CLASS Curriculum Minutes May 23, 2016

Members in Participation:
Eileen Barrett, Barbara Hall, Grant Kien, Enrique Salmon, Sarah Taylor, Andrew Wong, Khal Schneider, Dennis Chester (Associate Dean) and Elizabeth Graw (Curriculum Coordinator)

Guests:
Linda Ivey (HIST), Sarah Nielsen (ENGL)

Meeting called to order at 12:03 p.m. by Chair Barbara Hall.

Associate Dean’s Report: Associate Dean Chester alerted the committee to the fact that the course types tabs on individual proposals were not being completed correctly. This is an area he will be focusing on during his approval process going forward.

Our next committee meeting will be held Friday, June 3rd from 9 a.m. to 3 p.m. We will be reviewing Theatre/Dance, International Studies and Liberal Studies most likely. Other possible programs are Music, Speech Pathology, B.A. and M.A. and Philosophy. The agenda for the meeting will be launched on Friday, May 27th. He has asked the committee to continue to hold Monday, the 6th too, but is hoping not to meet. Lunch will be served on the 3rd.

Proposals:

English, BA – Semester Conversion
A motion was made to discuss the B.A. in English.
Motion: Kien
Second: Wong

Associate Dean Chester noted that all English courses work is classified as C4 which have caps of 30. That won’t allow the department to meet their funding numbers. Associate Dean Chester suggested that the department reclassify some of its courses to C2’s to help offset their funding. He reminded the department that they will be receiving an MOU concerning the low capacity courses and their agreement with the college.

Sarah Nielsen, Chair of English, asked for some time to discuss the change with her department. They are meeting on Friday, May 27th, she will get back to the CLASS office after the meeting with their decision.

The total number of units for the Semester Based Program was changed from 52 to 49-52, with Sarah Nielsen’s approval Liz Graw made the change. The total number of units in the Lower Division Core was changed from 8-12 units to 9-12 units by Liz Graw with Sarah Nielsen’s approval.

Vote: Approved unanimously.

Minor in English – Semester Conversion
A motion was made to discuss the minor in English.
Motion: Kien
Second: Barrett

The question of whether it’s possible to have more than one course type in a proposal came up. Linda Ivey, History said she believed you could not have more than one in Curriculog, however you could add course types in PeopleSoft. Associate Dean Chester said he would check with APGS. APGS confirmed that currently you can only enter one course type, per course.

Vote: Approved unanimously.

**Interdisciplinary Option, English BA – Semester Conversion**
A motion was made to discontinue the Interdisciplinary Option, English BA.
Motion: Barrett
Second: Kien
Vote: Approved unanimously.

**Creative Writing Minor in English – Semester Conversion**
A motion was made to discuss the Creative Writing minor in English.
Motion: Kien
Second: Wong

The word division was misspelled in the schema, it was noted and will be corrected by Liz Graw after the meeting.

Vote: Approved unanimously.

**Course Proposals in English – Semester Conversion**
A motion was made to review the English course proposals as one group.
Motion: Kien
Second: Taylor

ENGL 102 – Eileen Barrett asked the question, “Whether the additional resources required would be an offset of savings, because the department is moving from remediation to a stretch writing program?” Associate Dean Chester stated that the program would not lose as much money, however the stretch program won’t save money either. There is a question as to who pays for the self-directed process.

ENGL 106 – Course description was 41 words, with Sarah Nielsen’s approval, Liz Graw removed the word “main” from the description.

The following courses have course descriptions are over 40 words, ENGL 103, ENGL 104, ENGL 106, ENGL 300, and ENGL 301. As a committee member, Eileen Barrett, has editing rights in Curriculog. She will work with Sarah Nielsen and Liz Graw to shorten the remaining course descriptions.

Vote: Approved unanimously.
History, BA – Semester Conversion
A motion was made to discuss the B.A. in History.
Motion: Kien
Second: Barrett
Prior to the meeting Liz Graw updated the schema for the concentrations per Linda Ivey’s email. A typo was corrected in the additional requirements.

Vote: Approved unanimously.

It was noted that the History Minor and Certificates had not originally been submitted. They will be submitted for the Friday, June 3rd meeting via Curriculog.

Course Proposals in History – Semester Conversion
A motion was made to review the History course proposals as one group.
Motion: Kien
Second: Barrett

HIST 101 – The Committee reviewed the proposal on the screen since it had been accidentally submitted on a General Education form and routed the Dean of Undergraduate Studies. The course description is over 40 words, it was noted and will be corrected by Liz Graw after the meeting.

