**Minutes:  CHSS Curriculum Committee**
Meeting Time and Location:  **September 19, 2017** at 12:30 p.m. in SO 3020

**In attendance**

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| Rebecca Hill (ISD) | Matthew Mitchelson (GEOG/ANTH) | Katarina Gephardt (ENGL) |
| Pauline Howes (COMM) | William Griffin (FL) | David Shock (POLS/IA) |
| Michael Lahey (TCID) | Hakki Gurkas (HIST/PHIL) | Jim McCafferty (SOC/CJ) |
| Chien-pin Li (Dean Office) | Nicole Martin (PSYC) | Maia Hallward (SCM) |
| **Absent:** n/a |
| **Guests:** Linda Treiber (S&CJ), Paul McDaniel (G&A) |
| **Meeting Secretary:** William Griffin |

**I. Approval of Minutes** from the Sept. 5, 2017 Meeting (submitted by Mitchelson)

Motion to approve: Gephardt
Second: Martin
The Minutes were approved unanimously.

**II. Old Business [Second readings]**

A.  SCJ

1. Sociology B.S. - Change to Program Name, Requirements, or Policies [Gail Markle/Linda Treiber]

A. Li raised the issue that an Executive Summary should be attached to the proposal referencing the any department/s affected by the proposal. Treiber agreed.

B. Li raised the question of why dropping courses from the Major would result in an increase in the graduation rate of Sociology majors. Treiber responded: 1. The classes dropped were those which students found difficult to access; 2. Classes dropped were primarily those offered in other departments and which were not regularly scheduled; 3. It is advantageous, from advising and scheduling perspectives, for the Department to offered its own courses which are required for the Major; 4. Setting the prerequisites for the new courses was a “guiding principle” for the recommended changes.

C. Li stated that the Dean’s office wants to promote inter-departmental course offerings through which students can meet particular departmental Major needs. This statement initiated a discussion about the possibility of “conflicting messages” being sent to the departments from the Dean’s office to: 1. increase enrollments for courses within the department/s while 2. increasing collaboration with other departments leading to students being able to fulfill Major requirements outside of the Major department.

D. Discussion continued around several themes: Is interdepartmental collaboration desired and encouraged by the Dean’s office and/or is it more important for a department to maintain control over the courses of a particular Major concentration or over electives for the Major? Discussion of this issue continued.

E. Li recommended that the Department of S&CJ streamline the prerequisite requirements for the Major and adjust the “Rationale” of the *Change to Program* proposal to reflect this change.

F. Motion: A motion to approve both the *Change in Program* proposal and the SOCI 3398 *Change in Existing Course* proposal on second reading was proposed by Mitchelson and seconded by McCafferty.

The motion passed unanimously.

2.  SOCI - 3398 - Internship - Change in Existing Course [Gail Markle/Linda Treiber].

See above.

**III. New Business [First readings]**

A.  GEOG/ANTH

1. GEOG - 3345 - Population Geography -  New Course [Paul McDaniel]

A.  McDaniel provided an overview. GEOG 3345 has been offered as a *Special Topics* course and addresses his research expertise. The rationale for proposing a *New Course* prior to the approval of a *Change in Program* is based on correspondence with the office of the Registrar: Since further revisions to the program will be made in the future, and since only one *Change in Program* is permitted per year, and since GEOG 3345 will be listed only as an “elective” within the program, there is no need for a *Change in Program* form to accompany this proposal. This rationale initiated discussion of exactly when a *Change in Program* from should/must accompany a course proposal. Li stated that he would contact the Executive Committee of the UPCC to determine when it is acceptable to propose a new course or change in course without providing a *Change in Program* proposal.

B. Shock provided suggestions for additions and corrections to the course syllabus. Updates will be sent to him for posting.

C. Motion: A motion to approve GEOG 3345 as a New Course on first reading was proposed by Howes and seconded by Hallward.

The motion passed unanimously.

2.  ANTH 4423 - Bone Biomechanics - New Course [Matthew Mitchelson]

A. Mitchelson provided an overview. ANTH 4423 is a new course in the Department of A&G that responds to the purchase of new equipment (a bone density scanner) and the hiring of faculty (Dr. Alice Gooding) with expertise in the area of bone biomechanics.

B. Shook offered recommendations for providing in the course syllabus more clarity of content, readings, and assignments. He also recommended that the proposal be carefully reread for accuracy of phrasing, that the Learning Outcomes be updated, and that the final proposal would indicate that the courses could not be repeated for credit.

C. Motion: A motion to approve ANTH 4423 as a New Course on first reading was proposed by McCafferty and seconded by Howes.

The motion passed unanimously.

**IV.  Adjourn**

The meeting was adjourned by Shock at 1:23 p.m.

Submitted by: William Griffin