**CHSS Curriculum Committee**

**Minutes, 1/29/2013 Meeting**

**SO 3020**

**In attendance:** Jeffrey Helms (Chair/PSYC), Chris Palmer (ENGL), Jaime Cruz-Ortiz (DFL), Carolyn Carlson (COM), Charity Butcher (POLS/IA), Brandon Lundy, (GEOG/ANTH), Kay Reeve (HIST/PHIL), Linda Treiber (SOC/CJ)

Absent: Thierry Léger (ex-officio), Neysa Figueroa (ISD) notified the chair that they would not attend today’s meeting.

**Guests:** Rebecca Hill (ISD/MA AMST), Erin Ryan (COM), May Gao (ISD/Asian Studies)

**I. Meeting called to order**

The meeting was officially called to order at 12:36 PM.

**II. Approval of minutes from previous meeting (from 01/15/2013)**

A motion to approve the minutes was made and seconded. The minutes were passed by voice vote of the full committee.

**III. Old Business:**

***Interdisciplinary Studies (Presented by Rebecca Hill):***

**MAST - *Change Program***

**The committee reviewed the GRADUATE PROGRAM/CONCENTRATION PROPOSAL**

**FORM** (previously submitted)

* Committee members noted that there were still sections of the proposal that had not been amended.
* Professor Hill asserted that some of these were issues with the track changes function.
* It was also clear that some of the courses listed did not accurately reflect previously approved changes by the committee.
* The committee asked that the document be double-checked to make sure all newly approved course titles and numbers correctly appear in the proposed section of the document. This will include changes that were introduced in the New Business portion of this meeting (SEE BELOW).
* The committee also asked for consistent formatting of the document noting inconsistent punctuation following course names and subject headings.
* Because of the many changes to the document, the committee requested to review the document before one more time before sending it out of this committee.

**IV. New Business:**

***B.S. in Communication (Presented by Erin Ryan)***

**B.S. in Communication - *Change Program***

* Move for requiring a 2.5 GPA minimum for the communication major.
* The proposal was approved on first reading.
* The committee voted to waive the second reading of the proposal.

***Foreign Languages (Presented by Jaime Cruz-Ortiz)***

**RUSS 2290 - *New Course - Not Gen Ed***

* The committee asked for minor changes:
	+ Add the course number 2290 to Proposed Course Prefix and Number in sections I and V of the form.
	+ Check credit hours so that the formatting will be consistent with FREN 2290 and SPAN 2290 and make the corrections in sections I and V of form.
	+ Course description should be in present tense on all forms.
* The proposal was approved on first reading pending minor changes as mentioned above.

***Interdisciplinary Studies (Presented by May Gao)***

**Minor in Asian Studies - *Change Minor***

* The proposal involves adding new courses to the Asian Studies minor
* The committee asked for minor changes:
	+ Consistent formatting of colons and dashes, particular where there is a list of proposed classes. Jeff suggested that colons could be changed to dashes.
	+ Include both prefixes for cross-listed courses where applicable.
* The proposal was approved on first reading pending minor changes as mentioned above.

***Interdisciplinary Studies (Presented by Rebecca Hill)***

**AMST 7450 - *New Course - Not Gen Ed***

* The proposal involves using a new course form instead of course revision.
* The committee noted that the course title on form (American Visual Culture) is not identical to the course title on the sample syllabus (American Visual Culture: “Outsider” Art and Environments). The committee suggested that these should probably be the same, but will leave the change up to the department.
* There should be a period after the course description.
* The proposal was approved on first reading pending minor changes as mentioned above.
* The committee voted to waive the second reading of the proposal pending the minor changes mentioned above.

**AMST 7430 *SIMPLE COURSE CHANGE* (Missing from Agenda)**

* The committee voted to add the course change item to the agenda.
* The proposal was a simple course number change: AMST 7430 Identities and Social Groups is now AMST 7330.
* No other changes in the course were made.
* The proposal was approved on first reading.
* The committee voted to waive the second reading.
* An electronic copy of the proposal will need to be included in the archive.

**AMST** **7220** ***SIMPLE COURSE CHANGE* (Missing from Agenda)**

* The committee voted to add the course change item to the agenda.
* This changes AMST 7220 to AMST 7510 for consistency in the MAST change program.
* The proposal was approved on first reading.
* The committee voted to waive the second reading.
* An electronic copy of the proposal will need to be included in the archive.

**V. Additional Business:**

No additional business was presented.

**VI. Meeting adjourned**

The meeting adjourned at 1:30 PM.

**Minutes submitted by L Treiber.**