**MINUTES**

**CHSS Curriculum Committee**

**August 30, 2011**

**12:30-1:30**

**Location: SO 1020 A& B**

**Attendance:**

Members: Bryan McGovern (Chair), Audrey Allison, Charity Butcher, Neysa Figueroa, Jeff Helms, Rebecca Hill, Thierry Léger (ex-officio), Brandon Lundy, Daniel Rogers, Linda Treiber

Guests: Steve Collins, LeeAnn Lands, Susan Rouse, Linda Stewart, Robert Simon, Bill Griffin

**Proceedings:**

Meeting called to order at 12:30 by Thierry Léger.

1. **Election of New Committee Chair:**

* Bryan McGovern was elected to serve as chair for the Fall 2011 term. A new chair will be elected to serve for the Spring 2012 term.

1. **Approval of Agenda:**
   * B. McGovern called for a motion to approve the August 30, 2011 meeting agenda. C. Butcher moved to approve; N. Figueroa seconded and the motion carried by voice vote.
2. **Old Business:**
3. Consideration of Second Reading

* Foreign Language new course proposals: FREN 2003; GRMN 2003; SPAN 2003; LATN 3500; LATN 4500; PORT 1001; PORT 1002; PORT 2001; PORT 2002
  + Bill Griffin presented the proposal
  + The proposals move to create new 6-hour courses in French, German and Spanish; new upper division courses in Latin and a new permanent program in Portuguese.
* The committee noted that each of the proposal forms should have the correct portions highlighted (in yellow) before they are submitted to the UPCC.
* L. Treiber motioned to approve these courses on second reading. B. Lundy seconded the motion. The motion was approved by voice vote.

1. **New Business:**
2. Consideration of First Reading:

***AMST 1102***

* New course proposal in American Studies; AMST 1102
  + Proposal and syllabus were presented by Linda Stewart, LeeAnn Lands and Susan Rouse.
  + The course is designed to be highly interdisciplinary and will contribute to the General Education curriculum of the university by emphasizing issues relating to “American” identity and what it means to be an “American”.
* The committee requested the following additional information and changes:
  + Letters of support from the Chair of each department affected by the proposed new General Education course (Communication; Foreign Language and Philosophy) should accompany the revised proposal.
  + Make sure that the appropriate information is highlighted (in yellow).
  + Fix various typos.
  + Clarify the specific section or cluster in General Education Area B that the course will be added to.
* D. Rogers moved to approve the proposal on the first reading; C. Butcher seconded the motion; the motion was approved by the committee.

***POLS 4450***

* New course proposal in Political Science; POLS 4450
  + Proposal and syllabus presented by Steve Collins.
  + The course will fill a gap in the current political science curriculum, which does not have a course to deal with Canada, the U.S.’s largest trading partner.
* The committee requested the following changes:
  + The first sentence of the description needs to be a complete sentence.
  + It was suggested that the last sentence of the description should be dropped, as course descriptions generally do not include format elements.
  + Under the section explaining prerequisites
    - #2: Drop 1101, it is not necessary here
    - #3: It is not necessary to answer this, so leave blank or put n/a.
  + Section III: E and G need to be completed.
  + Section IV A: Should read “none”
  + “Pols” needs to be changed to “POLS” throughout the document.
  + “Pols/IA” needs to be changed to “POLS” throughout the document.
  + Section V: The class-lab-credit section should be “3-0-3”.
  + Approval Effective Semester: Should be Spring 2012.
  + Signature Page: A course prefix is needed and the proposed effective data should, again, be Spring 2012.
* D. Rogers motioned to approve on first reading; C. Butcher seconded the motion; the motion was approved by the committee.

1. Meeting was adjourned at 1:30pm.

Respecfully submitted,

Charity Butcher