

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<p>Present: Jonathan Anzalone, Michael Boerner, Sara Hamideh, Ross Nehm, Adryan Wallace, Susan Scheckel, Sara Santos, Adam Charboneau, Shyam Sharma; Erica Hackley, Kristin Hall, Steve Fogarty, Melissa Klott, Alexandra Pamfilie</p> <p>Absent:</p>

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision:
3. 03/04/2024 minutes
 - Committee Decision:
4. Old items
 -
5. New items: Discussion
 - Multi-Department/Program Curricula:

○ *Dear Dr. Gergen,*

I am writing with regard to the Curriculum Committee’s email to you, approving edits to the bulletin for the sample BS and BA sequences in Undergraduate Bio, on 2/17/2024. Unfortunately, we had made an oversight in the Committee’s standard review process. As such, a follow-up discussion led to a vote to request you to provide the Committee, for the record, with relevant letters from departments/units with curricular impact regarding the above decision. Per the Committee’s vote, without those letters, these edits will not be implemented in the bulletin.

When submitting proposals to the curriculum committee for review, the form includes an explicit question of “Will the changes you are proposing affect any other departments or programs on campus?” The committee relies on chairs and program directors to answer this with full consideration of potential ramifications of proposed changes, and communicate proactively with departments that jointly manage or share resources to run a degree program. We recognize that you may not have been the specific person to complete the form, so the question may have been overlooked; we made this oversight when we reviewed. However, this does not change the fact that the A&SCC that the required letters were not provided in your submission.

As such, we ask you to send chair/department letters to update the Committee that you have addressed curricular impacts on other relevant units regarding the bulletin change. Our apologies for the oversight, and we hope that this doesn't complicate the curricular update process.

Chair, Curriculum Committee

- **Policy on submissions impacting other/multiple departments**
Added to Committee documents page [here](#)
- Info from GEAC/Provost: Update to Committee – ...GEAC completed its review of SUNY requirements in Spring 2024 and recommended the below changes, effective Fall 2024: ESI SLOs have been revised to the following (all required for certification in the category) ... SUNY's Critical Thinking core competency will be benchmarked to the WRT 101/102 sequence for general education assessment purposes. There is no impact on the curriculum or content (and it will not require any kind of review for the curriculum committees). Moving forward, CER will no longer have [an equivalent SUNY category](#), but it remains intact as a local SBC category. This mapping was approved by the Program in Writing and Rhetoric. All changes were made in consultation with Undergraduate Council, the Senate Executive Committee, the Senior Associate Provost for Undergraduate Education, and the Registrar's Office.
- From Erica's email: ...concerns about the changes to the Economics program so that everyone is on the same page. This is a priority to get the change into SUNY since we are currently out of compliance with the SUNY Transfer Path. All impacted units are aware of the impending changes and the Provost's Office will be working with these departments to make sure their curriculum is updated appropriately.

6. Proposal Reviews

Task	Decision and notes to be relayed
Psychology –Removing PSY 310 as an advisory prerequisite on 300 level PSY courses	<p>Approved</p> <p>Dear Dr. Moyer,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for removing PSY310 as advisory requisite on 300 level PSY courses was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
WAE 190	<p>Revise and Resubmit</p> <p>Dear Dr. Medved,</p>

On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for WAE190 was voted as “revise and resubmit.”

The committee requires the following changes be made to the submission:

- The course description matches the description for WAE 192 not WAE 190. Please modify the course description.
- Please specify the location and time of in-person and online office hours.
- Clarify if there is an SBC designation or not (delete the category or indicate “not applicable”). Similarly, clarify the pre-requisites.
- Specify the mode of instruction (e.g., lecture) and separate it from the class designation (e.g., hybrid).
- Clarify how the class will be delivered (“possibly by zoom” is not sufficient).
- Clarify how participation will be measured, expand discussion of the grading scheme or rubric that will be used for in-class writing, and expand quiz formats, grading, and policies.
- Delete the Student Resources section at the bottom of the syllabus (this is now included in the syllabus addendum linked in other parts of the syllabus).
- List, in the Course Schedule, the readings/handouts/videos can students expect
- Update the syllabus; Amazon, for example, is no longer our bookstore. In the Course Schedule what readings/handouts/videos can students expect?

Suggestions

- Consultation with CELT may be helpful for addressing the concerns noted above.
- Modify the Table of Contents so that the linking function is working.
- View the Digital Accessibility Resource guide for tips on how to format tables to be more accessible.

Recommendation: Dr. Kristin Hall, online education/instructional design expert from the CELT who serves on the Committee, has kindly offered to help you meet the above requirements and expedite the revision process. If you’d like to take her up on the offer, please reach out to her.

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 *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

WAE 192

Revise and Resubmit

Dear Dr. Medved,

On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for WAE192 was voted as “revise and resubmit.”

The committee requires the following changes to be made to the submission:

- Include department and program in course information
- Distinguish between pre- and co-requisites
- Specify the kind of hybrid instruction (ex. clarify how the virtual component will run synchronously via Brightspace)
- Include office hours and office location of instructor
- Amend the grading scheme to have percentages add to 100%
- Amend the course schedule to match the grading scheme (ex. Contribution of final exam)
- Include specific readings in the course schedule, not just topics
- Include a grading scale (A=>93%, etc.)
- Include specific, current policies without duplication (ex. Computer Assisted Grammar Practice section is repeated)
- Ensure all required statements are up to date (ex. Student resource statement)

The committee also suggests:

- Clarify in the attendance policy if absences have an effect on the participation grade
- Consultation with CELT may be helpful for addressing the concerns noted above.
- Modify the Table of Contents so that the linking function is working.
- Update the Technology Statement to current CELT one
- Add link in the Privacy Policy for the page students are directed to

Recommendation: Dr. Kristin Hall, online education/instructional design expert from the CELT who serves on the Committee, has kindly offered to help you meet the above requirements and expedite the revision process. If you'd like to take her up on the offer, please reach out to her.

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 *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.

	<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>
WAE 194	<p>Revise and Resubmit Dear Dr. Medved,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for WAE194 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● Reviewers pointed out many of the same issues in this course that they did for WAE 190 and WAE 192. So, please use the lists from those proposals to ensure that they’ve been addressed in this course as well. ● Recommendation: Dr. Kristin Hall, online education/instructional design expert from the CELT who serves on the Committee, has kindly offered to help you meet the above requirements and expedite the revision process. If you’d like to take her up on the offer, please reach out to her. <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 – 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>
WRT 102	<p>Approved with note Dear Dr. Medved,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for wRT102 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Clarify in the course schedule which tasks will be completed during the asynchronous portion of the class.

	<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>
WRT 201	<p>Approved</p> <p>Dear Dr. Medved,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for WRT201 was approved.</p> <p>The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

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