

<b>Meeting called by</b>	<b>Chair</b>	<b>Type of meeting</b>	<b>Attendees</b>
Arts & Sciences Curriculum Committee	Shyam Sharma	Proposal Reviews	<b>Present:</b> Angela Kelly, Brooke Belisle, David Black, Jonathan Anzalone, Qingzhi Zhu, Michael Boerner; Erica Hackley, Randy Thomas, Lynne Chin, Shyam Sharma; Alexandra Pamfilie, William Laffey  <b>Absent:</b>

***AGENDA***

1. Call to order
2. Adopt agenda
  - Committee Decision: adopted
3. Approval of 11/09/2022 minutes
  - Committee Decision: approved
4. Old items
  - Questions from AFS were answered so their minor is cleared to move forward
  - Amend 11/09 minutes and convey to department that ARH 207–change in delivery was “Revise and Resubmit”
5. New items: Discussion
  - none
6. Proposal Reviews

<b>Task</b>	<b>Decision and notes to be relayed</b>
HIS 300–Change in SBC	Approve  Dear Dr. , On behalf of the Arts & Sciences Curriculum Committee, I am pleased to inform you that the proposal for HIS300 was approved.  The next bulletin update will reflect the decision above.  With regards,  Shyam Sharma Committee Chair
COM 405–Revision - new course	Approve with notes  Dear Dr. , On behalf of the Arts & Sciences Curriculum Committee, I am writing to inform you that your request for COM405 was voted for approval (with the note below).

	<ul style="list-style-type: none"> <li>• Attendance policy needs clarification. Under “INDIVIDUAL ASSIGNMENT,” “Attendance” the syllabus says one absence will result in a 2 point deduction. Under “Course Policies,” “Attendance” the syllabus states that one absence will result in a 3 point deduction. In both cases it looks like students will be penalized even for university-approved absences (e.g., sports functions, religious holidays, etc.), which would violate university policy. Both the point and excused absence policy should be addressed.</li> </ul> <p>While the note above didn’t change the approval vote, I hope the feedback is helpful to further improve the course.</p> <p>With regards, Shyam Sharma Committee Chair</p>
SoMAS - Climate Solutions Minor	<p>Approve with note</p> <p>Dear Dr. ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for SoMAS Climate Solutions Minor was voted for approval (with notes from reviewers copied below).</p> <ul style="list-style-type: none"> <li>• Please create a bulletin page in a Word doc, and attach in reply to this email. The bulletin page can model other program minor bulletin pages.</li> <li>• The proposal talks about the department building partnerships with different agencies but also sets the basic standard for minors to find their own internship. It is recommended that the Director look to other campus internship models to make sure that the supervision and outcomes for student placements and faculty sponsors guarantee consistent outcomes. Consider consulting the School of Journalism/Communication on how they administer internships (as one example of a unit that has an established internship program), as well as the Career Center for any advice.</li> <li>• [on the same note] Having a faculty director is helpful, but where will the staff support reside? Unless the faculty director will be taking over degree clearances, etc. I don't love the internship model being described as a "partnership" if the students are expected to go out and seek their own internships. Or, change the language describing their internship to be more standard.</li> </ul> <p>I will request bulletin update once I receive the material. And I hope the other feedbacks are helpful.</p> <p>With regards, Shyam Sharma Committee Chair</p>
MVB - Marine Vertebrate Biology - updates to major	<p>Approve with note</p> <p>Dear Dr. ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for updating the Marine Vertebrate Biology major was voted for approval (with notes from reviewers copied below).</p> <ul style="list-style-type: none"> <li>• All bulletin updates make sense and are approvable, except for the changes for “Note 2” which requires a little more clarification. [Dr. Black has suggested that he’d be willing to support with this, so please reach out to him].</li> </ul>

