Full Semester Report – ASCC – Spring 2023

Stony Brook University   **02/01/2023**
Arts & Sciences Curriculum Committee   **3:00PM**
                                                                                  Zoom (remote)

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; Shyam Sharma, Paula Pasquale-Alvarez, Lynne Chin, Shellana Henderson; Alexandra Pamfilie, William Laffey **Absent**: Qingzhi Zhu

AGENDA

1. Call to order
2. Adopt agenda
   - Committee Decision: adopted
3. Approval of 12/07/2022 minutes
   - Committee Decision: approved
4. Old items
   - none
5. New items: Discussion
   - Updates to committee: Review software is in discussion, all committees are being connected by Gabrielle Russo, vacancies are being filled (please suggest candidates)
   - Streamlining review: use checklist, focus on CC purview, add notes; during BR session, ask: Did we cover all bases? What's our vote? What are our notes?
6. Proposal Reviews

Task	Decision and notes to be relayed
GRK 221	**Approve with notes** Dear Dr. Tsirka, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for GRK221 was recommended for approval with notes (below). - Add office hours (at least 3 hrs/week, when decided). - Modify the first learning objective to "complete tasks and present coherent information and ideas in social situations..." - this is consistent with LANG (list a learning objective, not an activity). - SBC learning objectives should be copied verbatim to the syllabus; more details on the project would demonstrate how this assignment would help students meet the learning

	objectives ● It is unclear how absences affect participation grade; clarify. ● Move the "project", "project rubric" and "assessment" into Part 4 "Grading...". 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). With regards, Shyam Sharma Committee Chair
GRK 222	**Approve with notes** Dear Dr. Tsirka, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for GRK 222 was recommended for approval with notes (same as GRK 221). ● Add office hours (at least 3 hrs/week, when decided). ● Modify the first learning objective to "complete tasks and present coherent information and ideas in social situations..." - this is consistent with LANG (list a learning objective, not an activity). ● SBC learning objectives should be copied verbatim to the syllabus; more details on the project would demonstrate how this assignment would help students meet the learning objectives ● It is unclear how absences affect participation grade; clarify. ● Move the "project", "project rubric" and "assessment" into Part 4 "Grading...". 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). With regards, Shyam Sharma Committee Chair
SOC 200 - not also offered as HCM 200	**Approve** Dear Dr. Heller, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for HCM 200 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
HIS 307 add to thematic clusters	**Approve** Dear Dr. Zolov,

	On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for HIS307 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
ARB 111 - increase from 3 to 4 credits	**Approve** Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ARB111 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
ARB 112 - increase from 3 to 4 credits	**Approve** Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ARB112 was approved. A committee member noted that this course could serve as a model for similar courses (kudos to your thorough work on this). The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
ACE - ARS 281	**Approve with note** Dear Dr. Gelman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ARS 281 was recommended for approval with notes (below). ● Clarify the grading scheme. If a student receives a mix of As, Bs, and Cs on the projects, what will their final grade be? Typically points are used to calculate final grades, or there could be another method (students need to know). 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). With regards,

	Shyam Sharma Committee Chair

POL 311	**Approve with note**
	
	Dear Dr. Peress,
	On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for POL 311 was recommended for approval with notes (below).
	    ● Update the language from "give you" to the language of SLO.
	    ● SBC objectives must be copied to the syllabus verbatim. The SLO in SBC guideline is limited, but it would make sense to copy the SBS goals along with SBS+ goal, noting that latter goals will be met by building on the former.
	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).
	
	With regards,
	
	Shyam Sharma
	Committee Chair

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

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	**Present**: Angela Kelly, David Black, Jonathan Anzalone, Qingzhi Zhu, Michael Boerner; 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 2/1/2023 minutes
   - Committee Decision:
4. Old items
   - none
5. New items: Discussion
   - none
6. Proposal Reviews

Task	Decision and notes to be relayed
WGSS Changes in Bulletin Text	Approve with note Dear Dr. Montegary, On behalf of the Arts & 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). • 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. 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). With regards, Shyam Sharma Committee Chair
POL 380: Existing Course--Change	Approve Dear Dr. Huddy,

in Pre-Requisite	On behalf of the Arts & 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. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
PolSci 389: Existing Course--Change in Bulletin Text	Approve Dear Dr. Huddy, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for POL380 to change bulletin text was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
SOMAS minor: Revision -- new Minor in Climate Solutions	Approve Dear Dr. Lonsdale (CC: Dr. Black), On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for SOMAS Minor was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
WRT101: Revision (Change in Delivery)	Revise and resubmit Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for WRT101 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● Original submission was better suited for online delivery. We suggest that the proposers work from a more standard/acceptable format (see CELT syllabus template). ● Add breakdown of assessments and points values, grading policy, etc. ● Add standard course objectives (see CELT resource). ● Add communication plan as per RSI requirements. ● Minor update to the laptop loan program, this was moved to DoIT from the Library. ● The course description does not match exactly to the bulletin.

