

Subject : Minutes - 2008.12.03

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AGENDA - 2008.12.03
2:00-3:30 PM
GSB 206

Present: Glenna Andrade, Christine Fagan, Cliff Murphy, Roxanne O'Connell, Jennifer Stevens, BrianWysor.

2:00 - 2:15 Approval of Minutes and Review of E-Ballot

Meeting was called to order at 2:05PM on 12/3/08.

- Motion to approve minutes of 11/19/08 **with changes in wording.**
- Motion to accept by Glenna Andrade; Seconded by Brian Wysor, passed 5-0-0

Changes in wording on Amst. Major in Minutes for 11-19-2008:

It should read: "An increase in staff has **prompted**....."

Also, change "We are finding that the American Studies students are not prepared to do the Senior Seminar in **History**."

E-Ballot Petitions Approved:

2008-77	MNC	C	MATH 207	Change in Cat Copy clarify reqs	MATH	Warnapala
2008-78	MNC	C	MUSIC 130	Non-Majors Voice	MUSIC	Ayton
2008-79	MNC	C	MUSIC 131	Non-Majors Piano	MUSIC	Ayton
2008-80	MNC	C	MUSIC 132	Non-Majors Guitar	MUSIC	Ayton
2008-82	MNC	C	MUSIC 230	Majors Voice	MUSIC	Ayton
2008-83	MNC	C	MUSIC 231	Majors Piano	MUSIC	Ayton
2008-84	MNC	C	MUSIC 232	Majors Guitar	MUSIC	Ayton
2008-86	MNC	C	MUSIC 141	Course Desc change	MUSIC	Ayton
2008-87	MNC	C	MUSIC 151	Course Desc change	MUSIC	Ayton
2008-88	MNC	CC	MUSIC 299	Include in CC course list	MUSIC	Ayton
2008-89	MNC	MN	MUSIC 299	Include in MN course list	MUSIC	Ayton
2008-90	MNC	MJ	MUSIC	Change in Cat Copy clarify reqs	MUSIC	Ayton

2:15 - 3:00 Old Business and 2nd Readings

2008-61 N C AMST 315 Television and American Culture AMST Potter/Stevens
2008-62 N C AMST 318 Movies and Moviegoing in American Culture AMST Potter/Stevens

Amst.315: The Chair of the Communications Department, Anjali Ram, met with Dean Cole, Roxanne O'Connell and Jennifer Stevens to discuss possible overlapping and an email was sent by Anjali summing up the meeting. Roxanne noted that it was agreed by all at the meeting that as we get bigger and less familiar with other programs, this will be more of a challenge.

J.S. advised that at that meeting Anjali also addressed that there is a method for cross-listing.

B.W. said there is cross-listing that exists now in Psychology and Biology.

-->Action item: Roxanne to make up a form to be sent to the Senate and also to investigate cross-listing.

Motion to approve Amst.315 by Glenna Andrade; Seconded by Cliff Murphy.

Motion passed 6-0-0 (Don Whitworth voted proxy).

Motion to approve Amst.318 by Cliff Murphy; Seconded by Brian Wysor

Motion passed 6-0-0 (Don Whitworth voted proxy).

3:00 - 3:30 New Business: 1st Readings

2008-70	N	C	CHN 101	Elementary Chinese 1	LANG	Hollingsworth
2008-71	N	C	CHN 102	Elementary Chinese 2	LANG	Hollingsworth
2008-72	N	C	CHN 201	Intermediate Chinese 1	LANG	Hollingsworth
2008-73	N	C	CHN 202	Intermediate Chinese 2	LANG	Hollingsworth
2008-74	N	C	CHN 311	Advanced Conversation	LANG	Hollingsworth
2008-75	N	C	CHN 350	Adv Top: Chinese Cinema	LANG	Hollingsworth
2008-76	N	MN	CHN	Minor/CC Chinese	LANG	Hollingsworth

J.S. asked if Chinese Cinema is a special topics vs. advance topics.

R.O. corrected CHN.350 to read Advanced Topics only (remove Chinese Cinema).

Christine Fagan would like to have Tony Hollingsworth elaborate more on the references on the CHN.350 Advanced Topics course.

--> R.O. will send Tony a note on this.

B.W. suggested using the abbreviation of CHIN to make it more obvious than CHN.

--> R.O. will send a note to Tony.

