Systems (GIS) Graduate Certificate” (graduate)
Aideyan and Hamilton volunteered to review this proposal.
- 17-006 ENG . New Sequence – “Technical Writing & Rhetorics”
Duffield and Edwards assigned to review this proposal.
- 17-007 LAL 109 New Course – “Introduction to U.S. Latina/o Studies”
Varga-Harris volunteered to review this proposal; McBride assigned to review this proposal.
- 17-008 LAL 287 New Course – “Independent Studies”
Varga-Harris volunteered to review this proposal; McBride assigned to review this proposal.
- 17-009 LAL 291 New Course – “Undergraduate Teaching Experience”
Varga-Harris volunteered to review this proposal; McBride assigned to review this proposal.
- 17-010 LAN 370.15 Revised Course – “Topics in Spanish Pedagogy” (grad credit)
Varga-Harris volunteered to review this proposal; McBride assigned to review this proposal.
- 17-014 HIS 370 New Course – “Cultures of Empire: The British Raj in India” (grad credit)
Thayn volunteered to review this proposal; Hamaker assigned to review this proposal.
- 17-015 GEO 363 New Course – “GIS Applications in Geology” (grad credit)
Smudde and Stewart volunteered to review this proposal.
- 17-016 HIS 105 New Course – “World History”
Thayn volunteered to review this proposal; Hamaker assigned to review this proposal.
- 17-017 SOA 497 New Course – “Capstone Research in Applied Community & Economic Development” (graduate)
Aideyan and Hamilton volunteered to review this proposal.
- 17-018 SOA . Revised Program – “Master’s Degree in Anthropology” (graduate)
Aideyan and Hamilton volunteered to review this proposal.

Next meeting expected to be Tuesday, September 27 (earlier, if needed)

Meeting adjourned at 1:52 pm.

Respectfully Submitted,
Christine Varga-Harris

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**College of Arts and Sciences
Curriculum Committee
Minutes #2 (September 27, 2016)**

Members Present – Osaore Aideyan, Nina Hamilton, Bill McBride, Sally Parry, Peter Smudde, Todd Stewart, Christian Trujillo, Christine Varga-Harris.

Members Absent – Kristin Duffield, Kevin Edwards, Chris Hamaker, Jake Murray, Jonathan Thayn.

Called to order at 1:04 pm.

1. **Approval of Minutes #1** (September 13, 2016)
Smudde moved to approve; Hamilton seconded; approved unanimously

2. **Subcommittee Reports**

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| 17-001 | GEO | 304 | Revised Course – “GIS Applications” (grad credit) |
| 17-002 | GEO | 204 | Revised Course – “Career Preparation in Geography I” |
| 17-003 | GEO | 292 | New Course – “Career Preparation in Geography II” |
| 17-004 | GEO | 303 | Revised Course – “Geographic Information Systems” (grad credit) |
| 17-015 | GEO | 363 | New Course – “GIS Applications in Geology” (grad credit) |

After some preliminary discussion, Stewart and Smudde suggested that these five proposals would be best evaluated by affording consideration also to the three GEO proposals slated for assignment today (17-019, 17-020, 17-021). The committee unanimously approved the decision of the subcommittee members to table discussion of these proposals until the next meeting, and Stewart and Smudde volunteered to review the eight GEO proposals holistically.

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| 17-005 | SOA | . | New Program – “Anthropology Geographic Information Systems (GIS) Graduate Certificate” (graduate)
Hamilton, with the concurrence of Aideyan, suggested that this proposal be revised 1) to incorporate additional copy so as to better contextualize the program within SOA; 2) to clarify the admission requirements for this Graduate Certificate; 3) to outline the requirements of the certificate (preferably in conformity with those of other certificates in the department, i.e., using them as a template); and 4) to obtain and submit the necessary financial implications form. Hamilton moved that the proposal be rejected and resubmitted; Aideyan seconded; unanimously approved. |
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| 17-017 | SOA | 497 | New Course – “Capstone Research in Applied Community & Economic Development” (graduate) |
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| 17-018 | SOA | . | Revised Program – “Master’s Degree in Anthropology” (graduate)
Hamilton presented these two connected proposals together and recommended for 17-017 1) the inclusion of some sort of grade allocation schema (outlining assignments and their weight in the overall grade), and 2) a grading scale. For 17-018, she recommended “cleaning up” the catalogue copy (e.g. eliminating strike-outs and proofreading). Aideyan concurred. Hamilton moved to approve these two proposals pending the proposed changes; McBride seconded; unanimously approved. |
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| 17-006 | ENG | . | New Sequence – “Technical Writing & Rhetorics”
Varga-Harris noted the absence of a letter of concurrence, and after discussion, it was decided that one should be obtained from COM. Varga-Harris then moved to approve this |
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proposal pending the receipt of said letter; Smudde seconded; unanimously approved, with one abstention (McBride).

