**HSS Curriculum Committee (HSSCC)**

**Minutes 4 October 2016**

**Location: SO 3020**

**In Attendance:**

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| ☒ Amy Donahue (HIST/PHIL) | ☒ Chien-pin Li (Dean’s Office) | ☒ Linda Treiber (SOC/CJ) |
| ☒ Rebecca Hill (ISD) | ☒ Matthew Mitchelson (GEOG/ANTH) |  |
| ☒ Pauline Howes (COMM) | ☒ Christopher Randall (PSYC) |  |
| Michael Lahey (DWMA) | Ashley Sheldon (ENGL) |  |
| ☒ Jeongyi Lee (FL) | ☒ David Shock (POLS/IA) |  |

**Guests:** Jerry Herbel (MPA); Yumin Ao (DFL); Sherrill Hayes (MSCM/PSIA); Susan Rouse (HIST/PHIL)

**The meeting was called to order by David Shock at 12:30 p.m.**

**I. Approval of minutes from Sept. 20, 2016 meeting:**

* A motion to approve the minutes was made and seconded, and it passed with unanimous support.

**II. Old Business  [Second readings]**  
**A.  HIST/PHIL Department** **(12:33)**  
  
1. HIST - 3374 - Modern China - Change in Existing Course v2.0   [Masako Racel]  
  
2. HIST - 3380 - Premodern Japan - New Course v2.0  [Masako Racel]  
  
3.  HIST - 3381 - Modern Japan - New Course v2.0   [Masako Racel]  
  
4.  HIST - 4163 - The United States between the World Wars - New Course v2.0    [DavidParker, Albert Churella]

* Dr. Treiber noted that previous discussed changes/amendments had been made.
* A motion to approve the proposals was made and seconded, and it passed with unanimous support.

**III. New Business  [First readings]**  
  
**A.  HIST/PHIL Dept.** **(12:35)**  
  
-Philosophy B.A. - Change to Program Name, Requirements, or Policies v3.0   [Susan Rouse]  
  
-PHIL - 4030 - Phenomenology - New Course v3.0  [Susan Rouse]

**A.  HIST/PHIL Dept.** **(continued)**

* Dr. Rouse summarized the proposals as effectively giving students their choice of electives. The changes eliminate formal concentrations, keep the current rotation of course offerings, and maintain the program’s Area F requirements.
* Dr. Donahue offered to make revisions as needed to the attached sample syllabus
* A motion to approve the proposals was made and seconded; it passed with unanimous support.

**B.  Foreign Language Dept. (12:40)**  
  
-CHNS - 3200 - Critical Reading and Applied Writing - Change in Existing Course v3.0   [Yumin Ao]  
  
-CHNS - 3302 - Practical Conversation - Change in Existing Course v3.0     [Yumin Ao]  
  
-CHNS - 3303 - Grammar and Composition - Change in Existing Course v3.0  [Yumin Ao]  
  
-HEBR - 1050 - Introduction to Biblical Hebrew - Change in Existing Course v3.0  [Dr.Jaime Cruz-Ortiz]

* Dr. Ao explained that the changes to CHNS 3200, 3302, and 3303 are intended to better-prepare students by requiring that they have successfully completed all lower-level Chinese courses.
* There was discussion among committee members of the need for impact reporting to potentially affected programs. Dr. Shock advised Dr. Ao to communicate the proposed changes to those programs via email.
* It was noted that Dr. Cruz-Ortiz was unable to attend, and explained that the course number change (from HEBR 2050 to HEBR 1050) is relatively minor and does not impact other programs
* Dr. Li clarified that even minor changes to course descriptions should be indicated in the proposals, and consistent in supporting files/documents.
* A motion to approve the proposals was made and seconded, and it passed with unanimous support.

**C.  Political Science & Intl Affairs Dept. (12:46)**  
  
1. Public Administration, MPA - Change to Program Name, Requirements, or Policies v3.0 [Jerry Herbel]

* Dr. Herbel explained that the proposed changes effectively make concentrations optional based on student needs. The change aims to avoid course substitutions and incongruities.
* A motion to approve the proposal was made and seconded; it passed unanimously.

2. IPM - 7757 - Transnational Civil Society -New Course v3.0 [Chris Pallas/Tom Doleys] (12:52)

* Dr. Shock represented the proposals. He noted that the course has been offered numerous times as a special topics, and the course is being autonomously included in the course catalog. A program change form is in development.
* There was some discussion among committee members regarding the length of the proposed course description, as well as the course title and its scope.
* A motion to approve the proposal was made and seconded; it passed unanimously.

3. Conflict Management, MSCM -Change to Program Name, Requirements, or Policies v2.0 [Sherrill Hayes] (12:57)  
  
4. MSCM - 7705 - Domestic Relations Mediation -Change in Existing Course v3.0 [Sherrill Hayes]  
  
5. MSCM - 7706 - Grant Writing & Program Evaluation -New Course v2.0 [Sherrill Hayes]  
  
6. MSCM - 7707 - International Conflict and Peacebuilding Case Writing - New Course v3.0 [Sherrill Hayes]  
  
7. MSCM - 7720 - Field Study and Field Work Reports- Change in Existing Course v3.0 [Sherrill Hayes]

* Dr. Hayes explained that the proposed changes result from recent changes and the program’s curricular review. The proposed changes regard the grading of courses in the ‘skills clinics’ category. Previously, MSCM 7705 has been used as a catch-all, and grant writing and case writing are being granted autonomy in the course catalog in order to more accurately reflect course requirements on the students.
* Dr. Treiber asked for further clarification on the motivation for the changes.
* Dr. Hayes explained that the significance of student and faculty efforts merits more specific feedback.
* Dr. Lee asked about the tense of particular sentences in the course description. There was some discussion about the appropriate tense in the course descriptions, and discussion about whether or not the university’s graduate and undergraduate description policies are consistent.
* A motion to approve the proposals was made and seconded, and it passed with unanimous support.

**The Agenda’s business was completed at 1:07.**

**Other Discussion Topics (1:07)**

* Dr. Hill asked about recent communications with Jamie Grimes’ request to possibly attend curriculum committee meetings. Dr. Shock reported that he had emailed an invitation of welcome to attend, but had not yet received a response.
* Dr. Shock asked for a summary of upcoming proposals from each department. Projected proposals were discussed. Proposals from most departments are anticipated in the coming weeks.

**IV.  Adjourn The meeting adjourned at approximately 1:20 p.m.**

Respectfully Submitted, Matt Mitchelson