J.S. asked if the copy wording of CHN.101 and CHN.102 should be the same.

--> R.O. to ask Tony if there is some degree of difficulty associated with what their expectations are on the 102 class.

Motion to pass (with clarifications on CHN102, CHN350, and resources) CHN101, 102, 201, 202, 311, 350 was approved by Jennifer Stevens; Seconded by Glenna Andrade.

Motion passed 5-0-0.

2008-81 N C MUSIC 139 Non-Majors Other MUSIC Ayton

2008-85 N C MUSIC 239 Majors Other MUSIC Ayton

Motion to approve by Glenna Andrade; Seconded by Brian Wysor.

Motion passed 5-0-0.

2008-91 MNC WTNG Change of Department Name Topf

The Writing Studies Department would like to change its name reflective to what they teach. R.O. to ask Mel Topf to notify the Creative Writing Department regarding the name change and the mission.

1st reading motioned to pass (with change) from Jennifer Stevens; Seconded by Brian Wysor.

Motion passed 5-0-0.

New Business

Roxanne needs to:

- Contact Dan Vilenski to get documentation on policies or guidelines for cross-listing course
- Amend current form to accommodate where cross-listing would be, and approvals for those departments affected.
- Contact Tony Hollingsworth for clarification on CHN.102, abbreviation CHN vs. CHIN , and resources needed.
- Contact Mel Topf to notify Creative Writing Department of name change.

Motion to close the meeting by Brian Wysor, Seconded by Glenna Andrade.

Motion moved 5-0-0.

Posted by : [Roxanne O'Connell](#) 12/15/2008 10:53 AM

	Subject	Posted By	Date
1	Minutes - 2008.12.03	Roxanne O'Connell	12/15/2008 10:53 AM

Topic : Minutes - 2008.11.19

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MINUTES

FCAS Curriculum Committee

Wednesday, November 19, 2008 – 2:00-2:30

SB 206

Present: Glenna Andrade, Christine Fagan, Cliff Murphy, Roxanne O'Connell, Jennifer Stevens, Don Whitworth, Brian Wysor.

2:00-2:05 Meeting called to order at 2:05PM on 11/19/08.

- Motion to approve minutes of 11/5/08
- Motion to accept by Don Whitworth; Seconded by Cliff Murphy
- Motion passed 6-0-0

2:05 - 2:10 Review eBallot petitions

E-Ballot - 1st Readings:

2008-69 MNC C CHEM 434 Advanced Environmental Chemistry
 2008-68 MNC C CHEM 432 Advanced Organic Chemistry
 2008-67 MNC C CHEM 431 Advanced Inorganic Chemistry
 2008-66 MNC C CHEM 392 Physical Chemistry: Quantum Mechanics and Lab
 2008-65 MNC C CHEM 391 Physical Chemistry: Thermodynamics and Lab
 2008-63 UB C AMST 345 Education in American Culture

E-ballot - 2nd Readings:

2008-59 N C MATH 134 Pre-Calculus A with Algebra **
 2008-58 N C POLSC 310 Film & Politics **
 2008-57 N C POLSC 306 Political Attitudes & Behavior **
 2008-56 N C POLSC 304 Public Opinion **

All were approved by electronic vote except for Pre-Calculus with a no vote from Jennifer Stevens. Jennifer said that it looked like there was copy missing. The Math wording was verified and all approved. Motion on e-ballots was unanimous.

We are awaiting three (3) votes on Polsc (2nd Readings).

2:10-2:30 First Readings

2008-60 N C HIST 283 Survey of Latin American History

History 283: Glenna asked if faculty credentials will be hired by Latin American History. J.S. advised that this course syllabus was prepared by a visiting professor last year and we are now pushing it forward again.

Motion to approve Cliff Murphy; Seconded by Brian Wysor.

Moved 6-0-0

2008-64 MNC MJ AMST-MJ Inc to 14 courses (6 credit change)

Discussion:

J.S.: An increase in staff has prompted us to redesign the structure and allows us to offer more courses and make five courses standard and increases the credits as well. We are finding that the American Studies students are not prepared to do the History Senior Seminar.

C.M.: It seems that students can take a lot of 200 levels in the older version and five 300 level and above in the newer version.

J.S.: We currently do not have any 200-level courses.

C.M.: It looks like a lot more choices in the older version and now it seems that the choices are more limited.

R.O.: Could they take Visual Arts course and get credit?

