**CHSS Curriculum Committee Meeting Minutes 10/31/2017**

Attendance:

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| Rebecca Hill (ISD) | Matthew Mitchelson (GEOG/ANTH) | Sergio Figueiredo (ENGL) |
| Maia Hallward (SCM) | William Griffin (FL) | David Shock (POLS/IA) chair |
| Michael Lahey (TCID) | Hakki Gurkas (HIST/PHIL) | Jim McCafferty (SOC/CJ) |
| Chien-pin Li (Dean Office) | Nicole Martin (PSYC) | Paulina Howes (COM) |
| **Absent:**  |
| **Guests:** Stephen Bartlett, Robbie Lieberman, Gail Markle, Jack Moran, Alice Pate, Laura Palmer, Ryan Ronnenberg |
| **Meeting Secretary:** Rebecca Hill |

**10/17 minutes approved unanimously**

Old Business: none

New Business:

**A. Sociology/CJ minor: program change**

Gail Markle represents. No questions or discussion, proposal passes unanimously, second reading waived.

**B. Geography/Anthropology**

1.  Anthropology B.S. - Change to Program Name, Requirements, or Policies v4.0 [Wayne Van Horne]

2.  ANTH - 2210 - Archaeological Adventures, Discoveries, and Debates - New Course v4.0 [Wayne Van Horne]

3.  ANTH - 4410 - Bioarchaeology of Greece - New Course v4.0 [Susan Kirkpatrick Smith]

Bill G. – question about Archaeology and Anthropology as disciplinary fields, Matt M – archaeology is a sub-discipline of anthropology

Chien-pin L. – on ANTH 2210, the course is described as a lab, but no lab hours are noted, though course is described as lab

Discussion of how to include lab hours in course proposals, especially for any internship or practicum courses. They can include 0 lecture hours and 3 lab hours, or lab hours can exceed course credit hours, such as with internships, they might include all the hours worked in the internship

Val Whittlesey is currently organizing a committee in UPCC to make a decision on lab hours policy for internship and practicum courses

Proposed courses and program change pass first reading

GIS package:

4.  Geographic Information Science B.S. - Change to Program Name, Requirements, or Policies v4.0 [Nancy Pullen]

5.  Geographic Information Sciences Certificate - Stand-Alone and Embedded - Change to Program Name, Requirements, or Policies v4.0 [Nancy Pullen]

6.  GEOG - 1125 - Resources, Society, and the Environment - New Course v3.0 [Nancy Pullen]

7.  GEOG - 2391 - Professionalism and Ethics - New Course v3.0 [Nancy Pullen] –

8.  GEOG - 3000 - Geography of Beer - New Course v4.0 [Nancy Pullen]

9.  GEOG - 3305 - Introduction to Cartographic Processes - Change to Existing Course v4.0 [Nancy Pullen]

10.  GEOG - 3315 - Introduction to Geographic Information Systems - Change to Existing Course v4.0 [Nancy Pullen]

11.  GIS - 3398 - Internship - Change to Existing Course v4.0 [Nancy Pullen] This course also needs a complete title

12.  GIS - 4100 - Directed Applied Research - New Course v4.0 [Nancy Pullen]

13.  GEOG - 4405 - Advanced Geographic Information Systems - Change to Existing Course v4.0 [Nancy Pullen]

 14.  GIS - 4415 - Practicum in Geographic Information Systems - Change to Existing Course v4.0 [Nancy Pullen]

15.  GEOG - 4440 - Project GIS - Change to Existing Course v4.0 [Nancy Pullen]

16.  GEOG - 4500 - Advanced Topics in Geospatial Science - Change to Existing Course v4.0 [Nancy Pullen]

Discussion:

Matt M: Changes made to reduce number of concentrations and streamline the degree and increase flexibility, especially for transfer students. Old concentrations had higher numbers of specific required courses. Two main areas in geography are human and physical geography, instead of concentrations, students now are required to take 1 of each, and then can choose additional courses based on preferences

