

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	Present: Adryan Wallace, Jonathan Anzalone, Michael Boerner, Sarah Hamideh, Ross Nehm, Sara Santos, Shyam Sharma; Erica Hackley, Kristin Hall, Melissa Klott, Alexandra Pamfilie Absent:

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision:
3. Approve 01/29/2024 minutes
 - Committee Decision:
4. Old items
 - COI: Internal COI guideline – let’s put in writing (ref: Senate bylaws)
Adopted 2/5/24
Whereas:
 - i. The Arts & Sciences Curriculum Committee recognizes the need to avoid conflicts of interest as much as possible in order to best advise the curricular activities of its constituent units and schools, in line with University and SUNY policies. However, because the A&SCC is composed of representatives from units that carry out course instruction of curricula reviewed by this committee, it would be impossible to be absolutely free from all appearance of conflict. The best committees such as this can do is to mitigate actual and apparent conflicts to the extent possible.
 - ii. The A&S Senate and University Senate at large do not have an existing conflict of interest policy for standing committees.
 - iii. A&SCC meetings have been and will continue to be conducted in accordance with A&S Senate By-Laws. Of particular note, Article 11§2 specifically exempts the Curriculum Committee from the requirement of having voting members with discussed and voted business needing to “absent themselves.” In addition, we have adopted a higher standard of not assigning focused review by relevant committee members.
 Be it resolved that:
 - iv. Until a uniform conflict of interest policy is adopted by the Senate structure for all standing committees, the A&SCC continue to follow the general guideline in the A&S Senate By-Laws.

- v. Voting committee members will not be assigned to review, comment on, or provide technical feedback on submissions stemming from specific programs, departments, or units in which they teach or administer.
- vi. Voting committee members will not be required to abstain from discussion in order to provide context. Discussion of curricular business is enriched by the participation and disciplinary and contextual knowledge of relevant committee members and invited University guests, who are often invited.
- vii. Voting committee members will abstain from voting on any curricular proposal that relates to specific programs, departments, or units in which they teach or administer.
- viii. In instances where the abstention of a voting committee member reduces the number of votes below the required quorum, then the proposed business item will be tabled until the following A&SCC meeting, or the next opportunity when the committee attendance is able to reach quorum without committee members from relevant units. If quorum becomes technically impossible when adopting the above process, the Chair shall seek the advice of the A&S Senate President.

5. New items: Discussion

- o New Chair nomination – please let the Chair or Senate President know

6. Proposal Reviews

Task	Decision and notes to be relayed
Revision - Change in Delivery–LCS–UKR 111 Elementary Ukrainian I	<p>Revise and Resubmit</p> <p>Dear Dr. Jourdain,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for change of delivery for UKR 111 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist here. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Remove “Skill 3” from the top of the syllabus. The Diversified Education Curriculum (DEC) was superseded in 2014 by the Stony Brook Curriculum (SBC). If this course is intended to fulfill the <u>LANG</u> SBC requirement, it must include the two LANG learning objectives. This can be added in its own section above/below the Course Learning Objectives, titled something along the lines of “Stony Brook Curriculum Learning Objectives (LANG).” The two LANG LOs should be copied verbatim. ● Some aspects of curricular alignment need to be included. The grading scheme is clear, but not all the components of it are described in the syllabus. <ul style="list-style-type: none"> o Class attendance & participation: described in “How to Succeed in this Course,” no changes necessary o Written assignments: you provided a point rubric for this, and generally indicated that this is a tentative syllabus. Could you provide a brief description of what might be expected of students to complete for these writing assignments? o Readings & Dialogues: please include a short description of how these

readings and dialogues will be administered.

- Audio, Video, Talks: described in “How to submit assignments,” no changes necessary
- Midterm and Final: described in the course schedule, no changes necessary.

Changes recommended for course clarity and accessibility:

- We recognize that some of the text and highlighting was to draw the committee’s attention to additions for this revision. However, certain formatting choices on the syllabus are not advisable for digital accessibility: some examples include red text on yellow background and tables with both merged and unmerged cells. We strongly recommend reviewing [CELT’s Digital Accessibility Resources](#) for tutorials and tools on how to best design and format your syllabus to maximize digital accessibility—*especially* because this course is proposed for online instruction.
- VoiceThread is mentioned as a tool that will be used for the course, but no additional details are given. We recommend including some language about that tool for students that may not be familiar, or may need additional guidance. CELT has a sample syllabus statement for this under their “[Sample Statements](#)” section.
- Clarify the “Fri Recitation” items listed in the “Homework to Submit on Date” column of the course schedule. Does this mean that the weekly recitation assignments are due on Fridays? If so, those specific dates should be listed and perhaps clarify the text to say “Week 1 recitation assignment,” or something similar.
- Demonstrating curricular alignment by describing the forms of assessment were outlined above in the required changes. These descriptions are spread throughout the syllabus, and it was difficult for us as a committee to locate all these individual components. We recommend creating a separate section and calling it something like “Course Assessments” where you can relocate some of these existing descriptions for the graded components and add descriptions for the items that are not fully described. This would allow students to see in one section all the different ways they will be assessed in the course (and not simply the grade break down of those assessments towards their final grade)

One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt [the CELT template](#) (which we don’t require but recommend) to fit their needs.

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.