The following were tabled until the next meeting, as time did not permit their discussion:

17-007 LAL 109 New Course – “Introduction to U.S. Latina/o Studies”
(subcommittee: McBride and Varga-Harris)

17-010 LAN 370.15 Revised Course – “Topics in Spanish Pedagogy” (grad credit)
(subcommittee: McBride and Varga-Harris)

17-014 HIS 370 New Course – “Cultures of Empire: The British Raj in India” (grad credit)
(subcommittee: Hamaker and Thayn)

17-016 HIS 105 New Course – “World History”
(subcommittee: Hamaker and Thayn)

3. Assignment of Proposals to Subcommittees

As stated above, Smudde and Stewart volunteered to review the following proposals:

17-019 GEO 305 Revised Course – “Remote Sensing I” (grad credit)

17-020 GEO . Revised Sequence – “Geography Teacher Education”

17-021 GEO . Revised Major – “Geography Major”

17-022 LAN . Revised Minor – “Minor in East Asian Studies”

Aideyan volunteered and Duffield was assigned to review this proposal.

17-023 HIS 285 New Course – “History Study Abroad”

Hamilton and Trujillo volunteered to review this proposal.

17-024 LAN 23-15 Revised Course – “Written Communication in Spanish”

McBride volunteered and Hamaker was assigned to review this proposal; Trujillo volunteered to also participate in evaluating it, having taken it as a student.

Next meeting expected to be Tuesday, October 11.

Meeting adjourned at 1:55 pm.

Respectfully Submitted,
Christine Varga-Harris

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**College of Arts and Sciences
Curriculum Committee
Minutes #3 (October 11, 2016)**

Members Present – Osaore Aideyan, Nina Hamilton, Bill McBride, Sally Parry, Todd Stewart, Christian Trujillo, Jonathan Thayn.

Members Absent – Christine Varga-Harris, Kristin Duffield, Chris Hamaker, Peter Smudde.

Called to order at 1:04 pm.

1. **Approval of Minutes #2** (September 27, 2016)

Stewart moved to approve; Hamilton seconded; approved unanimously

2. **Subcommittee Reports**

The GEO proposals are being sent back for revisions. Will wait to approve all changes as a package.

- 17-001 GEO 304 Revised Course – “GIS Applications” (grad credit)
Old title and old semester hours as part of the original copy missing. Stewart moved to reject, Hamilton seconded, Thayn abstained.
- 17-002 GEO 204 Revised Course – “Career Preparation in Geography I”
Clarification of syllabus needed – What happens if a student misses career events & colloquiums? Stewart moved to reject, Trujillo seconded, Thayn abstained.
- 17-003 GEO 292 New Course – “Career Preparation in Geography II”
Alter prereq. Is 204 needed as prereq? Stewart moved to reject, Aideyan seconded, Thayn abstained.
- 17-004 GEO 303 Revised Course – “Geographic Information Systems” (grad credit)
Need the full old copy. Need more explanation about 363 and relationship to 303. Stewart moved to reject, McBride seconded, Thayn abstained.
- 17-015 GEO 363 New Course – “GIS Applications in Geology” (grad credit)
Clarify the relationship to 303. Clean up old catalog copy. Need course numbers rather than titles for recommended courses. Stewart moved to reject, McBride seconded, Thayn abstained.
- 17-019 GEO 305 Revised Course – “Remote Sensing I” (grad credit)
Remove “I” from title. Under #3, change 4 to 3. Also clarification of prereqs for grad students and clarification of requirements for grad students. Stewart moved to reject, McBride seconded, Thayn abstained.
- 17-020 GEO . Revised Sequence – “Geography Teacher Education”
Correct typo in old copy. Remove strikeout in text in the new proposed copy. Explain how the total minimum hours is still 56 hours. Stewart moved to reject, McBride seconded, Thayn abstained.
- 17-021 GEO . Revised Major – “Geography Major”
Remove strikeout from proposed new copy. List of required courses is ambiguous – clarify. GEO 292 appears out of order in required class list. Appears that required hours has dropped from 50 to 9 – clarify. Stewart moved to reject, McBride seconded, Thayn abstained.

The following were tabled until the next meeting, as time did not permit their discussion:

- 17-007 LAL 109 New Course – “Introduction to U.S. Latina/o Studies”
17-010 LAN 370.15 Revised Course – “Topics in Spanish Pedagogy” (grad credit)
(subcommittee: McBride and Varga-Harris)

17-014 HIS 370 New Course – “Cultures of Empire: The British Raj in India” (grad credit)
17-016 HIS 105 New Course – “World History”
(subcommittee: Hamaker and Thayn)
17-022 LAN . Revised Minor – “Minor in East Asian Studies”
Aideyan volunteered and Duffield was assigned to review this proposal.

