

<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> Jonathan Anzalone, Michael Boerner, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Shellaná Henderson, Stephen Fogarty, Kristin Hall <b>Absent:</b> Sarah Hamideh, Alexandra Pamfilie

**AGENDA**

1. Call to order
2. Adopt agenda
  - Committee Decision:
3. Approval of 10/12/2023 minutes
  - Committee Decision: approved
4. Old items
  -
5. New items: Discussion  
 Communicating/connecting with the community:
  - Visit department chair meetings
  - Invite chairs/UPDs
  - Email via listservs once a semester
6. Proposal Reviews

<b>Task</b>	<b>Decision and notes to be relayed</b>
SoMAS– Prerequisites MAR 354, Introduction to Geological Oceanography	<b>Approved</b>  Dear Dr. Black, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating prerequisites in MAR 354 was approved.  The next bulletin update will reflect the decision above.  With regards,  Shyam Sharma Committee Chair
LCS- Prerequisites ITL 395 Readings in Italian Literature I	<b>Approved</b>  Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating prerequisites in ITL 395 was approved.

	<p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>LCS- Change in Title ITL 395 Readings in Italian Literature I</p>	<p><b>Approved</b></p> <p>Dear Dr. Jourdain, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing the title of ITL 395 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>LCS- "Other" ITL 395 description</p>	<p><b>Approved</b></p> <p>Dear Dr. Jourdain, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating the description of ITL 395 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>Art- Change in Title ARH 205 Introduction to Architecture</p>	<p><b>Approved</b></p> <p>Dear Dr. Schedel, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing the title of ARH 205 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>Art- Change in SBC ARH 205</p>	<p><b>Approved with note</b></p>

<p>Introduction to Architecture</p>	<p>Dear Dr. Schedel,  On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating SBC for ARH 205 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• The grading rubric leaves out the numbers 60 and 61 (D starts at 62 and F at 59.9).</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>Writing- Change in Title  WRT 200: Grammar and Style</p>	<p><b>Approved</b></p> <p>Dear Dr. Medved,  On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing the title of WRT 200 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>Writing "Other"  WRT 200 - change in description</p>	<p><b>Approved</b></p> <p>Dear Dr. Medved,  On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing the bulletin description of WRT 200 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>Writing Change in SBC  WRT 200 - change in description</p>	<p><b>Approved</b></p> <p>Dear Dr. Medved,  On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating the SBC designations in WRT 200 was approved.</p> <p>Here is a positive note from reviewers that you may find valuable.</p> <ul style="list-style-type: none"> <li>• Demonstration of both ESI and HUM are done well – course content and assignments are appropriate to their SLOs. Also, we found that all the submissions for WRT were done very well.</li> </ul> <p>The next bulletin update will reflect the decision above.</p>

	<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Art Change in Delivery ARH 202: Arts of the Ancient World</p>	<p><b>Revise &amp; Resubmit</b></p> <p>Dear Dr. Schedel,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for change in delivery mode of ARH 202 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist <a href="#">here</a>. You will notice in this submission/review guidelines that the Committee reviews “change in delivery” as if it were a new <i>online</i> course, based on a Committee decision that major curricular components are reinvented in making this change. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Course description should match description in the UG Bulletin,</li> <li>● ARTS LO should be explicitly stated,</li> <li>● Course credits and mode of instruction should be listed,</li> <li>● Outdated required syllabus statements should be replaced with the ones posted <a href="#">here</a>,</li> <li>● Attendance policy should be clarified (is attendance of synchronous sessions required?)</li> <li>● All references to remove Bb (Blackboard) should be replaced with Brightspace.</li> </ul> <p>Please note that all <i>revised</i> 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 <b>each</b> 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Art Change in Delivery ARH 301: Roman</p>	<p><b>Revise &amp; Resubmit</b></p> <p>Dear Dr. Schedel,</p>

<p>Art and Architecture</p>	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for change in delivery mode of ARH 301 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask you to review and address all relevant items in the checklist <a href="#">here</a>. You will notice in this submission/review guidelines that the Committee reviews “change in delivery” as if it were a new <i>online</i> course, based on a Committee decision that major curricular components are reinvented in making this change. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Course description should match description in the UG Bulletin,</li> <li>● ARTS LO should be explicitly stated,</li> <li>● Course credits and mode of instruction should be listed,</li> <li>● Outdated required syllabus statements should be replaced with the ones posted <a href="#">here</a>,</li> <li>● Attendance policy should be clarified (is attendance of synchronous sessions required?)</li> <li>● All references to remove Bb (Blackboard) should be replaced with Brightspace.</li> <li>● Address confusing info about eligibility for final or extended final paper</li> </ul> <p>Please note that all <i>revised</i> 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 <b>each</b> 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Art Change in Delivery ARH 302: Ancient Egyptian Art</p>	<p><b>Revise &amp; Resubmit</b></p> <p>Dear Dr. Schedel,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for change in delivery mode of ARH 302 was voted as “revise and resubmit.”</p> <p>Please review and address all relevant items in the checklist <a href="#">here</a>. Please note that we review “change in delivery” as if it were a new online course, based on a Committee decision. Please address issues including, but not limited to, the following:</p>

