**HSS Curriculum Committee (HSSCC)**

**Minutes 22 September 2015**

**Location: SO 3020**

**In attendance:**

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| [x]  Katarina Gephardt (ENGL) | [x]  Christopher Randall (PSYC) | [ ]  Teresa Raczek (GEOG/ANTH) |
| [x]  Kim Haines-Korn (DWMA) | [x]  Chris Pallas (POLS/IA) | [x]  Ryan Ronnenberg (HIST) |
| [x]  Pauline Howes (COMM) | [ ]  Chris Palmer (ENGL) | [x]  Linda Treiber (SOC/CJ), Chair |
| [x]  Chien-pin Li (Dean’s Office) | [x]  Frederica Santini (FL) | [x]  Griselda Thomas (ISD) |

**Meeting called to order:**

The meeting was called to order by Linda Treiber at 12:36 PM.

**Approval of minutes from previous meeting (25 August 2015):**

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

Query: When are minutes due? Response: generally one week after the meeting.

**Review of Minutes Taking List:**

Linda previously distributed the 2015-16 meeting schedule with committee member assignments for taking minutes and encouraged members to trade assignments if they will not be able to attend their assigned meeting.

**Syllabus Checklist Call for Feedback:**

Katarina reviewed the proposed CHSS Course Syllabus Checklist, noting the questions raised when ENGL examined that document, as follows:

* Item 5 – Why is an electronic communications statement needed? Is this required for all classes regardless of delivery modality? Should this be moved to the end of the list and grouped with other policies? Alternatively, might this be renamed course communications. Chien-pin noted that this was based on web accessibility & electronic communications statements, as described in resolutions from faculty senate.
* Items 6 & 8 - These should be listed as required.
* Item 7 – Item is not required.
* Item 10 – Language revision suggested, “discipline specific measurable outcomes.” Perhaps we can parenthetically describe or elaborate on measureable verbs presented in Bloom’s taxonomy.
* Item 11 – Suggestions presented to simplify / condense the description (some statements are redundant); additionally specify that major graded assignment would be released to students prior to the posted withdrawal deadline.
* Item 13 – Suggestion made to revise language to provide flexibility (i.e., late work does not have to be accepted; faculty can determine which / what policy is appropriate for their class).
* Item 15 – Suggestion made to move component, strategies that will help students succeed in the course, to Item 16.

Query: Is it necessary for faculty to list full text of all policies, or can links be provided instead? Response: Faculty Senate resolution states that links are acceptable, but encourages faculty to include full text of all policies to increase familiarity and compliance; Suggestion made to provide brief policy description (for context) and then link to full policy.

Query: Can we aggregate all required polices on a single web page that faculty can link to and/or visit to get full approved language? Response: Some departments do this already.

Suggestion: Perhaps we can identify the links and add those directly to the CHSS Course Syllabus Checklist; Response: Send suggestions / info to Katarina; Curriculum Committee will review the checklist again at our next meeting.

**Proposals:**

JOUR 4412 (Polly) - This course has bene taught as a special topics course; this proposal formalizes it as a course in the curriculum (elective course in JOUR and COMM). Recommendation made to add required sexual harassment and ethics policies to the attached syllabus; this will be updated prior to second reading at next meeting. Motion to approve on first reading was made, seconded, and accepted by voice vote of the committee.

JOUR 4450 (Polly) – This proposal is for a change in course prefix/number and course title to more accurately reflect the course content. Motion to approve on first reading was made, seconded, and accepted by voice vote of the committee. Motion to waive the second reading was made, seconded, and accepted by voice vote of the committee. Note: Approved proposal will be held at college committee in Curriculog until related proposals are approved, so entire package can be sent to UPCC for presentation, deliberation, and approval.

COM BS (Polly) – Changes are simply ‘house-keeping’ modifications; no substantial changes to degree program; Concentration have been deleted (as they are now a separate major); entry GPA requirement has increased; remaining concentration names have changed to reflect new curriculum/consolidated program; Motion to approve on first reading was made, seconded, and accepted by voice vote of the committee.

Multi-platform News Reporting Certificate (Polly) – This is an embedded certificate; proposal changes course prefixes; Note – Some questions remain about how an embedded certificate is defined at KSU / in USG (how does this differ from a minor or other certificate); Motion to approve on first reading was made, seconded, and accepted by voice vote of the committee.

Public Relations BS (Polly) – Minimum GPA raised (as with Communications BS; course prefixes changes to reflect new / consolidated curriculum; Motion to approve on first reading was made, seconded, and accepted by voice vote of the committee.

**Meeting adjourned**

The meeting was adjourned at 1:36 PM. The next meeting will be in two weeks at the same time and location.

**Minutes submitted by C. Randall**