

FCAS CC Minutes
 Wednesday October 12, 2016
 2:00-3:30 GHH 300

Present: Renee Soto, Adria Updike, Nancy Breen, Erin Tooley, Lori Lee Wallace, Bonita Cade, Christine Fagan

1. Committee business

- BGC minutes-taker
- Review and approval of minutes from September 28th meeting. 6-0-0
- Adria explained the workings and usage of Bridges site and committee expressed appreciation for her work.
- Review of committee folders and templates of proposals in the queue for advance-reading committee notes placed on Bridges site under the tab “More Sites”.
 - “Resources” will have all of the proposals that we are working on as a committee everything we are working on
 - Links in website allow immediate access to Curricunet.
 - Individual committee member comments can be made on a single document
 - All committee work can be archived
 - Individual contributions can be labeled by date and the initials of the contributors
 - Members will post both “mechanical” and “substantive” comments. Committee time will minimize discussion of mechanicals and more discussion of issues that require in-depth discussion
 - Relevant committee documents will be available in “P’s and Q’s”
- ET contacted Valerie Sloan regarding Graphic design proposal, but has not heard back. Necessary to insure “sign off” for specific version of proposal. Since the program (in a larger department) has only one faculty member, the FCASCC recommends VS ask Dean Cole to clarify appropriate “sign off” requirement. There may be departmental budgetary issues related to “sign off” that can be determined by the Dean.
- New majors and business plans
 - New majors and significantly revised majors are required to do a “business plan” to address issues of facilities, But since neither the history or graphic design proposals Rene did not believe that a “business plan” was needed for either proposal.
 - The absence of a business plan does not preclude the FCASCC from reviewing course proposals that do not have them, but may need them. The committee can request information regarding faculty delivery of courses in terms of time and faculty, if a proposal suggests such need.

2. First reading of Film Minor Modification

- FCASCC concerns and observations were placed in comment box by Chair Soto during meeting: However in light of the fact that there will be impact on other programs (by way of removing electives and by adding cross-listings) such as the Music, American Studies, English, these programs need to be notified of the changes, and documentation must be provided.
- Motion to approve first reading pending requested changes was put forth by ET, BGC, 6-0-0
- It appears that the proposed modification will not have an impact on the program itself.
- CF will contact Roxanne regarding the need for library resources copyrights etc. and will get back to CC with relevant information.

3. FCASCC will respond via “eballot” on the block of film courses as a second reading

- E ballot for block of FILM courses previewed to FCASCC by RS, who will send it to all committee members would like responses by October 24th.

4. First reading Physics 202 Physics II

- FCASCC comments were placed in comments box on curricunet: adjust title of course to match name of course, reflect current course content in description, remove T, P, AP from pre-req, “take” from req, “and either” from description.
- The FCASCC notes that earlier comments have been addressed.
- A motion was entertained and approved for completion of the first reading of this proposal. ET , BGC, 6-0-0

5. Motion to adjourn 3:35PM