

SSNS CC Minutes  
Wednesday, March 28, 2018  
2:00-3:30 GHH 107

Members Present: Bonita Cade (SS), Roxanna Smolowitz (MNS), Lauren Rossi (MNS, Chair), Laura Turner (SS), Adria Updike (MNS), Lindsey Gumb (Library)

Meeting begins at 2:05 pm.

## 1. Committee Business

- minutes-taker: LR
- Minutes of 2/14/2018 SSNS CC meeting- *Approved*, 5-0-0.
- Feb. eballot results (2/18/2018)
  - New Course: PSYCH 500 - Methods and Evaluation. Approve, pending edits/ clarification 4-0-1-1 (Approve-Bring to Committee-Abstain-Absent)
  - New Course: PSYCH 518 - Psychological Trauma: Treatment and Intervention. Approve, pending edits/ clarification 4-0-1-1 (Approve-Bring to Committee-Abstain-Absent)
  - New Course: PSYCH 536 - Proseminar in Cognitive Psychology. Approve, pending edits/ clarification 4-0-1-1 (Approve-Bring to Committee-Abstain-Absent)
  - Common CC member comment throughout these petitions. Specific comments for petitions attached.
    - As the sign-off sheet provides a quorum of responses and the majority are in favor, it is assumed by the CC that the dept has reviewed the petition. (How a department generates/discusses/ reviews petitions, whether over email or meetings, is not the CC purview. It is up to the department to decide how to ensure all persons within the department are made aware of curricular changes. It is also up to the department to decide how to demonstrate support -be it the preferred sign off sheet or inclusion of department meeting minutes-with a quorum of faculty present.
    - At the CC review level, we check for department sign off/ approval and impacted department/ programs notification. The petitions include a department sign off sheet with 9 out of a possible 14 responses. The vote was an 8-0-1.
- SSNS CC election- nominations closed 3/27, election (if necessary) to follow.
  - Open Qualtrix nomination results- one nomination for NS, two for SS.
- New chronological Courses/Programs pending in queue: PHYS 130, PHYS 140, PHYS 310.

## 2. First Reading

- New Course PHYS 130 Contemporary Physics (3/2/2018).
  - Not discussed as member of Physics faculty indicates this course/ petition is not going to be pursued ( intend to withdraw)
- New Course PHYS 140 Electronics for Everyone with Lab (2/26/2018).
  - Minor edits to petition requested. Motion to approve at first reading, pending minor edits, BC, RS 5-0-0.
    - Fulfilment information, credits and contact hours
- New Course PHYS 310 Waves and Optics with Lab (2/26/2018)
  - Minor edits to petition requested. Motion to approve at first reading, pending minor edits, LR, LT 5-0-0.
    - Alternative years rather than every two, fulfilment information, credits and contact hours

Motion to adjourn at 3:10 pm.

Queue Awaiting requested edits at second reading:

- New Course: PSYCH 500 - Methods and Evaluation (11/13/2017)
- New Course: PSYCH 518 - Psychological Trauma: Treatment and Intervention (11/13/2017)
- New Course: PSYCH 536 - Proseminar in Cognitive Psychology (11/13/2017)

Queue Awaiting requested edits at first reading:

- New Course: PSYCH 522 - Biological Perspectives in Mental Health (11/14/2017)
- New Course: PSYCH 529 - Health Psychology Interventions (11/13/2017)
- New Course: PSYCH 543 - Substance Abuse Counseling (11/14/2017)

FCAS CC Queue Awaiting requested edits:

- BA POLSC/Political Science, Minor Modification, 2/25/2016—COMM210 req,- *pending originator*

