**CHSS Curriculum Committee**

Minutes for 8/21/18

SO 3020

**In attendance**

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| Erin Ryan (SOCM)\* | Garrett Smith (GEOG/ANTH)\* | Letizia Guglielmo/ \*  Heeman Kim (ISD) |
| Michael Lahey (TCID)\* | Nicole Martin (Chair/ PSYC)\* | Charity Butcher (SGIA)\* |
| Michelle Miles (ENG)\* | Randy Patton (HIST/PHIL)\* | Jim McCafferty (SOC/CJ)\* |
| Jaime Cruz-Ortiz (FL)\* | (Dean’s Rep) Chien-Pin Li\* | Brandon Lundy (SCMPD) |
| **Absent:** Brandon Lundy | | |
| **Guests:** Rebecca Hill, Susan Raines (for Brandon Lundy), Scott Reese (College of Math & Science) | | |
| **Meeting Secretary:** Erin Ryan | | |

The meeting was called to order at 12:32 PM.

**Introductory Comments**

Nicole Martin, Chair: introduced herself. Handed out copies of the meeting dates, etc.,

An initial list of CC members from departments was not correct, so Nicole got corrected lists.

Packet handed out: there will be a 3 week break due to Cobb/Cherokee County K12 schedules; UPCC dates included as well; list of secretaries for our meetings randomly assigned in a list.

Proposing that we use the same format for proposal deadlines as last year: Tuesday due dates & by Thursday they’ll be in the agenda. If anything needs to be rushed, email Nicole.

Amy Jones offered to help with extra Curriculog training with departmental committee members

**Approval of Minutes:** from the April 24, 2018 Meeting (Rebecca Hill - ENGL)

We still need to approve, so Nicole pulled them up on the large screen (in archived agendas).

Are we comfortable approving? Majority: yes. Four proposals went through – Jim, Motion to approve, Seconding: Michael Lahey. Minutes approved by majority vote.

The minutes for the meeting approved as presented.

**CHSS Curriculum Committee Schedule for 2018-2019**:

Fall 2018 (Tuesdays at 12:30 pm): 8/20, 9/4, 9/25, 10/9, 10/23, 11/6, & 11/27

Spring 2019: 1/15, 1/28, 2/12, 2/26, 3/12, 3/26, 4/9, & 4/23,

**UPCC 2018-2019 Schedule:**

Fall 2018: 8/30, 9/27, 10/25, 11/29, 1/24, 2/28, 3/28, & 4/25.

What’s coming our way this semester? Heads up on major changes: Some from English (Sept/Oct); embedded certificate in IA; Asian Studies proposals; HIST/PHIL a few more classes & grad certificate; Sociology package in Spring for 2020; CJ one course for this fall; TCID small changes; PSYC having to change some to 3 credit; a few changes from SOCM

Fall 19: you need to know your dates. Nicole getting us the exact dates

Michael Lahey: explained that the UPCC has an executive board now that will meet first (if anything is spelled wrong, it will be sent back!) – Nicole noted that they are changing leadership

**Secretary / Note-Taker role for each meeting:** see packet

**Proposal deadline/Agenda creation:**

Idea:  set proposal deadlines for the following Tuesday meeting on WEDNESDAY at 11:59 pm.  Agenda will be created and emailed out to members on THURSDAY morning.

**Old Business:**

**N/A**

**VIII. New Business**

Nicole: Follow the guidelines our committee set before sending from your department (i.e., how to input/evaluate proposals)

***AMST - 3730 - Introduction to Native American Studies***

***ASIA - 3350 - Asian American Cultural Expressions***

Letizia Guglielmo & Rebecca Hill presenting: program change proposal for the minor includes these 2 courses (a result of hiring new faculty specializing in Native American Studies & Asian American Studies) – have offered the courses before as topics classes. Want to be able to attract more students & put AMST 3730 into the core of the minor.

**AMST 3730:** Nicole asked for comments – she looked it over & it was really clean

Chien-pin asked about the “future-tense law” – future tense shouldn’t be in the course description, so that needs to be changed slightly (“students will learn;” “will be”) by Nicole.

Randy: HIST/PHIL asked: the word “history” in course descriptions; do we include “history” in the degrees allowed to teach? Rebecca noted that someone with a HIST PhD could teach this course.

Jim made a motion: approve on first reading with slight changes to course description

Michael: second

No dissent, no abstentions.

Jim: Motion to waive second reading; seconded by Michael. All approve. AMST 3730 moves forward with slight changes by Nicole.