	● 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. Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – <u>Revisions Form</u>. In your resubmission, the committee asks that you 1) locate *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
LAN111: Change in Delivery	Revise and resubmit Dear Dr. Brennan, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for LAN111 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● Meet with CELT for a consultation on developing an online syllabus. Fundamental components of an online course design and delivery are missing. ● 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. 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. Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – <u>Revisions Form</u>. In your resubmission, the committee asks that you 1) locate *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
ANT215:	Approve with note

Change in Delivery	Dear Dr. Koenig, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ANT215 was recommended for approval with notes (below). ● We suggest adding exact dates for assignments/discussions/quizzes. ● 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. ● There is an updated Technology requirements on CELTs updated Syllabus template. They also have updated section for student resources to be more concise. ● Formatting tip: avoid underlining except when it is a link so the student/user doesn't confuse them as broken links. 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). With regards, Shyam Sharma Committee Chair
SOMAS Major: CAS "Other"	Approved with note Dear Dr. Lonsdale (CC: Dr. Black), On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for SOMAS Major was recommended for approval with notes (below). ● 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". ● 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. 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. With regards, Shyam Sharma Committee Chair
SOC306: New Course	Revise and resubmit Dear Dr. Shandra, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for SOC306 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● Include the specific SBC learning outcomes being met by the SBS+ and DIV SBC in the syllabus verbatim. Indicate the standard by which the included objectives will be achieved. ● Demonstrate how these objectives are achieved through course content, assignments,

	and assessment (see course alignment). 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 *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
SUS406: New Course	Revise and resubmit Dear Dr. Aubrecht, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for SUS406 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● Letter included from the Department Head does not specifically mention this new course at all. Please provide specified approval. ● Course syllabus lacks required information. Please include course modality, technical requirements statement, etc. Refer to CELT course syllabus template for covering all bases. 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. 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 *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair

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

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

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.

	The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
JRN 490 – Senior Project	**Revise and resubmit** Dear Dr. Virag, 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." The committee raised the following concerns about the proposal: ● 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. 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 *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
BIO 339: CAS "Other" (change in description and title)	**Approved** Dear Dr. Sirotkin, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for BIO339 was approved. Committee note: Please copy Dean Hackley on a course description with track changes for the updated description to go in the bulletin. The next bulletin update will reflect the decision above.

	With regards, Shyam Sharma Committee Chair
ECO 110: New Course	**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 ECO110 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● 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. Friendly corrections and notes ● 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. 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 *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma

	Committee Chair
AFH 101: New Course	**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). ● 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. 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). With regards, Shyam Sharma Committee Chair
ARS 225: Change in Delivery	**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." The committee raised the following concerns about the proposal: ● 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

	statement and links to tutorials for VoiceThread should be included.
	- 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. 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. Please note that all revised proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
HIS 323 / WST 323: Change in Delivery	**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. Minor note: Link to instructions/tutorial on Voicethread, which students will use throughout the course.

	The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
HIS 338 / AAS 336: Change in Delivery	**Approved** Dear Dr. Kelton, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for HIS338 was approved. Minor note: Link to instructions/tutorial on Voicethread, which students will use throughout the course. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
BIO 366: Change in Delivery	**Revise and resubmit** Dear Dr. Gergen, 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." The committee raised the following concerns about the proposal: Major (reason for R&R) ● 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. Minor (could have been notes with approval) ● 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.

	● Include textbooks ISBN if available. We would like to applaud the mindful division of the lectures from the labs that supports hybrid course delivery. 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 *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
BIO 208: CAS "Other" (name and description change)	**Approved** Dear Dr. Kernan, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for BIO208 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
JRN 439: New Course	**Revise and resubmit** 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." The committee raised the following concerns about the proposal: ● 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.

	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 *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
HIS 381: Existing Course--Change in Course Title	**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. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
ECO 111: New Course	**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." The committee raised the following concerns about the proposal: ● 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.