17-023 HIS 285 New Course – “History Study Abroad”
Hamilton and Trujillo volunteered to review this proposal.

17-024 LAN 23-15 Revised Course – “Written Communication in Spanish”
McBride volunteered and Hamaker was assigned to review this proposal; Trujillo volunteered to also participate in evaluating it, having taken it as a student.

3. Assignment of Proposals to Subcommittees

17-025 WGS 491 New Course – “Women’s & Gender Studies Seminar” (grad)
Hamilton and McBride volunteered to review this proposal.

17-026 ECO 443 New Course – “Games & Strategies” (grad)
Thayn and Aideyan volunteered to review this proposal.

17-027 BSC 220 Revised Course – “Laboratory in Molecular Genetics and Cell Biology”
Varga-Harris and Hamaker were assigned to review this proposal.

Next meeting expected to be Tuesday, October 25.

Meeting adjourned at 1:55 pm.

Respectfully Submitted,
Sally Parry

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**College of Arts and Sciences
Curriculum Committee
Minutes #4 (October 25, 2016)**

Members Present – Osaore Aideyan, Nina Hamilton, Sally Parry, Peter Smudde, Todd Stewart, Christian Trujillo, Jonathan Thayn, Christine Varga-Harris.

Members Absent – Kristin Duffield, Chris Hamaker, Bill McBride.

Called to order at 1:05 pm.

1. **Approval of Minutes #3** (October 11, 2016)

Stewart moved to approve; Hamilton seconded; approved unanimously with two abstentions (Smudde, Varga-Harris).

2. **Subcommittee Reports**

Stewart moved to approve the following GEO proposals; Hamilton seconded; unanimously approved, with one abstention (Thayn):

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| 17-002 | GEO 204 | Revised Course – “Career Preparation in Geography I” |
| 17-003 | GEO 292 | New Course – “Career Preparation in Geography II” |
| 17-004 | GEO 303 | Revised Course – “Geographic Information Systems” (grad credit) |
| 17-020 | GEO . | Revised Sequence – “Geography Teacher Education” |

Stewart moved to approve the following GEO proposals, pending the revisions specified for each case; Hamilton seconded; unanimously approved, with one abstention (Thayn):

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| 17-001 | GEO 304 | Revised Course – “GIS Applications” (grad credit)
Old title and old semester hours as part of the original copy still missing. |
| 17-019 | GEO 305 | Revised Course – “Remote Sensing I” (grad credit)
Clarification of prereqs for grad students and clarification of requirements for grad students still needed. |
| 17-021 | GEO . | Revised Major – “Geography Major”
Number of hours (apparently 50) still requires clarification/ consistency. |

Stewart moved to revisit the following GEO proposal because it has not yet been revised; Hamilton seconded; unanimously approved, with one abstention (Thayn):

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| 17-015 | GEO 363 | New Course – “GIS Applications in Geology” (grad credit)
Clarify the relationship to 303. Clean up old catalog copy. Need course numbers rather than titles for recommended courses. |
| 17-007 | LAL 109 | New Course – “Introduction to U.S. Latina/o Studies”
The proposal remains at the “lower level”; the number of contact hours need to be clarified; there appear to be some missing words (text needs proofreading and revision).
Varga-Harris moved to approve pending revisions; Thayn seconded; unanimously approved. |
| 17-010 | LAN 370.15 | Revised Course – “Topics in Spanish Pedagogy” (grad credit)
Varga-Harris moved to approve; Aideyan seconded; unanimously approved. |

- 17-014 HIS 370 New Course – “Cultures of Empire: The British Raj in India” (grad credit)
Catalog copy needs to be cleaned up (specifically, *instructions* for copy need to be overwritten with the required information); prereqs need to be specified (or a rationale provided for omitting them).
Hamilton moved to approve pending revisions; Thayn seconded; unanimously approved, with one abstention (Varga-Harris).
- 17-016 HIS 105 New Course – “World History”
Catalog copy needs to be cleaned up (specifically, *instructions* for copy need to be overwritten with the required information); number of contact hours need to be clarified (as 3.0).
Thayn moved to approve; Stewart seconded; unanimously approved, with one abstention (Varga-Harris).
- 17-022 LAN . Revised Minor – “Minor in East Asian Studies”
Strikeout needs to be deleted; parts of text need proofreading and revision (specifically, there are problems with the prose, perhaps because of how material was cut from another source and then pasted here).
Thayn moved to approve pending revisions; Smudde seconded; unanimously approved.

