**Minutes:  CHSS Curriculum Committee**
Meeting Time and Location:  **October 3, 2017** at 12:30 p.m. in SO 3020

**In attendance**

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| Rebecca Hill (ISD) | Matthew Mitchelson (GEOG/ANTH) | Michelle Miles (ENGL) (subbing for Katarina Gephardt) |
| Pauline Howes (COMM) | William Griffin (FL) | David Shock (POLS/IA) |
| Michael Lahey (TCID) | Hakki Gurkas (HIST/PHIL) | Jim McCafferty (SOC/CJ) |
| Chien-pin Li (Dean Office) | Nicole Martin (PSYC) | Maia Hallward (SCM) |
| **Absent:** Katarina Gephardt (ENGL) |
| **Guests:** Carolyn Carlson (COMM), Emily Holler (SOCM), Chris Totten (SCJ) |
| **Meeting Secretary:** Jim McCafferty |

**Meeting called to order 12:32PM by David Shock**

**I. Approval of Minutes** from the Sept. 19, 2017 Meeting (minutes taken by William Griffin)

1. Discussion:
	1. Chien-pin Li recommended a slight change to minutes: Under the section regarding the Sociology B.S. the minutes read “Li stated that the Dean’s office wants to promote intra-departmental course offerings…” – instead, this should read “Li stated that the Dean’s office wants to promote inter-departmental course offerings…”
2. Motion to approve the minutes with the change: Matt Mitchelson
	1. Second: Michael Lahey
	2. Motion to approve the minutes with the change passed unanimously.

**II. Old Business**

A.  GEOG/ANTH

1. Second reading for GEOG 3345 and ANTH 4423 (New course proposals)

1. Discussion:
	1. Matt Mitchelson made a general announcement about conflicting messages regarding the procedures related to a program change form. Matt emailed the published UPCC contact email (upcc@kennesaw.edu) about questions related to program change forms and he received no response after two weeks. He corresponded (via email) with Amy Jones regarding the program change form and was told that courses can be created and run in the spring as electives. However, Matt had also heard via email from Gail Scott (the college representative to UPCC) that there is a hold on proposals until program change clears UPCC.
		1. Matt Mitchelson said these courses can continue as special topics for spring 2018, but he is concerned if these run as special topics that enrollment may suffer. He asked the committee for advice.
		2. Rebecca Hill commented that UPCC needs to inform college committees better about policies and procedures. Furthermore, the entities with the decision-making capabilities need to be in contact with one another in order to disseminate one consistent set of instructions/policy.
		3. There was a general discussion among members about the procedures and lack of clarity from UPCC.
		4. David Shock reminded the members that the deadline is approaching for changes to be effective in fall 2018.
	2. Regarding the course proposals there was no discussion.
2. Motion to approve GEOG 3345 and ANTH 4423: Michael Lahey
	1. Second: Rebecca Hill
	2. Vote passed unanimously
3. David Shock will either hold these administratively or advance them through the system for later review.
	1. It was later decided (in an addendum to the meeting) that these proposals would be approved and advanced through the system.

**III. New Business**

A.  SCOM

1. Re-review/Re-approval of COM 6430 and COM 6435 (per request of Jeffrey Chastine of the graduate college)

1. Discussion
	1. Carolyn Carlson returned to the committee for a re-review of COM 6430 and COM 6435 at the request of the GPCC. Specifically, GPCC wanted our committee to review changes to the course objectives and to provide a conformation that our committee approved this course being cross-leveled with an undergraduate course.
	2. This was not a proposal that was available to members in Curriculog. Instead, updated syllabi were provided to the committee members by David Shock in an email on 9/28/17.
	3. It was noted that the course objectives were updated and the “cross level” listing was clarified.
2. Motion to approve COM 6430 and COM 6435 for first and second reading: Jim McCafferty
	1. Second: Polly Howes
	2. The motion was unanimously approved.

