**CHSS Curriculum Committee**

**Minutes, 12/04/12 meeting**

**SO 3020**

**In attendance:** Jeffrey Helms (Chair/PSYC), Thierry Léger (ex-officio), Charity Butcher (POLS/IA), Carolyn Carlson (COM), Jaime Cruz-Ortiz (DFL), Neysa Figueroa (ISD), Teresa Raczek (for Brandon Lundy, GEOG/ANTH), Chris Palmer (ENGL), Kay Reeve (HIST/PHIL), Linda Treiber (SOC/CJ)

**Guests:** Laura Davis(ISD/GWST), Rebecca Hill(ISD/MA AMST ), Dawn Kirby(ISD),

May Gao (ISD)

**I. Meeting called to order**

The meeting was officially called to order at 12:30 PM.

**II. Approval of minutes from previous meeting (from 11/20/12)**

A motion to approve the minutes was made and seconded. The minutes were passed by voice vote of the full committee.

**III. Old Business:**

***Communication:***

 **Crisis Preparedness - New Minor**

It was confirmed that all suggested changes from the first meeting, including wording changes were made. There were additional questions on prerequisites, followed by clarifications. A motion to approve the course proposal and syllabus was made and seconded. The proposal was approved by voice vote of the full committee.

 **Multiplatform News Reporting - New Certificate**

It was confirmed that all suggested changes from the first meeting were made to the proposal and syllabus. A motion to approve the proposal on second reading was made and seconded. The proposal was then approved by voice vote of the full committee.

 **Public Relations - New Minor**

It was confirmed that all suggested changes from the first meeting were made to the proposal and syllabus. A motion was made to approve the course proposal and syllabus for a second reading. The motion was then seconded. The second reading was then approved by voice vote of the full committee.

***Interdisciplinary Studies:***

 **AADS 1102 - New Course - Gen Ed**

 **GWST 1102 - New Course - Gen Ed**

**LALS 1102 - New Course - Gen Ed**

**PAX 1102 - New Course - Not Gen Ed**

 **RELS 1102 - New Course - Gen Ed**

 The following comments were made for all courses under review:
 1) Review and revise as necessary effective date and frequency of offering for all courses.
 2) It was noted that all other requested changes were made.

 **RELS 1102** -The committee members called for additional clarifications, which were provided.

A motion was then made to approve the second readings of proposals for all five IDS courses—AADS 1102, GWST 1102, LALS 1102, PAX 1102, and RELS 1102. The motion was seconded. The proposals were approved by voice vote of the committee

**IV. New Business**

***Interdisciplinary Studies:***

Rebecca Hill began by explaining that a number of the proposed course changes were designed to address “house-keeping” issues within the major to provide clarity and greater consistency in course titles, numbering, and grouping of courses offered within the four “clusters” that are choices for majors. (Explained in Justification section of the MAST – Change in Program form.) The courses were then discussed individually:

 **AMST 7200 –Course Change (Course Name change)**

 A question was asked concerning the limitations on the number of words in a course description, but it was
 determined that the course was within any limits. Minor changes were suggested. It was moved and seconded to
 approve the proposal (with suggested changes) for first reading. The motion passed by voice vote of the
 committee.

 **AMST 7220 – Course Change (course number)**

R. Hill explained that the course was moved into the Transnational American cluster in 2011, but the course number was not changed to align with other courses in that cluster at the time. This change will make that alignment. It was moved and seconded to approve for first readings. The motion passed by voice vote. It was moved and seconded that the second reading of the proposal be waived. That motion to waive second reading was approved by a voice vote of the committee.

 **AMST 7410 –Course Change**

Following the introduction of this proposal extensive discussion ensued with regard to course number, desired changes in course name and description, as well as typographical errors in the proposal. The proposal was withdrawn.

 **AMST 7440 – Course Change**

R. Hill explained that the change requested for this course was to align the course number and move the course from its current “cluster” into the appropriate historical studies cluster, thus requiring a change to a 72XX number. Committee members requested that the number of the course be added to the course title on the EZ form page, as well as that a typo in the credit hours be corrected. They also requested that sections IV- VI of the form be completed as necessary. It was moved and seconded that the proposal (with suggested changes) be approved for first reading. The motion passed by voice vote of the committee.

 **AMST 7440 – New Course – Not Gen Ed**

R. Hill explained that the purpose of the new course was to provide a vehicle for the study of a variety of cultural movements that have occurred and continue to occur in American culture, and, in particular, to differentiate the study of these movements from those studied as social movements within the historical cluster in the major.

The committee informed Hill that the proposed course would need to be given a new number since the course numbers cannot be used if they have ever been attached to a course in the past. It also requested that wording be changed to present tense and suggested several wording changes for the proposal. Additionally, members requested that Sections IV and V of the form be completed, that the Course Proposal form and sample syllabus be combined into one document, and that the wording identifying GaView Vista be removed from the sample syllabus.

A motion was made and seconded to approve the proposal (with required changes) for first reading. The motion passed by voice vote of the committee.

**AMST 7320 – Course Change (Missing from Agenda)**R. Hill provided the committee a copy of the proposal and explained that this proposal was another of the simple requests for course number changes to align courses in a cluster to fit into a common numbering system. The form proposed changing the course number AMST 7320 to AMST 7520. It was moved and seconded to approve the proposal for first reading only. The motion was approved by voice vote of the committee.

 **ASIA 1102 - New Course – Gen Ed**

M. Goa explained that this course represented the ASIA offering that matched all the other ISD 1102 (previous approved by the committee) courses proposed for the Gen Ed curriculum. After some discussion it was moved and seconded to approve the proposal for first reading. The motion was approved. It was then moved and seconded to waive the second reading of the proposal. That motion was also approved by voice vote of the committee.

 A committee member asked to be allowed to voice concerns with and opposition to the rapid expansion of the General Education curriculum with regard to the numerous courses approved over the last few meetings of the committee. That concern was noted.

 **MAST – Change in Program**

 R. Hill reiterated that the proposed changes in this program change reflected the individual course renumbering and the moving of courses into particular “cluster areas” that were previously voted on. As well, the proposed changes in the names of the clusters would make the groupings more rational and would provide clarity for students in the program.

 Committee members requested two particular changes in the proposal:

 1) All course numbers need review and clarification on the availability of the use of the course number.
 Numbers should be changed as needed.

 2) Committee members requested that the Cluster Name Place & Identity Based Studies be changed to
 Place and Identity Studies.

Hill agreed to request approval for the department for that change.

 It was moved and seconded to approve the proposal for first reading. The motion passed by voice vote of the
 committee.

***PHD in International Conflict Management***

 **INCM 9650 – New Course – Not Gen Ed**

 The committee asked for clarification concerning the course number commonly used for doctoral level Special
 Topics courses. The committee suggested that those responsible for the course should check with the graduate
 school and the register too ascertain if the course number should be changed to be in alignment with all Special
 Topics courses at that level. It was moved and seconded that the proposal be approved for first reading. The
 motion passed by voice vote.

**V. Outstanding Issues** 1) Jeff Helms agreed to remain as Committee Chair for the Spring Semester.

 2) There was some discussion of the need to consider a standardized diversity statement for syllabi. It was noted that there is already a requirement that syllabi include such a statement aligned with that of the university.

**VI. Meeting adjourned**

The meeting adjourned at 1:28 PM.