The following were tabled until the next meeting, as time did not permit their discussion:

- 17-023 HIS 285 New Course – “History Study Abroad”
Hamilton and Trujillo volunteered to review this proposal.
- 17-024 LAN 23-15 Revised Course – “Written Communication in Spanish”
McBride volunteered and Hamaker was assigned to review this proposal; Trujillo volunteered to also participate in evaluating it, having taken it as a student.
- 17-025 WGS 491 New Course – “Women’s & Gender Studies Seminar” (grad)
Hamilton and McBride volunteered to review this proposal.
- 17-026 ECO 443 New Course – “Games & Strategies” (grad)
Thayn and Aideyan volunteered to review this proposal.
- 17-027 BSC 220 Revised Course – “Laboratory in Molecular Genetics and Cell Biology”
Varga-Harris and Hamaker were assigned to review this proposal.

3. Assignment of Proposals to Subcommittee

- 17-028 PHY 480 New Course – “Special Topics in Physics Education Research” (grad)
Varga-Harris and McBride were assigned to review this proposal.

Next meeting expected to be Tuesday, November 8th.

Meeting adjourned at 1:55 pm.

Respectfully Submitted,
Christine Varga-Harris

College of Arts and Sciences
Curriculum Committee
Minutes #5 (November 8th, 2016)

Members Present – Osaore Aideyan, Nina Hamilton, Bill McBride, Sally Parry, Peter Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Kristin Duffield, Chris Hamaker, Jonathan Thayn, Christian Trujillo.

Called to order at 1:07 pm.

1. **Approval of Minutes #04 (October 25, 2016)**

McBride moved to approve; Stewart seconded; approved unanimously.

2. **Subcommittee Reports**

17-005 SOA . New Program – “Anthropology Geographic Information Systems”
Tabled so that Hamilton and Aideyan might revisit this proposal.

17-015 GEO 363 New Course – “GIS Applications in Geology” (grad credit)
Stewart moved to approve; McBride seconded; unanimously approved.

17-023 HIS 285 New Course – “History Study Abroad”
Hamilton moved to reject; Smudde seconded; rejected unanimously (on the grounds that the rationale for this course is not evident, why it is a 200-level course is unclear, and the supporting documents contradict each other).

17-024 LAN 23-15 Revised Course – “Written Communication in Spanish”
McBride moved to approve; Hamilton seconded; unanimously approved.

17-025 WGS 491 New Course – “Women’s & Gender Studies Seminar” (grad)
Smudde moved to reject; McBride seconded; unanimously rejected (on the grounds that the rationale for proposing this 400-level replica of an existing 300-level is absent).

17-026 ECO 443 New Course – “Games & Strategies” (grad)
Aideyan moved to approve; McBride seconded; unanimously approved (pending minor editorial changes).

17-027 BSC 220 Revised Course – “Laboratory in Molecular Genetics and Cell Biology”
Varga-Harris moved to approve; Hamilton seconded; unanimously approved.

3. **Assignment of Proposals to Subcommittees**

17-028 PHY 480 New Course – “Special Topics in Physics Education Research” (grad)
McBride and Varga-Harris volunteered to review this proposal.

17-029 COM 377 Revised Course – “Public Relations Campaigns”
Hamilton and Aideyan volunteered to review this proposal.

17-029 LAS . Revised Program – “Minor in Latin American & Latino/a Studies”
McBride and Varga-Harris volunteered to review this proposal.

17-031 ECO . Revised Program – “Financial Economics”
Smudde and Stewart volunteered to review this proposal.

Next meeting expected to be Tuesday, November 15th.

Meeting adjourned at 1:55 pm.

Respectfully Submitted,
Christine Varga-Harris

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College of Arts and Sciences
Curriculum Committee
Minutes #6 (November 15th, 2016)

Members Present – Nina Hamilton, Sally Parry, Peter Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osaore Aideyan, Kristin Duffield, Chris Hamaker, Bill McBride, Jonathan Thayn, Christian Trujillo.

Called to order at 1:02 pm.

1. **Approval of Minutes #05** (November 8th, 2016)

Hamilton moved to approve; Stewart seconded; approved unanimously.

2. **Subcommittee Reports**

17-029 COM 377 Revised Course – “Public Relations Campaigns”

Hamilton moved to approve; Varga-Harris seconded; approved unanimously, with one abstention (Smudde).

17-005 SOA . New Program – “Anthropology Geographic Information Systems”

Hamilton moved to approve; Smudde seconded; approved unanimously.

17-028 PHY 480 New Course – “Special Topics in Physics Education Research” (grad)

Varga-Harris moved to approve; Smudde seconded; approved unanimously.

