

Meeting called by	Chair & Notetaker	Type of meeting	Attendees
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	Shyam Sharma, Erica Hackley, David Black, Qingzhi Zhu, Randy Thomas, Angela Kelly, Kristin Hall, Jonathan Anzalone, William Laffey

Agenda Discussion:

1. Call to order
2. Adopt agenda
  - Committee Decision: adopted
3. Approval of 10/05/2022 minutes
  - Committee Decision: approved
4. Old items
  - Discussion/recommendation: “Others” to be integrated within the submission system
    - Decision: to be requested
5. New items: Discussion
  - Revisions link and guidelines on the submissions page
    - Not feasible, Chair should include the guidelines and link
  - Questions for Dean Hackley –
    - Preview provided
6. Proposal Reviews

Course	Task	Decision and notes relayed
EGL328	Pending course approval with request for EXP+ and cross-listing	<p>Partially approved; Revise and resubmit for the rest if desired</p> <p>Dear Dr. Weitzman, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to provide you with the Committee’s decisions and feedback about EGL/THR 372.</p> <p>First, I learned that the request for this course was <b>approved</b> back in spring, including the ARTS designation; I informed the Committee of this record.</p> <p>Second, however, since that prior review had denied the request for HFA+ designation (it approved the ARTS), I asked the Committee to review your request, as a pending case. I provided members with relevant context and rationale from your email, as well as the reviewers’ notes from spring. Committee members were swayed by the rationales you provided; <b>however</b>, it would be inappropriate for us to approve if the rationales</p>

		<p>(which in the context of curriculum review should be listed as course learning objectives) are not borne out by the assignments, assignments, and other pertinent parts of the syllabus provided to us. So, if you'd like us to review the course for the HFA+ designation, the Committee would like to see a syllabus that "demonstrates how the course design, assignments, and assessments in particular achieves the HFA+ learning outcomes as listed." Please see note about submitting a revised request below.</p> <p>Third, regarding cross-listing the course, I asked representatives from the Dean's Office and Registrar's Office, who said that cross-listing is no longer allowed "due to reporting difficulties." Committee members wondered if this course can be listed as EGL and add it to the list of required Theater Minor program; however, it is beyond the curriculum committee's purview to suggest a choice or to make a case to the administration for cross-listing. That would be for you to work out with the offices above.</p> <p>Boilerplate guidelines for submission revision– Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <u>each</u> 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>With regards,</p> <p>Shyam Sharma, Committee Chair</p>
THR/EGL2 72	Updates to Theater Minor	<p>Approved</p> <p>Dear Dr. Mangano, On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the request for revision to Theater Minor made to the Committee was approved as requested. Relevant records will reflect the above change as requested.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
HUF 219	Revision - Change in Delivery	<p>Revise and resubmit</p> <p>Dear Dr. Dalmas,</p>

On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that the **proposal** for change in delivery for **HUF219** was recommended as “**revise and resubmit.**”

The committee raised the following concerns about the proposal, reflecting the need for further revision:

- Write learning objectives using curricular terminology. For example, “gain knowledge, gain additional knowledge, recognize those aspects, expand their knowledge” are not assessable learning goals.
- Class is designated as online synchronous but file name states hybrid; just in case the proposal is for a hybrid course, then the course would need to be restructured as such. Please ignore this comment if not relevant.
- There are a number of grammatical and language errors (e.g., “Passed (*sic*) this delay ...”; SBC is “Stony Brook Curriculum”).
- Add ISBN to the textbook, as required by the university.
- Change all references to Blackboard to Brightspace
- Grading of participation and assignments/group discussions is confusing, and because “participation” is difficult to measure in online setting, specification of how students will “engage” and be rewarded for it becomes far more important.
- Class Protocol and cell phone use does not make sense in context of a synchronous online course.
- Class Resources says “examples below” but there are no examples.
- While not required, it is helpful to add a Technology Requirements statement.
- Communication guidelines are also recommended.
- University required statements need to be updated.
- What's a “Blackboard depository box?” - irrelevant due to Brightspace change.

