**CHSS Curriculum Committee**

**Minutes, 11/20/12 meeting**

**SO 3020**

**In attendance:** Jeffrey Helms (Chair/PSYC), Thierry Léger (ex-officio), Charity Butcher (POLS/IA), Carolyn Carlson (COM), Jaime Cruz-Ortiz (DFL), Neysa Figueroa (ISD), Teresa Raczek (for Brandon Lundy, GEOG/ANTH), Chris Palmer (ENGL), Kay Reeve (HIST/PHIL), Linda Treiber (SOC/CJ)

**Guests:** Joshua Azriel (COM), Jim Elledge (ENGL), Barbara Gainey (COM), Chien-pin Li (IPM)

**I. Meeting called to order**

The meeting was officially called to order at 12:30 PM.

**II. Approval of minutes from previous meeting (from 11/6/12)**

The committee discussed the formatting of the minutes from 11/6/12, with many approving. One member asked if the committee should standardize the formatting of future minutes to reflect the formatting of the meeting agenda list (including list of course names, original and revised proposals, etc.) The chair clarified that this is not an expectation or requirement, but several members commented on the clarity of this formatting.

 A motion was made to approve the minutes and was seconded. The minutes were then passed by voice vote of the full committee.

**III. Old Business**

**CHSS-CC**

 **CHNS 4499 - New Course - Not Gen Ed**

It was confirmed that all suggested changes from the first meeting were made to the proposal and syllabus. A motion was made to approve the course proposal and syllabus for a second reading. The motion was then seconded. The second reading was then approved by voice vote of the full committee.

**English**

 **PRWR 6570 - New Course - Not Gen Ed**

It was confirmed that all suggested changes from the first meeting were made to the proposal and syllabus. A motion was made to approve the course proposal and syllabus for a second reading. The motion was then seconded. The second reading was then approved by voice vote of the full committee.

**Foreign Languages**

 **LATN 3500 - Change Course**

It was confirmed that all suggested changes from the first meeting were made to the proposal and syllabus. A motion was made to approve the course proposal and syllabus for a second reading. The motion was then seconded. The second reading was then approved by voice vote of the full committee.

**History & Philosophy**

 **PHIL 3210 - New Course - Not Gen Ed**

It was confirmed that all suggested changes from the first meeting were made to the proposal and syllabus. A motion was made to approve the course proposal and syllabus for a second reading. The motion was then seconded. The second reading was then approved by voice vote of the full committee.

**Interdisciplinary Studies**

 **ASIA 4422 - New Course - Not Gen Ed**

It was confirmed that all suggested changes from the first meeting were made to the proposal and syllabus, including fixing errors in the dates and course descriptions on all forms. The committee asked for clarification on whether the ADA statement had been added to the syllabus. It was noted that while the ADA statement does not have a clear heading, it is in fact present in some of the paragraphing on the syllabus. The committee recommended that the proposer ensures that the ADA statement on the forms uses the same language as the official ADA statement of KSU.

A motion was made to approve the course proposal and syllabus for a second reading. The motion was then seconded. The second reading was then approved by voice vote of the full committee.

**Political Science & International Affairs**

 **B.S. in Political Science - Change Program**

 **POLS 4200 - New Course - Not Gen Ed**

It was confirmed that all suggested changes from the first meeting were made to the proposal and syllabus, including fixing tenses, dates, and highlighting. A motion was made to approve the course proposal and syllabus for a second reading. The motion was then seconded. The second reading was then approved by voice vote of the full committee.

**IV. New Business**

**Communication**

 **Crisis Preparedness - New Minor**

Barbara introduced the proposal for a new minor in Crisis Preparedness, noting that it has received many letters of support from both internal and external sources.

 Committee members asked for clarification on whether or not projections for the number of graduating students was present on the form, and Barbara noted that conservative projections were present. The committee also advised that the section of the form which lists required and elective courses needed to be reformatted for better clarity (i.e., clarifying exactly which courses and how many hours should be selected to complete the requirements of the minor) and for consistency (e.g., listing PLOS 1101 as a prerequisite should look consistent with other listed prerequisites).

A motion was made to approve the proposal for a first reading. The motion was then seconded. The first reading was then approved by voice vote of the full committee.

 **Multiplatform News Reporting - New Certificate**

Joshua introduced the proposal for a new certificate in multiplatform news reporting, noting that the certificate will be an opportunity for students to formalize a variety of work done in multiple platforms, including digital media, on their transcripts.

A motion was made to approve the proposal for a first reading. The motion was then seconded. The first reading was then approved by voice vote of the full committee.

