

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	Present: Angela Kelly, David Black, Jonathan Anzalone, Michael Boerner, Qingzhi Zhu, Sara Santos; Shyam Sharma, Paula Pasquale-Alvarez, Shellana Henderson; Alexandra Pamfilie, William Laffey Absent: Lynne Chin

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision:
3. Approval of 2/08/2023 minutes
 - Committee Decision:
4. Old items
 - none
5. New items: Discussion
 - none
6. Proposal Reviews

Task	Decision and notes to be relayed
BA in Africana Studies + Master's in Public Health	Approved Dear Dr. Nganang, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for BA-MA in Africana Studies (and master's in Public Health) was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
BIO 365 - Change in Course description	Approved Dear Dr. Tafrov, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for BIO 365 was approved.

	<p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>JRN 490 – Senior Project</p>	<p>Revise and resubmit</p> <p>Dear Dr. Virag,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for JRN 490 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> ● Clarify the prereqs. ● Attendance policy on p4 is duplicate, remove ● Include up-to-date required syllabi statements ● Clarify the modality of the online delivery ● Add clearer communication plan – address RSI Requirements ● Overview of assignments is confusing, the assignments in the grading table are not overviewed but others. ● Due date listed as "48 hours before" and then Tuesday at noon (which could confuse students); also no way of knowing how class will meet. <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>We look forward to reviewing this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>BIO 339: CAS "Other" (change in description and title)</p>	<p>Approved</p> <p>Dear Dr. Sirotkin,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for BIO339 was approved.</p> <p>Committee note: Please copy Dean Hackley on a course description with track changes for the updated description to go in the bulletin.</p> <p>The next bulletin update will reflect the decision above.</p>

	<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
ECO 110: New Course	<p>Revise and Resubmit</p> <p>Dear Dr. Benitez-Silva,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for ECO110 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none">● SBC language for SBS designation must be included verbatim in the syllabus. Further, it must be evident to reviewers how SBC objectives will be met in course content, assignments, and assessment as described in the provided syllabus.● ECO 108 is a required course, or component course for the following majors: BUS, EHI, EDP, ENS, ISE, JRN, MEC, and SUS. Please get confirmation from the department chairs/heads confirming their approval of this change and the impact to their programs. <p>Friendly corrections and notes</p> <ul style="list-style-type: none">● Pg. 20 has a link to an out of date Student Code of Conduct (now named the Code of Student Responsibility). This document for students is updated annually.● The SASC policy/office on pg. 20-21 is out of date. The office is now located in the SB Union.● If available, please include an ISBN for the eText.● The syllabus references the app “Piazza” for course communication. This is not currently a university supported app. By directing or requiring students to sign up for a third party application that is not vetted by DoIT this exposes students to potential cybersecurity risks that the university will not be able to support. Furthermore, directing students to disclose personal information to third-party unsupported applications may be a FERPA violation. Please consider this issue when revising. <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>We look forward to reviewing this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma</p>

<p>AFH 101: New Course</p>	<p style="text-align: center;">Committee Chair</p> <p>Approved with note Dear Dr. Nganang, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for AFH101 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● The course schedule needs to be clarified. Second column is called "activities, assignments, assessments" but it lists readings. Third column heading says "short exam dates" but then lists a variety of assignments, including response papers and quizzes. ● There is a typo in the course description. "the class analyzes what it means to be Back [Black] today:" ● Late work policy references learning a new language? The last learning outcome listed is not a learning outcome. <p>We will request an update to the bulletin based on the approval. It is up to you to adopt Committee feedback above (which didn't change the approval vote).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>ARS 225: Change in Delivery</p>	<p>Revise and resubmit Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for ARS25 was voted as "revise and resubmit."</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> ● The course description does not match what is in the bulletin. Please update, or request a bulletin change. ● Mention that the class is online. Also specify if the course is asynchronous, synchronous, hybrid. ● Under "Course Delivery," the instructor states that grading will be in part completed by the TA but there's no clarification on whether the TA is an undergraduate or graduate student. This needs clarification as undergraduate TAs cannot grade any work that contributes to the final course grade. ● When and how does the class meet? Are the "lab" meetings to take place online? ● Communication plan to be refined to include RSI Requirements. ● We recommend having a separate section that outlines the requirements for Adobe Creative Cloud so it does not get lost under Technical Requirements such as "Required Software". Since this course will be using VoiceThread, a