J.S.: It has to be American Studies related.

Motion to approve for a first reading by Brian Wysor; Seconded by Don Whitworth

Moved 6-0-0.

2008-62 N C AMST 318 Movies and Moviegoing in American Culture
2008-61 N C AMST 315 Television and American Culture

R.O. asked that these two petitions be tabled until the American Studies petitioner and the Communications Department have a conversation concerning possible overlaps. Media & Culture courses are generally taught in Communication Studies. There is no evidence that the level of overlap has been discussed between the departments.

Also, on the form the question regarding overlap or duplication is ambiguous and doesn't necessarily specify University, School or Department. Some petitioners may read the question narrowly and declare that there are no duplications because they are only looking within their major or program. The question on the form needs to be more explicit and include possible overlap or duplication in other areas of the university.

G. A. – Can any of these courses be substituted for these?

C.M. – Can any of these courses be interchanged with one another?

R.O. – Overlapping isn't specific enough within the school or the discipline.

J.S. – She makes a point that as a faculty member looks through the catalog there isn't anything that would flag these objections.

R.O. – The answer is to leverage the things that we can contribute to each other. I would like to approach it as who teaches in media and who teaches in film.

J.S. – What would you like us to do?

R.O. – I would like to table this first reading until there is a conversation between the two (2) departments.

D. W. – I thought that this Committee would make the decisions about such issues.

R. O. – I would like someone else from the Communications Department, since I am this Committee's Chairperson.

Motion by C.M. that we talk about the changes needed to the form and that we need other members of those departments present.

Motion to close the meeting by Don Whitworth; Seconded by Cliff Murphy.

Moved 6-0-0.

Posted by [Roxanne O'Connell](#) 12/03/2008 02:12 PM

Topic : Minutes - 2008.11.05

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Minutes

FCAS Curriculum Committee Meeting

November 5, 2008

2:00PM

Present: Glenna Andrade, Robert Cole, Christine Fagan, Cliff Murphy, Roxanne O'Connell, Jennifer Stevens, Don Whitworth, BrianWysor.

Visiting: David Moskowitz

- Meeting was called to order at 2:00PM on 11/5/08.
- Motion to approve minutes of 9/24/08
- o Motion to accept by Glenna Andrade; Seconded by Brian Wysor
- o Motion passed 4-0-0 (Note: Cliff Murphy and DonWhitwoth arrived at 2:15PM and were not present when motion was passed).

POLSC 306 (First Reading) Political Attitudes & Behavior

Roxanne asked if this is currently offered as a special topic course? David Moskowitz says it presently is.

- D.M. to e-mail the entire course description as it would appear in the catalog.
- Christine Fagan to send an e-mail to R.O. validating that the course resources are in order.

Glenna inquired if you are taking one section to another, why is it not categorized as a 400-Level course? D.M. said that he takes it from a the potential voter's perspective whereas Campaigns and Elections looks at the material from the perspective of political campaign management.

Brian Wysor inquired when the course is expected to be offered? D.M. advised probably every third semester or alternative years.

(Note: Clifford Murphy and Don Whitworth arrived on or about 2:15PM).

POLSC 304 (First Reading) Public Opinion

- D.M. to e-mail the entire course description as it would appear in the catalog.
- Christine Fagan to send an e-mail to R.O. validating that the course resources are in order.

B.W.: Is there anything that has to be done regarding HSRB because it is an opinion poll? D.M. advised that it is not normally done, but he will do it. HSRB would have to approve it if the polls were conducted outside of the classroom with the general public.

Robert Cole asked if students need to take 240 Methods as a pre-requisite. D.M. feels that Math 124 Stats should be more useful than 240 Methods—they will learn basic research methods in this course.

Clifford Murphy asked why is it a 300-Level course? D.M. advised that the research method portion of the class would be at a 200-Level but the theory is at a higher level and the courses will emphasize the theory.

POLSC 310 (First Reading) Film & Politics

- D.M. to e-mail the entire course description as it would appear in the catalog.
- Christine Fagan to send an e-mail to R.O. validating that the course resources are in order.

D.M. advised that he has purchased films himself and asked C.F. if they can be put on Library Reserve. C.F. advised there

would be no problem with that. Also the library will most likely purchase Library copies of the same films to have on hand for students.

