

Meeting called by	Chair	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Jonathan Anzalone	Proposal Reviews	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 Absent:

AGENDA

1. Call to order
2. Adopt agenda
 - Committee Decision: Adopted
3. 03/25/2024 minutes
 - Committee Decision: approved by email/form
4. Old items
 - N/A
5. New items: Discussion
 - We welcomed Adam Charboneau to the committee.
 - Following our discussion of how to define a recitation earlier this semester, the committee discussed the need for clear definitions of the different class formats. The discussion was prompted by the proposal to change MAE 447 from a tutorial to a seminar. What is a seminar?
6. Proposal Reviews

Task	Decision and notes to be relayed
Deactivate WRT 206 - Writing about African-American Literature and History	Approved Dear Dr. Medved, On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for deactivating WRT206 was approved. The next bulletin update will reflect the decision above. Please make necessary updates on your end, as appropriate. With regards, Shyam Sharma Committee Chair
Bulletin edit: PSY 346 - change in course description	Approve Dear Dr. Moyer,

	<p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for bulletin change in PSY346 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>
<p>Change in Delivery–WRT 303</p>	<p>Approve with Notes</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 change in delivery of WRT303 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Specify the number of credits the course is worth. ● Specify the time of Friday office hours (office hours cannot be "asynchronous"). ● Explain what "PWR learning outcomes" means (Program in Writing & Rhetoric, correct?). ● Correct formatting issues: The header cuts off; the font changes throughout. ● Change the “From the Instructor” heading to “Course Description.” ● In the course outline table, in the work due column it'd be helpful to specify which of the items are due for Brightspace submission, which are for in class work etc. <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>Change in Delivery–WRT 101</p>	<p>Approve with (very minor) note</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 delivery change for WRT101 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Spell out “Program in Writing & Rhetoric” instead of including the initials “PWR” <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>South Asian Studies Minor (SOA) - revision</p>	<p>Approve</p> <p>Dear Dr. Nicholson,</p>

	<p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for revising South Asian Studies minor 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>
<p>Change in course level/number WRT 220 to WRT 320</p>	<p>Approve</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 changing course level/number of WRT220 to WRT320 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>
<p>Bulletin Edits–Removing PSY 310 as an advisory prerequisite on 300 level PSY courses</p>	<p>Approve</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 bulletin edits to PSY310 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>
<p>MAE 447 - change from tutorial to seminar</p>	<p>Approve with notes</p> <p>Dear Dr. Abd-El-Hafez,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing MAE447 from tutorial to seminar was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> ● Recommendations: A more formal reading schedule could be added to the syllabus. ● It was not clear if changes would be needed in the bulletin; the syllabus would benefit from more specific details regarding the grading of the paper. <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>Change in SBC–IAP 390 - Rethinking America: Traditions and Trends</p>	<p>Revise & Resubmit</p> <p>Dear Michelle Schenke,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your proposal for SBC change in IPA390 was voted as “revise and resubmit.”</p> <p>The committee made the following revision recommendations:</p> <ul style="list-style-type: none"> ● The proposed syllabus should demonstrate more explicit curricular alignment with the USA SLOs 2 and 3. To do so, the syllabus should provide descriptions for each assessment component to demonstrate which assignments are designed to meet which specific SLO. The course schedule should also clarify whether the SLOs listed are course-specific or USA. Finally, we recommend that office hours be increased to a minimum of 3 hours/week to meet institutional requirements. <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>

7. Next meeting – Heads up for next meeting
 - The committee will tackle several requests from the Honors and Scholars programs. As of this meeting, the tracking sheet included all outstanding requests. (More may trickle in, in the future.)
8. Adjournment