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

AGENDA

1. Call to order
2. Adopt agenda
   - Committee Decision:
3. Approval of 9/28/2023 minutes
   - Committee Decision:
4. Old items
   -
5. New items: Discussion
   - Course description guidelines added to our Committee documents; checklist is fine (as it already contains the link to the relevant document)
   - Editing living documents: keep public Google Docs as clean as possible, excluding internal deliberations, and be aware of the primary public audience; only include any notes end users need; work in a backup copy – make updates to live doc.
6. Proposal Reviews

Task	Decision and notes to be relayed
MUS 123 (new course - needs to be renumbered to 124 if/when it's approved)	**Revise and Resubmit** Dear Dr. Dahl, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for MUS123 was voted as "revise and resubmit." Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist here. One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, like in this case, is to adapt the CELT template (which we don't require but recommend) to fit their needs, making sure to include required information and address minimal curricular requirements.

Here are some of the specific required issues CC reviewers pointed out:

- Department
- Course meeting time and location
- Modality: In-person OR Online OR Blended
- Mode(s) of instruction: Lecture, Seminar, Lab, Recitation, Tutorial, Other
- Instructor office hours - missing location and 3 hours per week.
- Course description is a little confusing. What is meant by "First in a two semester series?" There are goals/objectives that are a part of the course description and then there are goals listed and then learning outcomes listed. These are all different? The learning outcomes/objectives are not listed as measurable (demonstrate an understanding, develop a better ability…).
- Late work policy and make-up policy are missing- what if a student misses the quiz?
- Required syllabi statements are not the most recent versions- these need to be updated
- Will Brightspace or other educational technologies be used in the course? If so, Tech requirements should be listed.
- Course is indicated as repeatable on the submission but this is not indicated on the syllabus.

Please clarify/address the following (recommended)

- Learning objectives
  - These need to be clarified. There are objectives/goals listed in the course description, then goals, then learning outcomes.
  - Listening assignments is not an objective/outcome. This would be an assessment
- Grading- this should be clarified more.
  - What are the written homework assignments?
  - What is Final Jury?
  - How are weekly skills assessments different from class participation?
  - There is a quiz listed in the course schedule but this is not indicated as part of the grading breakdown
  - Grading scale is missing- what is an A, B, C etc.
- Course schedule- this should be clarified more
  - Class meets once a week?
  - Are skills assessments every week? What is counted on here as a skills assessment?
  - There is a quiz listed in week 10 but that is not included in the grading
- Alignment- please help reviewers see more clearly how the listed objectives will be achieved – this can also be better assessed once learning objectives are revised so clarify the SLOs.
- add on the weekly schedule table the preparations that students have to do for each session and the assignment/work that is due that day

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 and approving this proposal in its revised form. With regards, Shyam Sharma Committee Chair
ACE course for COM 120 (new course)	**Approved** Dear Dr. Hoffman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for the ACE course for COM120 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
PSY 382	**Approved with notes** Dear Dr. Davila, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for PSY382 was recommended for approval with notes (below). ● Committee recommends that you add AMS 110 as a pre-req (Same for PSY 380) We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate. With regards, Shyam Sharma Committee Chair
FLA 320	**Revise and Resubmit** Dear Dr. Jourdain, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for FLA320 was voted as "revise and resubmit." The committee made the following revision recommendations: ● The course needs to better address the ESI--applying ESI in this way would make it applicable to most courses. Copy SBC objectives verbatim from here. Make it

	clearer how the course LOs relate to the assignments. Reveal in the course content, delivery, and assessment how the 4 objectives are met. ● Instructor email etc. missing. ● Hybrid (specify what day is online and how students meet, and what day is onsite). ● Minor: Instructors are specified, so why not add their email; also include timezone. 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 and approving this proposal in its revised form. With regards, Shyam Sharma Committee Chair
JRN course deactivations	**Approve** Dear Dr. Hoffman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for JRN course deactivations was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
JRN change in course titles - 310 320	**Approve with notes** Dear Dr. Hoffman,

	On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course titles for JRN310 and 312 was recommended for approval with notes (below). ● Course description focuses on affective outcomes and it would be helpful to clarify how these would be measured; ● Some SLOs need minor revision to be made measurable; the links between the SLOs relate and assessments could be clearer. ● Questions/approve? Is the syllabus the same? Has there been a substantial update to it? We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate. With regards, Shyam Sharma Committee Chair
JRN 370 Change in course description (new course?)	**Approve with note** Dear Dr. Hoffman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of JRN370 was recommended for approval with notes (below). ● Please make learning objectives more measurable. We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate. With regards, Shyam Sharma Committee Chair
JRN 205 Change in course description	**Approve with note** Dear Dr. Hoffman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description of JRN205 was recommended for approval with notes (below). ● Light editing needed to learning objectives as some are not measurable ● not clear how LOs align to activities (specify the "major assignment") ● The first sentence is different in course description We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate. With regards, Shyam Sharma Committee Chair