17-030 LAS . Revised Program – “Minor in Latin American & Latino/a Studies”

Smudde moved to approve; Hamilton seconded; approved unanimously.

17-031 ECO . Revised Program – “Financial Economics”

Stewart moved to approve (pending minor revision via Jeri); Smudde seconded; approved unanimously.

17-034 MAT . Revised Major – “Mathematics Major”

Parry moved to approve; Stewart seconded; approved unanimously.

3. **Assignment of Proposals to Subcommittees**

17-032 COM 410 New Course – “Seminar in Family Communication” (grad)

Hamilton and McBride volunteered to review this proposal.

17-033 COM 482 Revised Program – “Seminar in Communication Education: Communication Assessment” (grad)

Hamilton and McBride volunteered to review this proposal.

4. **Review: Proposal to Change Repeat Policy to Allow Course Repeats at Another Institution**
Draft proposal was discussed and unanimously approved with recommendation for IAI monitoring of “original” courses taken to ensure compatibility.

Next meeting expected to be Tuesday, January 24th, 2017.

Meeting adjourned at 1:53 pm.

Respectfully Submitted,
Christine Varga-Harris

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**College of Arts and Sciences
Curriculum Committee Agenda
Minutes #7 (January 24th, 2017)**

Members Present – Osaore Aideyan, Kristin Duffield, Chris Hamaker, Nina Hamilton, Bill McBride, Sally Parry, Peter Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Jonathan Thayn, Christian Trujillo.

Called to order at 1:04 pm.

1. **Approval of Minutes #06** (November 15, 2016)

Hamilton moved to approve; McBride seconded; approved unanimously, with 4 abstentions (Aideyan, Duffield, Hamaker and McBride).

2. **Old Business/Subcommittee Reports/Continuing Business**

17-032 COM 410 New Course – “Seminar in Family Communication” (grad)
Hamilton moved to approve; McBride seconded; approved unanimously, with 1 abstention (Smudde).

17-033 COM 482 New Course – “Seminar in Communication Education: Communication Assessment” (grad)
Hamilton moved to approve; McBride seconded; approved unanimously, with 1 abstention (Smudde).

3. **Assignment of Proposals to Subcommittees**

17-035 MAT 201 Revised Course – “Teaching Mathematics in the Elementary School”
Hamaker and Duffield volunteered to review this proposal.

17-036 LGS 315 New Course – “Real Estate Law for Paralegals”
Hamilton and Stewart volunteered to review this proposal.

16-091 GEO 331 Revised Course – “Cultural Geography” (graduate credit)
Aideyan and Varga-Harris volunteered to review this proposal.

16-092 GEO 311 Revised Course – “Political Geography”
Aideyan and Varga-Harris volunteered to review this proposal.

4. **New Business: Review of CAS Curriculum Committee Policies and Procedures**

Committee members mapped out a plan for revision over the course of our upcoming meetings, with an eye toward more accurately aligning the concerns of the Committee with its agenda; modifying the description of the composition of the Committee to reflect changes that have occurred in the names of the various departments from which members can be drawn; determining to whom and how meeting agendas should be distributed in the age of the Internet; examining the “policies and procedures” of the UCC as a possible template for revision; etc.

Next meeting expected to be Tuesday, February 7th, 2017.

Meeting adjourned at 1:44 pm.

Respectfully Submitted,
Christine Varga-Harris

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**College of Arts and Sciences
Curriculum Committee Agenda
Minutes #8 (February 7th, 2017)**

Members Present – Osaore Aideyan, Kristin Duffield, Chris Hamaker, Sally Parry, Todd Stewart, Jonathan Thayn, Christine Varga-Harris.

Members Absent – Nina Hamilton, Bill McBride, Peter Smudde, Christian Trujillo.

Called to order at 1:00 pm.

1. **Approval of Minutes #07** (January 24, 2017)
Hamaker moved to approve; Aideyan seconded; approved unanimously, with 1 abstention (Thayn).
2. **Old Business/Subcommittee Reports/Continuing Business**
 - 17-035 MAT 201 Revised Course – “Teaching Mathematics in the Elementary School”
Hamaker moved to approve; Duffield seconded; approved unanimously, *pending minor corrections* (catalog copy needs to be shortened and strikeout removed; item #5 should be answered “no” instead of “yes”; and MAT 119 ought to be mentioned where relevant).
 - 17-036 LGS 315 New Course – “Real Estate Law for Paralegals”
Stewart moved to approve; Hamaker seconded; approved unanimously, with 1 abstention (Aideyan), *pending minor corrections* (a number *range* is needed for the grade scale; inconsistencies in the grade distribution between the proposal and the syllabus should be eliminated; a rationale for the course must be stated; and the question regarding prerequisites should be answered “yes” rather than “no”).
 - 16-091 GEO 331 Revised Course – “Cultural Geography” (graduate credit)
Varga-Harris moved to approve; Aideyan seconded; approved unanimously, with 1 abstention (Thayn).
 - 16-092 GEO 311 Revised Course – “Political Geography”
Aideyan moved to approve; Varga-Harris seconded; approved unanimously, with 1 abstention (Thayn), *pending minor corrections* (reply to “replace existing course” should be “yes” and reply to “count for credit if previous course has been taken” should be “no”).
3. **Assignment of Proposals to Subcommittees**
None.
4. **New Business: Review of CAS Curriculum Committee Policies and Procedures**
Committee members collectively revised the first two pages of the “Policies and Procedures” document and at the next meeting will tackle the remainder, as well as revisit the revisions-in-progress.