	<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Revision - New course–SoMAS–MAR 110 Shark Biology & Conservation</p>	<p>Approved with note Dear Dr. DeBonis, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for the course MAR110 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● The committee approves this new course syllabus but with one recommended change to the Course Delivery Mode and Structure section. The current description, “This is an in- person, synchronous face-to-face course, delivered at the Southampton Marine Station” is specific, but may be overcomplicating things in the specificity. Using the term “synchronous” is usually reserved for describing courses delivered online. (Online courses can be either synchronous vs. asynchronous. In person or face-to-face courses can only be synchronous.) . To simplify things, it may be easiest to say “This is an in-person course delivered...” <p>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.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>Delivery–Geosciences–GEO 104: Ripples across the World: Global Effects of Natural Disasters</p>	<p>Approved with notes Dear Dr. Nekvasil, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for delivery change of GEO104 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Where the syllabus indicates “Prerequisite, corequisite” update that to be one or the other. The information that follows should be one or the other, not both. (In this case, it sounds like it should just be a prerequisite.) ● Office hours should be increased to be a total of three hours per week, in line with the University’s <u>Minimal Instructional Responsibilities</u>. ● The Course Learning Objectives, while thoughtfully written and reflective of the course content, may benefit from a little tweaking to ensure they are as clear as possible. For example, “LO3: Recognize that cultural differences affect response to natural hazards.” Using <u>CELTs LO basic structure</u> (“measurable verb—knowledge/skill—additional details”), how would “recognition” be measured through assessments/activities in the course? Perhaps another verb may be more fitting. <p>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.</p> <p>With regards,</p>

	<p>Shyam Sharma Committee Chair</p>
<p>New Course–HIS–HIS 319 European Intellectual History, 1870-1945</p>	<p>Revise & Resubmit Dear Dr. Zolov, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for the course HIS319 was voted as “revise and resubmit.”</p> <p>Because there are a number of issues that need to be addressed in the syllabus submitted, we ask the instructor to review and address all relevant items in the checklist here. Please address issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● The syllabus is missing several key pieces of information/sections (*see below). ● In addition, the syllabus should more sufficiently demonstrate course alignment by providing a description of the assessment components and how they align with the SBS+ and course-specific SLOs. ● We recommend that the course schedule more clearly indicate the timeline/dates for respective topics, readings, and assessment. ● *Required syllabus statements are outdated and should be replaced with those linked here; syllabus should list pre-requisites, instructor contact information, number of course credits, modality and mode of instruction, required course materials/readings (ISBN recommended), late submission policy, and information about technical requirements. <p>One effective strategy used by instructors to save time when developing new courses, or when there are many or major issues to revise, is to adapt the CELT template (which we don’t require but recommend) to fit their needs.</p> <p>Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – Revisions Form. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for each item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>We look forward to reviewing and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
<p>"Other"--HIS–HIS 214 Colonial Survey - remove recitations</p>	<p>Revise & Resubmit Dear Dr. Zolov, On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for removal of citation in HIS214 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p>

	<ul style="list-style-type: none"> The committee requests that an updated syllabus be provided to reflect the changes to the course should recitation be removed. The rationale for reducing recitations seems to relate to scheduling. This is an inadequate rationale because it should be possible to schedule lecture before recitations. Creating multiple versions of quizzes is standard practice for many faculty at SBU; solutions should be explored with CELT. From the chair letter, it was not clear if the number of credits for the course would change and if so, how. <p>We encourage faculty colleagues preparing the course material and proposal to use the relevant checklist here for ensuring that the revision meets the criteria by which we have reviewed (and will review) the proposal. Please note that all <i>revised</i> proposals should be resubmitted using the Arts & Sciences Curriculum Committee – <u>Revisions Form</u>. In your resubmission, the committee asks that you 1) locate <i>this</i> email notifying you of the requested revisions, then 2) please copy and paste the contents of this email into a Word document and, 3) for each item (numbering your listed items will facilitate the process) explain how you addressed the committee's concerns (or why you did not). There is a place on the form for you to upload this document.</p> <p>We look forward to reviewing and approving this proposal in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
Prerequisites–Chemistry –CHE 379 Electrochemistry	Approve with notes Dear Dr. Marschilok, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for prerequisite change in CHE379 was recommended for approval with notes (below). <ul style="list-style-type: none"> Per institutional guidelines (see here), faculty must offer a minimum of 3 hours of in-person office hours/week. 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. <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
HIS 221 - change the theme category	Approve
Bulletin Edits–UG Bio–BIO BS & BA Updates to Sample Course sequence	Approve Dear Dr. Gergen, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin edits for UG Bio (Bio BS&BA) was approved. <p>The next bulletin update will reflect the decision above.</p>

	<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
HIS 293 - change in course components	<p>Approve</p> <p>Dear Dr. Guiliano,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course component of HIS293 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
SoMAS – Changes to Environmental Studies Major	<p>Approve</p> <p>Dear Dr. Rider,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changes to Environmental Studies Major was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
HIS 239 - add to these categories	<p>Approve</p> <p>Dear Dr. Giuliano,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for adding HIS239 to different categories was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
GEO 105 - change in course title & description	<p>Approve</p> <p>Dear Dr. Andersen,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for change in course description and title of GEO105 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,</p>

	Shyam Sharma Committee Chair
GEO 105–Change in course title	Included in above

7. Next meeting – Heads up for next meeting

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8. Adjournment