 **Public Relations - New Minor**

 Barbara introduced the proposal for a new minor in Public Relations, noting that there already exist a number of courses in public relations without the presence of a formal minor. The minor aims to provide more opportunities to formalize relationships between departments offering content in public relations and to help students establish foundations in this field of study.

 The committee advised that the section of the form which lists required and elective courses needed to be reformatted for better clarity and for consistency, making sure to note how many courses are electives and how the choice of various courses will work. It was also observed that at least one of the course numbers for a prerequisite was listed incorrectly.

A motion was made to approve the proposal for a first reading. The motion was then seconded. The first reading was then approved by voice vote of the full committee.

**Interdisciplinary Studies**

 **AADS 1102 - New Course - Gen Ed**

 **GWST 1102 - New Course - Gen Ed**

**LALS 1102 - New Course - Gen Ed**

**PAX 1102 - New Course - Not Gen Ed**

 **RELS 1102 - New Course - Gen Ed**

 The committee discussed the IDS course proposals first as a group and then as individual proposals.

The committee first recommended that the proposals target a Spring 2014 date, as Gen Ed meets once a month and will likely have questions about five new course proposals for a gen ed requirement.

Committee members then asked where these new proposals came from and what recommendations, if any, the gen ed council has made for these proposals. Neysa, who was representing for these proposals at the meeting, clarified that the gen ed council was aware these proposals were under discussion. Neysa also noted that multiple 1102 courses were proposed in part because if IDS has a presence in gen ed, then multiple programs within IDS should contribute courses to meet that gen ed requirement.

Committee members then asked if any of these courses had been taught before, with some members expressing concern about adding several new courses as a gen ed requirement that had not been taught at least once. Neysa affirmed that some courses had been taught before, while some had not. Other committee members asked about the frequency of course offerings, wondering why some were offered only once a year. Neysa clarified that the course frequency depends entirely upon the availability of affiliated faculty in the various IDS programs. Some committee members then noted that because gen ed courses have higher student demand, it may be a problem to offer only one section of one course once a year. Committee members also wondered why Asian Studies did not offer an 1102 course while the other IDS programs have. Neysa clarified that Asian Studies opted not to propose a new course.

As for the content and formatting of the proposals, committee members noted that there were grammar and formatting problems in the list of objectives on several of the proposals. Several of the forms had inconsistent parallelism in the use of “that they.” Some committee members wondered how courses with very different content could have the same list of objectives. The committee recommended that there be two lists of objectives: (1) a general list of department-wide objectives that apply to each course proposal; and (2) a course-specific list of objectives for each class. The committee also recommended that these objectives be reformatted and revised on both the syllabus and proposal form for each course.

For **GWST 1102**, the committee noted that the use of plus/minus ranges on the grading scale was unclear and inconsistent for As, Bs, Cs, and Ds. Since KSU does not presently use a plus/minus scale, the committee recommended deleting the plus/minus range on the syllabus. The committee also recommended that the syllabus be revised to clarify that it is not an online-only course. Or, if it is an online-only course, the course must get prior approval from quality matters before getting further approval.

For **LALS 1102**, Carolyn noted that there were several typos and grammar errors. She agreed to send a list of those suggested fixes to Neysa to incorporate into the forms before a second reading.

For **PAX 1102**,committee members recommended changing the plus/minus grading scale to a non-plus/minus scale. An ADA statement should also be added to the syllabus.

 For **RELS 1102**, the committee recommended changing the date from Fall 2012 to Spring 2014. An ADA statement should also be added to the syllabus.

A motion was then made to approve the first readings of proposals for all five IDS courses—AADS 1102, GWST 1102 , LALS 1102, PAX 1102 , and RELS 1102. The motion was then seconded. The first reading was then approved by voice vote of the committee, with one member abstaining.

**Political Science & International Affairs**

 **IPM 7900 - New Course - Not Gen Ed**

The committee discussed the proposal for new course IPM 7900. It was asked whether or not a syllabus is required as part of the proposal submission, even for special topics courses. Charity clarified that GPCC does not require a syllabus.

 A motion was made to approve the proposal for a first reading. The motion was then seconded. The first reading was then approved by voice vote of the full committee. Since there were no new corrections suggested by the committee, a motion was made to waive the second reading. The motion was seconded. The waiving of the second reading was then approved by voice vote of the full committee.

**V. Outstanding Issues**

The chair reminded all in attendance to make sure to submit all proposals and revisions on time, and to make sure they are posted correctly to the website after submission.

**VI. Meeting adjourned**

The meeting was then adjourned at 1:06 PM.