Remove cross listing for JRN 316, JRN 317, JRN 365 (revision to new course?)	**Approve** Dear Dr. Hoffman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for the removal of crossling for JRN 316, JRN 317, JRN 365 was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
ARH 320 (new course)	**Approve with note** Dear Dr. Sisti, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for ARH320 was recommended for approval with notes (below). ● Replace the TK for office hours, semester, and meeting time/place. Please follow through on the note to fix and reformat the course schedule. ● Can they reach out to CELT (Kristin) to communicate issues they are having with the template? We want to update and fix any formatting issues. We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate. With regards, Shyam Sharma Committee Chair
PHI 204 Ethics in Artificial Intelligence and Data (bulletin edit)	**Approve with note** Dear Dr. Carter, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for PHI204 was recommended for approval with notes (below). ● Course meeting times and place should be added when the course is scheduled in a future semester. We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate. With regards, Shyam Sharma Committee Chair
MAR 110: Shark Biology & Conservation (bulletin edit)	**Revise and Resubmit** Dear Dr. Taylor, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for MAR110 was voted as "revise and resubmit."

	The committee made the following revision recommendations: ● There doesn't seem to be a clear alignment of the course's "hands-on" focus and the current assessment components: please update. ● SNW LOs must be listed verbatim (in addition to the course specific LOs), ● Mode of instruction should be explicitly stated, ● Office hours must add up to a minimum of 3 hours, ● The grading scale should not contain A+, ● The course description has a typo on the first line (New York waters, not water's). 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 and approving this proposal in its revised form. With regards, Shyam Sharma Committee Chair
Updates to JRN Major listing in bulletin (bulletin edit)	**Approved** Dear Dr. Hoffman, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to the listing of JRN Major was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
Updates to MAR 354 prerequisites, and MAR 105 course description (bulletin edits)	**Approved with notes** Dear Dr. Black, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updating to prerequisites of MAR354 and course description of MAR105 was recommended for approval with notes (below).

	We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate. With regards, Shyam Sharma Committee Chair **Review Notes:** If you have not already, please be sure that the newly proposed fees are reviewed according to the approval process indicated below. *(Per the Office of the Provost)* If a department is planning a new course fee or revising an existing fee for Fall 2024, the submission due date to the Accounting Office is **Feb 1st**. The Course Fee Guidelines can be found here. As a reminder, all fee proposals should be reviewed and approved by the department's Dean and VP Offices <u>before</u> submission to the Accounting Office. Please include all required support as listed within the guidelines. Course fees will be reviewed in accordance with SUNY's fee policy to assess the continued need for the fee and to assure the revenue generated is used to cover the expenses identified in the fee approval. Please remind the units that *approved expenses must be directly charged to the course fee IFR account. Unapproved expenses may not be charged to the course fee IFR account.* Noncompliance with SUNY's policy may require removal of the fee and a directive (from Office of Finance and Business at System Administration) to reimburse students that were charged the fee. Please closely monitor your area's course fee revenues and expenses for the current year and budget accordingly for the outyears. If an existing fee is no longer required, please let us know immediately. References: SUNY Fee Policy no.7804
Biology - deactivation of BIO 306 & BIO 350 Change in co-reg for BIO 458 (Change in prerequisites for bIO 342 & 343 were	**Approved with note** Dear Dr. Gergen, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivation of BIO306 and BIO350 and change in co-requisite for BIO458 was recommended for approval with notes (below). ● (Ref: Dr. Gergen) Approval from relevant departments should be included for inter-departmental programs when submitting future proposals that may impact

already approved) – bulletin edits	other departments. We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate. With regards, Shyam Sharma Committee Chair
Biology - description paragraphs (bulletin edits)	**Approved** Dear Dr. Gergen, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits to Biology program "deletion of dated information, addition of new information" was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
Biology - link accessibility	**Approved** Dear Dr. Gergen, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits to Biology program ("Removal of dated courses, editing to pre-approved pre-reqs, spelling errors/updates, updated hyperlink") was approved. The next bulletin update will reflect the decision above. With regards, Shyam Sharma Committee Chair
Biology - updates to SBC page	**Approved with note** Dear Dr. Gergen, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for updates to Biology SBC page was recommended for approval with notes (below). ● May want to see if the course catalog can rename the side navigation link from "SBC" to "Major SBC Courses" to match We will request an update to the bulletin based on the approval. Please address the issue, or ask the instructor of record to do so, as appropriate. With regards, Shyam Sharma

	Committee Chair

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