**CHSS Curriculum Committee**

**Minutes**

Meeting Time and Location:  **Tuesday, January 16, 2018** at 12:30-1:45 pm in SO 3020

Secretary for meeting:  \***Maia Hallward\***

<https://kennesaw.curriculog.com/agenda:621/form>

Present: Rebecca Hill (ISD), Polly Howes (COMM), Michael Lahey (TCID), Matthew Mitchelson (GEO/ANTH), William Griffin (FL), Hakki Gurkas (HIST/PHIL), Maia Hallward (SCM), Chien-pin Li (Dean’s office), Michelle Miles (ENGL), David Shock (POLS, chair), Brandon Lundy (SCM, visitor)

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**I. Approval of Minutes** from the Nov. 28, 2017 Meeting (minutes taken by Sergio Figueiredo)

A motion was taken to approve the minutes, they were seconded, and the motion passed.

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

A.  ISD

--RELS package (RELS minor and courses):

1.  Religious Studies Minor - Change to Program Name, Requirements, or Policies v2.0 [Thomas Pynn; Robbie Lieberman]

-Religion and Ethics has the contact information for Tom Pynn in the narrative of syllabus but the instructor of record is another faculty member. This should be corrected to reflect the email of faculty member teaching the class.

-Polly suggested taking out the word “some” in the justification for the Gender and Religion course.

2.  RELS - 3200 - Religion and Gender - New Course v2.0 [Thomas Pynn; Robbie Lieberman]

3.  RELS - 3300 - Ethical Issues in Religion - New Course v2.0 [Thomas Pynn; Robbie Lieberman]

4.  RELS - 3500 - Religion and Popular Culture - New Course v2.0 [Thomas Pynn; Robbie Lieberman]

-Polly moved, Matt second a motion to pass the package of the Religious Studies Minor

-The motion passed unanimously

**III. New Business  First readings]**

A.  TCID

1.  TCOM - 3046 - Information Architecture - New Course v4.0 [Michael Lahey, Laura Palmer]

-The course is the same, the only changes were the number of the course and the form that the course was put on

-A question was raised regarding whether the weight of the various assignments needs to be assigned and stated in the syllabus.

-Clarity should be provided for the relative weight of the various assignments in the syllabus, which was provided

-Polly moved, Matt seconded a motion to approve the proposal on first reading

-The motion passed

-Polly moved to waive second reading; Matt seconds

-Motion passed to waive the second reading

B.  SCMPD

1.  International Conflict Management, PhD - Change to Program Name, Requirements, or Policies v4.0 [Brandon Lundy/Nicole Densmore]

-The PhD program recently underwent a curriculum revision, and this proposed change would modify the GRE requirement so that it is no longer required. It would be only be reviewed if the scores were submitted. The wording parallels that of the biggest competitor, George Mason. This allows concentrations to decide whether or not a GRE is required.

-Polly asked if there was trend toward doing away with GRE scores; this is particularly an issue for international students because there are often waivers that need this because they are unable to take the test. Others noted there is a trend away from standardized testing and GREs for a number of programs due to the biases inherent in them. The GREs also have not always served as a proxy for what they are supposed to measure.

-Matt moved to approve, Michael seconds; all approved passing on first reading

-Michael moves to waive the second reading, Polly seconds; the motion passed unanimously

**IV.  Discussion of CHSS CC Checklist**

-brainstorm to add items for curriculum process, e.g., due diligence expectations

-volunteers to write paragraphs for specific sections, and check and update existing links

-Chien-pin provided background context for the checklist – it exists because they were things that UPCC was looking for, and to be sure that we let faculty know what basic information is expected for general syllabi and also what UPCC was looking for

-In this context, having the grading weight – either points or percentages should be there

-Do we need to have these issues if the syllabi linked in the curriculog are only arbitrary and not ever seen by the students?

-but if these have been spotted and identified by faculty in committee discussions, then perhaps it is worth flagging and highlighting as critical

-Impact reports do not show the issue of how programs and departments are actually impacted by programs. Impact reports only show up if you delete a class that is required in someone else’s major. But, the fact that certain classes are competitive to others or use other courses does not show up. Rebecca will draft up a paragraph about how to do due diligence. In particularly this has to do with the ways in which programs and departments may try to veto another department’s programs.

-Maybe have a list of reminders of what kinds of information faculty need in curriculog, so that the descriptions match what is in the syllabus, that the present tense needs to be used, the 75 word requirement. A basic list of common errors that can stop a proposal

-UPCC put out a detailed list of things people should look at when they review proposals; however it is not written in a user-friendly way; if this was edited to be more user-friendly and in bullet form then it might be a good resource for faculty. This might be on the CHSS website.

-A template is supposed to be released this spring by Val Whittelsely team’s that has the various information that should be in a proposal. This might be easier since they are putting time and energy into making this easier for faculty to know what to input. This might be a way to save our time and streamline thinking.

-Polly will start a list of the little things that are caught that can stop a proposal. These include talking to other departments, having a 75 word course description, and making sure the course objectives match what is in the syllabus

-Matt asked if anyone was having difficulty hearing back from UPCC About the status of course proposals; Chien-pin noted that the December meeting of UPCC seemed to be friendly and trying to get proposals passed.

-We are still waiting to hear from the budget office what will happen with the online curriculum and the stipend/fee attached to it. The $50 supplement will go through the Summer 2018.

**V.  Adjourn—the meeting was adjourned at 1:27 pm**