**CHSS Curriculum Committee**

**Minutes**

Meeting Time and Location: Tuesday, March 27, 2018 at 12:30-1:45 pm in SO 3020

Secretary for meeting: Michelle Miles

Present: Polly Howes (COMM), Michael Lahey (TCID), Matt Mitchelson (GEOG/ANTH), Bill Griffin (FL), Hakki Gurkas (HIST/PHIL), Nicole Martin (PSYC), Michelle Miles (ENGL), Jim McCafferty (SCJ), Chien-pin Li (Dean’s office), Maya Hallward (SCM ), David Shock (POLS, Chair)

Meeting called to order by David Shock at 12:32 pm

1. Approval of Minutes from March 13, 2018 Meeting:

A motion was made by M. Mitchelson to approve the amended minutes as presented; H. Gurkas seconded this motion. Unanimous approval.

2. No old business.

3. New Business: Foreign language package: program change and other small alterations.

Primary change is one of course prefix: CHNS changed to CHIN

Some changes to course prerequisites.

4. Regarding CHIN 4404: Commercial Chinese, C. Li wondered why instructor permission was required to enroll in the course. B. Griffin agreed that that set-up was not ideal but didn’t believe it could be changed unless the faculty and chair first considered the issue while C. Li said that we could modify this as a committee. Many members in attendance agreed that instructor permission is receiving greater scrutiny from UPCC in general.

5. C. Li noticed that there had been a modification made to CHIN 1001 that deleted aforelisted learning support. He said that while the current 1001 course includes the support, the modified proposal did not. He wondered if there needed to be a prerequisite change noted which made clear the deletion of the learning support. B. Griffin said that he had simply downloaded all of the information from the catalogue so didn’t know why a change had been marked as such.

6. C. Li noted that while the current course also says that it is not open to native speakers of Chinese, this modified course didn’t list the same restriction. General discussion about why there would be such discrepancy. M. Mitchelson suggested reaching out to Amy Jones directly in order to resolve this issue. B. Griffin noted that she had to have initially signed off on the changes before they went to the departmental chair. Until this issue is resolved, there is general agreement that cutting and pasting from the catalogue directly (rather than downloading) is probably smartest.

7. Also, it was noted that the course descriptions for CHIN 1001 and 1002 needed to be amended to read as complete sentences. B. Griffin modified them as follows: “This introduction to Chinese language and culture Part I [or Part II, respectively] will stress progressive acquisition of effective communication skills in both the written and spoken language and an understanding of the practices and products of Chinese culture.”

8. C. Li noted that with CHIN 4400, there was an inconsistency between the prerequisite listings and the course description.

9. With CHIN 3398, approval by both course instructor and program coordinator is indeed required, though B. Griffin believes that instructor permission should otherwise be removed from all courses. Chair must always approve, however.

10. For CHIN 1001 and CHIN 1002, B. Griffin will check with department to see if the native speaker exclusion still stands. He will also check on adding CHIN 2003 as a course prerequisite for 3398.

11. All relevant questions will be sent to Amy Jones with D. Shock cc’d.

12. It was noted that CHIN 4404 – has a mistaken prerequisite listing of CHIN 2202; it should rather be CHIN 2002.

13. C. Li requested that all changes be made prior to second reading on April 10.

14. M. Mitchelson moved to approve on first reading; J. McCafferty seconded this motion. Unanimous approval.

15. M. Mitchelson moved to waive the full second reading; B. Griffin seconded this motion. Unanimous approval.

16. D. Shock reminded group of the two final meetings of the term on April 10 and 24 and asked if anything was in the pipeline and if so, he requested to be notified by Friday, March 30.

17. Final reminder that during our final meetings of the term, a new CHSS curriculum committee chair will need to be elected for the following academic year (or the group must decide to leave this election to the fall).

18. D. Shock adjourned meeting at 1:04 pm.