**CHSS Curriculum Committee**

**Minutes**

Meeting Time and Location:  **Tuesday, February 13, 2018** at 12:30-1:45 pm in SO 3020

Secretary for meeting:  \***Matt Mitchelson\***

https://kennesaw.curriculog.com/agenda:657/form

Present: Rebecca Hill (ISD), Polly Howes (COMM), William Griffin (FL), Hakki Gurkas (HIST/PHIL), Maia Hallward (SCMPD), Chien-pin Li (Dean’s office), Pam Marek (proxy for Nicole Martin in PSYC), Jim McCafferty (SCJ) Michelle Miles (ENGL), Michael Lahey (TCID), Matt Mitchelson (GEOG/ANTH), David Shock (POLS, chair), Federica Santini (FL, guest), Ansley Wood (SCMPD, guest)

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**I. Approval of Minutes** from the Jan. 30, 2018 Meeting (minutes taken by Polly Howes)

Maia Hallward noted that the School of Conflict Management, Peacebuilding and Development should be specified/identified as SCMPD. No other changes were discussed. Jim moved to approve the minutes; Hakki seconded the motion; the motion passed unanimously.

**II. Old Business  [Second readings]**

None

**III. New Business  [First readings]**

A.  SCMPD

1. MSCM - 7709 - Advanced Skills Clinic for Dual MSCM/MBA - New Course v4.0 [Ansley Wood/Susan Raines]

Note [from Meeting Agenda]:  The program change form associated with this course change is currently being reviewed by the curriculum chair for the Coles MBA degree.  This week, let's review the course, but we'll have to wait to provide final approval until the program form reaches us.  For your reference, the direct link to the program change form is here:  [https://kennesaw.curriculog.com/proposal:7621/form](https://kennesaw.curriculog.com/proposal%3A7621/form)

Ansley explained that CMPD 7709 is a necessity for dual-enrolled MBA/MSCM students in order to conform to the graduate credit hours required to fulfill graduation requirements. MBA students would be impacted (and accreditation standards potentially violated) without a 2-credit-hour option for dual degree students.

David noted the need for a program change from the business school.

Chien-pin noted differences between proposals. Maia explained that some differences have resulted from MSCM’s transition to SCMPD. Chien-pin requested alignment with proposals’ prefixes and titles.

David noted misalignment between catalog descriptions in Curriculog and on the sample syllabus.

Ansley consented to all amendments.

David asked if there was a motion to approve the course on first reading. Matt moved; Michael seconded; the motion passed unanimously to approve the course on first reading.

B.  FL

1. Italian Studies Minor - Change to Program Name, Requirements, or Policies v4.0 [Federica Santini]

Federica explained that the proposed change in requirements gives students more flexibility and better accounts for the diversity of majors and backgrounds of students.

David asked about the proposal’s curriculum preview, Chien-pin advised that it be compared to the KSU Catalog curriculum for consistency. Consistency was verified.

Matt moved to approve the proposal on first reading; Michael seconded the motion; the motion to approve the Italian Studies Minor proposal on first reading passed unanimously.

Maia moved to waive the second reading; Matt seconded; the motion to approve the Italian Studies Minor proposal on second reading passed unanimously.

C.  SGIA (formerly PSIA)

1.  B.S. in International Studies - Program Deactivation or Termination v3.1 [old program from SPSU] [Tom Rotnem]

David explained the proposal to formally deactivate this de facto discontinued program. Matt moved to approve the proposal; Pam seconded; the motion to deactivate or terminate the program was unanimously approved on first reading.

Jim moved to waive the second reading; Rebecca seconded; the motion to deactivate or terminate the program was unanimously approved on second reading.

~~D.  HIST/PHIL~~

~~1.  History Education BS - Change to Program Name, Requirements, or Policies v4.0 [Bryan McGovern]~~ ***~~Pending approval by dept. chair~~***

~~Direct link to proposal:  https://kennesaw.curriculog.com/proposal:7704/form~~

David noted that this proposal was removed from the agenda while continued department-level discussions take place.

**IV.  Miscellaneous**

Jim asked if CHSS CC colleagues had heard discussion in their departments regarding KSU-level standards for internships; specifically, the establishment of a minimum number of hours required to complete an internship. Chien-pin explained that Academic Affairs was to discuss this after UPCC deliberations (last year). Jim will investigate further and report back.

Michelle asked if hyperlinks or full language are required on syllabi (e.g., for an attendance or academic honesty policy). There was some discussion, and the committee believes that while some specific language is required, links to policies will most often suffice.

Michelle asked if CIP codes were required when specifying faculty-approved degrees in Curriculog. There was some discussion as to the appropriate scope of those specifications.

**V.  Discussion of CHSS CC Checklist**

Rebecca presented language for potential inclusion in the checklist (currently in development) that the CHSS CC is considering publishing to help guide curricular processes and discussions. There was discussion of the language, its intended use, and its capacity to assist in curricular processes that are contentious or require collaboration among the college’s departments.

Jim explained that he was unclear on the need for the language/document.

Bill explained that he promotes the idea of documenting dialog regarding conflicts and collaboration with curricula.

Rebecca explained that her intent was to remind proposal originators of their responsibility to account for dialog between impacted parties; Curriculog’s “impact report” does not always suffice in establishing impacted parties.

There was committee-wide discussion of responsibilities and how they relate to the language/document/checklist.

David suggested that further discussion is likely necessary.

**V.  Adjourn**

David adjourned the meeting at 1:40pm.