Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	**Present**: Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Jesus Perez Rios, Sara Santos, Shyam Sharma; Erica Hackley, Kristin Hall, Shellana Henderson, Alexandra Pamfilie **Absent**: none

AGENDA

1. Call to order
2. Adopt agenda
   - Committee Decision:
3. Approval of 9/14/2023 minutes
   - Committee Decision:
4. Old items
   -
5. New items: Discussion
   - Curricular drift (syllabi change by) – concerning issues, required course isn't taught, prerequisite material has been eliminated, no official mechanism, … – Point of order was raised regarding the procedures for evaluating cases of substantial changes in a syllabus without review or approval by the curriculum committee. The committee has oversight regarding any matter of curricular import in the college of arts and sciences.
      - Communication with community – share updates, resources, encourage inquiry
   -
6. Proposal Reviews

Task	Decision and notes to be relayed
AAS 401 Change in Prereq	**Approved** Dear Dr. Ruf, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for AAS401 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
AAS 221: New	**Approve with notes** Dear Dr. Carter,

Course	On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for AAS221 was recommended for approval with notes (below).
	- The values of the assignments in the rubric add up to 110 not 100. Briefly describe the formats of the quizzes and exams. Are they multiple-choice? Short answer? Essay? - Accessibility recommendations: Red font can be challenging for some to read if they are color blind. Recommend to use black font. - Approve, but will need alternate course # (221 is not an active course, but was recently deactivated, so we are suggesting using. AAS 224 as this has not been previously assigned 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
Updates to Minor in Italian American Studies	**Approved** Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to the Minor in Italian Studies, submitted 9/14/2023 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
Updates to Minor in China Studies	**Approved** Dear Dr. Ruf, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to the Minor in China Studies was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
Bulletin Edits: Philosophy sample sequence	**Approved** Dear Dr. Crease, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits to Philosophy sample sequence was approved. The next bulletin update will reflect the decision above.

	With regards, Shyam Sharma Committee Chair
BA/MA Political Science: Bulletin Edits	**Approved** Dear Dr. Huddy, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin updates to BA/MA Political Science degree was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
Political Science Honors: Bulletin Edits	**Approved** Dear Dr. Huddy, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits for Political Science Honors was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
LCS/ARB 444, 447, 475, 476, 488 Templates	**Revise and resubmit** Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for LCS/ARB courses (444, 447, 475, 476, and 488) was voted as "revise and resubmit." The committee found the template to cover multiple course designation to be effective and flexible. However, there were a few specific components that were missing that are required by either NYSED/SUNY or SBU. Additionally, there are a few recommendations based on committee member experience (from their own departments or past practice) that may help to make these templates clearer and more helpful for both students/faculty as a project agreement. **Missing required components (revision requests):** ● Must include SBC student learning outcomes verbatim (missing from all proposed templates).

- Must include space/instructions for information about how the experience/project and the learning objectives (including SBC, where included) will be assessed:
  - 444, 447, and 488 includes a question to state the requirements of a final project, but not how it will be assessed. Perhaps include an additional blank question for the faculty to include the means of assessment.
  - 475 and 476 do not have any questions or information on how the learning objectives for how the practica will be assessed.
- Must include basis of grade determination (grading scale, what level of achievement constitutes an S vs. a U?) – missing from all proposed templates
- Required syllabus statements must be included – missing from all proposed templates

Recommendations/suggestions (items below this point didn't affect decision above)
- At the top of these forms we strongly recommend including a list of all the course designations this template may be applied to. These forms have a way of promulgating on the internet and sometimes can end up in the hands of students outside your department and may cause confusion. (AMR, ARB, CCS, CLL, CLS, CLT, CST, EUR, FLA, FRN, GER, HUE, HUF, HUG, HUI, HUR, ITL, LAT, RUS.)
- At the bottom of forms, please update "Academic Adviser" to something like "Major Academic Adviser" or "Departmental Advisor." "Academic Adviser" is a title used by general education academic advisors in the Academic and Transfer Advising Services office.
- Technical requirements statement strongly recommended.
- For places on the templates that have the course number, we recommend including a blank so students/faculty can insert the course designation. (So instead of just "488," "___488" or "[XXX] 488" to "____ 488"

Examples
Here are some examples from a comparable form used by three different departments that has helped streamline some of the manual components.
- Some of these courses (the teaching practica) may be able to have standard, across-the-board learning objectives that can be put into the syllabus. If you believe supervisors would prefer to develop their own, that is great as well.
- Some departments include a checklist on their teaching assistantship or directed research syllabi so that faculty/students can determine which objectives they think may best apply to a given project. (example below)
- For assessment of more experience-based tutorial courses (teaching practica, internships) a reflection paper addressing predefined questions may be a succinct way to assess learning outcomes. (example below)

Learning Objectives
What skills/knowledge do you hope to gain from this experience? Check all that apply.
___develop problem solving skills

	___work independently, setting goals and managing time ___work effectively with a team ___develop communication skills ___improve knowledge of your discipline and/or future profession ___acquire discipline-specific skills (e.g., computer, research skills) ___other:_____ _____ Student Reflection: Please attach to this form a typed, one-page summary that addresses the following points. Please discuss your answers with your Faculty Sponsor: 1. Describe your responsibilities as a Teaching Assistant. How many hours per week will you spend as a TA? Who will supervise you? 2. How do you expect this activity will contribute to your development--academic, professional, intellectual, other? 3. How do you expect to contribute to the goals of the organization or project? 4. How will you record what you are doing and reflect upon what you are learning? (e.g., lab notebooks, journal, blog, emails to academic mentor) 5. How will you synthesize/present outcomes and reflect upon what you have learned? 6. How will the academic mentor (and on-site supervisor if applicable) provide feedback during and at the end of the semester? ***** We encourage the faculty member to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all *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
   o
8. Adjournment