Chien Pin – were sociology and biology notified of impact of changes? Questions about rotation of courses and existing faculty resources

MM – yes on notification and yes on rotation of courses and existing resources being sufficient

Questions about pre-requisites. There are four 2000-level courses listed as upper-division major requirements, but there is a limit to the number of 2000 level courses can count for this. Indicate that they choose 1 of these courses (unclear in proposal)

Bill G – question about faculty requiring own book in syllabus

Chien-pin – there Is a dept. committee to have this conversation

Specific questions/discussion about 4 new courses:

2391, This is a 2 hour course that students can use as “any geography course”. This course needs a complete title

4405 – note that needs to change to be present tense and change “when offered” to 2018

Geog 3305 and 3315 – Chien-pin – pre-reqs are listed 3315 is pre-req for 3305 and 3305 is pre-req for 3315. How will this work in practice?

MM – this has to do with need for specific technologies needed for the courses. 3305 requires cartographic processes and 3315 requires ELRI suite, map-making standard. The pre-req is exposure to the technologies

But still unclear in practical terms how this would work. Matt M. will take back to the GIS faculty to discuss.

Passes on 1st reading, with changes to be discussed for 2nd.

**C.  PSIA**

---International Affairs major related proposals:

1. International Affairs B.A. - Change to Program Name, Requirements, or Policies v4.0 [Jack Moran]

2.  Intelligence and Homeland Security Certificate- Embedded - New Minor/Certificate Program v3.1 [Jack Moran]

3.  POLS - 4202 - Politics of the U.S. Intelligence Community - New Course v4.0 [Jack Moran]

4.  POLS - 4440 - Comparative Democratization - New Course v4.0 [Jack Moran]

5.  POLS - 4452 - Politics of East Asia - Change to Existing Course v4.0 [Jack Moran]

6. POLS - 4460 - Politics of NATO - New Course v4.0 [Jack Moran]

 Jack Moran presents overall changes.

Questions:

Hakki G. – HIST 3305 removed from courses for the degree, any reason why?

Response - There are multiple sections of this course, including 2 online courses. Jack shows number of PSIA students in this course not significant enough to have a major impact on the ability to run the course

Goal is to make the class more in-discipline specific, to simplify the structure,

Note – email from History chair Alice Pate objects to removing the course HIST 3305 from the IA major

Jack M. notes that in old model, students can graduate with 9-15 hours of IA classes. There are stil enough classes from other disciplines in the overall major that students are getting a wide exposure to courses in other disciplines. They can still take HIST 3305 as ‘related studies”

Also, Jack notes that the new major eliminates to POLS courses from requirements (from inside dept) History 3305 isn’t the only class affected.

Chien-pin suggests removing POLS courses from related studies to encourage students to branch out more.

Also, what about encouraging students to do certificates and minors in other disciplines?

David, Jack – this change also is about making IA major look more like the POLS major structurally, removing concentrations and creating certificates

Jack will take back the idea about removing POLS courses from related studies to the dept.

Vote on proposal, first reading – passes 10-1

**D.  HIST/PHIL**

---HIST package:

1.  HIST - 4654 - Russia to 1861 - Change to Existing Course v4.0 [Ryan Ronnenberg]

2.  HIST - 4655 - Russia Since 1861 - Change to Existing Course v4.0 [Ryan Ronnenberg]

Comments – Bill G. notes typo (double “the) in one course description. Also note, update descriptions to be complete sentences

Procedural Questions: do these two new courses require a program change form? Is the program limited to one change per year? (UPCC policy question)

Proposal passes on first reading, unanimously

**E.  SCOM**

1. Public Relations B.S. - Change to Program Name, Requirements, or Policies v4.0 [Kristen Heflin]

 Passes unanimously, 2nd reading waived

**F.  ISD**

--RELS package (RELS minor and courses):