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.

Thank you for your submission. We wish you all the best in bringing this proposal to full implementation and look forward to reviewing it in its revised form.

With regards,

		Shyam Sharma Committee Chair
COM	New Major	<p>Pending Decision</p> <p>Dear Dr. Lindenfield,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to relay the decision and feedback on your proposal for BA in Communication program.</p> <p>We have reviewed most courses and have approvals for some and (mostly minor) revision feedbacks for others. As we look forward to reviewing the rest of the courses, as well as taking a collective look at the overall degree proposal, the Committee decided to request you to address the lack of details in the proposals for some of the courses. In order to evaluate the courses as separate entities and in the context of the new degree program, reviewers need more specific information than, for instance, “see syllabus” (as indicated in many places). We understand that the forms are long and often the response requires repeating/copying over information from the course syllabus. But for example, if the response to the form’s demand for the “rationale” of a course is “see syllabus,” reviewers are not able to (and don’t want to) infer that answer from the syllabus; they want to read the rationale for the course in the proposer’s own terms, as new courses. Please make sure that even when the response involves partially or entirely duplicating information from the source (but especially when it should be unique), all fields include genuine/complete responses. This is needed both for review and records.</p> <p>I have scheduled the review of a few final courses for the coming Wednesday. If you are able to go over the syllabi whose approval requests you notice are incomplete and resubmit them by adding missing information, we would be able to provide you with approvals and feedbacks for all courses the coming week. If you need more time, I will table the package until we have complete proposals for all courses from you. I am assuming here that you have copies of the submission from the auto-response of the last submission. You don’t need to resubmit the main proposal, <u>just the course proposals that are incomplete</u>. I don’t see similar gaps in the main proposal.</p> <p>Boilerplate language about submitting revisions– Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <u>each</u> item (numbering your</p>

		<p>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>With regards,</p> <p>Shyam Sharma Committee Chair</p>
COM 100	New Course	<p>Approved with feedback</p> <p>Dear Dr. Lindenfield,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for the new course, COM100 was <b>approved</b> with the following feedback. The course doesn't need to be resubmitted, but we encourage the instructor to address the feedback below especially because this is a new course and it will serve as a template for future instructors.</p> <ul style="list-style-type: none"> <li>● Add fixed time for weekly office hours.</li> <li>● Review to make learning objectives measurable. <ul style="list-style-type: none"> <li>○ Some are not measurable (even though I know a few are taken from SBCs). Understand is not measurable. Use words such as Describe, Explain, Identify etc. in place of the word understand to make it measurable. LO5 and LO9 are activities/assessments and not objectives. The last objective refers to SBC but is really broad. LO8 can probably be split into 2 or just focus on the second part.</li> </ul> </li> <li>● Add ISBN for textbook.</li> <li>● Assessments seem to align but may be helpful to see the alignment indicated with LOs.</li> </ul> <p>We have also added a list of feedback from different courses to <a href="#">this document</a>, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
COM 401	New Course	<p>Approved with feedback</p> <p>Dear Dr. Lindenfield,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for the new course, COM401 was <b>approved</b> with the following feedback. The course doesn't need to be resubmitted, but we encourage the instructor to address the feedback below especially because this is a new course and it will serve as a template for future instructors.</p> <ul style="list-style-type: none"> <li>● Learning objectives are not all measurable. Demonstrate an</li> </ul>

