**FCAS CC Minutes**

Wednesday, November 9, 2016

2:00-3:30 GHH 300

In Attendance: Renee Soto, Bonita Cade, Erin Tooley, Lori Lee Wallace, Adria Updike

(Christina Fagan and Nancy Breen out of town)

**Convened at 2:10 pm after election degrief.**

1. **Committee Business**

* Minutes of October 26, 2016 approved 5-0-1.
* New business: RWU Curriculum Policies (revisions currently at Senate). Revision of RWU Curriculum Policy came up to Faculty Senate for a vote at the most recent meeting. Members of FCAS CC suggested a modification of the time for the curriculum flow from 2 weeks to 4-8 weeks between submission and the petition showing up on the agenda. The motion was tabled. After consult, the Senate CC has agreed to the modification.
* The Senate CC suggested that the complete queue should be listed on each agenda for the FCAS CC. FCAS CC members would prefer to have an agenda that can be reasonably completed during each meeting. FCAS CC has decided not to include the entire queue on each meeting agenda.
* The FCAS CC has begun sharing notes on petitions through Bridges and Google Documents to streamline the process of reviewing petitions. The following guidelines were agreed upon:

1. The chair of the FCAS CC will created folders in the Bridges group Resources folder for petitions that are likely to be reviewed within the next few FCAS CC meetings.
2. The chair will then notify volunteers from the committee that the folders have been created, and the volunteers will create Google Docs pages for each petition and link to it from the folder in Bridges. These Google Doc pages will include the course number and name, a link to the petition on Curricunet, the name of the contact person from the FCAS CC for the petition, space to add Mechanical and Substantive comments, and a table for keeping track of reviews. An announcement will be added to the FCAS CC main Bridges page listing the petitions added for review and a deadline for reviewing and forwarded to all FCAS CC members.
3. Members of the FCAS CC will review the petitions and add comments on the Google Docs if necessary (adding their initials to their comments if they so choose). Reviewers will initial in the table stating that they have completed the preliminary review of the petition.
4. After the deadline has passed for review, the contact person for each petition will contact the petitioner about making Mechanical changes to the petition if necessary in an attempt to save committee time dealing with common Curricunet issues.
5. Updates and Substantive issues with petitions will be dealt with at the following FCAS CC meetings.
6. First Readings will occur during FCASCC meetings

* Recommended changes have been made to the FILM petitions, and they have been moved on to the GECPC.
* The next meeting of the FCAS CC will be on November 30th at 2 pm in GHH 300.
* With the staff changes in the Registrar’s Office, the FCAS CC should begin a list of issues with Curricunet that should be addressed with any change to the software. Current issues that were brought up during the meeting:

1. The “Is this course repeatable?” button should instead include separate “yes” and “no” buttons. It is often hard for the committee to decide if the button was deliberately unclicked or simply overlooked.
2. The FCAS CC has the option to reject a petition but move it along to the Faculty Senate. We do not currently have a way to do this in Curricunet.
3. **First Reading/New Course Petitions & Modifications**

(Course/Title/Date Notified-Posted)

**COMM 490/Cultures in Contact** /2/25/2016

Proposal was re-opened for revision based on pre-reading. Requested changes have been made. “Repeatable” option needs to be clicked under “Method of Grading” as this is a variable topics course. Will be submitted to committee as an e-ballot. Approved on first reading pending change. Approved 5-0-1.

**POLSC 345/Rich States/Poor States** /2/25/2016

Learning Outcome #3, research skills, should be changed to: “Locate, evaluate, and synthesis research into a formal paper and put the paper into a larger context.” Or change it to something similar; paper is not mentioned prior to this in outcomes. Revise learning outcomes to mention paper. In Rationale for the Course in terms of Major/Minor, please indicate where this class will fit into the catalog description of the major, minor, and/or core, political science and/or international relations. Remove ‘POLSC’ from course number. Indicate whether or not the available resources are sufficient for this course or new resources must be added. Approved at first reading pending the recommended changes. Can be added to e-ballot. Approved 5-0-1.

**NOTE: Look for department sign-off on second reading.**

**POLS 390/Globalization and its Critics** /3/7/2016

Learning outcomes in the course syllabus are better than the outcomes on curricunet; be more specific about outcome including “understanding” to “will demonstrate their understanding through oral and written presentations” and “speak clearly and convincingly”. Department sign-off sheet needed. In Rationale for the Course in terms of Major/Minor, please indicate where this class will fit into the catalog description of the major, minor, and/or core. Approved upon first reading pending changes 5-0-1.

**JOUR 490/Cultures in Contact** /3/7/2016

Proposal was re-opened for revision based on pre-reading. “Repeatable” button needs to be checked. Remove “English, history, and American Studies” comment from Course Justification and the Assessment tab. Approved on first reading pending changes. Will be submitted to committee as an e-ballot. Approved 5-0-1.

**Motion to extend until 3:45 pm.**

**AQS 264/Principles of Aquatic Animal Husbandry** /3/2/16

Many Mechanical suggestions from the Bridges site have been addressed by the FCAS CC contact and petitioner.

If course description was modified, add that to the Brief Description of Proposal. Switch what is found in the “Brief description of proposal” and “Change justification”. Mention some material was moved to the new 318 proposed course to go from 2 to 3 courses in justification. Attached new major catalog copy to show how it fits into the new form of the majors and minors. Remove “take AQS.260L” and add “take AQS.264L” under Requisites. Petition contact will forward changes to petitioner.

**AQS 264L/Principles of Aquatic Animal Husbandry Lab** /3/3/16

This proposal was deleted upon consultation with petitioner and the lab was added to the AQS 264 petition instead.

**Contact Bob Cole and ask to forward AQS and DSGN on to FCAS CC because they were already in the queue.**

**Adjourned 3:53 pm.**