	- 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. 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 *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
HUI 336 change course description	**Approved** Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for HUI336 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
MassCom: CAS "Other" (adding COM 494)	**Approved** 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. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
Removing cross listing on 4 COM & JRN Courses: CAS "Other"	**Approved pending clarification** 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.

	● Do you intend to de-list/activate the JRN-equivalents? Such a request should have been made at the same time. Please let Dean Erica Hackley know, and she will help us finalize the decision accordingly. With regards, Shyam Sharma Committee Chair

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

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, Lynne Chin, Shellana Henderson; Alexandra Pamfilie, **Absent**: William Laffey

AGENDA

1. Call to order
2. Adopt agenda
   - Committee Decision:
3. Approval of 02/22/2023 minutes
   - Committee Decision:
4. Old items
   - Approve BIO365 course description after clarification – in 2/22/23 minutes
5. New items: Discussion
   - Is there an expedited process for "experimental courses"? (question from a Chair)
     - Committee recommends using the Special Topics framework or to create one.
     - Please notate other special submissions to request expedited review, which the Committee will consider on a case by case basis.
6. Proposal Reviews

Task	Decision and notes to be relayed
COM 207 – Add WRT 102 (Intermediate Writing Workshop) as a prerequisite	Approved Dear Dr. Virag, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding the prerequisite for COM207 was approved. Minor syllabus recommendations: • Office hours should total 3/week in line with Minimum Instructional Responsibilities. • Add ISBN numbers for required textbooks if available. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair

MUS 340, 341, 344	Approved. Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding the prerequisite for MUS 340, 341, and 344 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
Change in course description for MUS 341	Approved Dear Dr. Schedel, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description for MUS 341 was approved. Committee note: Please copy Dean Hackley bulletin descriptions in a Word Document using track changes for the updated description to go in the bulletin. The document submitted was inconsistent between the "Old Bulletin" and "Requested Changes." The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
MAT 495	Revise and resubmit Dear Dr. Kirilov, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for MAT495 was voted as "revise and resubmit." The committee raised the following concerns about the proposal. - R1: It's unclear from the bulletin descriptions how this course is designed to meet the SBC objectives. The Committee reviews SBC requests based on syllabus provided, which must include verbatim objectives from bulletin, followed by demonstration of those objectives being adequately fulfilled by course content, instruction, assignment, and assessment. - R2: Resubmit with 1) syllabus, 2) how the course fulfill the criteria of ESI, EXP+ and WRTD - R3: Revise and Resubmit with justification/explanation of how the course will fulfill ESI. Please note that all <u>revised</u> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – <u>Revisions Form</u>. In your resubmission, the committee asks that you 1) locate *this* 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. With regards, Shyam Sharma Committee Chair
LIN Bulletin & update to the LIN minor	Approved Dear Dr. Repetti, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin updates for LIN minor was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
LIN 488: Internship	Approved Dear Dr. Repetti, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin updates for LIN 488 internship was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
WRT 303 The Personal Essay	Revise and resubmit Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for WRT303 was voted as "revise and resubmit." The committee raised the following concerns about the proposal. Most of these concerns – some minor but mandatory and some major – could be addressed if the instructor used the CELT course design guideline and also adapt their template. It would also reduce the sheer number of issues that reviewers need to point out, saving their time – not to mention saving you another round of revision. ● Course description: The course description from the bulletin is not the course description in the bulletin. Copy identical description from bulletin or request bulletin update. Instructors can add to but can't change bulletin course description. ● Update info: Change all references to Blackboard (there are several in the syllabus) to Brightspace. Disability Support Services is now SASC. ● Include required statements: The Provost required statements need to be updated.

