**CHSS Curriculum Committee Meeting Minutes**

**4/9/13**

Attendees: Jeffrey Helms (Psychology); Charity Butcher (POLS) ; Brandon Lundy (GA); Carolyn Carlson (COM); Jamie Cruz-Ortiz (Foreign Languages); Thierry Léger (ex-officio, CHSS); Kay Reeve (History & Philosophy); Chris Palmer (ENGL); Neysa Figueroa (ISD); Stan Crowder (Guest—in lieu of Linda Treiber, Sociology/Criminal Justice); Amber Hutchins (Guest—COM)

I. Meeting called to order.

II. Minutes approval.

A motion was made to approve the minutes from the 3/26 meeting. Motion then seconded. The minutes were then approved by full voice vote.

III. New Business

(A) COM 5100 Social Media Theory and Concepts

Amber introduced the proposal for this course, discussing it and other course proposals in the more general context of the grad certificate proposal.

Committee members requested that various spacing issues throughout the proposal be fixed (including but not limited to the course description). Jamie had a set of comments on this and other proposals that he would forward to the proposers. It was also requested the title in the “title for labeling” section of part VI be modified so that it is no longer than 30 spaces.

The committee also asked whether or not this course had been discussed in conjunction with courses such as digital journalism. Amber assured the committee that this and other COM proposals have been done in consultation with other departments.

A motion was made to approve the first reading of this proposal, with the committee requesting the proposers make the above changes to the proposal before a second reading. The motion was then seconded and approved via voice vote of the full committee.

(B) COM 5200 Digital Media Law

Committee members requested that various spacing issues throughout the proposal be fixed.

The committee asked the proposer to explain why information on faculty resources (part V) had been put there and recommended taking it out since the salary of faculty members might be unsure, particularly since the faculty teaching this course could change going forward.

The committee also wondered if the 75 word limit applied to the course description, but it was confirmed that this word limit does not apply to graduate proposals.

A motion was made to approve the first reading of this proposal, with the committee requesting the proposers make the above changes to the proposal before a second reading. The motion was then seconded and approved via voice vote of the full committee.

(C) COM 5410 Digital Publication Design

Committee members recommended that some small grammar and phrasing errors be addressed, including the justification portion with the use of the word *totally* and online content.

A motion was made to approve the first reading of this proposal, with the committee requesting the proposers make the above changes to the proposal before a second reading. The motion was then seconded and approved via voice vote of the full committee.

(D) COM 5420 Mobile Media Technologies

Committee members recommended some rephrasing of certain sections, including in Part III, where “Mobile tech has grown largely” showed awkward phrasing. It was suggested that “students” be clarified as the target demographic. And there were missing parentheses in some of the prose.

Committee members also asked if the proposers of this course have consulted with IT about potential overlap. The committee was told that this course has more content than application design, and is therefore not intended to be primarily an IT course.

A motion was made to approve the first reading of this proposal, with the committee requesting the proposers make the above changes to the proposal before a second reading. The motion was then seconded and approved via voice vote of the full committee.

(E) COM 5900 Digital and Social Media Capstone

Committee members noted spacing issues throughout the proposal; Jamie agreed to give more detailed, specific comments of this nature to the proposers.

Committee members also requested that the proposers check to make sure the title is under 30 spaces in part VI. Some members suggested the use of “&” for *and* and “Soc” for an abbreviation.

A motion was made to approve the first reading of this proposal, with the committee requesting the proposers make the above changes to the proposal before a second reading. The motion was then seconded and approved via voice vote of the full committee.

(F) Graduate Certificate in Digital and Social Media - New Certificate

Committee members asked about the general formatting of the proposal, and the committee was informed that at present there is not a clear template form available for such certificate program requests. The committee recommended that the lack of template be mentioned to GPCC when this proposal makes its way there.

On p. 4 regarding the system and state of GA goals, committee members recommended changing “the” to “a” before “competitive global.”

For the staffing section, the committee noted that GPCC will likely want more detail on faculty than what it currently listed in the proposal. Committee members suggested expanding beyond faculty bios to include other relevant members in current master’s programs who will contribute to the certificate. In addition, because the course is intended to be offered only in Spring and Summer, proposers should be ready to explain to GPCC what will happen IF a faculty member isn’t available to teach this course.

For part V: the committee wondered if this is info that will go into the catalogue. If so, the section seems sparse. The committee recommended the inclusion of some introductory material that details how many credits are required and which electives can be chosen. And this section is typically expected to list credit hours clearly. The committee recommended that proposers look in current catalogue for existing examples of formatting. And it also suggested that the description be flexible in the electives portion so that future potential changes to the certificate could be incorporated more easily.

A motion was made to approve the first reading of this proposal, with the committee requesting the proposers make the above changes to the proposal before a second reading. The motion was then seconded and approved via voice vote of the full committee.

(G) ISD 3333

Neysa explained to the committee that this course is an attempt to establish a formal course to address “Year of \_\_\_” options each academic year.

The committee then had an extended discussion of problems with the title—namely, that the registrar cannot really list a course with a fill-in-the-blank structure (e.g., “Year of \_\_\_\_\_\_\_” would not work.)

Committee members debated various possibilities, including variations on “Annual Country Study” or “Year-of Study” without blanks. Ultimately, the committee recommended taking the course back to IDS to discuss its title.

In addition, the committee noted that the course description needs to be modified to say “country or region” (since the Year of \_\_\_\_\_ is sometimes a region, sometimes a country).

In the course description, the future tense needs to be changed to present tense and the final word limit needs to be 75 words or fewer.

The list of pre-requisites should have commas and an “or” for better clarity.

In part V, the effective date and credit hours need to be corrected.

Committee members then debated the portion of the proposal which clarifies whether or not this course is repeatable. It was suggested that the proposers change the wording to “no limit as long as content changes.” But then even more clarification is needed. Committee members asked if the content of the course changes within the same year, can a student take it more than once? Thierry wondered if it is a good idea from the perspective of an employer looking at a transcript to see multiple credits in the same course, and other committee members wondered if repeated course listings of this course would become a problem for the registrar.

A motion was made to table this proposal, with Neysa returning this proposal to IDS for further discussion. Some committee members suggested that the course be re-created as a special topics course.

The motion to table was seconded and approved via voice vote of the full committee.

(H) ISD 3398

Neysa clarified that the proposal requests minor changes in the course.

A motion was made to approve the first reading of this proposal. The motion was then seconded and approved via voice vote of the full committee.

A motion was then made to approve this proposal as second reading. The motion was then seconded and approved via voice vote of the full committee.

IV. The meeting was then adjourned.

Minutes prepared and submitted by Chris C. Palmer