**CHSS Curriculum Committee Meeting Minutes**

**10/1/13**

Attendees: Charity Butcher (POLS, CC Chair); Albert Way (HIST & PHIL); Gail Markle (SOCI & CJ); Lynn Fedeli (FL); Pam Marek (PSYCH); Sarasij Majumder (GEO & ANTHRO); Neysa Figueroa (ISD); Chris Palmer (ENGL); Thierry Léger (ex-officio, CHSS); Carolyn Carlson (COMM); Laura Davis (Guest - GWST); Susan Rouse (Guest - HIST & PHIL); Kay Reeve (Guest- HIST & PHIL); Chien-pin Li (Guest - IPM).

I. Meeting called to order.

II. Approval of minutes from the meeting on 9/17/13.

A motion was made to approve the minutes from the 9/17 meeting with the following changes:

(A). BA in PHIL - Change Program. The second reading was not waived; this item should move to old business.

(B). Minor in PHIL - Change Minor. The second reading was not waived; this item should move to old business.

(C). Methods and Themes in Comparative Philosophy - New Course. The second reading was not waived; this item should move to old business.

A motion was made to approve the minutes with these changes. The motion was seconded. The minutes were then approved via voice vote of the full committee.

III. Old Business

(A). **Remove**. Native American Studies Minor - Change Minor

All required changes the committee requested were made. Suggestion #6 (using complete sentences in course descriptions for 3310, 3311, and 3380) was not made as it is not yet a requirement). An additional suggestion was made to re-order the list of courses according to discipline and course number.

A motion was made to approve the second reading of this proposal with the re-ordering of the course list. The motion was then seconded and approved via voice vote of the full committee.

(B). **Remove**. PHIL 2770 - Methods and Themes in Comparative Philosophy - New Course

The requested changes were made. An additional suggestion was made to highlight the course description.

A motion was made to approve the proposal on second reading with the course description highlighted. The motion was then seconded and approved via voice vote of the full committee.

(C). **Remove.** BA in Philosophy - Change Program

The requested changes were made.

A motion was made to approve the second reading of the proposal. The motion was then seconded and approved via voice vote of the full committee.

(D). **Remove.** Minor in Philosophy - Change Minor

The requested changes were made.

A motion was made to approve the second reading of the proposal. The motion was then seconded and approved via voice vote of the full committee.

IV. New Business

(A). **Remove.** HIST 4488 - Approaches to World History - Change Course

Kay Reeve discussed the department’s desire to change the course description and add an additional prerequisite (HIST 2271).

Committee members recommended the following changes:

1. Correct spelling error (“prerequisite”) in Section III.
2. Change verbiage to present tense in Section II Course Description.
3. In Section III label the courses consistently (no periods).
4. In Section II state credit hours as 3-0-3.

A motion was made to approve the first reading of this proposal with the completed changes. The motion was then seconded and approved via voice vote of the full committee. A motion was made to waive second reading of this proposal with the completed changes. The motion was seconded and approved via voice vote of the full committee.

(B). **Move to old**. Gender in the Workplace - new certificate

Laura Davis discussed the GWST department’s desire to offer an embedded certificate: Gender in the Workplace. Letters of support from community members were circulated.

Committee members recommended the following changes:

(1). Make 3360 - Gender in the Workforce a required course.

(2). Correct typo on page 10 (“manage”).

A motion was made to approve on the first reading of the proposal with the changes. The motion was then seconded and approved via voice vote of the full committee.

(C). **Move** **to old**. GWST 4498 -GWST Certificate Colloquium - New course not Gen Ed

Laura Davis explained that the proposed course is an important component of the GWST certificate.

Committee members recommended the following changes:

(1). On the syllabus amend the following “All assigned readings will be available online on the Desire 2 Learn site” to include “and/or on library electronic reserve.”

 (2). On the syllabus add TBA or example instructors and additional information.

(3). Correct spelling of “roundtable” on page 7.

(4). Clarify the number of f-t-f meetings and attendance policy and make both consistent between the proposal and syllabus.

(5). Correct typo “section” page 8.

(6). On page 8 correct phrase to “read prior to online session.”

(7). Make GWST 2000: Introduction to Gender and Women’s Studies a prerequisite.

A motion was made to approve on the first reading of the proposal with the changes. The motion was then seconded and approved via voice vote of the full committee.

 (D). **Move to old**. ISD 4490 -Special Topics in Interdisciplinary Studies- New course not Gen Ed

Neysa discussed the necessity of having a Special Topics course in ISD.

Committee members recommended the following changes:

1. Change verbiage to “special topics course that can be taken as an elective.”
2. Section IIA complete last sentence “does not itself offer a ….”
3. Correct spelling of ‘remaining.”

A motion was made to approve the proposal on the first reading with the changes. The motion was seconded and approved via voice vote of the full committee.

(E). **Move to old**. Masters in International Policy Management - Change program

Chien-pin Li discussed changing the description and making changes to the required courses, and changes to the course offering schedule.

Committee members recommended the following changes:

1. Correct typo on page 5 to “IPM.”

A motion was made to approve the proposal on first reading with the changes. The motion was seconded and approved via voice vote of the full committee.

(F). **Move to old**. IPM 7960 - Global Experience - Change course description

Chien-pin Li discussed the necessity of removing language stating that the course is mandatory when in fact it is not.

Committee members recommended the following changes:

(1). Expand justification for changes.

(2). Correct phrasing of “it is not necessary to tell the students. “

A motion was made to approve the proposal on first reading with the changes. The motion was seconded and approved via voice vote of the full committee.

V. Thierry Léger discussed the new coding system for the meeting minutes. Instead of color coding, the status of items will be indicated in bold font as ‘no move,’ ‘move to old,’ and ‘remove’ placed to the left of the item as follows:

(1). **No move** (for items previously coded in red):

 a. Old business (no one present for review)

 b. Old business (requested changes were not submitted)

 c. New business (no one present to present the proposal)

 (2). **Move to old** (business) [for items previously coded in yellow]:

 a. New business item was presented and changes were requested (will move to old

 business for next meeting)

(3). **Remove** (from schedule) [for items previously coded in green]:

 a. Old business (changes requested were made)

 b. New business (no changes were requested; second reading was waived.)

 c. New business (the proposer decided to remove the proposal from consideration)

A motion was made to approve the new coding system. The motion was seconded and approved via voice vote of the full committee.

Charity Butcher recommended that the headings to be used in the minutes should match those on the meeting agenda.

VI. Adjournment

A motion was made to adjourn the meeting. The motion was then seconded and approved by voice vote of the committee.

*Minutes submitted by Gail Markle.*