	- Learning disability issues: Refer to disability guidelines re: yellow and some other colors of fonts. - Pre-Req: List WRT 102 – all bulletin entries and also syllabi given to students must indicate prereqs and essential info. - Credits: Include how many credits the course is for. - Office hours: There are no formal office hours listed but "spontaneous" office hours. This does not meet the 3 hour minimum per week. - Gen Ed: There is an outcome category for Gen Ed requirement- for NYS but this course is not designated as a gen ed? It is not an SBC. - Grading: The course states it is out of 1400 points but I can only see 700 points listed? How do the discussion boards fit into grades? I see these listed in the course schedule but they are not listed anywhere else. What are the expectations for participating in discussion boards? This class is listed as asynchronous but there are Sunday and Wednesday notations on the course schedule? Are these due dates for assignments? - Organization: The subheadings under "Weekly Modules" make it look like "Readings" are one module, "Coursework" is another module, etc., when in reality those subheadings are separate components of the larger course. Recommend reorganizing this portion of the syllabus. - Confusions: Late policy (orange box) is confusing. The policy initially states that late assignments will not be accepted, but then mentions a late penalty for drafts and revisions. Is the no-late-work-accepted policy just for the final version of each assignment? The "Grading" statement is … awkward? What counts as "commitment to the course?" The bullet items under "Drafting and Revising" have associated point values. What is the meaning of the dual point values (e.g., "60 points (120 points)")? Does this mean there are two assignments of that type, each worth 60 points? Under "Workshopping," the point value is shown as "Roughly 120 points." What is meant by "roughly" 120 points? The point value is thus ambiguous in the larger grading scheme. Point values as a whole do not add up to values in the grading scheme. - Minor suggestion: For the "Minimal Technical Requirements" section, the word "Minimum" is likely a better choice than "Minimal" as the different words have different connotations. 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 *this* 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. With regards, Shyam Sharma Committee Chair
JRN 303 Global Issues in Journalism	Revise and resubmit Dear Dr. Virag,

	On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for JRN303 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● Submission states: "I don't know" for whether or not they've taken the required CELT course for online teaching or met with a CELT consultant. No rationale for transitioning this course to online and apparently no trained instructor of record for it. ● Course credits not listed nor is the prerequisite of being a Journalism major or minor. ● Office hours don't meet Provost's Office requirement (3 hours/wk). Office hours listed are only 1 hour (does not meet 3 hour minimum per week.). ● Change references to Blackboard to Brightspace. ● Grading scheme alternates between percentages and raw point values – need to pick one or the other. ● "Participation" text is shown in two different places in the syllabus. ● Topic schedule third column seems to largely mimic the second column. ● Missing course credits. ● Update Technology statement to most up to date one. It states this regarding Zoom "I'll provide a link to your Zoom meeting via email a few hours before class, so please check your emails at least a few minutes before class begins. You will have the link to our meeting available there." There is a way to set up these Zoom links in Brightspace for the whole semester. It is recommended to set these up prior so students are not looking for the links before class. ● Journalism major/minor prereq is not listed. ● There is no description for Reaction Papers under assignments. ● The Provost required syllabi statements need to be updated. There is no communication plan (to meet RSI). ● What are the dates and times that assignments are due? ● The course schedule is a little confusing with the last column. ● Are assignments listed here? This appears to be more readings or videos to watch? Please note that all revised proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
HUR 241 Russian Cinema	Revise and resubmit Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for HUR241 was voted as "revise and resubmit."

	The committee raised the following concerns about the proposal: ● There are references to Blackboard that should be replaced with Brightspace. ● SBCs listed in the course description in the syllabus don't match the request to add GLO. For the new SBC, the final LO seems reflective of the GLO SBC (but the instructor may have assumed, instead of showing how). First, the SBC learning outcomes also are not listed verbatim. Second, we would need to see the GLO SBC reflected in more than just the one LO. Recommend including assignment descriptions in a way that helps us/students better see how the content and instruction will help achieve the GLO objectives. ● The breakdown of grade percentages leaves out the numbers 60-63. ● Include instructions or link to a tutorial on Voicethread. Does not include resources for technologies like VoiceThread, though it does include a link to the IT help desk; unsure if this is sufficient. ● Include a brief description of the movie worksheet assignment (assignment descriptions help to assess course outcomes in relation to stated objectives). ● Number of credits not listed. ● No late work policy described. ● Overall, the syllabus has been well thought-out, but is lacking some of the basic things, a little more on the SBC. The online delivery components are sound. Please note that all revised proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* 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. Shyam Sharma Committee Chair

Updates to MUS prerequisites	Approve
	Dear Dr. Schedel,
	On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to MUS prerequisites was approved.
	Here are some Committee notes that seem worth sharing.
	    Approve. The department is in the best position to judge whether the prerequisites are necessary. However, is "advisory" the standard term for recommended prerequisites? Students may be confused by "advisory" but that's an advising challenge and not a reason to deny the request.
	    Approve. I wonder a little if removing prerequisites for these courses will put students in the position of being in over their heads in upper-level courses, but given that the advisory prereqs are present, I think the department has done their due diligence (not to mention not all 300-level courses have had the prereqs removed, and this choice seems to have been made with care).
	
	The next bulletin update will reflect the decision above.
	