B.  SCOM

1.  COM - 1100 - Human Communication - Change in Existing Course

1. Discussion
	1. Emily Holler appeared before the committee and informed us that the purpose of the course description change was to get rid of specific topics in order to be more reflective of the work they actually do in the class.
2. Motion to approve the change to COM 1100: Michael Lahey
	1. Second: Matt Mitchelson
	2. Motion to approve passed unanimously
3. Polly Howes made a motion to wave second reading.
	1. Michael Lahey seconded
	2. Motion to wave a second reading passed unanimously

C.  SOCI/CJ

1.  Criminal Justice, M.S. - Change to Program Name, Requirements, or Policies

2.  CRJU - 7706 - Advanced Research Methods - Change to Existing Course

3.  CRJU - 7712 - Advanced Statistics and Data Analysis in CJ - New Course

1. Discussion
	1. Chris Totten appeared before the committee to represent this package of proposals. He noted that the proposal for the elimination of a global focus for the program was being made for recruitment purposes and graduation progression purposes. CRJU 7701 is being dropped as a required class because it is a duplicate of other required courses in the program.
	2. Chris Totten also discussed the proposal for a new statistics course (CRJU 7712).
		1. As a result of this new course proposal, a course description change is necessary for the CRJU 7706 (Advanced Research Methods) to remove the statistics component from the course.
	3. Chris Totten also noted that the number of required letters of reference has not been changed, despite being voted on and approved in the previous calendar year. The requirements read that three letters are required, but after going through the approval process, the number of letters should be two.
	4. Chien-pin Li asked about the request to drop IS 8930 from the listed electives. He cannot find the course in the graduate catalog. Jim McCafferty found it listed in an old catalog. Chris Totten will follow-up with the IS department and make the appropriate changes.
	5. David Shock noted that the course description is in future tense and needs to be written in the present tense. Jim McCafferty will make some changes to program proposal in Curriculog.
	6. Chien-pin Li made a general announcement about the about the “Resources and Funding” text fields in Curriculog. He wanted departments to be aware that is not acceptable to simply “N/A” or dismiss this section as it is now a university requirement.
2. Motion to pass the group of proposals on first reading: Matt Mitchelson
	1. Nicole Martin seconded
	2. Motion to approve passed unanimously

D.  FL

1.  Foreign Languages M.A.T. - Program Deactivation or Termination

1. Discussion
	1. William Griffin informed the committee that Dean’s office has requested that FL go through the appropriate program termination process for M.A.T in FL.
	2. There were questions from members as to whether some students remained in the program. William Griffin confirmed that there were no students in the program. Therefore termination is appropriate at this point and there is no need to make sure there is a phasing-out period.
	3. The termination proposal in Curriculog is listed for Fall 2017. It was unclear to members whether the termination can retroactively be effective to Fall 2017 or if this should be listed for Spring 2018 or Fall 2018. Collectively, we decided to move forward with the Fall 2017 date.
2. Motion to pass the termination proposal: Michael Lahey,
	1. Polly Howes seconded.
	2. Motion to pass the termination proposals was passed unanimously.
3. William Griffin made a motion to wave a second reading of the proposal
	1. Michael Lahey seconded
	2. Motion to waive a second reading passed unanimously.

E.  ISD

1.  Religious Studies Minor - Change to Program Name, Requirements, or Policies

2.  RELS - 3200 - Religion and Gender - New Course

3.  RELS - 3300 - Ethical Issues in Religion - New Course

1. Discussion
	1. Rebecca Hill represented the proposals for the originator (Thomas Pynn) because he teaches during the committee’s meeting time.
	2. Jim McCafferty commented that the RELS 3500 course included in the program change was not included in the agenda. Rebecca Hill commented that there may have been an administrative oversight with the RELS 3500 course and that we should have it as a part of this package of courses.
	3. William Griffin clarified that some of the HEBR courses are specific to the language and are not necessarily religious courses.
	4. Hakki Gurkas asked for clarification about why some of the lower-division PHIL and HIST courses were removed from core. This lead to a general discussion about the lower- and upper-division requirements for a minor.
	5. Chien-pin Li asked ISD to consider the upper-division courses included in the core. Specifically, PSYC and SOCI upper-division courses that have pre-requisites attached to them that non-PSYC or SOCI students may not have could burden some of these students with extra credit hours.
	6. Jim McCafferty noted several problems with the RELS 3200 and 3300 courses, including inconsistences in syllabi, missing or out-of-date university polices, and typographical errors in the Curriculog system. Other members of the committee commented on other problems as well.
	7. Rebecca Hill commented that these proposals have not received the vetting necessary to move beyond the department committee.
	8. David Shock inquired about potentially voting on these proposals.
		1. Rebecca Hill volunteered to retract the proposals so that the department could address revisions and corrections.
		2. No vote was taken on these proposals.
		3. David Shock will reject these proposals and return them to the department.

**Adjourned at 1:46**