

<b>Meeting called by</b>	<b>Chair</b>	<b>Type of meeting</b>	<b>Attendees</b>
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Brooke Belisle, David Black, Jonathan Anzalone, Michael Boerner; Erica Hackley, Randy Thomas, Shyam Sharma; William Laffey <b>Absent:</b> Angela Kelly, Qingzhi Zhu

***AGENDA***

1. Call to order
2. Adopt agenda
  - Committee Decision: adopted
3. Approval of 10/26/2022 minutes
  - Committee Decision: approved
4. Old items
  - none
5. New items: Discussion
  - none
6. Proposal Reviews

<b>Task</b>	<b>Decision and notes to be relayed (after edits by Chair)</b>
BIO 365 - increase credits by adding lecture	<p><i>Approve with note -- SUNY might need revision</i></p> <p>Dear Dr. Stafrov, On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal to increase credit for BIO365 was recommended for approval with a note.</p> <p>The note has to do with a SUNY level revision that might be needed. The credit change for the course can be implemented prior to SUNY revision approval. The department will need to work on these forms in conjunction with the Dean's Office to have them ready for submission by June 1. Dean Hackley (copied here) will answer any questions you have about this note.</p> <p>The next bulletin update will reflect the above update.</p> <p>As the submission did not include email for Department head, I'd like to request you to forward this email as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

<p>HIS 265</p>	<p>Revise and resubmit</p> <p>Dear Dr. Masten,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for change in delivery mode for HIS265 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> <li>● How will tests/quizzes be facilitated? It is not clear from the course syllabus and submission information provided that there is a reliable method for implementing the assessment, or a sufficient adaptation/design of it for the modality proposed.</li> <li>● Add specific office hours. See <a href="#">this</a> syllabus checklist.</li> <li>● Delete DEC's.</li> <li>● Add ISBN for assigned books. Do references to "BB" mean Blackboard? Change to Brightspace.</li> <li>● Include quizzes in the description of weekly work.</li> <li>● It's not advisable to let students pick and choose their recitations.</li> <li>● See latest syllabus template for new tech requirements, etc.</li> <li>● Indicate that the course is synchronous online earlier in the syllabus.</li> <li>● Overall, we recommend the instructor to consult CELT for a syllabus review and to discuss online pedagogy options. They would learn more than just fix minor issues above regarding effective online instruction (as well improving the syllabus more significantly).</li> </ul> <p>While not all concerns were major, the vote reflected that some of them are worth addressing with a revision.</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document. Please ensure your syllabus meets these and other requirements prior to resubmission to prevent delay in its review.</p> <p>We wish you all the best in bringing this proposal to full implementation and look forward to reviewing it in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>HIS 327</p>	<p>Revise and resubmit</p> <p>Dear Dr. Masten,</p>

	<p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for change in delivery mode for HIS327 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> <li>• Weekly schedule is confusing at times. Some weeks are broken down MWF and others are not. Specify the schedule fully. Include quizzes in the weekly schedule--syllabus indicates quizzes will be given on Friday, but there seems to be a Monday quiz scheduled.</li> <li>• Can there be different requirements depending on the SPK SBC? Clarify: if students are registered for 458 then they will do the SPK.</li> <li>• Brightspace might use TurnItIn instead of SafeAssign. How will tests/quizzes be facilitated? It is not clear from the course syllabus and submission information provided that there is a reliable method for implementing the assessment, or a sufficient adaptation/design of it for the modality proposed.</li> <li>• Delete DECs. Also see <a href="#">this</a> syllabus checklist to ensure all required items are included.</li> <li>• Overall, we recommend the instructor to consult CELT for a syllabus review and to discuss online pedagogy options. They would learn more than just fix minor issues above regarding effective online instruction (as well improving the syllabus more significantly).</li> </ul> <p>While not all concerns were major, the vote reflected that some of them are worth addressing with a revision.</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document. Please ensure your syllabus meets these and other requirements prior to resubmission to prevent delay in its review.</p> <p>We wish you all the best in bringing this proposal to full implementation and look forward to reviewing it in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
MAT 303	<p>Revise and resubmit Dear Dr. Sutherland,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for change in delivery mode for MAT303 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p>

