**CHSS Curriculum Committee**

**Minutes, 1/15/13 Meeting**

**SO 3020**

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

**Guests:** Rebecca Hill (ISD/MA AMST)

**I. Meeting called to order**

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

**II. Approval of minutes from previous meeting (from 12/4/12)**

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

**III. Old Business:**

***Interdisciplinary Studies (Presented by Rebecca Hill):***

 **AMST 7200 –Course Change (Course Name change)**

* The proposal was approved on second reading.

 **AMST 7220 – Course Change (Course Number change)**

* The proposal was previously approved (second reading was waived last meeting), so it needs to be removed from the agenda and placed in the archive.

 **AMST 7410 –Course Change**

* This proposal was withdrawn after the last meeting, so it needs to be removed from the agenda and placed in the archive.

 **AMST 7440 – Course Change (Course Number change)**

* This is a proposal to change the course number of AMST 7440 to AMST 7240.
* The committee asked for the submitting department to double-check the E-Z Form and make sure that sections IV-VI are not present in the form. If they are in the form, they need to be added to this proposal, even though they will be blank.
* The proposal was approved on second reading (pending possible changes as mentioned above).

**AMST 7320 – Course Change (Missing from Agenda)**

* This is a proposal to change the course number of AMST 7320 to AMST 7520.
* The committee asked for the submitting department to double-check the E-Z Form and make sure that sections IV-VI are not present in the form. If they are in the form, they need to be added to this proposal, even though they will be blank.
* The proposal was approved on second reading (pending possible changes as mentioned above).

**AMST 7460 – New Course – Not Gen Ed**

* This proposal is for a new course (it was previously listed as AMST 7440 on the agenda, but the new (and corrected) course number is AMST 7460).
* This proposal was approved on second reading.

 **ASIA 1102 - New Course – Gen Ed**

* The proposal was previously approved (second reading was waived last meeting), so it needs to be removed from the agenda and placed in the archive.

 **MAST – Change in Program**

* Since there is an additional new course proposal that needs to be submitted for this completed change in program form, the committee tabled this proposal for the next meeting.

***PHD in International Conflict Management (Presented by Brandon Lundy)***

 **INCM 9650 – New Course – Not Gen Ed**

* This proposal was approved on second reading.

**IV. New Business:**

***Interdisciplinary Studies (Presented by Rebecca Hill)***

**AMST 7400 – Course Deletion**

* This is a proposal to delete AMST 7400.
* The committee asked for the submitting department to double-check the E-Z Form and make sure that sections IV-VI are not present in the form. If they are in the form, they need to be added to this proposal, even though they will be blank.
* The proposal was approved on first reading (pending possible changes as mentioned above).
* The committee voted to waive the second reading of the proposal (pending possible changes as mentioned above).

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**AMST 7500 – Course Change (Course Number change)**

* This is a proposal to change the course number of AMST 7500 to AMST 7700.
* This proposal was approved on first reading.
* The committee voted to waive the second reading of the proposal.

**V. Additional Business:**

The committee moved to add the new color coding scheme for the minutes as an addendum to the meeting minutes from this meeting. The committee approved the motion. (SEE BELOW)

**VI. Meeting adjourned**

The meeting adjourned at 1:00 PM.

\*\*Starting immediately and to help our administrative assistant in accurately posting proposals to the webpage, proposal course numbers in the minutes will be highlighted as follows:

Proposals highlighted red remain in the section where they are for the next meeting (i.e., old business stays in old business and new business stays in new business).

Example

**Old Business:**

 **PSYC 1200** – No one was present for review of requested changes that were submitted. This proposal will remain in old business for the next meeting.

 **PSIC 1234** – Requested changes were not submitted. This proposal will remain in old business for the next meeting.

**New Business:**

 **PSYC 5150** – No one was present to present the proposal. This proposal will remain in new business for the next meeting.

Proposals highlighted in yellow move to the next level. For example, a new business proposal highlighted in yellow would move to old business next time.

Example

**New Business:**

 **PSYC 5150** – Changes were requested. The proposal will move to old business for the next meeting.

Proposals highlighted in green move OFF our schedule completely.

**Old Business:**

 **PSYC 1200** – Changes requested were made. The proposer will now send it to the next review level.

**New Business:**

 **PSYC 7150** – No changes were requested. Second reading was waived. The proposer will now send it to the next level of review. The proposal will not appear on our schedule any more.

 **PSYC 8100** – The proposer decided to remove the proposal from consideration by the committee. It will be removed from the committee’s schedule.