

**I.      Committee Business**

**Present:** A. Updike, R. Soto, E. Tooley, B. Cade, L.L.Wallace, N. Breen, C. Fagan

1. Lori Lee Wallace agreed to take minutes for the meeting.
2. Motion to approve minutes of October 12, 2016 (ET, AU); approved (6 – 0 – 0)
3. Renee to post agenda and drafts in the bridges Ps & Qs folder going forward.
4. The committee discussed the recent e-mail regarding the departure of the current registrar, which will affect the FCAS CC. Linda Vieira will take on the role as Interim Registrar on November 1<sup>st</sup>. The chief concern for the FCAS CC is her familiarity with curricunet.
5. ET is speaking with Valerie Sloan regarding the launch of graphic design. Sloan informed ET that courses will be covered by Sloan along with adjunct Graphic Design professors. ET stated that the proposal will likely be manageable for us to consider at this time.
6. Andy Ryan e-mailed AU to see if AQS had been discussed in FCAS CC as of yet. AU stated AQS is missing a business plan in the proposal. AU stated that she would help Ryan rewrite and resubmit the proposal. RS indicated that Timothy Scott and she had also been in email conversation regarding the AQS proposals and was in the process of setting up a meeting with the proposers. The committee discussed the issue of multiple conversations occurring between various FCAS faculty and various committee members regarding the same course proposals. The committee decided that we would assign a committee representative for each program and its proposals. With ET already the rep for Graphic Design, the committee then assigned AU to AQS and PHYS; and RS to JOUR and COMM.
7. The committee held a brief discussion regarding banking the course numbers that are not being used.

**II.      New Business**

**A.      Second Reading/modification to minor**

1. FILM STUDIES MINOR: The requested changes were made, including: confirmation of resources available through library, verification of cross-listed courses, and the attachment of all requested documents.
2. Committee requested consistency between all proposals and the same learning outcomes stated in the syllabus.
3. Review of e-ballot results and voting
  - COMM 200 (Global History of Film): Committee requests an updated syllabus and learning outcomes in the proposal. Motion to approve COMM 200 pending committee requests being met: AU, NB (6 – 0 – 0)
  - FILM 299 (Special Topics in Film Studies): The committee requests that the attached syllabus show the same learning outcomes that are stated in the proposal via curricunet. Motion to approve FILM 299 pending the requested changes being met: BS, ET (6 – 0 – 0).
  - FILM 300 (Film Theory and Criticism): The committee requests that the attached syllabus show the same learning outcomes that are stated in the proposal via curricunet. Motion to approve FILM 300 pending committee requests being met: ET, AU (6 – 0 – 0).
  - FILM 350 (Directors and Style): The committee discussed requested edits, including the learning outcomes and library resources. Motion to approve FILM 350 ET, AU (6 – 0 – 0).
  - FILM 351 (Film Genres): Committee discussed the learning outcomes, which are listed in the attached syllabus under “objectives”. Motion to approve FILM 351: ET, BS (6 – 0 – 0).
  - FILM 352 (Adaptation: from Page to Screen): The committee requests that the learning

outcomes in the attached syllabus match the learning outcomes listed in the proposal. The committee requests that the course number and course title in syllabus are the same as in the proposal. The committee also requests that the syllabus course description match course description in the proposal. Motion to approve FILM 352 pending committee requests being met: AU, BS (6 – 0 – 0).

- FILM 353 (Cinema in a Cultural Context): The committee requests that attached syllabus contain the same learning outcomes, number, and course title as are stated in the proposal. Motion to approve FILM 353 pending committee requests being met: ET, BS (6 – 0 – 0).
- Motion to approve the FILM MINOR: 6 – 0 – 0

#### **B. Google docs and the FCAS CC Bridges site**

The committee discussed the reliability of google docs as an archive source. The benefit of using google docs is that it is a useful tool for committee members to add/edit mechanical edits and substantiate questions for each course. One disadvantage with using google docs is that these may be an unreliable archive source as they can be altered by anyone who has access to the link at any time. The committee decided to continue the google docs trial run as a way for the committee to pre-read and comment on mechanical and substantive edits and questions for proposals in advance of their appearing on a meeting agenda. If all committee members participate, these notes can provide a valuable source for mentoring FCAS faculty through the FCAS CC process prior to proposals appearing on a meeting agenda. The committee decided, for the time being, not to use google docs as an eballot source.

### **III. Meeting adjourned 3:35pm (BC)**