	<ul style="list-style-type: none"> <li>• Students need two semesters of physics with lab, which can be accomplished in multiple ways. Perhaps students must take MAR 352 if ENS/PHY 119 is taken first, otherwise the following (SoMAS to fill in here) combinations are acceptable. [Again, I'd like to ask you to reach out to Dr. Black, given his best knowledge on this matter within the Committee.]</li> </ul> <p>The above feedback didn't change the approval vote, but I hope you will benefit from them. There is no need to submit anything to the Committee, and I have recorded Committee requests for bulletin change per the approval decision.</p> <p>With regards, Shyam Sharma Committee Chair</p>
KSW 111–Revision - new course	<p>Approve with note</p> <p>Dear Dr. ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for approval of KSW111 was voted for approval (with notes from reviewers copied below).</p> <ul style="list-style-type: none"> <li>• We expect the instructor of the course to add more substance and specificity to the course, but we do need a more standard <b>course description</b> for the bulletin before our approval decision is official – as the course description still doesn't comply with basic guidelines.</li> <li>• The student learning objectives should be more specific than saying that students will speak or write at a certain level; please see sample language here: <a href="https://slcr.wsu.edu/student-learning-outcomes">https://slcr.wsu.edu/student-learning-outcomes</a>).</li> <li>• Assignment descriptions and assessment plans must be unpacked further by the new instructor.</li> </ul> <p>The above feedback didn't change the approval vote, but I hope you will benefit from them.</p> <p>With regards, Shyam Sharma Committee Chair</p>
KSW 112–Revision - new course	<p>Approve with note</p> <p>Dear Dr. ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for approval of KSW112 was voted for approval (with notes from reviewers copied below).</p> <ul style="list-style-type: none"> <li>• We expect the instructor of the course to add more substance and specificity to the course, but we do need a more standard <b>course description</b> for the bulletin before our approval decision is official – as the course description still doesn't comply with basic guidelines.</li> <li>• The student learning objectives should be more specific than saying that students will speak or write at a certain level; please see sample language here: <a href="https://slcr.wsu.edu/student-learning-outcomes">https://slcr.wsu.edu/student-learning-outcomes</a>).</li> <li>• Assignment descriptions and assessment plans must be unpacked further by the new instructor.</li> </ul> <p>The above feedback didn't change the approval vote, but I hope you will benefit from them.</p> <p>With regards, Shyam Sharma Committee Chair</p>
COM	Approve with note

206–Revision - new course	<p>Dear Dr. ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am writing to inform you that your request for approval of COM206 was voted for approval (with the note below).</p> <ul style="list-style-type: none"> <li>• University policy suggests that 200-level courses are appropriate for sophomores. This conflicts with the prerequisite of junior/senior standing. We recommend removing the prerequisite.</li> </ul> <p>The above feedback didn't change the approval vote, but do let us know if you are willing to implement the suggested change and we will update the bulletin accordingly; if not, please provide an explanation. Please make sure to copy Dean Hackley on your response so she can help us record the latest course information in the bulletin.</p> <p>With regards, Shyam Sharma Committee Chair</p>
MAE301, MAE302 & MAE311 Change "Add Consent" from "open" to "department	<p>Dear Dr. ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for MAE301, MAE302, and MAE311 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,  Shyam Sharma Committee Chair</p>
COM 495–Revision - new course	<p>Dear Dr. ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for COM495 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,  Shyam Sharma</p>
PSY 380–Change in Pre-req	<p>Dear Dr. ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing prerequisites for PSY380 was approved.</p> <p>The next bulletin update will reflect the decision above.</p> <p>With regards,  Shyam Sharma Committee Chair</p>
PSY 382–Change in Pre-req	<p>Dear Dr. ,</p> <p>On behalf of the Arts &amp; Sciences Curriculum Committee, I am pleased to inform you that the proposal for changing prerequisites for PSY382 was approved.</p>

	<p>The next bulletin update will reflect the decision above.</p>
--	--

With regards,

Shyam Sharma  
Committee Chair

7. Next meeting – Heads up for next meeting
  - Agenda for final fall meeting: reflect on process and progress, review/update guidelines (to be eventually published), discuss a feedback survey for spring (share draft with committee, then chairs), Co-Chair (nominate self/colleague) –
  -
8. Adjournment