Next meeting expected to be Tuesday, February 21st, 2017.

Meeting adjourned at 1:50 pm.

Respectfully Submitted,
Christine Varga-Harris

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**College of Arts and Sciences
Curriculum Committee Agenda
Minutes #9 (February 21st, 2017)**

Members Present – Kristin Duffield, Chris Hamaker, Nina Hamilton, Bill McBride, Sally Parry, Todd Stewart, Jonathan Thayn, Christine Varga-Harris.

Members Absent – Osaore Aideyan, Peter Smudde, Christian Trujillo.

Called to order at 1:04 pm.

1. **Approval of Minutes #08** (February 7, 2017)
Hamaker moved to approve; Stewart seconded; approved unanimously, with 1 abstention (Hamilton).
2. **Subcommittee Reports**
None.
3. **Assignment of Proposals to Subcommittees**

McBride and Varga-Harris volunteered to review the following proposals:

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| 17-037 | LAN | . | Revised Program – “French Teacher Education Sequence” |
| 17-038 | LAN | . | Revised Major – “French & Francophone Studies” |
| 17-039 | LAN | . | Revised Minor – “French & Francophone Studies” |
| 17-040 | LAN | 215 | New Course – “Advanced Grammar & Oral Proficiency” |
| 17-041 | LAN | 224 | New Course – “Contemporary France” |
| 17-042 | LAN | 237 | New Course – “Critical Readings in French” |

4. **New Business**

- 17-043 ECO 401 Deleted Course – “Survey of Economic Principles”
The Committee as a whole reviewed this proposal. Stewart moved to approve the deletion of this course pending a letter of non-objection from the College of Business; Thayn seconded; approved unanimously.

5. **Review of CAS Curriculum Committee Policies and Procedures**

Committee members continued to collectively revise the “Policies and Procedures” document, revisiting and refining the revisions made during the last meeting.

Next meeting expected to be Tuesday, March 7th, 2017.

Meeting adjourned at 1:51 pm.

Respectfully Submitted,
Christine Varga-Harris

**College of Arts and Sciences
Curriculum Committee Agenda
Minutes #10 (March 7th, 2017)**

Members Present – Osaore Aideyan, Kristin Duffield, Chris Hamaker, Nina Hamilton, Bill McBride, Sally Parry, Peter Smudde, Todd Stewart, Jonathan Thayn, Christine Varga-Harris.

Members Absent – Christian Trujillo.

Called to order at 1:04 pm.

1. **Approval of Minutes #09** (February 21, 2017)

Hamilton moved to approve; Hamaker seconded; approved unanimously.

2. **Subcommittee Reports**

Smudde moved to approve the following LAN proposals; Hamaker seconded; unanimously approved pending the deletions associated with these proposals (namely, the deletion of courses LAN 214, LAN 220, LAN 223 and LAN 235):

17-037	LAN	.	Revised Program – “French Teacher Education Sequence”
17-038	LAN	.	Revised Major – “French & Francophone Studies”
17-039	LAN	.	Revised Minor – “French & Francophone Studies”
17-040	LAN	215	New Course – “Advanced Grammar & Oral Proficiency”
17-041	LAN	224	New Course – “Contemporary France”
17-042	LAN	237	New Course – “Critical Readings in French”

3. **Assignment of Proposals to Subcommittees**

17-044 COM 270 Revised Course – “Documentary Film History & Theory”
McBride and Varga-Harris volunteered to review this proposal.

17-045 ANT 297 Revised Course – “Lost Continents & Sunken Cities”
Duffield and Hamaker volunteered to review this proposal.

17-046 HIS 285 New Course – “History Study Abroad”
Aideyan and Thayn volunteered to review this proposal.

4. **Review of CAS Curriculum Committee Policies and Procedures**

Committee members continued to revise the “Policies and Procedures” document. Having made rigorous editorial and substantive changes to the first four pages of this document, they will proceed to review the revisions completed thus far and to address the section on “Editorial Changes” at the next meeting(s).

