**MINUTES CHSS Curriculum Committee November 8, 2011 12:30-1:48 Location: SO 4060**

**Attendance:**

Members Present: Charity Butcher, Jennifer Dail, Lynn Fedeli, Jeff Helms, Thierry Léger (ex­officio), Brandon Lundy, Linda Treiber (acting Chair)

Guests: Mike Tierce, Rachel Ciprotti, Darina Lepadatu, Volker Franke

**Proceedings:**

**I.** Meeting called to order at 12:30 by Linda Treiber (acting Chair).

**II.** Agenda approved.

**III.Old Business – Second Readings**

**1. Communication**

a. Change in degree requirement and new course proposal were tabled for the next meeting.

**2. INCM (presented by Franke and Ciprotti)**

a. The following INCM program and courses changes were approved on second reading, though some with revisions. All course objectives need to be written using active, measurable verbs. In addition, the objectives in the proposal must match the objectives in the syllabus.

i. PhD INCM Program Revision

ii. INCM 9003/9320 – Course number change

iii. INCM 9005 – New course proposal

1. INCM 9102 – Course revision change prerequisite
2. INCM 9103 – Course revision change prerequisite

vi. INCM 9210 – Course description change

vii. INCM 9340 – New course proposal

viii. INCM 9380 – New course proposal

1. Course descriptions in syllabus and proposal need to match

1. INCM 9451 – New course proposal
2. INCM 9601 – New course proposal

xi. INCM 9602 – New course proposal

xii. INCM 9603 – New course proposal

xiii. INCM 9604 – New course proposal

1. Grading scale needed

xiv. INCM 9605 – New course proposal

xv. INCM 9606 – New course proposal

xvi. INCM 9607 – New course proposal

xvii. INCM 9608 – New course proposal

xviii. INCM 9600 – Course title change

xix. INCM 9700 – Course revision change of title description prerequisite

xx. INCM 9900 – Course revision change of description & prerequisite

1. Course description needs to have complete sentences

xxi. INCM 9250 – Prerequisite change

1. Need to change the prerequisites to INCM 9102 and INCM 9103
2. Need to change the justification for the change in prerequisite

xxii. INCM 9290 – Prerequisite change

1. Need to change the prerequisites to INCM 9102 and INCM 9103

2. Need to change the justification for the change in prerequisite

3.

xxiii. INCM 9330 – Prerequisite change

xxiv. INCM 9350 – Prerequisite change

xxv. INCM 9370 – Prerequisite change

xxvi. INCM 9430 – Prerequisite change

xxvii. INCM 9510 – Prerequisite change

xxviii. INCM 9530 – Prerequisite change

xxix. INCM 9550 – Prerequisite change

xxx. INCM 9006/9310 – Course number change

**3. English (presented by Tierce)**

a. Change in the Professional Writing Minor

i. Approved on second reading

b. ENGL 4120 course changes

i. Approved on second reading

c. ENGL 4100 – New course proposal

i. Objectives on the proposal and syllabus must be the same and all objectives should include active, measureable verbs.

ii. Approved (with revisions) on second reading

**4. History**

a. HIST 3375 – New course proposal

i. Objectives need to include measurable outcomes and should be student centered. Objectives on the syllabus and proposal need to match.

ii. Approved (with revisions) on second reading

b. HIST 3361 – New course proposal

i. Objectives on the syllabus and proposal need to match.

ii. Approved (with revisions) on second reading

c. Slavic, Eastern European, and Eurasian Studies Minor Proposal

i. Approved on second reading

**IV. New Business – First Readings:**

**1. History**

a. Change in Minor Proposal

i. Change effective date to Fall 2012

ii. Correct typos

iii. Approved on first reading

**V.** Meeting was adjourned at 1:48pm.

Respectfully submitted, Charity Butcher Political Science and International Affairs