**Petitions reviewed 2017-2018 by SSNS CC**

- Major School Program Modification BIO B.S. in Biology (7/17/2017) FSCC (11/15/17)
- Major School Program Modification BIO B.A. in Biology (7/17/2017) FSCC (11/15/17)
- PHYS 202/Physics II Calculus based, Minor Modification, 11/5/2015 updated 8/10/2016- SSNS CC (11/29/2017, LR): FCAS CC requests have been completed (Only prerequisites of course is changing, as listed within description of proposal. Course description, grade option, frequency of course, etc. are not changing.) FSCC ( 12/2017)
- Minor School Course Modification BIO 250 Intro Biostatistics (8/25/2017) Tabled (9/27/2017) Approved (11/28/2017) FSCC (12/2017)
- Minor School Program Modification NATSC B.A. in Environ. Science (8/25/2017) Approved 9/2017 edit requests) FSCC (1/2018)
- Minor School Program Modification NATSC B.S. in Environ. Science (8/25/2017) Approved 9/2017 edit requests) FSCC (1/2018)
- Minor School Program Modification NATSC Environ. Science Minor (8/25/2017) Approved 2/2018 edit requests) FSCC (2/2018)
- New Course NATSC 232 Scientific Research Diving (10/26/2017) Approved (2/14/2018) FSCC (2/2018)

## **SSNS CC Eballot of Feb 18, 2018 Summary of Results**

- New Course: PSYCH 500 - Methods and Evaluation (11/13/2017) (11/29/2017)  
<http://rwu.curricunet.com/Approval/Edit/40235>

### **Check in the box below**

<i>Approve</i>	<i>xx</i>
<i>Approve with edits/ comments</i>	<i>xx</i>
<i>Bring to Committee</i>	

### **Received Comments:**

- Although not shown in catalog, reference to the forensic mental health counseling program is within the proposal description/ petition. This should include (proposed) or (proposed program title change) by forensic mental health counseling program.
- The first sentence within course justification, "This course will meet...Research and Program Evaluation.", appears as if it may be within the course description- or is this omitted purposefully as the criteria for this category changes regularly from the licensing body?
- Learning outcomes are not written as measurable objectives (action verbs).
- Fulfilment information does appear in the catalog, with the course description. None of the current graduate Psych courses have this fulfillment information. It also refers to a proposed program/ program title change not yet in the catalog.
- The application should be consistent with terminology. There is no "forensic mental health counseling program" (this title is on the website, but not in the catalog). This is what the program is called in the section "brief description of course proposal." What the department has is a 60-credit MA Program in Clinical Psychology / Clinical and Forensic Track. This should be consistent throughout the application.
- The department sign-off sheet is still not complete. A majority support it, but I believe the sign off sheet must be complete in order to demonstrate that everyone was notified about the curricular changes, as is required in the curriculum committee's procedures.

### **Overall SSNS CC edit requests:**

- 1) Reference to programs/ courses in petition (descriptions/ titles) should be to the current terminology within the catalog.
- 2) Provide measureable learning outcomes (action verbs).
- 3) As the sign-off sheet provides a quorum of responses and the majority are in favor, it is assumed that the dept has reviewed the petition. (How a department generates/discusses/ reviews petitions, whether over email or meetings, is not the CC purview. It is up to the department to decide how to ensure all persons within the department are made aware of curricular changes. It is also up to the department to decide how to demonstrate support -be it the preferred sign off sheet or inclusion of department meeting minutes-with a quorum of faculty present

At the CC review level, we check for department sign off/ approval and impacted department/ programs notification. The petitions include a department sign off sheet with 9 out of a possible 14 responses. The vote was an 8-0-1.)

