**CHSS Curriculum Committee
Meeting Minutes - 04/23/13
SS 2030**

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); Seneca Vaught for Neysa Figueroa (ISD); Linda Treiber, Sociology/Criminal Justice)

I. Meeting called to order by J. Helms.

II. Minutes approval.

A motion was made to approve the minutes from the 04/09/13 meeting. Motion then seconded. The minutes were then approved by full voice vote.

III. Old Business:

**Communication**

COM 5100 - *New Course - Not Gen Ed
Corrections requested on first reading were made; and an additional editorial request to check the spacing in the Justification section was made.*

*It was moved and seconded to approve the proposal; Proposal advances to next level.*

COM 5200 - *New Course - Not Gen Ed
Corrections requested on first reading were made; and an additional editorial request to check the spacing in all sections was made.*

*It was moved and seconded to approve the proposal; Proposal advances to next level.*

COM 5410 - *New Course - Not Gen Ed
Corrections requested on first reading were made; and an additional editorial request to check the spacing was made.*

*It was moved and seconded to approve the proposal; Proposal advances to next level.*

COM 5420 - *New Course - Not Gen Ed
Corrections requested on first reading were made. It was moved and seconded to approve the proposal; Proposal advances to next level.*

COM 5900 - *New Course - Not Gen Ed
Corrections requested on first reading were made. It was moved and seconded to approve the proposal; Proposal advances to next level.*

Graduate Certificate in Digital and Social Media - *New Certificate
It was moved and seconded that the Certificate Proposal be approved. Proposal advances to next level.*

IV. New Business – No New Proposals

J. Helms led a final discussion by committee members concerning the committee. Helms reported on responses by the committee members to a circulated survey concerning the committee function. He identified the following specific conclusions/suggestions:

1. 3/4ths of the members specifically cited the efficiency of the committee functioning as good.
2. Several respondents said the proposers needed to be better prepared to present and discuss their proposals.
3. Other comments included the suggestion that the members need to encourage and engage in more discussion of some proposals.
4. Some method of dividing out the proposals and other issues under discussion that are “minor” form those that are more substantial would improve the process.
5. The most problem(s) most consistently cited and commented on were problems with the HSS CC Website/webpage. Issues included posting items in the correct place. rechecking the site to be sure all links are working and materials are actually there, and checking to see that both new and revised documents are present.

Final comments by T. Leger and B. Lundy:

Dr. Leger complimented the committee on being “extremely efficient.” Brandon Lundy commented that the committee might consider developing a Resources Section for the website to aid future proposal presenters and committee members.

**Adjournment:** The meeting was adjourned at 1:09 pm.

Minutes Submitted by Kay A. Reeve