**ASIA 3350:**

Jim requested info about proposals that ask for money as part of the request. Chien-pin said in the past we ask the library first before we propose the course (can we sustain it without the money?) – Rebecca will check this & let us know. This class is also on the program change proposal, so if we wait on this one we need to wait on the program proposal.

Charity: we can approve on first reading and not waive second reading so we can get more information. Charity moved, Jim seconds, all approve. Passes first reading.

**Comparative American Studies Minor**: Rebecca – adding these two classes to the program & AMST class to the core to satisfy the minor (also noted that they added the word “Comparative” to the program, so tell students to look under “C”)

Nicole: the electives remain the same? Rebecca: yes, for maximum flexibility

Chien-pin – change the effective date to Fall 2019

Charity moves to approve on first reading; Michelle seconds, all approve.

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**CMPD - 9901 - Core Comprehensive Exam**

**CMPD - 9903 - Dissertation Proposal Defense**

Susan Raines here for Brandon Lundy

Put it into the curriculum so it shows that a student passed their comprehensive exams. Charity: the student takes the course with their advisor, pass/fail, graded by committee. Susan: students have a hard time prioritizing the exams because they’re more focused on diss proposals, etc., so this puts it on their radar. Internal committee created based on the students’ needs.

Randy: so the semester they take comps, is this course the only thing they sign up for? Susan/Charity: depends on the student

Randy: is one hour enough? Charity: technically they shouldn’t get credit/Susan: it helps them during their last part of coursework.

Nicole: So they can’t take this more than twice? Susan: yes, that’s the rule at KSU, and has been nice in the master’s program. Charity: previous rule was you can only fail once, so this just formalizes it.

Michael: is the logic of the dissertation proposal the same then? Susan: yes, they have to sign up for it as a class, there’s an add/drop date, helps prioritize it.

Charity: is this an existing course or new? Susan: existing; this makes sure the chair is the faculty member. Charity: used to be a colloquium & they didn’t have to defend their proposal at the end. This is tied more to the defense of the proposal.

Chien-pin: does the program want to retain the records of the students who took colloquium before or do you want to change the original course & replace it with this one? So much has changed that this likely needs to be a new course.

Challenge would be to drop the previous course, add this as a new course. Cannot re-use course numbers. Susan will tell Brandon that this needs to be resubmitted as a new course proposal. Nicole will send this back to Brandon.

Chien-pin noted that there are still comments listed on the syllabus for the CMPD 9901 class.

Charity: these will also need to be included in a program change.

*No action was taken on these proposals*; Nicole sending back to Brandon to update syllabus and attach a program change.

Susan: motion to table these proposals; Charity seconded. All approved.

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**ENVS - 3398 – Internship**

Scott Reese (college of math & science): they share courses with GEOG – want to make internship more accessible to students. Variable credit hours (up to 4; make it repeatable)

Nicole: date needs to be changed to Fall 19; course description starts with an incomplete sentence, will get kicked back from UPCC so needs to be updated. (Nicole will update: “This course provides…”)

Chien-pin: does this fit in line with what Val mentioned? Scott: yes.

Nicole: any other thoughts?

Garrett: Move to approve on first reading, Jim second. All in favor.

Jim moved to waive second reading with the changes, Michael seconded, all approve.

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**HIST - 6220 - Food in American History**

**HIST - 6911 - Themes in American Environmental History**

Tom: HIST thinking about graduate certificate, so this is a graduate version of an undergrad course

Charity: where do these fit in the curriculum? What program?

Michael: we would need a program change form to show where they will fit in the program.

Tom: If these are part of the electives in AMST/INCM, we have to include it in a program change form.

Charity: perhaps add it to the graduate certificate proposal.

Nicole: date needs to change from Spring 18. Learning objectives need to be measurable, so they need to be edited.

Michael: clarification: can you only put one program change form per year?

Group: Yes.

So, If you think you’re going to have more program changes this year, make sure you put them all on one!

Susan: do I need to have this HIST 6911 course added to our program proposal then? Charity: clarify that with all programs involved.

Nicole: change all dates from 2018 to 2019

Charity: we need to get some clarity about who needs to add these things to their program change forms – this will get sticky.

Tom: motion to table both proposals; Charity second; all in favor. Nicole sending both back.

**Wrap up**

N. Martin asks if there are any questions about process or reviewing proposals.

Nicole will clarify all the UPCC dates. If she’s doing any changes she will send to all of us.

Asked for additional questions. There were none.

Get things into the system by Tuesday after our meetings!

The meeting adjourned at 1:37 pm.