	<p>statement and links to tutorials for VoiceThread should be included.</p> <ul style="list-style-type: none"> ● ARTS and TECH SBCs are not listed on the syllabus – they must be listed verbatim. Further, it must be evident to reviewers how SBC objectives will be met in course content, assignments, and assessment as described in the provided syllabus. ● Primary learning outcomes are also listed in two sections (?). They should be rewritten and refined to be measurable as well. ● Course needs a clearer link between assignments in the course schedule and assessment components. ● Participation/Discussion forum is listed under assignments for (xx%)? Assignments are not completely clear. More clarification on thread exercises and assignments; Project1 and Final project. ● Are there discussion board requirements? In some places this is referenced. Are the numbered assignments the "write-ups" described under assignments and expectations? ● CELT's update template has current resources for "Student Learning Resources" – Some of these are outdated. ● Minor: Add ISBNs for assigned books. <p>We suggest that you use CELT templates and resources, as well as consider consulting their online teaching experts, to present a revision that we can expedite.</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>We look forward to reviewing this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>HIS 323 / WST 323: Change in Delivery</p>	<p>Approved Dear Dr. Kelton, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for HIS223 was approved.</p> <p>Minor note: Link to instructions/tutorial on Voicethread, which students will use throughout the course.</p>

	<p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>HIS 338 / AAS 336: Change in Delivery</p>	<p>Approved</p> <p>Dear Dr. Kelton,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for HIS338 was approved.</p> <p>Minor note: Link to instructions/tutorial on Voicethread, which students will use throughout the course.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>BIO 366: Change in Delivery</p>	<p>Revise and resubmit</p> <p>Dear Dr. Gergen,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for BIO336 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <p>Major (reason for R&R)</p> <ul style="list-style-type: none"> ● Attendance policy (major issue): Please revise the second sentence of the policy on page 2. “A student who misses more than one unexcused in-person laboratory session during the first two weeks of the semester will be dropped from the course.” This policy is not enforceable and faculty/departments do not have the unilateral power to deregister students from courses they are enrolled in. Reducing a student’s credit load unilaterally would have drastic financial aid implications. <p>Minor (could have been notes with approval)</p> <ul style="list-style-type: none"> ● Office hours must be expanded to 3 hours/week to be in line with the Provost’s Minimal Instructional Responsibilities policy. ● A physical office location needs to be indicated. ● Does not include the department on syllabus.

	<ul style="list-style-type: none"> ● Include textbooks ISBN if available. <p>We would like to applaud the mindful division of the lectures from the labs that supports hybrid course delivery.</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>We look forward to reviewing this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>BIO 208: CAS "Other" (name and description change)</p>	<p>Approved</p> <p>Dear Dr. Kernan, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for BIO208 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>JRN 439: New Course</p>	<p>Revise and resubmit</p> <p>Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for JRN439 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> ● This course could be repeated 4 times – for 12 credits? How does the department justify taking the same course (not different sections of a special topic) for 12 credits? This may not be technically permitted on Solar. Or is it a topics course? If so, how are different sections differentiated? ● Title and course description overlap with JRN 438. ● Simplify the learning objectives. ● Points breakdown seems unclear (grading for features is not clear, 400pts or 600pts?). ● Too many texts are required. Please justify.

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<p>HIS 381: Existing Course--Change in Course Title</p>	<p>Approved Dear Dr. Kelton, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for HIS381 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>ECO 111: New Course</p>	<p>Revise and Resubmit Dear Dr. Benitez-Silva, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for ECO111 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> ● The syllabus is too long (24 pages). We want students to actually read course syllabi, but it’s very unlikely that students will comprehensively read a syllabus of the current length, thus defeating the purpose of including many of the recommendations and warnings within the syllabus. There's no need to include all the educational details in the syllabus: please use bullet points and single lines instead of entire paragraphs. ● Course policies are overly harsh and rigid (with trying to police "false excuses" and so on, the course sounds frightening); it's better to impose less and inspire more. ● By directing or requiring students to sign up for a third party application that is not vetted by DoIT this exposes students to potential cybersecurity risks that the university will not be able to support. Furthermore, directing students to disclose personal information to third-party unsupported applications may be a FERPA violation. Please consider this issue when revising.

	<ul style="list-style-type: none"> ● Modality is never explicitly mentioned, thought it can be inferred from what has a room number and what has a URL – make it explicit. ● Add text ISBN if available. <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>We look forward to reviewing this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>HUI 336 change course description</p>	<p>Approved</p> <p>Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for HUI336 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>MassCom: CAS "Other" (adding COM 494)</p>	<p>Approved</p> <p>Dear Dr. Ambrosio-Mullady, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for COM294 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Removing cross listing on 4 COM & JRN Courses: CAS "Other"</p>	<p>Approved pending clarification</p> <p>Dear Dr. Ambrosio-Mullady, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for COM & JRN crosslisting was approved pending clarification regarding the following question.</p>

	<ul style="list-style-type: none">• Do you intend to de-list/activate the JRN-equivalents? Such a request should have been made at the same time. <p>Please let Dean Erica Hackley know, and she will help us finalize the decision accordingly.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
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7. Next meeting – Heads up for next meeting

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8. Adjournment