**CHSS Curriculum Committee Minutes**

**3/11/14**

Member Attendees: Charity Butcher (Chair, POLS); Daniel Rogers (PSYC); Sarasij Majumder (GEO/ANTH); Gail Markle (SOCI/CJ); Bert Way (HIST/PHIL); Chris Palmer (ENGL); Bill Griffin (DFL); Polly Howes (for Carolyn Carlson: COM); Thierry Leger (ex-officio, CHSS)

Guests: Tricia Grindel (COM)

I. Call to Order

II. Approval of minutes from 2/25/14 meeting

* A motion was made to approve the minutes
* The motion was seconded
* The minutes were then approved by unanimous voice vote

III. First reading of COM 3350 (New Course Proposal)

* T. Grindel explained that this course has been approved and taught as a special topics course two times previously and currently this term. She described the course focus on teaching style for media communication, and that the stylistic and grammatical skills learned and reinforced were important for communication majors and those in related fields.
* Members of the committee made the following recommendations:
	+ Revise the course description to maintain present tense.
	+ Revise the course description to avoid overly specific course material and instead focus more on student learning goals that every iteration of this course intends to meet.
	+ In Section II, B, consider listing prerequisites for the course and a rationale for those prerequisites. This suggestion was made based on recent UPCC meetings where similar requests were made.
	+ In Section III, G, delete the sentence that begins, “The individual who developed and teaches the course . . .” and refocus this section on assessment that the department can maintain in the future (e.g. mention that the course will follow the department’s existing assessment plan).
	+ In Section IV, consider specifying additional resources that the course may require.
	+ In the syllabus, consider the recent suggestions of the UPCC to add a statement on financial aid and enrollment. Also consider adding a section on student withdrawals from the course.
* The committee then had a related discussion on whether or not the recommendation in the last bulletpoint above should be a requirement on future syllabuses. T. Leger recommended that there be a formal review of syllabus requirements, including looking at what is and isn’t currently stated in the faculty handbook. Committee members also requested that Financial Aid be contacted to better clarify the language of the requested addition to the syllabuses, which currently reads as follows:

“*Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.*”

* A motion was made to approve the first reading of COM 3350. The motion was then seconded. The first reading of the proposal was then approved unanimously by voice vote of the committee.

IV. First reading of BS in Communication (Proposal to Change Program)

* P. Howes explained the proposal, which adds “COM3350: Editing for Today’s Media” to the Concentration Elective categories for Public Relations and Journalism and Citizen Media concentrations and to the Major Elective category for Media Studies. Additionally, the proposal removes “Interviewing” from the Concentration Elective category for the Journalism and Citizen Media concentration.
* The committee recommended adding a space between “COM” and “3350” in the prose of the brief summary preceding Section I.
* S. Majumder recommended adding ANTH 3521: Ethnography of Media as a possible elective course in the future.
* A motion was made to approve the first reading of the proposal to change the BS in Communication. The motion was then seconded. The first reading of the proposal was then approved unanimously by voice vote of the committee.

V. First reading of ANTH 4422 (New Course, Not Gen Ed) and waiver of second reading

* S. Majumder explained that this course has already been through all stages of approval as Asia 4422 and that ANTH 4422 is intended to be cross-listed with it. He also reminded the committee that it had already approved this course before.
* A motion was made to approve the first reading of this revision of ANTH 4422. The motion was then seconded. The first reading of the proposal was then approved unanimously by voice vote of the committee.
* A motion was then made to waive the second reading. The motion was then seconded. The waiver of the second reading was then approved unanimously by voice vote of the committee.

VI. Chair for next meeting

* C. Butcher acknowledged that C. Palmer will chair the next meeting since she will be away at a conference. If a proposal is submitted via Curriculog before the next meeting, she recommended tabling discussion of it until the following meeting.

VII. Adjournment

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

*Minutes prepared by Chris Palmer*