	With regards,

	Shyam Sharma Committee Chair

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

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

AGENDA

1. Call to order
2. Adopt agenda
    a. Committee Decision: adopted
3. Approval of 3/8/2023 minutes
    a. Committee Decision: approved
4. Old items
    a. –
5. New items: Discussion – vote tabled for next meeting
    a. **Create and add guidelines on special topics to CC Checklist –**
        i. Update made to Guidelines
    b. **Finalize Checklist for prerequisite courses –** Finalize checklist on this –
        i. done
    c. **Update CC forms section [at the bottom of our website](#)**
        i. Approved – site to be updated
    d. **Other minor updates** in the Guidelines and Checklist –
        i. To be completed at next meeting
    e. **Update Committee submissions forms page ([draft is in a Doc](#))** – the items below be assigned in lieu of course reviews and voted at the next meeting
        i. infrequently offered courses,
        ii. ACE courses,
        iii. independent reading and research,
        iv. film and video,
        v. course levels,
        vi. Prerequisites
        vii. General education,
    f. **ALL: Publishing the review guidelines for community reference** – proposed
    g. **Revision any urgent proposals**

Task	Decision and notes to be relayed
SOCJ/SOMAS	Email by Kara Desanna, asking on behalf of SOCJ that the courses used in SoMAS's Climate Solutions minor change slightly, adding JRN 438 and remove JRN303 and COM399

	Approved if SoMAS has no objection – email sent: The Committee discussed this issue at today's meeting, and we decided to approve the request pending agreement by SoMAS. Review process normally has the step whereby departments have to have consent from any potential impact of change on other departments from the relevant departments, which is why Committee reviewers recommended this as "pending approval" approval. For the record, please include the Curriculum Committee account (added here) in your response.
BIO 366 - Molecular Microbiology Laboratory	Approved. Dear Dr. Honey, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the revision on BIO366 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
EGL 217	Approved. Dear Dr. Newman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the revised course EGL217 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair

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

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

AGENDA

1. Call to order
2. Adopt agenda
   a. Committee Decision: adopt
3. Approval of 3/22/2023
   a. Committee Decision: approved
4. Old items:
   a. **Finalize Reviewer Guideline**
      - **Motion**: Adopt the "checklist" section of guideline, also linking it from the website so instructors and departments can see how we review their proposals.
      - Decision: adopted

   b. **Curriculum Committee procedure (not senate) Section A(4) –**
      - Motion: review/approve adapted version using 1995 decision parts of which has been replaced and parts are incorporated)
      - Decision: approved
   c. **Review draft of "important decisions/documents"** that are linked from the Committee submissions website but are often outdated, too lengthy, etc.
      - Infrequently offered courses – motion to send up to UGC
        - Decision: approved
      - ACE courses – motion to approve update
        - Decision: approved
      - independent reading and research – motion to approve
        - Decision: approved
      - film and video – motion to approve, pending hours specification
        - Decision: approved
      - course levels – motion to approve as updated
        - Decision: approved
      - Prerequisites – motion to approve
        - Decision: approved

- General education – motion to archive the current language. Update and adopt, after new guidelines from SUNY. Follow up with Kara.
    - Decision: approve

5. New items: N/A
6. Proposal Reviews

Task	Decision and notes to be relayed
LLRC - clarification of an existing policy on foreign language challenge exam	Approve with note Dear Dr. Erico Sato, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for clarification of LLRC policy on foreign language challenge exam was approved with a suggestion. Current: "Students may not take a Challenge Exam if they graduated from a high school where the language of instruction was the same as the course being challenged." Revised: "Students may not take a Challenge Exam for course credits if they graduated from a high school where the language of instruction was the same as the course being challenged. (This does not apply to the Challenge Exam for Proficiency (LANG) only.)" **Suggested revision**: "Course credits for FLCE will not be awarded if the student graduated from a high school where the primary language of instruction was the same as the course being challenged. The *** can reward the LANG designation for high scores in the exam." If the suggested version is acceptable, please specify the officials (UPDs?) will permanently approve/manage the LANG qualification, and we will submit it for update to the bulletin. If not, please let us know. With regards, Shyam Sharma Committee Chair

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

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

AGENDA

1. Call to order
2. Adopt agenda
   - Committee Decision:
3. Approval of 3/29/2023 minutes
   - Committee Decision:
4. Old items
   - help to make our Forms page up to date exclude unnecessary and broken links, integrate CC documents into one and link (done), and keep links to relevant external sources that are not linkable from the review checklist
   - Decision: Approved
5. New items: Discussion
   - n/a
6. Proposal Reviews

Task	Decision and notes to be relayed

KSW 111– Change in Delivery	Revise and Resubmit
	Dear Dr. Nganang,
	On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for KSW 111 was voted as "revise and resubmit."
	