Jennifer Stevens inquired if there would be pre-requisites. It was suggested that POLSC 100 and WTNG. 200 should be a pre-requisite, however, it might transpire that senior level students may want to take the course even though they haven't done POLSC 100. There may be other pre-reqs.

R.O. asked D.M. to consider what the appropriate pre-requisites are for this course. DM. will discuss this with his colleagues and advise.

MATH 134 (First Reading) Pre-Calculus A with Algebra

→ Note: Roxanne needs to request actual course descriptions from the Math Department.

Robert Cole mentioned that this course is that same as Math 135S (which was a pilot course). He suggested that this course could satisfy the core curriculum requirement.

It was noted that there is one person in the Math Department that does not support this course.

APPROVALS:

POLSC 304 – Public Opinion (First Reading pending corrections)

Motion to approve B. Wysor; Seconded by D. Whitworth.

Moved 6-0-0.

POLSC 306 – Political Attitudes & Behavior (First Reading pending corrections)

Motion to approve J. Stevens; Seconded by G. Andrade.

Moved 6-0-0.

POLSC 310 – Film & Politics (First Reading pending corrections)

Motion to approve D. Whitworth; Seconded by J. Stevens.

Moved 6-0-0.

MATH 134 – Pre-Calculus A with Algebra (First Reading pending corrections)

Motioned to approve C. Murphy; Seconded by D. Whitworth.

Moved 6-0-0.

NEW BUSINESS & WRAP UP

No new business.

Moved to close the meeting at 2:40PM by J. Stevens; Seconded by G. Andrade.

Moved 6-0-0.

Recorded and submitted by Lydia Serpa.

Posted by [Roxanne O'Connell](#) 10/29/2008 02:59 PM

Topic : Minutes - 2008.09.24

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Minutes

FCAS Curriculum Committee Meeting

September 24, 2008

2:00PM

Present: Glenna Andrade, Robert Cole, Cliff Murphy, R. O'Connell, Jennifer Stevens, Brian Wysor

- Meeting was called to order at 2:08PM on 9/24/08.
- Motion to approve minutes of 5/7/08

Discussion:

J.S. - There should be no petitions carried over from the last meeting.

R.O. - I need to follow up on that because so much time has gone by since our last meeting.

C.M. – Consensus vote – Is it possible for a petition to pass even though someone is against it?

R.O. – It only needs a majority.

- Motioned by Brian Wysor; Seconded by Cliff Murphy
- Motion passed 5-0-0.

Nomination and Election of 2008-2009 Committee Chair

As an absentee nomination, Don Whitworth nominated Roxanne O'Connell as Chair. Roxanne asked if there were any other nominations. Roxanne accepted the nomination.

Jennifer Stevens called for a vote: Vote passed 5-0-0.

Dates and locations of upcoming meetings were confirmed:

October 8 th	Library Board Room
October 22 nd	Library Board Room
November 5 th	SB206
November 19 th	SB206
December 3 rd	SB206

The meeting dates for the Spring 2009 term have been confirmed, but the locations are TBA:

February 11th
 February 25th
 March 11th
 March 25th
 April 8th
 April 22nd
 May 6th
 May 20th

Review of new Flow Chart and Routing Slip:

R.O. noted that there is no space on the routing slip for a signature.

The flow chart lists the new process and there are timelines involved. The Dean now receives the proposal first, and he has two (2) weeks to approve or disapprove.

G.A., as a new member of the committee, questioned the voting process on line. It was noted that only the technical changes are voted online to save time.

It takes about 10 weeks for the petitions to get to the Provost.

C.M. inquired when is the cutoff date for things getting into the new catalog? R.O. advised that it is usually in the Spring. J.S. suggested that we find out when that date is. R.O. stated that some form of a flow chart should be implemented if you want your program to be in the catalog by such a time.

G.A. inquired when new proposals come in, will they be addressing student objectives?

The sample syllabi should be listing student outcomes (objectives?)

R.O. will check on what the FSCC has on the docket. She has contacted Anthony Hollingsworth on the subject.

(Post meeting note: Roxanne is conducting an audit of the petitions that we have in our Petition Tracker to identify any petitions that may have fallen through the cracks or are held up somewhere in the process.)

R.C. will advise R.O. of any old business.

Motion to close the meeting at 2:40PM

Moved by Jennifer Stevens; Seconded by Cliff Murphy.

Moved 6-0-0

Posted by [Roxanne O'Connell](#) 10/21/2008 08:05 PM