**CHSS Curriculum Committee (CHSS CC)**

**Minutes of 15 November 2016 meeting (12:30 pm)**

**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 Shelden (ENGL) |  |
| ☒ Jeongyi Lee (FL) | ☒ David Shock (POLS/IA) |  |

**Guests:** Joseph Bock (INCM), Robbie Lieberman (ISD) and Masako Racel (HIST/PHIL)

Meeting Time and Location:  **15 November 2016** at 12:30-1:45 pm in SO 3020

Secretary for meeting:  \***Ashley Shelden (ENGL)\***

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**D. Shock called the meeting to order at 12:30pm**

**I. Approval of Minutes** from 1 Nov. 2016 Meeting

L. Treiber noted some typos on the document and made a motion to approve last meeting’s minutes.

M. Mitchelson seconded the motion.

All committee members voted to approve the minutes unanimously.

**II. Old Business  [Second readings]**

A.  INCM

1.  International Conflict Management, Ph.D. - Change to Program Name, Requirements, or Policies v3.0 [Brandon Lundy/Joseph Bock]

The Committee noted that there were no suggested changes from the first reading.

M. Mitchelson made a motion to approve the INCM proposal.

P. Howes seconded the motion.

All Committee members voted to approve the proposal unanimously.

**III. New Business  [First readings]**

A.  ISD

-American Studies (graduate) package:

1.  American Studies, MA - Change to Program Name, Requirements, or Policies v3.0 [Rebecca Hill]

2.  American Studies Certificate - Stand-Alone and Embedded - Change to Program Name, Requirements, or Policies v3.0 [Rebecca Hill]

3.  AMST - 6201 - History and Culture of the Americas - New Course v3.0 [Rebecca Hill]

4.  AMST - 6401 - Literature and Culture of the Americas - New Course v3.0 [Rebecca Hill]

5.  AMST - 7901 - Capstone Literature Review and Proposal - Change in Existing Course v3.0  [Rebecca Hill]

6.  AMST - 7902 - Capstone Experience - Change in Existing Course v3.0  [Rebecca Hill]

D. Shock noted that the proposer, R. Hill, could not be present at the meeting due to other commitments. Proposal was made to discuss the proposals, and if the Committee feels comfortable voting, it can do so.

The Committee discussed whether R. Hill should be present for the discussion. Since some issues with potential curricular overlap might exist, some clarification and discussion would be welcome.

L. Trieber made a motion to table the American Studies package proposals until the next meeting, when discussion will be possible.

P. Howes seconded the motion.

All Committee members voted unanimously to approve postponing the discussion of this proposal until the next meeting on November 29.

-Peace Studies (undergraduate) package:

7.  PAX - 3300 - Peace and the Environment - New Course v2.0 [Thomas Pynn]

8.  PAX - 4000 - Peacebuilding Methods - New Course v2.0 [Thomas Pynn]

R. Lieberman presented the PAX proposals, which have been through the committee before. The goal is to have them approved by the November deadline. One change was made from the previous review: a contentious Theories of Peace course has been withdrawn from the package. These courses also relate to a new minor proposal, which will be brought to the next meeting. ISD is asking that we approve these two courses, in order to prepare for the new minor proposal which will be coming next time. One of the proposed courses is an elective and one is required.

The Committee noted that a change of program form is needed. This document will be presented next time with the next round of proposals.

The Committee also discussed other changes that need to be made. For PAX 3300, the year needs to be changed. D. Shock made this change in Curriculog during the meeting.

Other issues include: the course description on the form and on the syllabus do not match, which they should. D. Shock suggests that ISD send him the updated syllabus, and he can cut and paste the correct course description into Curriculog.

The Committee also discussed the course calendar for the proposals. It was suggested that the calendar needs to be fleshed out a bit more and that the syllabus checklist be consulted to that all the necessary information is there. The syllabus should also include the policy on enrollment status.

P. Howes made a motion to approve, pending changes, on first reading. This approval is also conditional, based on the change in program form we anticipate receiving for the November 29 meeting.

A. Donahue seconded the motion.

All committee members voted unanimously to approve on first reading, pending changes.

B.  HIST/PHIL

1.  History B.A. - Change to Program Name, Requirements, or Policies v2.0 [Masako Racel]

M. Racel introduced the proposal, which is meant to reflect changes that have already been approved (specifically regarding the changed Modern China and Modern Japan courses).

A. Donahue made a motion to approve the proposal on a first reading.

L. Treiber seconded the motion.

All committee members voted to approve on first meeting.

A. Donahue made a motion to waive the second reading.

P. Howes seconded the motion.

All committee members voted unanimously to approve the motion to waive a second reading.

**NEW ITEM: Discuss Schedule for Spring 2017**

The Committee discussed whether to follow one of two possible schedules for our Spring 2017 meetings. Based on the UPCC schedule and anticipated conflicts with department meetings for some of the Committee members, the Committee evaluated the merits of both schedules.

D. Shock noted that if we choose Option 2, we would need proposals in by Wednesday or Thursday before Winter Break, but this would not be a hard deadline.

M. Mitchelson made a motion to adopt Option 2 as our Spring 2017 schedule.

A. Donahue seconded the motion.

All committee members voted to approve adopting Option 2. Our first meeting of the spring semester will be January 10, 2017.

D. Shock will put together tentative schedule for Nov. 29 meeting by Friday, Nov. 18, but we can accept later inclusions to the agenda, since we are on break next week. D. Shock also reminds the Committee that all proposals must be reviewed by our Committee by January 24 for inclusion in Fall 2017 catalogue.

**IV.  Adjourn**

**D. Shock adjourned the meeting at 1:20 pm**