Next meeting expected to be Tuesday, March 21st, 2017.

Meeting adjourned at 1:55 pm.

Respectfully Submitted,
Christine Varga-Harris

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**College of Arts and Sciences
Curriculum Committee Agenda
Minutes #11 (March 21st, 2017)**

Members Present – Osaore Aideyan, Kristin Duffield, Chris Hamaker, Bill McBride, Sally Parry, Peter Smudde, Todd Stewart, Jonathan Thayn, Christine Varga-Harris.

Members Absent – Nina Hamilton, Christian Trujillo.

Called to order at 1:02 pm.

1. **Approval of Minutes #10 (March 7, 2017)**

McBride moved to approve; Aideyan seconded; approved unanimously.

2. **Subcommittee Reports**

17-044 COM 270 Revised Course – “Documentary Film History & Theory”
Varga-Harris moved to approve; Hamaker seconded; unanimously approved, with one abstention (Smudde) (pending minor revision of the statement in the section “description of changes”).

17-045 ANT 297 Revised Course – “Lost Continents & Sunken Cities”
Duffield moved to reject; Smudde seconded; unanimously rejected (on the grounds that this appears to be a “New Course” vs. “Revised Course” proposal; the rationale for inclusion in the curriculum should be clarified and strengthened; and elements of the syllabus require elaboration concerning, for example, the weight that each assignment carries, the way in which group presentations will be organized, and the mapping out of the various weeks of the semester).

17-046 HIS 285 New Course – “History Study Abroad”
Aideyan moved to approve; Thayn seconded; unanimously approved.

3. **Assignment of Proposals to Subcommittees**

17-047 ANT 351 New Course – “Midwestern Archaeology” (grad credit)
Hamaker and Smudde volunteered to review this proposal.

17-048 ANT 275 New Course – “Principles of Human Evolution and Diversity”
Duffield and Thayn volunteered to review this proposal.

4. **Review of CAS Curriculum Committee Policies and Procedures**

Committee members continued to revise the “Policies and Procedures” document.

Next meeting expected to be Tuesday, April 4th, 2017.

Meeting adjourned at 1:55 pm.

Respectfully Submitted,
Christine Varga-Harris

**College of Arts and Sciences
Curriculum Committee Agenda
Minutes #12 (April 4th, 2017)**

Members Present – Kristin Duffield, Chris Hamaker, Nina Hamilton, Bill McBride, Sally Parry, Peter Smudde, Todd Stewart, Jonathan Thayn, Christine Varga-Harris.

Members Absent – Osaore Aideyan, Christian Trujillo.

Called to order at 1:02 pm.

1. **Approval of Minutes #11** (March 21st, 2017)

Stewart moved to approve; Hamaker seconded; approved unanimously, with one abstention (Hamilton).

2. **Subcommittee Reports**

- 17-047 ANT 351 New Course – “Midwestern Archaeology” (grad credit)
Smudde moved that this proposal be revised and resubmitted; Hamaker seconded the motion, which was then unanimously approved, for the following reasons: parts of the proposal require proofreading and revision (e.g. the one-paragraph description of the course); the academic rationale for the course needs to be stronger; there are inconsistencies between the proposal and the sample syllabus concerning graduate assignments and their weight in the overall grade distribution; and the undergraduate assignments listed do not correlate to grades.
- 17-048 ANT 275 New Course – “Principles of Human Evolution and Diversity”
Duffield moved that this proposal be revised and resubmitted; Thayn seconded the motion, which was then unanimously approved, for the following reasons: the proposal needs to be proofread to correct typing errors; the *types* of graded assignments that students will be required to complete must be specified; there are inconsistencies between the proposal and the sample syllabus concerning grading style (“curved” vs. “straight”) and among the point values delineated; the syllabus is unclear in places (e.g. regarding the matter of “unexcused absences”); and the (unnecessary) information about pre-requisites noted in the last section of the syllabus (ANTHRO 102) should be deleted.

3. **Assignment of Proposals to Subcommittees**

- 17-049 ANT 461 New Course – “Social Theory” (graduate)
Duffield and Stewart volunteered to review this proposal.
- 17-050 ANT 379 New Course – “Symbols in American Culture” (grad credit)
Hamaker and Smudde volunteered to review this proposal.
- 17-051 ANT . Revised Program – “Major in Anthropology”
Hamaker and Smudde volunteered to review this proposal.

Next meeting expected to be Tuesday, April 18th, 2017.

Meeting adjourned at 1:47 pm.