HIST 327 – Eileen Barrett recommended consultation with the English Department because it is a GE course that focuses on literary works.

HIST 331 – Eileen Barrett asked whether "The Barbarians" was the best course title for this course. Linda Ivey said she would talk with the creator of the class, and get back to the CLASS office.

The following courses have course descriptions are over 40 words, HIST 320, HIST 321, HIST 332, HIST 345, HIST 351, HIST 366, HIST 371, HIST 473, and HIST 475. Linda Ivey will edit them and send the changes to Liz Graw who will make the changes in Curriculog.

HIST 410 – Associate Dean Chester noted that the first component needed to be changed from S36 to S48.

Vote: Approved unanimously.

ART 346 and ART 352 – Semester Conversion
A motion was made to review ART 346 and ART 352 which had been overlooked when the Art degree proposal had been submitted earlier. The committee approved both Art degree proposals on April 25, 2016.
Motion: Wong
Second: Kien
ART 352 – Eileen Barrett questioned why the department was applying for GE C3, when it is a lower division GE. The committee decided that the GE box should be unchecked and the reference to area C3 removed.

Vote: Approved unanimously.

**Minor in Political Science – Semester Conversion**

A motion was made to discuss the minor in Political Science.

Motion: Wong  
Second: Barrett

It was noted that the Minor that had been submitted was missing the schema. There was wording that had been added to the Additional Notes/Information which needed to be moved into the schema and everything after 12 units needed to be deleted.

Vote: Approved unanimously based upon the edits as reflected in the minutes and any issue from the department chair.

**Course Proposals in Political Science – Semester Conversion**

A motion was made to review the remaining Political Science course proposals as one group.

Motion: Kien  
Second: Barrett

POSC 101 – Andrew Wong noted that the proposal needed an updated course number for POSC 1202 in the course description. Also that the course description is over 40 words. Liz Graw will contact Kim Geron for the equivalent course number and a revised course description.

POSC 102 – Eileen Barrett noted that the department will need to apply to meet code. The committee had two questions for the department, 1) Whether the course was a GE requirement? 2) Whether it meets US History code?

A motion was made to extend the meeting an additional 30 minutes to 1:30 p.m.

Motion: Kien  
Second: Wong  
Vote: Approved unanimously.

POSC 346 – This course is a holdover from the meeting on the 9th of May. To date we are still waiting to hear from Political Science and/or Philosophy as to the new number for this course proposal.

Vote: Approved unanimously.

**Communication, BA – Semester Conversion**

A motion was made to discuss the B.A. in Communication.

Motion: Kien  
Second: Taylor
Associate Dean Chester stated that he had received learning outcomes from chair, Mary Cardaras. He will forward them to Liz Graw to insert into the degree proposal. The schema in the degree proposal needs to be rebuilt and include the number of units per course. Course equivalencies also need to be added where they apply. Assessment documents are missing, chair is aware. They have been requested, but have not been received to date.

Vote: Degree proposal rejected and returned to department to edit.

**Minor in Communication – Semester Conversion**

A motion was made to discuss the minor in Communication.

Motion: Kien  
Second: Salmon

The schema of the minor, is a bit difficult to read. It was suggested that a space be added between COMM 303 and COMM 304.

Vote: Approved unanimously.

**Course Proposals in Communication – Semester Conversion**

Motion: Kien  
Second: Barrett

COMM 255 – Eileen Barrett noted that the unit count was included in the catalog description, which is unusual. The unit count was removed from the catalog description by Liz Graw with Grant Kien’s approval.

COMM 323 – Andrew Wong noted that the "repeatability" box is checked, and that students can receive only 4 units and it is a 4-unit course. Liz Graw changed the number of repeatable units to 8 with Grant Kien’s approval.

COMM 100 – Eileen Barret asked whether a GE A1 course could be taken credit/no credit? Associate Dean Chester said he would check and if necessary Liz Graw will adjust the course proposal. *Per the Dean of Undergraduate Studies, a student has a choice whether they want to take the course for a grade or credit/no credit.*

Vote: Approved unanimously based on receipt of the answer to the COMM 100 question and the insertion of credit equivalency courses where needed.

Approved unanimously.

Adjournment was called at 1:25p.m.

Motion: Kien  
Second: Barrett  
Vote: Approved unanimously.
Respectfully submitted,

Elizabeth Graw, Curriculum Coordinator

The next meeting will be held on June 3, 2016 at 12 noon in MB 1505.