	<ul style="list-style-type: none"> <li>● The change is from in-person to hybrid but the instructor says "I don't know" about whether they're trained to teach online. The course is advanced and some of the learning objectives may not be achieved easily in online mode without serious redesign and faculty training. We urge the instructor teaching this course online to be trained and to consult CELT (see below).</li> <li>● Syllabus lacks sufficient details for an online/hybrid course.</li> <li>● Standard syllabus sections such as heading, description, objectives, assignment list with description, grading scale, etc, are also missing.</li> <li>● Some required statements are outdated.</li> <li>● Overall, the syllabus indicates a generous instructor trying to slightly tweak onsite course to a hybrid mode; online instruction is a field of research-based professional practice that is very different from onsite teaching. So, we recommend the instructor to consult CELT for a syllabus review and to discuss online curricular and pedagogical approaches.</li> </ul> <p>While not all concerns were major, the vote reflected that some of them are worth addressing with a revision.</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document. Please ensure your syllabus meets these and other requirements prior to resubmission to prevent delay in its review.</p> <p>We wish you all the best in bringing this proposal to full implementation and look forward to reviewing it in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
ACE ARS 225	<p>Revise and resubmit Dear Dr. Gelman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for ACE/ARS225 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> <li>● The revised syllabus shows significant improvements but it only lists SBC curricular objectives; it does not demonstrate in the course content, assignments, or assessment how those objectives will be achieved.</li> </ul> <p>Given that the above feedback is perhaps still too broad, as Chair of the Curriculum Committee, <b>I would be willing to spare a half hour to help the instructor meet the demand indicated.</b> Alternatively, you could also consult an expert at the Center for</p>

	<p>Excellence in Learning and Teaching (contact Dr. <a href="#">Rose Tirotta-Esposito</a> ).</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document. Please ensure your syllabus meets these and other requirements prior to resubmission to prevent delay in its review.</p> <p>Please note that we reviewed the other course (ARS281) separately; please submit the revised courses separately as well, as it is much easier for the Committee and other offices to review, record, and report curricular updates by course.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
ACE ARS281	<p>Revise and resubmit Dear Dr. Gelman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for ACE/ARS281 was voted as “revise and resubmit.”</p> <p>The committee raised the following concerns about the proposal:</p> <ul style="list-style-type: none"> <li>• The revised syllabus shows significant improvements but it only lists SBC curricular objectives; it does not demonstrate in the course content, assignments, or assessment how those objectives will be achieved.</li> </ul> <p>Given that the above feedback is perhaps still too broad, as Chair of the Curriculum Committee, I would be willing to spare a half hour to help the instructor meet the demand indicated. Alternatively, you could also consult an expert at the Center for Excellence in Learning and Teaching (contact Dr. <a href="#">Rose Tirotta-Esposito</a> ).</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for <u>each</u> item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document. Please ensure your syllabus meets these and other requirements prior to resubmission to prevent delay in its review.</p> <p>Please note that we reviewed the other course (ARS225) separately; please submit the revised courses separately as well, as it is much easier for the Committee and other offices to review, record, and report curricular updates by course.</p>

	<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Math - deactivate MAT 141, 142, 171, 220, 425</p>	<p>Revise and resubmit</p> <p>Dear Dr. Sutherland,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal to deactivate MAT 141, 142, 171, 220, and 425 was voted as “revise and resubmit.”</p> <p>Please submit updated language for the degrees/programs affected by this update for bulletin updates, copying over the contents of <a href="#">this page</a> and using the track-change to indicate what exactly needs to be updated (in a Word document).</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>ARH 207–change in delivery</p>	<p><i>Revise and resubmit</i></p> <p>Dear Dr. Schedel,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in delivery mode of ARH207 was recommended for approval with notes from reviewers (below).</p> <p>RELATED TO ONLINE DELIVERY</p> <ul style="list-style-type: none"> <li>● Clarity in syllabus and course site matters more in online courses; overall review of the syllabus is suggested.</li> <li>● There are hashtags referred to under “Additional Tasks” in Week 1. I am not sure this refers to the discussions in Brightspace?</li> <li>● Under Week 7, students are asked to “Send collated portfolio of Brightspace posts to TA for midterm grade”. But this doesn’t really align with the breakdown of assignments.</li> <li>● Where does the Film Analysis assignment fit with the breakdown of assignments? Is this a small group assignment? An individual assignment? The Group Presentation?</li> <li>● I recommend clarifying all the assignments a bit more and when students need to accomplish tasks in the week by week breakdown. Different naming of assignments can cause confusion. I also recommend providing more information about expectations of the final project as the description is vague. There is a rubric but it does not provide enough guidance for students. Is there an opportunity to scaffold the final project throughout the semester? (Asking students to submit drafts/planning documents etc.)</li> <li>● I also suggest using the same font and font size throughout the document. The varying</li> </ul>

fonts can make it challenging to read.

- Above Letter Grades, it states “Discussion Post Assessment” but there is nothing else. This wording can be deleted. Please confirm that these changes have been made to the syllabus before we can request the update voted to the bulletin.

#### OTHER SUGGESTIONS

- Credits are incorrect on syllabus (3, not 4).
- Change A+ to A in the group project grading rubric?
- Delete contents from template that you don’t add specifics to. Required/Recommended Course Textbooks/Readings does not list any information. If there is nothing for students to purchase, these should be deleted. Instructor’s phone number section can be deleted since this is not provided.
- The third learning objective can be refined a bit more. The second part seems to refer to an assignment.
- This course was approved before and has an ARTS and TECH SBC designations, but the syllabus provided may have changed from what was approved and lost the substance on the SBCs (esp. the TECH).

With regards,

Shyam Sharma  
Committee Chair

7. Next meeting – Heads up for next meeting

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8. Adjournment