		<p>understanding is not measurable. Recommend to change this to Describe, Explain etc. I am not sure what is meant by "learn to address" in LO3. How would you measure this? For the last objective, I recommend to remove "understand". "Apply theoretical frameworks... " works by itself. The fourth objective uses 2 measurable verbs. Can this be condensed to use one and use "Apply decision making..."</p> <p>Reviewers assigned to review multiple new COM courses have also added feedback to <a href="#">this document</a>, which the instructor of this course also might find relevant to further enhance their course before submitting for higher level review.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
COM 402	New Course	<p>Approved with feedback</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for the new course, COM402 was <b>approved</b> with the following feedback. The course doesn't need to be resubmitted, but we encourage the instructor to address the feedback below especially because this is a new course and it will serve as a template for future instructors.</p> <ul style="list-style-type: none"> <li>● Learning objectives overall look good but last one uses the word "understand". Recommend to revise. What will students be doing to show you they understand? Explain? Describe? etc. Switch to measurable verb and these look good.</li> <li>● Quizzes are mentioned under Attendance but no mention of quizzes is made in the grade breakdown. Further down, extra credit quizzes are described. Maybe use the words "extra credit" where quizzes are mentioned under attendance.</li> <li>● Assignments use points but grading scale is in percentages. Make this consistent.</li> <li>● Update SASC location.</li> <li>● Add ISBN to textbook.</li> </ul> <p>We have also added a list of feedback from different courses to <a href="#">this document</a>, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>Reviewer Praise: Creative, authentic and reflective assignments. Is also helpful to map LOs to assessments to check for alignment.</p> <p>With regards,</p> <p>Shyam Sharma</p>

		Committee Chair
COM 403	New Course	<p>Approved with feedback</p> <p>Dear Dr. Lindenfield,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for the new course, COM403 was <b>approved</b> with the following feedback. The course doesn't need to be resubmitted, but we encourage the instructor to address the feedback below especially because this is a new course and it will serve as a template for future instructors.</p> <ul style="list-style-type: none"> <li>● Add ISBNs for textbooks.</li> <li>● Consider modifying the term "understanding" in course objectives to a goal that is measurable and observable. See <a href="#">CELT's guidelines for learning objectives</a>.</li> </ul> <p>We have also added a list of feedback from different courses to <a href="#">this document</a>, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
COM 202	New Course	<p>Approved</p> <p>Dear Dr. Lindenfeld,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the request made to the Committee for approving COM202 was accepted as requested.</p> <p>Relevant records will reflect the above change as requested.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
COM 400	New Course	<p>Approved</p> <p>Dear Dr. Lindenfeld,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the request made to the Committee for approving COM400 was accepted as requested.</p> <p>Relevant records will reflect the above change as requested.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

CO 315	New Course	<p>Approved with feedback</p> <p>Dear Dr. Lindenfield,  On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for the new course, COM315 was <b>approved</b> with the following feedback. The course doesn't need to be resubmitted, but we encourage the instructor to address the feedback below especially because this is a new course and it will serve as a template for future instructors.</p> <ul style="list-style-type: none"> <li>● Remove "to help you learn" in the learning objectives. Also rewrite objectives for consistent sentence construction: "to integrate communication research to inform policy issues" and delete "how" from the last objective "to derive communication strategies..."</li> <li>● Post office hours; clarify presentation schedule (presentations one class period?)</li> <li>● Add ISBN for the textbook.</li> </ul> <p>We have also added a list of feedback from different courses to <a href="#">this document</a>, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>With regards,</p> <p>Shyam Sharma  Committee Chair</p>
COM 357	New Course	<p>Approved with feedback</p> <p>Dear Dr. Lindenfield,  On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for the new course, COM357 was <b>approved</b> with the following feedback. The course doesn't need to be resubmitted, but we encourage the instructor to address the feedback below especially because this is a new course and it will serve as a template for future instructors.</p> <ul style="list-style-type: none"> <li>● In course objectives, rephrase "understand ...." LO3 can also begin as: "Critically evaluate..".</li> <li>● Technology: who/ which office to contact to address connection problems with Bright Space/BB.</li> <li>● Is a basic knowledge of statistics adequate to understand the SPSS software/ the quantitative component for this course? Or is a higher level of math required? (see COM 400)</li> <li>● Under Course Protocol remove/delete "Withdrawing from the Course" as the info listed is not correct, very misleading. Or rewrite it. Either provide deadline date or add link to academic calendar.</li> </ul> <p>We have also added a list of feedback from different courses to <a href="#">this document</a>, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p>