- New Course: PSYCH 518 - Psychological Trauma: Treatment and Intervention (11/13/2017) (11/29/2017) <http://rwu.curricunet.com/Approval/Edit/40341>

**Check in the box below**

<i>Approve</i>	<i>xx</i>
<i>Approve with edits/ comments</i>	<i>xx</i>
<i>Bring to Committee</i>	

**Comments:**

- Fulfillment information does appear in the catalog, with the course description. None of the current graduate Psych courses have this fulfillment information, in particular as listing as an elective. It also refers to a proposed program/ program title change not yet in the catalog.
- Although not shown in catalog, reference to the forensic mental health counseling program is within the proposal description/ petition. This should include (proposed) or (proposed program title change) by forensic mental health counseling program.
- The application should be consistent with terminology. There is no “forensic mental health counseling program” (this title is on the website, but not in the catalog). This is what the program is called in the section “Fulfillment information.” What the department has is a 60-credit MA Program in Clinical Psychology / Clinical and Forensic Track. This should be consistent throughout the application.
- The department sign-off sheet is still not complete. A majority support it, but I believe the sign off sheet must be complete in order to demonstrate that everyone was notified about the curricular changes, as is required in the curriculum committee’s procedures.
- What semester will it be offered? Only “annually” is checked.

**Overall SSNS CC edit requests:**

- 1) Reference to programs/ courses in petition (descriptions/ titles) should be to the current terminology within the catalog.
- 2) Provide measureable learning outcomes (action verbs).
- 3) Please clarify fulfillment, semester when to be offered (if known).
- 4) As the sign-off sheet provides a quorum of responses and the majority are in favor, it is assumed that the dept has reviewed the petition. (How a department generates/discusses/ reviews petitions, whether over email or meetings, is not the

CC purview. It is up to the department to decide how to ensure all persons within the department are made aware of curricular changes. It is also up to the department to decide how to demonstrate support -be it the preferred sign off sheet or inclusion of department meeting minutes-with a quorum of faculty present At the CC review level, we check for department sign off/ approval and impacted department/ programs notification. The petitions include a department sign off sheet with 9 out of a possible 14 responses. The vote was an 8-0-1.)

- New Course: PSYCH 536 - Proseminar in Cognitive Psychology (11/13/2017) (11/29/2017)  
<http://rwu.curricunet.com/Approval/Edit/40447>

**Check in the box below**

<i>Approve</i>	<i>xx</i>
<i>Approve with edits/ comments</i>	<i>xx</i>
<i>Bring to Committee</i>	

**Comments:**

- Fulfillment information does appear in the catalog, with the course description. Within the catalog, none of the current graduate Psych courses have any fulfillment information. Is this intentionally left blank?
- Although not shown in catalog, reference to the forensic mental health counseling program is within the proposal description and petition. This references should include (proposed) or (proposed program title change) by forensic mental health counseling program listings.
- It is listed as a second year course, but there are no prerequisites. This sort of thing can be accomplished through advising, but that may cause confusion for students as they choose their classes and register. Perhaps have the first semester research methods course listed as a pre-req? All students must take that class in their first year. There are other Psych graduate courses having prerequisites.
- The course is called a proseminar but the section on “instruction type” indicates that it is a lecture format. This seems inconsistent.
- The department sign-off sheet is still not complete. A majority support it, but I believe the sign off sheet must be complete in order to demonstrate that everyone was notified about the curricular changes, as is required in the curriculum committee’s procedures.
- “Fulfillment information” and “cross listed” sections are blank.

Overall SSNS CC edit requests:

- 1) Reference to programs/ courses in petition (descriptions/ titles) should be to the current terminology within the catalog.
- 2) Provide measureable learning outcomes (action verbs).

- 3) Please clarify fulfilment, prerequisite information and if course to be a seminar or lecture format.
- 4) As the sign-off sheet provides a quorum of responses and the majority are in favor, it is assumed that the dept has reviewed the petition. (How a department generates/discusses/ reviews petitions, whether over email or meetings, is not the CC purview. It is up to the department to decide how to ensure all persons within the department are made aware of curricular changes. It is also up to the department to decide how to demonstrate support -be it the preferred sign off sheet or inclusion of department meeting minutes-with a quorum of faculty present At the CC review level, we check for department sign off/ approval and impacted department/ programs notification. The petitions include a department sign off sheet with 9 out of a possible 14 responses. The vote was an 8-0-1.)