	Please note that the issues pointed out below are specific to online delivery, which reviewers noted as requiring additional information for students to successfully complete the course. They do not pertain to the onsite version of the course that was recently approved.
	
	The committee raised the following concerns about the proposal:
	   • Course description should say "KSW 111," not "KIS 111."
	Notes below are similar to KSW112
	   • Check grade percentages - e.g., 3 writing samples at 5% each should be 15% instead of

	25%. ● Specify if the course will be synchronous - it is stated "online delivery" in the syllabus and 'hybrid/online" in the Table of Contents. It appears to be synchronous according to the schedule. How will students access the synchronous session? ● Add contact information. How will a student contact the professor when no email is listed? ● Recommend more context on the group work and final project. What does this entail? There is a Discussions grading rubric (this is part of the online template) but this is reference to discussion boards. There doesn't appear to be discussion boards as part of this course. Is there a rationale for being online? ● There are also no details on the Group Work, Final Project, Speaking Samples, and Writing Samples - this information would be helpful in understanding how the instructor will measure student mastery. ● Course description does not match the bulletin. ● Specify how the assignments will meet course objectives. ● Specify grading breakdown. ● Specify if LANG is being requested. Please note that all revised proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
KSW 112– Change in Delivery	Revise and Resubmit Dear Dr. Nganang, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for KSW 111 was voted as "revise and resubmit." Please note that the issues pointed out below are specific to online delivery, which reviewers noted as requiring additional information for students to successfully complete the course. They do not pertain to the onsite version of the course that was recently approved.

	The committee raised the following concerns about the proposal: **Notes below are similar to KSW111** ● Check grade percentages - e.g., 3 writing samples at 5% each should be 15% instead of 25%. ● Specify if the course will be synchronous - it is stated "online delivery" in the syllabus and 'hybrid/online' in the Table of Contents. It appears to be synchronous according to the schedule. How will students access the synchronous session? ● Add contact information. How will a student contact the professor when no email is listed? ● Recommend more context on the group work and final project. What does this entail? There is a Discussions grading rubric (this is part of the online template) but this is reference to discussion boards. There doesn't appear to be discussion boards as part of this course. Is there a rationale for being online? ● There are also no details on the Group Work, Final Project, Speaking Samples, and Writing Samples - this information would be helpful in understanding how the instructor will measure student mastery. ● Course description does not match the bulletin. ● Specify how the assignments will meet course objectives. ● Specify grading breakdown. ● Specify if LANG is being requested. Please note that all revised proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
Biology– Bulletin Edits	Approved with note Dear Dr. Gergen, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for Bulletin edits for Biology was approved with notes (please see below). The committee raised the following concerns about the proposal:

	- Make appropriate adjustments for CHE 129/130 – needs to add Mat 123 as its CHE 129/130 prereq. This throws off the sequence. Perhaps list gen CHEM 1 and corresponding math? - Address challenges for taking BIO 476/477 in the same semester 6 credit limit for TAship? 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). With regards, Shyam Sharma Committee Chair
HUS 255– Change in SBC	Revise and Resubmit Dear Dr. Kathleen Vernon, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change in SBC in HUS255 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: - Please make more concrete connections from LO1&2 to course assignment and assessment. LO 3 is covered adequately by the course as proposed. - We were not convinced that the DIV LOs are distinct enough from those for GLO. It looks like DIV will be covered on exam 2, and GLO on exams 1 and 3. The LOs and justification are really well done for DIV, but it's not clear the course has covered enough for a triple certification. - Stronger double SBC certifications are recommended. Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – [Revisions Form](). In your resubmission, the committee asks that you 1) locate *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
Math minor -	Approved

add MAT 315 as an option	Dear Dr. Sutherland, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding MAT 315 as an option to Math Major was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
PSY 250– Change in Delivery	Revise and Resubmit Dear Dr. Davila, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for approval of online delivery PSY 250 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: - Syllabus should specify mode of instruction (lecture) - Prerequisites are missing and must be included. - List SBC learning outcomes for SBS+ and STEM+. Also show how course assignments and assessments adequately fulfill these objectives. - Remove email to Dean requirement (this is from COVID). - Required syllabus statements are out of date (wrong offices, dead links, etc.). - Amazon is no longer our textbook provider. - Bursar is renamed to Student Financial Services. - Curricular alignment is not evident (see CELT course design resources). - Learning objectives list various/complex outcomes, but the only means of assessment are multiple choice exams. This is a major revise and resubmit issue. - The course seems to consist of recorded lectures and exams – this is a huge issue. There doesn't seem to be many opportunities for student/instructor interaction. Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – [Revisions Form](). In your resubmission, the committee asks that you 1) locate *this* 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. We look forward to reviewing this proposal in its revised form. With regards,

