**CHSS Curriculum Committee Meeting Minutes**

**9/3/13**

Attendees: Charity Butcher (POLS, CC Chair); Bert Way (HIST & PHIL); Pam Marek (PSYCH); Gail Markle (SOC and CJ); Carolyn Carlson (COM); Bill Griffin (DFL); Sarasij Majumder (GEO & ANTHRO); Neysa Figueroa (ISD); Chris Palmer (ENGL); Thierry Léger (ex-officio, CHSS); Denise White (Guest—ENGL); Jennifer Dickey (Guest—HIST & PHIL); Tamara Livingston (Guest—Museums, Archives, and Rare Books)

I. Meeting called to order.

II. As chair of the committee, Charity provides introductory remarks and reminders about committee procedures:

1. Each committee member is responsible for proposals moving from his/her home department to the CHSS committee for review.
2. Each member should review the procedures as outlined on the CHSS CC web page, including deadlines and naming of files (including revisions for second readings).
3. Proposals and revisions are always due on the Tuesday one week before a scheduled committee meeting. All forms should be visible on the website by Thursday, and members should check to make sure all forms from their home departments are present and in good order. Thierry clarifies that the goal is to have all submitted forms viewable on the website by 5PM on the Wednesday before a committee meeting.

III. Approval of minutes from the meeting on 8/20/13.

 A motion was made to approve the minutes from the 8/20 meeting. Motion then seconded. The minutes were then approved by a majority via voice vote, with two abstentions.

 Thierry reminds the committee that the minutes from 4/23/13 have yet to be approved. The committee decides to add it to the end of the agenda for discussion once printed copies can be distributed to the committee for review.

IV. New Business

(A) **ENGL 2110**

Denise explains to the committee the need for a change in course description from “study” to “survey.” Committee members ask for clarification—if the only change is a few words in the description. Denise confirms that it is only a small change of a few words.

Committee members recommended the following changes:

1. All sections presenting changes should be consistently highlighted in yellow throughout the form.
2. The credit hours in all places should be listed as 3-0-3.
3. The submitted signature page needs to clarify the name of the submitter in the word document itself so that the Dean’s Office knows whom to contact.

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) **HIST 3328**

Jennifer and Tamara explain that the proposed course is an important addition to the certificate program in Public History. The course has already been successfully taught twice as a special topics course.

The committee asks for clarification on whether or not the instructor listed on the syllabus is full or part-time, and Tamara clarifies she is full time. Committee members also asked whether or not the certificate program would be updated. Jennifer clarifies that it is an elective and that the certificate program does list possible courses that students can take.

Committee members recommended the following courses of action:

1. A certificate change that adds this new course will also need to be submitted, preferably alongside the new course proposal.
2. In the course description of the proposal, the future tense should be modified to present tense.

A motion was made to approve the first reading of this proposal, with the committee requesting the proposers make the change listed in (2) before a second reading. The motion was then seconded and approved via voice vote of the full committee.

(C) **Certificate in Political Communication**

Speaking for this proposal, Charity clarifies that the certificate is intended to represent a collaboration between the departments of Political Science and Communication. Carolyn adds that the Communication Department is strongly supportive of the certificate. Charity notes that there are many letters of support provided with the proposal.

The committee has no questions or recommendations for changes to the proposal.

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.

V. Additions to the Agenda

(A) Approval of Minutes from 4/23/13

Committee members discuss the current color-coding system for the markup of minutes. Some members state their preference for reading printed versions of the proposals and the difficulties in legibility of some portions of the minutes highlighted in darker colors, such as red. Thierry says he and others will discuss this issue further, possibly reintroducing the topic for further discussion at a future meeting and/or proposing an alternative system for coding the minutes.

Committee members discuss the clarity of the minutes from 4/23/13. A motion was made to approve the minutes from 4/23. Motion then seconded. The minutes were then approved by a full voice vote.

(B) **Asia 1102**

Neysa explains that this proposal has already moved through several stages of approval, but that it took a while to do so. Part of the delay has been to avoid going to the state BOR for an approval of a course title change.

The committee asks for clarification on matters, such as the previous title of this course and what levels of approval have already been met. Neysa clarifies that the prior course was “Issues in Asian Studies” and that the former proposal had already been approved as a first reading in front of UPCC.

A motion was made to add this item to the agenda. The motion was then seconded and approved via voice vote of the full committee.

Committee members recommended the following changes:

1. Correcting punctuation errors, including a double semi-colon and lack of period, in section #11.
2. Rewording section B, bottom of page 2, to clarify that the course meets a requirement rather than state that it is a “general education requirement”
3. Eliminating “Thus” in the justification under Section II, #3, p. 3
4. Clarifying the previous offerings of the course, under Section II, #4, p. 3
5. Fixing the lack of parallelism at the end of Section II, #5 A.
6. Eliminating the redundancy of multiple uses of *demonstrate* in Section II, #5 B.
7. Clarify the use of Digital Measures and use of student evaluations in Section II, #7
8. Consider deleting “for the first and second years,” leaving only “No new faculty,” under Section II, #9

Committee members also discussed whether or not the grading system was clear, and they agreed that all percentages used to calculate grades and a grading policy were present.

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

A motion was then made to waive the second reading of this proposal, with the understanding that all the above changes will be applied before moving the proposal to the next level. The motion was then seconded and approved via voice vote of the full committee.

VI. Adjournment

A motion was made to adjourn the meeting. The motion was then seconded and approved by voice vote of the full committee.

*Minutes submitted by Chris C. Palmer*