1.  Religious Studies Minor - Change to Program Name, Requirements, or Policies v2.0 [Thomas Pynn; Robbie Lieberman]

2.  RELS - 3200 - Religion and Gender - New Course v2.0 [Thomas Pynn; Robbie Lieberman]

3.  RELS - 3300 - Ethical Issues in Religion - New Course v2.0 [Thomas Pynn; Robbie Lieberman]

4.  RELS - 3500 - Religion and Popular Culture - New Course v2.0 [Thomas Pynn; Robbie Lieberman]

 Discussion:

Robbie Lieberman, ISD chair, there to present proposal

Hakki G. – Philosophy program is OK with removing 4000-level courses, but wishes PHIL 3200 would remain in the minor

Rebecca H suggests adding PHIL 3200 elective credits for minor, Robbie L Ok with this.

Questions raised –

Stephen Bartlett: does ISD have faculty to cover these courses? This is a significant change to the previous way the minor was set up

Alice P: We looked at your website - Faculty listed on website under RELS were not consulted.

Robbie L. – we all know how difficult it is to get websites updated in the college. This proposal has been at this committee for a year, and was previously rejected for different reasons, We made changes based on previous suggestions from PHIL, now new suggestions.

RH – this is a “moving the goal posts” .Are faculty who used to be affiliates still affiliated with the program? Affiliation has to be renewed every year, and this change to the minor is part of changes related to the new department that didn’t exist when the major was first created. It seems unfair if people who were once affiliated with program decide to come back and block changes to programs they are not actively involved in

Jim B – procedural - This proposal was a mess last time, and this time changes were made, but it was submitted late. Do we have to vote on it when it was late?

David S – I told them they could have an extra day to revise the proposal

Vote to table 7-4, - RELS to bring together previously affiliated faculty to discuss changes to the minor

**G.  TCID**

-Michael Lahey, Laura Palmer

---Program changes - two program change forms and two proposals to relaunch a minor and certificate deactivated during consolidation:

1. Interactive Design, B.S. - Change to Program Name, Requirements, or Policies v4.0

2.  Technical Communication, BS - Change to Program Name, Requirements, or Policies v4.0

3.  Technical Communication Minor - Change to Program Name, Requirements, or Policies v4.0

4.  Technical Communication Certificate - New Minor/Certificate Program v3.1

---Deactiviation of degrees and certificates:

5. Instructional Design, Advanced Certificate- Program Deactivation or Termination v3.1

6.  Communications Management Advanced Certificate - Program Deactivation or Termination v3.1

7.  Graduate Certificate in Technical Communication - Program Deactivation or Termination v3.1

8.  Information Design and Communication, MS - Program Deactivation or Termination v3.1

9.  Content Development, Advanced Certificate- Program Deactivation or Termination v3.1

10.  Visual Communication and Graphics, Advanced Certificate - Program Deactivation or Termination v3.1

11.  Information and Instructional Design, MS - Program Deactivation or Termination v3.1

12.  Post-Master's Certificate in User Experience - Program Deactivation or Termination v3.1

---Termination of two degrees:

13.  New Media Art, BA - Program Deactivation or Termination v3.1

14.  Writing and New Media, BA - Program Deactivation or Termination v3.1

---Course changes (minor) - prefixes (and sometimes very slight Course Description adjustments to acknowledge these changes). No course content or learning outcomes changed in these classes:

15. IAD - 3150 - Visual Design I - Change to Existing Course v4.0

16.  IAD - 3230 - User Interface Design I - Change to Existing Course v4.0

17.  IAD - 3250 - Information Visualization: Theory - Change to Existing Course v4.0

18.  IAD - 3300 - Ethnography for Designers - Change to Existing Course v4.0

19.  IAD - 3350 - Information Visualization I - Change to Existing Course v4.0

20.  IAD - 3398 - Internship - Change to Existing Course v4.0

21.  IAD - 4150 - Visual Design II - Change to Existing Course v4.0

22.  IAD - 4230 - User Interface Design II - Change to Existing Course v4.0

23.  IAD - 4400 - Directed Study - Change to Existing Course v4.0

24.  IAD - 4490 - Special Topics in Interactive Design - Change to Existing Course v4.0

25.  TCID - 2170 - Introduction to Digital Media and Culture - Change to Existing Course v4.0

26.  TCID - 3400 - Front-End Development I - Change to Existing Course v4.0

27.  TCID - 3800 - Front-End Development II - Change to Existing Course v4.0

28.  TCID - 4500 - Front-End Development III - Change to Existing Course v4.0

29.  TCOM - 4800 - Project Portfolio - Change to Existing Course v4.0

---Course changes (changed their prerequisites to acknowledge the addition of a TCOM minor and certificate. No course content changed or learning outcomes changed in these classes):

30.  TCOM - 2030 - Research in Technical Communication - Change to Existing Course v4.0

31.  TCOM - 3020 - Designing Effective Proposals- Change to Existing Course v4.0

32.  TCOM - 3030 - Instructional Design - Change to Existing Course v4.0

33.  TCOM - 3070 - User Assistance - Change to Existing Course v4.0

34.  TCOM - 3130 - Technical Communication: Theory, Ethics, and Practice - Change to Existing Course v4.0

35.  TCOM - 3145 - Designing Social Media Infrastructure - Change to Existing Course v4.0

36.  TCOM - 3245 - SEO and Analytics for Technical Communiactors - Change to Existing Course v4.0

37.  TCOM - 4000 - Technical Editing - Change to Existing Course v4.0

38.  TCOM - 4045 - Multi-Media for Technical Communicators - Change to Existing Course v4.0

39.  TCOM - 4050 - Instructional Video for Technical Communicators - Change to Existing Course v4.0

40.  TCOM - 4120 - Usability Testing - Change to Existing Course v4.0

---Course changes - substantial - courses that had some other change more substantial than a prefix or prereq change, new & existing courses

41. IAD - 2100 - History and Fundamentals - New Course v4.0

42.  IAD - 3000 - Interaction Design I - New Course v4.0

43.  IAD - 4700 - Senior Project and Portfolio - Change to Existing Course v4.0

44.  TCID - 2002 - Productivity and Tools - Change to Existing Course v4.0

45.  TCOM - 3431 - Information Design I - New Course v4.0

---New courses:

46.  IAD - 3100 - Professional Development - New Course v4.0

47.  IAD - 4000 - Interaction Design II - New Course v4.0

48.  TCOM - 2050 - Issues in Digital Accessibility - New Course v4.0

49.  TCOM - 3011 - Advanced Technical Writing - New Course v4.0

50.  TCOM - 3045 - Information Architecture - Change to Existing Course v4.0

51.  TCOM - 4431 - Information Design II - New Course v4.0

TCID proposal vote: Michael Lahey moved, Matt Mitchelson seconded, to approve all the TCID courses on first reading. Approved unanimously by committee.

**H.  HIST/PHIL**

---HIST graduate course package (note - these courses are intended to serve as electives in different programs, so no program change form is included):

1. HIST - 6220 - Food in American History - New Course v3.0 [Tom Okie]

2.  HIST - 6391 - Emerging Themes in African History - New Course v4.0 [Ryan Ronnenberg/Alice Pate]

3.  HIST - 6654 - Russia to 1861 - New Course v4.0 [Ryan Ronnenberg/Alice Pate]

4.  HIST - 6655 - Russia Since 1861 - New Course v4.0 [Ryan Ronnenberg/Alice Pate]

5.  HIST - 6911 - Themes in American Environmental History - New Course v3.0 [Albert Way]

6.  HIST - 6640 - History of Modern Ireland - New Course v4.0

RH – taking minutes and have class across campus in 15 minutes. This proposal has significant impact on MA in American Studies and we were not consulted. Move to table due to lack of time to discuss proposal.

Vote to table passes.

Meeting adjourned at 1:46 pm.