	Shyam Sharma Committee Chair
PSY 354– Change in Delivery	Revise and Resubmit Dear Dr. Davila, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for approval of online delivery PSY 354 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● Syllabus should specify mode of instruction (lecture) ● Prerequisites are missing and must be included. ● List SBC learning outcomes for SBS+ and STEM+. Also show how course assignments and assessments adequately fulfill these objectives. ● Remove email to Dean requirement (this is from COVID). ● Required syllabus statements are out of date (wrong offices, dead links, etc.). ● Amazon is no longer our textbook provider. ● Bursar is renamed to Student Financial Services. ● Curricular alignment is not evident (see CELT course design resources). ● Learning objectives list various/complex outcomes, but the only means of assessment are multiple choice exams. This is a major revise and resubmit issue. ● This seems to be a syllabus from last Fall, so all dates will need to be updated and all references to Blackboard should be replaced with Brightspace; numerous references should be updated to current policies/nomenclature. Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
ACE for Korean– CAS "Other"	Approved Dear Dr. Sohn,

	On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ACE - Korean was recommended for approval with notes (below). ● The syllabi satisfy the few bullet points in the checklist. But the syllabi would be improved with the inclusion of specific reading assignments in the class schedule and a brief description of the assignments. These are included in the corresponding undergraduate syllabi and should be added to the high school syllabi. 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). With regards, Shyam Sharma Committee Chair
Psychology major - Add ANP 300 & HAN 200 as options	Approved Dear Dr. Freitas, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding ANP 300 & HAN 200 as options to the Psychology Major was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
ARS 225– Change in Delivery	Approved Dear Dr. Han, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ARS225 was recommended for approval. We will request an update to the bulletin based on the approval. With regards, Shyam Sharma Committee Chair
Internal – content for Committee site forms page	Approved
JRN 303 – Change in Delivery	Revise and Resubmit Dear Dr. Calvi,

	On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for approval of online delivery JRN303 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● Needs a more comprehensive Tech Statement for online courses. [Example Tech Statement]. Also see other CELT resources (including the template for online courses) to ensure greater student success in online format. ● Required Syllabi statements are not current. ● To verify student identity for online courses, classes should be delivered through Brightspace. ● Assignments are required; for curricular review purposes, the fact that an assignment responds to change in the world -- or is regularly updated -- isn't an adequate justification for not including some details about the nature of the assignment and indication of how it will be assessed. The "sample" syllabus should serve as a model of actual syllabi down the road, as well as the curricular rigor and alignment of the course in record. Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – [Revisions Form]. In your resubmission, the committee asks that you 1) locate *this* 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. We look forward to reviewing this proposal in its revised form. With regards, Shyam Sharma Committee Chair
JRN 490 – Change in Delivery	Approved Dear Dr. Calvi, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery mode of JRN490 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair

Deactivation of SOC 378, SOC 386, SOC 388	Approved
	Dear Dr. Heller,
	On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivation of SOC 378, SOC 386, SOC 388 was approved.
	The next bulletin update will reflect the decision above.
	With regards,
	Shyam Sharma
	Committee Chair

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

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

AGENDA

1. Call to order
2. Adopt agenda
   - Committee Decision: adopted
3. Approval of 04/05/2023 minutes
   - Committee Decision: approved
4. Old items
   - 200 level courses - note to be relayed to A&S Senate
     These are rare at SBU because of the university's high (relative to many other institutions) upper-level course (300+) credit requirement. Many departments offer courses at the 300-level that are a 200-level class at other universities in order to help their majors meet the 39 upper-level course requirements. One result of this problem is a lack of intermediate courses that are prerequisites for upper-level courses. The odd course numbering dynamics at SBU also creates potential problems for student transferring in credit earned at other universities. I recommend that the SBU course numbering system be evaluated in the context of the upper-level credit requirement.
5. New items: Discussion
   - none
6. Proposal Reviews

Task	Decision and notes to be relayed
JRN 439 - Weathercasting & Environmental Reporting – Feature Story and	Approve with note Dear Dr. Ambrosio, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for JRN439 was recommended for approval with notes (below). • Please make sure that the required policies are up to date. Please also update references to Blackboard. • Please address the issue with point totals that were pointed out earlier.