Respectfully Submitted,
Christine Varga-Harris

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**College of Arts and Sciences
Curriculum Committee Agenda
Minutes #13 (April 18th, 2017)**

Members Present – Osaore Aideyan, Kristin Duffield, Chris Hamaker, Nina Hamilton, Bill McBride, Sally Parry, Peter Smudde, Todd Stewart, Jonathan Thayn, Christine Varga-Harris.

Members Absent –Christian Trujillo.

Called to order at 1:06 pm.

1. **Approval of Minutes #12 (April 4th, 2017)**

McBride moved to approve; Hamaker seconded; approved unanimously, with one abstention (Aideyan).

2. **Subcommittee Reports**

- 17-049 ANT 461 New Course – “Social Theory” (graduate)
Stewart moved that this proposal be revised and resubmitted for another review by the Committee; Duffield seconded the motion, which was unanimously approved for the following reasons: 1) on the syllabus, practical matters related to group work need to be delineated (e.g. size of groups), blanks for designated class periods should be filled in, how participation points factor into the overall grade needs to be stated, and the difference between “peer reviews” and “literature peer reviews” should be clarified; 2) a grade scale must be provided; and 3) on the proposal, evidence that Milner has been consulted should be provided and the one-paragraph description of the course needs to be clarified.
- 17-050 ANT 379 New Course – “Symbols in American Culture” (grad credit)
Smudde moved that this proposal be revised and resubmitted for another review by the Committee; McBride seconded the motion, which was unanimously approved for the following reasons: 1) on both the proposal and the syllabus, the course number must to be corrected (from 378 to 379 – this is vital for the catalog copy), the grade distribution for undergraduate vs. graduate students needs to be outlined, and the terms “sub-field” and “sub-discipline” should be used consistently; 2) on the proposal, that focus will be on the US (vs. “the Americas”) should be clarified and errors in numbering student outcomes need to be corrected; and 3) on the syllabus, language about this being an “experimental course” should be removed, and how paper topics are to be determined, as well as their parameters for graduate students, should be specified.
- 17-051 ANT . Revised Program – “Major in Anthropology”
Hamaker moved that this proposal be rejected; Smudde seconded the motion, which was unanimously approved because ANT **197** first needs to be approved, and another associated course, ANT **379**, is missing in the proposal (see section #6). In addition, the proposal requires proofreading and consistency in terminology (e.g. in use of the terms “sub-field” and “sub-discipline”), and in the revised catalog copy, the distinction between courses that are “general education” and those that are “elective” needs to be clarified.

3. **Assignment of Proposals to Subcommittees**

17-045 ANT 297 Revised Course – “Lost Continents and Sunken Cities”
Hamaker and Smudde volunteered to review this proposal.

17-054 ENG 183 New Course – “Rhetoric as Civic Literacy”
Hamilton and Varga-Harris volunteered to review this proposal.

Next meeting expected to be Tuesday, May 2nd, 2017.

Meeting adjourned at 1:47 pm.

Respectfully Submitted,
Christine Varga-Harris

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**College of Arts and Sciences
Curriculum Committee Agenda
Minutes #14 (May 2nd, 2017)**

Members Present – Osaore Aideyan, Chris Hamaker, Nina Hamilton, Sally Parry, Peter Smudde, Todd Stewart, Jonathan Thayn, Christine Varga-Harris.

Members Absent – Kristin Duffield, Bill McBride, Christian Trujillo.

Called to order at 1:06 pm.

1. **Approval of Minutes #13 (April 18th, 2017)**

Hamaker moved to approve; Thayn seconded; approved unanimously.

2. **Subcommittee Reports**

17-045 ANT 297 Revised Course – “Lost Continents and Sunken Cities”
Discussion of this proposal was tabled because it had disappeared from the online system.

17-054 ENG 183 New Course – “Rhetoric as Civic Literacy”
Stewart moved to approve this proposal pending minor revisions; Hamaker seconded; approved unanimously. The required revisions include the following: removing the designation “ICL” from the course title in the catalog copy as this should be attached to the course only after “General Education” approval; correcting the number of contact hours/week from 2.5 to 3.0; and clarifying the language regarding the “Prerequisites” and “Corequisites,” alongside specifying the course numbers for the prerequisites and corequisites.

3. **Assignment of Proposals to Subcommittees**

17-051 ANT . Revised Program – “Major in Anthropology”
Rather than assign this proposal to a subcommittee, the committee decided to table this proposal pending the receipt and resubmission of proposals for courses associated with this proposed program revision.

4. **Review of CAS Curriculum Committee Policies and Procedures**

Committee members made some minor revisions to the “Policies and Procedures” document, with a view toward completing overhaul of this document in the fall.

Next meeting expected to be fall 2017.

Meeting adjourned at 1:43 pm.

Respectfully Submitted,
Christine Varga-Harris

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