	<ul style="list-style-type: none"> <li>● Course description should match description in the UG Bulletin,</li> <li>● ARTS LO should be explicitly stated,</li> <li>● Course credits and mode of instruction should be listed,</li> <li>● Outdated required syllabus statements should be replaced with the ones posted <a href="#">here</a>,</li> <li>● Attendance policy should be clarified (is attendance of synchronous sessions required?)</li> <li>● All references to remove Bb (Blackboard) should be replaced with Brightspace.</li> </ul> <p>Committee reviewers noted that all three syllabi develop a thorough and thoughtful course, with detailed theme and assignment descriptions.</p> <p>We encourage the faculty member to use the relevant checklist <a href="#">here</a> for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> 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 <b>each</b> 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>LCS Change in Delivery FLA 399: Methods and Materials in the Teaching of Foreign Languages</p>	<p><b>Approve with notes</b></p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery mode of FLA 399 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Syllabus doesn't list an instructor or office hours, hence a reminder that office hours should meet a 3-hour/week minimum</li> <li>● Mode of instruction should also be explicitly stated on the syllabus</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>Change in Delivery</p>	<p><b>Approve with notes</b></p>

<p>FLA 340: Curriculum Development and Micro-Teaching</p>	<p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery mode of FLA 340 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>● Syllabus should list all CER, EXP+ and SPK SLOs explicitly (rather than the broader SBC descriptions—the up-to-date LOs are <a href="#">here</a>)</li> <li>● Mode of instruction should be explicitly stated</li> <li>● Course schedule should more clearly outline specific assignment deadlines</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>SoCJ "Other" JRN 488 change in credits</p>	<p><b>Revise and resubmit</b></p> <p>Dear Dr. Ambrosio,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for change in credits for JRN 488 was voted as “revise and resubmit.”</p> <p>The requested update is programmatic and straightforward—so we approved it. We, however, noticed that the syllabus is missing required curricular information, such as the following:</p> <ul style="list-style-type: none"> <li>● Specify prerequisites</li> <li>● EXP+ SBC LOs missing -- copy verbatim</li> <li>● Grading scheme is indicated, but no weight is given to assessments – please add</li> <li>● Provost statements are out of date—please copy from <a href="#">here</a></li> </ul> <p>We encourage the faculty member to use the relevant checklist <a href="#">here</a> for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> 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 <b>each</b> 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 and approving this proposal in its revised form.</p> <p>With regards,</p>

	Shyam Sharma Committee Chair
SoCJ "Other" JRN 489 change in credits	<p><b>Revise and resubmit</b></p> <p>Dear Dr. Ambrosio, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for change in credits for JRN 489 was voted as “revise and resubmit.”</p> <p>The requested update is programmatic and straightforward—so we approved it. We, however, noticed that the syllabus is missing required curricular information, such as the following:</p> <ul style="list-style-type: none"> <li>● Specify prerequisites</li> <li>● Include EXP+ SBC LOs – copy verbatim</li> <li>● Grading scheme is indicated, but no weight is given to assessments – please add</li> <li>● Provost statements are out of date—please copy from <a href="#">here</a></li> </ul> <p>We encourage the faculty member to use the relevant checklist <a href="#">here</a> for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> 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 <b>each</b> 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 and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
SoCJ "Other" JRN major - Move COM 415 from required to elective	<p><b>Approved</b></p> <p>Dear Dr. Ambrosio, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for moving COM 415 from required to elective was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
E & E (UG Biology)	<b>Letter to Undergraduate Biology Program</b>



"Other"  
BIO 204 BIO 205  
concern

(in response to units impacted by curricular drifts in BIO 204, BIO205)

To: Undergraduate Biology Program  
From: A&S Curriculum Committee

The A&S Curriculum Committee was requested by one of our constituent departments to review BIO 204 and BIO 205 courses as having changed substantially from what was originally approved by this Committee in 2007. Upon careful review of the materials provided and request made, we decided that there are two separate issues involved that this Committee is obligated by its [charge](#) to ask you to address.

The first issue is the curricular drift, which is normal: as disciplines evolve, aspects of any course will change. However, it is also the responsibility of both the Curriculum Committee and all constituent departments to approve what is taught and teach what is approved, respectively. When substantial changes are needed, or accrue over time, departments must submit the updated course for approval. Thus, technically, one option for you would be to revert back to the originally approved courses. Another, we believe more practical, curricular decision would be to submit these two courses for review and approval, as updated. We will do our best to help you comply with current SUNY and SBU curricular standards: [here](#) is the current submission/review guideline in the form of a checklist with contextual links; you can use [this CELT syllabus template](#) and adapt it to your need, while checking off the requirements in the checklist. The checklist includes what is required, and the template can help implement the requirements more quickly and easily.

