

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, 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:
3. 04/15/2024 minutes
 - Committee Decision:
4. Old items
 -
5. New items: Discussion & Planning
 - Addressing some housekeeping tasks this spring:
 - a) Update [website](#): make it more accessible/appealing (consider using a you.stonybrook.edu site to create a mock up) – working doc
 - b) Publish [policies](#): pick policies that are ready and publish and suggest where to put them (in review/submission guidelines or as a separate doc linked from our site)
 - 1) We recommend publishing “Policy on Submissions Impacting Other/Multiple Departments” and “Policy on Conflict of Interest”
 - (a) A Committee member proposed a comment period for new programs before they reach the curriculum committee—a chance for affected departments to weigh in.
 - 2) Film and video policy needs updating (it’s 25 years old). We’ll look for a spot in the checklist to link to the policy, once it’s been revised.
 - 3) The ACE piece of the checklist requires revision and clarity.
 - 4) On the website, we agreed that some of the labels should be more descriptive. For example, the “Forms” link opens up to the most important information (submission forms, policies, etc.). It should be made more prominent on the webpage.
 - Terminological & policy clarity:
 - c) Define/operationalize termsPlease bring over any other item you consider important/urgent.

- d) Update checklist: Alex, Ross, Adam, Shyam, Adryan – Alex has moved items 5 and 7 from [Relevant ASCC decisions](#) to the [checklist](#) (working copy) and edited for brevity
- e) Meeting with admins – Chair elect is meeting with Vice Provost for Faculty and Curricular Affairs next week
- f) **Note from the meeting:** Let's reference/anchor relevant policies/documents from the checklist, trying to keep the checklist as concise and clear as possible – and the checklist could also use more clarity and conciseness in some more places
- g) Let's promote resources – chairs/upds, provost/... – request a grad intern –

6. Proposal Reviews

Task	Decision and notes to be relayed
BIO 299 - update course description	<p>Approved with notes</p> <p>Dear Dr. Gergen,</p> <p>On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for update to course description of BIO299 was recommended for approval with notes (below).</p> <ul style="list-style-type: none"> • Approved with understanding that BIO 266 line will stay in the description since it has been offered in the past 10 years. <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>

7. Next meeting – Heads up for next meeting

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8. Adjournment