		<p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
COM 404	New Course	<p>Approved with feedback</p> <p>Dear Dr. Lindenfield,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for the new course, COM404 was <b>approved</b> with the following feedback. The course doesn't need to be resubmitted, but we encourage the instructor to address the feedback below especially because this is a new course and it will serve as a template for future instructors.</p> <ul style="list-style-type: none"> <li>● Correct course number to COM 404.</li> <li>● Add if there's any prereqs for juniors and seniors. This may be relevant unless the course will be open to all students and not just the Communication majors.</li> <li>● Add ISBN for texts.</li> </ul> <p>We have also added a list of feedback from different courses to <a href="#">this document</a>, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
COM 206	New Course	<p>Revise and Resubmit</p> <p>Dear Dr. Lindenfield,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for change in delivery for <b>COM206</b> was recommended as <b>“revise and resubmit.”</b></p> <p>The committee had the following feedback for the course:</p> <ul style="list-style-type: none"> <li>● Grades are 90% multiple-choice exams, and this weightage would not meet the course objectives. A more diversified set of assignments would be necessary. The learning objectives would not be met by multiple-choice exams. The in-class assignments do seem to facilitate the learning objectives, yet they only count for 10% of the grade. That is miniscule in relation to the rest of the test-based course.</li> <li>● Please specify if this is restricted to majors.</li> <li>● There should be at least 3 hours of office hours, or add additional hours by appt.</li> </ul>

	<ul style="list-style-type: none"> <li>● Add ISBN for text.</li> </ul> <p>We have also added a list of feedback from different courses to <a href="#">this document</a>, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <u>each</u> 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>Thank you for your submission. We wish you all the best in bringing this proposal to full implementation and look forward to reviewing it in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
COM 495	<p>Revise and Resubmit – Dear Dr. Lindenfield,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for change in delivery for <b>COM495</b> was recommended as <b>“revise and resubmit.”</b></p> <p>The committee had the following feedback for the course:</p> <ul style="list-style-type: none"> <li>● SBC objectives must be listed separately and verbatim. The syllabus must demonstrate that these objectives are achieved through the content, assignments, and assessment.</li> <li>● WRTD requires at least 15 pages of written work. Instruction and support is warranted in the process of producing this much written text.</li> <li>● It is not clear if this is a new course or version of COM 491. Course description is same for both except for last paragraph. Each course must be distinct in bulletin description and in substance.</li> <li>● Pre-reqs: add JRN /COM majors and minors.</li> <li>● Career Center assignment is posted in the weekly schedule but not included in overview of assignments.</li> <li>● AP says: "If you are late, you may be marked absent." Under what conditions would tardy students not be marked absent? If they provide a reasonable excuse? Or after a certain amount of time?</li> </ul>

		<p>We have also added a list of feedback from different courses to <a href="#">this document</a>, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>Please note that all <u>revised</u> proposals should be resubmitted using the Arts &amp; Sciences Curriculum Committee – <a href="#">Revisions Form</a>. 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 <u>each</u> 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>Thank you for your submission. We wish you all the best in bringing this proposal to full implementation and look forward to reviewing it in its revised form.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>
COM 386	New Course	<p>Approved with feedback</p> <p>Dear Dr. Lindenfield,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that the proposal for the new course, COM386 was <b>approved</b> with the following very minor feedback. The course doesn't need to be resubmitted, but we encourage the instructor to address the feedback below especially because this is a new course and it will serve as a template for future instructors.</p> <ul style="list-style-type: none"> <li>● Add ISBN #s.</li> <li>● Is it intentional not to include a D+ or D on the grading scale?</li> <li>● No SBCs?</li> <li>● To be more inclusive may want to change "(s)he" to they/them.</li> </ul> <p>We have also added a list of feedback from different courses to <a href="#">this document</a>, which the instructor of this course also might find relevant to further enhance their course before submitting for further review.</p> <p>With regards,</p> <p>Shyam Sharma Committee Chair</p>

7. Next meeting – heads up

8. Adjournment