

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

**AGENDA**

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

<b>Task</b>	<b>Decision and notes to be relayed</b>
WGSS Changes in Bulletin Text	<p>Approve with note</p> <p>Dear Dr. Montegary,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in bulletin text regarding WGSS was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• Committee recommends that (re: new Note 7) be revised to state that students need “advance” approval from UPD, not afterwards. Students assuming that a certain course qualifies and then seeking approval after completing it will cause all kinds of challenges.</li> </ul> <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>
POL 380: Existing Course--Change	<p>Approve</p> <p>Dear Dr. Huddy,</p>

in Pre-Requisite	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for POL380 to change prerequisite was approved. On a minor note, committee members suggested that instructors specify the new prerequisite in their course syllabi.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
PolSci 389: Existing Course--Change in Bulletin Text	<p>Approve</p> <p>Dear Dr. Huddy,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for POL380 to change bulletin text was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
SOMAS minor: Revision -- new Minor in Climate Solutions	<p>Approve</p> <p>Dear Dr. Lonsdale (CC: Dr. Black),</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for SOMAS Minor was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
WRT101: Revision (Change in Delivery)	<p>Revise and resubmit</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for WRT101 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> <li>● Original submission was better suited for online delivery. We suggest that the proposers work from a more standard/acceptable format (see CELT syllabus template).</li> <li>● Add breakdown of assessments and points values, grading policy, etc.</li> <li>● Add standard course objectives (see CELT resource).</li> <li>● Add communication plan as per RSI requirements.</li> <li>● Minor update to the laptop loan program, this was moved to <a href="#">DoIT</a> from the Library.</li> <li>● The course description does not match exactly to the bulletin.</li> </ul>

	<ul style="list-style-type: none"> <li>• The grades section just indicates that they should expect to do poorly? Clarify/revise. Both you and the Committee members could save time by using a more standard template and some consultation with experts on online course design and delivery.</li> </ul> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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>
LAN111: Change in Delivery	<p>Revise and resubmit</p> <p>Dear Dr. Brennan,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for LAN111 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> <li>• Meet with CELT for a consultation on developing an online syllabus. Fundamental components of an online course design and delivery are missing.</li> <li>• Syllabus is 65 pages and does not contain the required elements of a syllabus as per NYSED guidelines. A consultation would help to address issues like this as well.</li> </ul> <p>Committee discussion noted that you and the Committee members could save time by using a more standard template and some consultation with experts on online course design and delivery.</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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>
ANT215:	Approve with note

<p>Change in Delivery</p>	<p>Dear Dr. Koenig,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for ANT215 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● We suggest adding exact dates for assignments/discussions/quizzes.</li> <li>● For discussion posts it may be helpful to have an initial post deadline and a response to peers deadline so students don't wait until the last minute to post.</li> <li>● There is an updated Technology requirements on CELTs updated Syllabus template. They also have updated section for student resources to be more concise.</li> <li>● Formatting tip: avoid underlining except when it is a link so the student/user doesn't confuse them as broken links.</li> </ul> <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>SOMAS Major: CAS "Other"</p>	<p>Approved with note</p> <p>Dear Dr. Lonsdale (CC: Dr. Black),</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for SOMAS Major was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● This major is timely and the announcement language is strong. On the Proposed Climate Science Major list of classes (I.4.), please correct PHY 121 to “Physics for Life Sciences”, not “Physics for Environmental Sciences”.</li> <li>● For the approval to become official, please provide written confirmation from the Physics Department for the inclusion of the PHY courses. This email should be sent to Erica Hackley in the CAS Dean’s Office.</li> </ul> <p>We will request an update to the bulletin based on the approval. The Committee is not requiring revision of this proposal. Please make the correction above and provide the required letter for the record.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>SOC306: New Course</p>	<p>Revise and resubmit</p> <p>Dear Dr. Shandra,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for SOC306 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> <li>● Include the specific <a href="#">SBC learning outcomes</a> being met by the SBS+ and DIV SBC in the syllabus verbatim. Indicate the standard by which the included objectives will be achieved.</li> <li>● Demonstrate how these objectives are achieved through course content, assignments,</li> </ul>

	<p>and assessment (see <a href="#">course alignment</a>).</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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>
SUS406: New Course	<p>Revise and resubmit</p> <p>Dear Dr. Aubrecht,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for SUS406 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> <li>• Letter included from the Department Head does not specifically mention this new course at all. Please provide specified approval.</li> <li>• Course syllabus lacks required information. Please include course modality, <a href="#">technical requirements</a> statement, etc. Refer to CELT course syllabus template for covering all bases.</li> </ul> <p>Note: Minor issue (didn't affect vote): “Attendance Bonus” could raise equity questions: Perfect attendance may be the goal, but the reality for some students is that they may not have the same resources (personal health issues, reliance on public transportation, etc.). We recommend either removing the perfect attendance bonus, or providing an alternative options for students to achieve the same amount of bonus points (extra credit assignment, etc.). If bonus points are offered, they should be made available as equitably as possible to all students.</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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>

SUS406 Bulletin edits	Edits will be updated if course above is approved Dear Dr. Aubrecht, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request to update the bulletin for SUS406 was voted as: pending, to be approved if the new course is approved. We will request a bulletin change if and when this happens.  With regards,  Shyam Sharma Committee Chair
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7. Next meeting – Heads up for next meeting

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8. Adjournment