The second issue is that of alignment between these foundational courses and other courses that depend on them as prerequisites (i.e., vertical curricular alignment). The request made to this Committee also provided evidence to support our deliberation regarding alignment: BIO 204 and BIO 205, as originally approved, built on BIO 201, 202, 203 and were designed to prepare for relevant upper division courses, and they have since evidently changed substantially. We might note here that we currently only ask constituent departments to submit specific courses for such alignment review *when requested* by any constituent unit; we do this because vertical, as well as horizontal, alignments are a key aspect of curricular rigor affecting students, other departments, and the overall curricular standards in the university. In this case, given that a number of other courses in other departments depend on these foundational courses, the curricular drift over the years is a valid concern for those departments. So, while you address the first issue, we ask that you address the second one as well.

It is not within the Curriculum Committee's purview to weigh in on how curricular alignments are achieved between/among departments in terms of course content (related to the second issue); this is a matter of consensus for the departments involved. The proposal submission

	<p>process requires letters showing such consensus from affected departments, whenever a course is introduced or updated, as a matter of curricular alignment, which is within the Committee’s purview to review.</p> <p>To summarize, we are asking you to submit BIO204 and BIO205 courses for review, to ensure that they are <i>either</i> taught in the originally approved form <i>or</i>, if you prefer, in order to meet current curricular mandates. We note that the content aspect of the courses is a matter of your disciplinary expertise/specialization, academic freedom, and institutional autonomy; and, its alignment with directly related courses is also the pertinent departments’ curricular responsibility to address. As you may know, it is a long-established practice (not a new decision) for this Committee to require the inclusion of letter(s) from affected department(s) when submitting curricular changes; please upload letters of approval from affected departments (Ecology and Evolution, Biochemistry and Cell Biology, and Neurobiology and Behavior) when submitting, separately, the proposals to have BIO204 and BIO205 approved as taught.</p> <p>If you’d like to consult relevant institutional units, we can recommend two that you may find relevant: the University Senate <a href="#">Undergraduate Council</a> (which oversees degree programs) and the <a href="#">Office of Educational Effectiveness</a> (which oversees program assessment and reviews on curricular alignment). While the former is within the shared-governance senate structure, the latter is a relevant part of university administration. These are recommendations, not requirements.</p> <p>A&amp;S Curriculum Committee</p>
<p>Political Science "Other" POL 300 level courses - change prereq to include U2, U3, or U4</p>	<p><b>Approved with note</b></p> <p>Dear Dr. Boerner,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in prerequisites in POL 300 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> <li>• The email chain is confusing and could have been organized to make it clearer as to who is approving what.</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>LCS "Other" ITL 396 change the title, description and prerequisites</p>	<p><b>Approved</b> Dear Dr. Jourdain, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in title, description, and prerequisites in ITL 396 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>SoCJ "Other" JRN 116 - ACE course submission</p>	<p><b>Revise and resubmit</b> Dear Dr. Hoffman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for approval of JRN 116 - ACE course was voted as “revise and resubmit.”</p> <p>Given the number of issues that do not meet the curricular requirements of the Committee and Stony Brook University, as Chair, I would also like to offer the instructor of record and/or the advising colleague a brief appointment to help clarify a longer list of review comments that Committee reviewers have provided to help you meet the requirements of the checklist and best utilize the template above. It seems unproductive to include the entire list in this email, but if you would like to make the revisions without consultation, you could do so by reviewing and addressing all relevant items in the submission/review checklist <a href="#">here</a>. Issues to be addressed include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Add a breakdown of how week-by-week assignments add up to the overall grading percentages in the grading scheme. Include in that scheme, among others, how participation will be assessed, as it seems to be a major assessment element.</li> <li>2. Update student learning objectives to make them more measurable (see <a href="#">here</a>).</li> <li>3. Add readings/course materials (course content must be included for review).</li> <li>4. Match the assignment description with weekly activities to reveal alignment between learning/assignment and assessment (also add due dates to specify what is due when).</li> <li>5. Include a full course schedule.</li> <li>6. The course description for the high school course appears to just focus on social media while the Stony Brook course seems to be more comprehensive. Can you provide more details on how these courses are equivalent?</li> <li>7. The course schedule seems to be missing information. Can you provide more details on the week by week schedule?</li> </ol> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. When you revise and submit, please: 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of</p>

this email into a Word document and, 3) for **each** 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.

We look forward to reviewing and approving this proposal in its revised form.

With regards,

Shyam Sharma  
Committee Chair

7. Next meeting – Heads up for next meeting
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8. Adjournment