

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	Present: Absent: Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Shellana Henderson, Stephen Fogarty, Alexandra Pamfilie, Kristin Hall

AGENDA

- 1) Call to order
- 2) Adopt agenda
 - Committee Decision: adopted
- 3) Approval of 11/02/2023 minutes
 - Committee Decision: approved
- 4) Old items
 - a) none
- 5) New items: Discussion
 - a) Spring meeting times
- 6) Proposal Reviews

Task	Decision and notes to be relayed
Anthropology program update	<p>Approved</p> <p>Dear Dr. Russo,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that your proposal for updating the Anthropology bachelor’s program was approved, pending further review of course-specific changes. Committee reviewers found the updates thorough and carefully outlined from the curricular perspective. We found it ready for submission to SUNY, with any additional updates you may see fit.</p> <p>We decided to review specific changes made to the courses involved after you have received approval for changes to the full program from SUNY. When doing so, we decided that we will NOT require you to submit separate proposals; we will do the splitting on our end, as the review process is course-specific, and we will return decisions separately as well (which should make it easier for you to make any updates and report to faculty more easily as well).</p> <p>We wish you all the best with the approval process with SUNY.</p> <p>With regards,</p>

	<p>Shyam Sharma Committee Chair</p>
<p>Writing–WRT 300, New course</p>	<p>Approved with comments Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for the new course WRT300 was recommended for approval with notes (below).</p> <p>To make the syllabus student-ready, please ask the instructor to:</p> <ul style="list-style-type: none"> ● Specify modality ● Add ISBN for textbooks if relevant ● Fix the sentence fragment in grading/eval section ● Specify if quizzes are pop quizzes–if not, put that on course schedule ● Add details for week 11-14 <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>Music–MUS 389, New course</p>	<p>Revise and resubmit–major Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MUS389 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 here. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Update the course code on the syllabus (from MUS 288 to MUS 389) ● Add the name of the department ● Increase office hours to 3hr/week on the first page to meet the university's requirement ● Add the course meeting time, the modality of offering the course, weekly instruction activities, preparations by students and assignments in a course outline table that provides a weekly schedule ● With each assignment, provide a description of what work each component of the grade entails (for example assignments) and add a grading scale–Committee review needs evidence of alignment. ● Add late work policy as a required syllabus element. ● We recommend adding attendance policy (attendance grade percent is only included). <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don't require but recommend) to fit their needs.</p>

	<p>Please note that all <i>revised</i> 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 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.</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>Music–MUS 207, New course</p>	<p>Revise and resubmit Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MUS207 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations: Please add the following required items:</p> <ul style="list-style-type: none"> ● add course meeting location and time, ● add a description of the weekly assignments, add to the grading scale the grades below D, and add assignment late submission policy. ● add the department and other required syllabus information. ● add office hours ● provide instructions for the final project ● improve the measurability of the second learning objective <p>We encourage the faculty member to use the relevant checklist here 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 & 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 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.</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>Music–MUS 210, New course</p>	<p>Approve with notes</p>

	<p>Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for MUS210 was recommended for approval with notes (below).</p> <p>To make the course syllabus student-ready, which is the standard requirement for Committee reviewers to be able to reliably review the request, please address the following:</p> <ul style="list-style-type: none"> ● include the number of credits for the course ● add a late work policy ● add course's grading scale (that aligns with SBU's grading system here) <p>include all 15 weeks of the semester in course schedule 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>Music–MUS 353, New course</p>	<p>Approve with notes Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for MUS353 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● This course sounds thrilling! That being said, the syllabus should contain a late work policy and a grading scale that aligns with SBU's grading system posted here. ● Specify course modality. ● Include the dates of in-class presentations and midterm project deadline. <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>Music–MUS 324, New course</p>	<p>Revise and resubmit – major Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MUS324 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 here. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Include all required course information (too many items to list) ● Provide a complete course schedule so it is evident how the SLOs are achieved, indicating major assignments deadlines. ● Among other updates, explicitly state the course's modality, eliminate references to Blackboard, and clarify the information on SASC resources (namely, remove the

	<p>old institutional statement that lists an old location).</p> <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don't require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> 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 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.</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>Music–MUS 325, New course</p>	<p>Revise and resubmit – major</p> <p>Dear Dr. Dahl,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MUS325 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 here. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Include a class schedule, following the proposed twice-a-week meeting schedule. ● List weekly topics, readings, and assignments. ● Be more specific with the grading rubric (Solar allows for A-, B+, etc.). ● Flesh out descriptions of the assignments and exams so students have a better idea of what to expect. ● Minor notes: There's a reference to Blackboard that should be replaced with Brightspace. There's a typo under Coursework "Three" when it should say "There"). <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don't require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> 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 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.</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>HUS 150, New course</p>	<p>Revise and resubmit – major</p> <p>Dear Dr. Flesler,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for HUS150 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 here. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Flesh out the course description (it feels incomplete). See the course description guideline linked to the Committee checklist. ● List the required course materials (based on the readings, maps, and films listed in the course schedule). ● List the learning outcomes for the requested SBCs verbatim, and list outcomes specific to this course separately. ● Correct the grading scheme (A is listed twice--note that SBU does not allow for A+). ● Include the assignments in the course schedule. <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don’t require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> 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 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.</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>

- 7) Next meeting – Heads up for next meeting
 - a)
- 8) Adjournment