Mini-documentary Broadcasting	- Please make sure that the syllabus is ADA compliant (please remove unnecessary images and make sure the text is screen reader friendly). - Please consider revising the idea of students being "ruthlessly critical" of each other in a journal that is confidentially shared with the instructor (p.9). - Check typos (p.10, times at the bottom of p.13, spacing and missing words on p.14, etc.). 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). With regards, Shyam Sharma Committee Chair
SUS 406 Coastal Housing Resilience	Approve Dear Dr. Aubrecht, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for SUS406 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
HUR 241 Russian Cinema	Dear Dr. Geisherik, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for HUR241 was recommended for approval with notes (below). The response letter contains a detailed description of the movie assignment that does not appear in the syllabus itself. Should that be pasted into the syllabus? 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). With regards, Shyam Sharma Committee Chair
WRT 303 The Personal Essay	Revise and resubmit Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for WRT303 was voted as "revise and resubmit."

The committee raised the following concerns about the proposal:
- The instructor has addressed a lot of issues but there are a few issues that are still major. Assessment is one. Please clarify Discussion Board expectations. In the explanation from the instructor this is grouped under "Coursework" but discussions are not mentioned here at all. Is there a rubric for grading discussions? Will students have to respond to other students? Or are these treated as written assignments with no peer to peer interaction? Under 4) Drafts and Revisions, the syllabus still refers to "Roughly 50%" Please specify grading.
- Another major issue is accessibility. Please make the course ADA compliant. Some resources on accessibility (specific to color) for reference if instructor would like to review: https://www.washington.edu/doit/20-tips-teaching-accessible-online-course https://webaim.org/resources/contrastchecker/

The Committee debated whether these should be "minor feedback" with approval but the vote leaned on the side of revision. These are straightforward issues and there are not many any more, so I hope you are able to address them fairly easily.

Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* 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.

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

With regards,

Shyam Sharma
Committee Chair

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

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Online/by email	Virtual, quorum met for deliberation and vote

AGENDA

Committee members were asked to review a few urgent proposals and decisions were made on the basis of reviews they provided and any objections raised by the rest of the committee. The proposals were revisions or minor items that didn't require substantial discussion.

Task	Decision and notes to be relayed
PSY250 – Revision, Online delivery	Approve with note Dear Dr. Davila, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for PSY250 was recommended for approval with notes (below). ● Home department not specified. ● General education designations/SBC student learning outcomes just need to be copied verbatim, they do not need to have their own, new SLOs. ● Under Part 4, perhaps include how many points each exam is worth (40?) Note: Great improvements to instructor interaction and curricular alignment. 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). With regards, Shyam Sharma Committee Chair
PSY354 – Revision, Online delivery	Approve with note Dear Dr. Davila, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for PSY354 was recommended for approval with notes (below). ● Home department not specified. ● General education designations/SBC student learning outcomes just need to be copied verbatim, they do not need to have their own, new SLOs. ● Under Part 4, perhaps include how many points each exam is worth (40?) Note: Great improvements to instructor interaction and curricular alignment. 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).

	With regards, Shyam Sharma Committee Chair
SUS406	Approve Dear Dr. Aubrecht, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for SUS406 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
WRT303	Revise and resubmit Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for WRT303 was voted as "revise and resubmit." The committee raised the following concerns about the proposal: ● The instructor has addressed a lot of issues but there are a few issues that are still major. Assessment is one. Please clarify Discussion Board expectations. In the explanation from the instructor this is grouped under "Coursework" but discussions are not mentioned here at all. Is there a rubric for grading discussions? Will students have to respond to other students? Or are these treated as written assignments with no peer to peer interaction? Under 4) Drafts and Revisions, the syllabus still refers to "Roughly 50%" Please specify grading. ● Another major issue is accessibility. Please make the course ADA compliant. Some resources on accessibility (specific to color) for reference if instructor would like to review: https://www.washington.edu/doit/20-tips-teaching-accessible-online-course https://webaim.org/resources/contrastchecker/ The Committee debated whether these should be "minor feedback" with approval but the vote leaned on the side of revision. These are straightforward issues and there are not many any more, so I hope you are able to address them fairly easily. Please note that all *revised* proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate *this* 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.

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

With regards,

Shyam Sharma
Committee Chair