Minutes of the Faculty Curriculum Committee
Monday, March 23, 2015
Stern Room 409

Attending:
Faculty Curriculum Committee: Bonnie Springer (chair), Steven Jaume (Secretary),
Jeff Shockley, Josh Minor, Mike Larsen, Tammy Ingram, Marianne Verlinden, Douglas
Friedman
Registrar’s Office: Franklin Czwazka, Jerry Mackeldon, Mary C. Bergstrom, Cathy
Boyd
Academic Affairs: Lynne Ford
Others: Bill Manaris (Computer Science), Charlie Calvert (Theatre & Dance), Chad
Galuska (Psychology), Elaine Worzala (Finance), Bill Barfield (Health & Human
Performance), Mark Del Mastro (Hispanic Studies), Roxane DeLaurell (Accounting &
Legal Studies), Godfrey Gibbison (Professional Studies), Joshua Davis (Supply Chain
& Information Management), Rhonda Mack (Management & Marketing), Grant
Gilmore (Historic Preservation), Seth Pritchard (Environmental Studies/Biology),
Todd Grantham (Philosophy)

Meeting began @ 3:20 PM

Approval of Minutes from March 20th meeting
Minutes approved.

Old Business

INTL –INEU proposal (Friedman)
Discussion over whether several language courses should or should not be included in “Modern” European concentration of International Studies. It was asked who
made decision; Doug replied that the International Studies faculty did this as a
group. Suggestion that concentration be renamed “Modern Europe” to provide more
clarity. Discussion as to why business language courses were removed.
Proposal passed.

INST Minor (Friedman)
Proposal passed.

FINC – BADM change of major and concentration, REAL minor changes (Worzala)
Proposal passed.

Report from task force on Special Topics and Discussion
Considerable discussion on “Variable Topic” vs “Varying Topic” vs “Special Topic”
courses; i.e., courses that can be repeated by students more than once. One main
question appears to be whether or not course content is being adequately reviewed
and if things are being (or even can be) monitored such that students cannot retake
a “variable” topic course with the same content. Registrar’s Office states they are not able to do this operationally.

FCC Chair will report to Senate that current “3-5” rule is not enforceable by Registrar’s Office and that department chairs need to enforce the repeatable “Special Topics”, etc., type courses.

EXSC change of program (Barfield) – also includes new business. Proposal passed to change EXSC 320 to EXSC 322.

New Business

THTR – add new course Model Making for the Stage (Calvert) Proposal passed.

HIST – add new course, change of minor and change of major (Poole) Proposal passed.

PHIL – add new course, course deactivation, change of program, change of minor (Grantham) Proposal passed.

BLAW 499 course reactivation (DeLaurell) Proposal passed.

CITA changes in courses and changes in program (Manaris) Motion to see all updated paperwork to allow an online vote during the week was made and passed.

DSIM - GLAT concentration course changes (Davis) TRAN 431 & 432 part of proposal taken up first. Sporadic availability of some current prerequisites are blocking students from taking these courses. Proposal passed.

DSIM – new course DSCI 323 and program change (Davis) Proposal passed with updated paperwork on changing program.

BASM with concentration in Marketing - change of program (Mack) Proposal passed.

PRST Program change, adding new courses to concentrations (Gibbison) Proposal passed.

ENVT change of minor (Pritchard) Proposal passed.
PSYC change of neuroscience minor and course deactivation (Galuska)
Proposal passed.

HPCP - course change, course deactivations and change of program (Gilmore)
Proposal passed for changes to HCPC Major.
Proposal passed for changes to HCPC Minor.

ARTM new course and program change (Chandler)
Representative from ARTM not present. It was decided to conduct an online vote on this proposal at the suggestion of the Registrar’s Office.

Meeting adjourned at 5:12 PM.
Minutes of Faculty Curriculum Committee Agenda
March 20, 2015
Stern Room 201
Submitted by Steven Jaume.

Attending:
Faculty Curriculum Committee: Bonnie Springer (chair), Steven Jaume (Secretary),
Jeff Shockley, Josh Minor, Mike Larsen, Tammy Ingram, Marianne Verlinden, Douglas Friedman, John Bruns
Registrar’s Office: Franklin Czwazka, Jerry Mackeldon, Mary C. Bergstrom
Academic Affairs: Lynne Ford
Others: Kevin Keenan (Urban Studies), Zeff Bjerken (Religious Studies), Bryan Ganaway (Honors Program), Roger Daniels (Accounting & Legal Studies), Deborah Socha McGee (BA Public Health/Communications), Tom Carroll (Health & Human Performance), Susan Balinsky (Health & Human Performance), Martin Perlmutter (Jewish Studies), Bethany Goodier (Communications), Karin Roof (Institutional Effectiveness), Mark Del Mastro (Hispanic Studies), Martin Jones (Mathematics), Elaine Worzala (School of Business), Tim Carens (British Studies), Robyn Holman (French), Elizabeth Martinez-Gibson (Linguistics), Carol Toris (Psychology)

Meeting began at 3:15 PM

Approval of Minutes of February 20th meeting
Minutes approved.

New Business

HBRW 290 - request for deactivation of course (Perlmutter)
Proposal passed.

CLAS 270 – request to change title of course to The Classics in Cinema (Johnson)
Proposal passed with title change.

HONS – Honors College request for change in catalog language (Folds-Bennett)
Proposal passed.

RELS - Change of minor (Bjerken)
Proposal passed with minor change (*to note that RELS 310 is taken to satisfy Sacred Text requirement that an additional 300-level course is needed). Use last sentence under E for this description.

ACCT- new course, deactivate course and program changes (Daniels)
Deactivation of ACCT 342 added to signature page. Proposal passed.

COMM 310- course change (Goodier)
Proposal changed to take place in Fall 2015. Proposal passed.
PEAC - new course proposals (Carroll)
Proposal passed.

PBHL - BS Program change, course changes, deactivation and delete minor
(Balinsky)
Proposal passed.

Health delete minor (Balinsky)
Discussion of enrollment management issue; too many minors making it difficult for majors to reasonably fulfill requirements. Current minors would not be impacted; new minors would not be allowed. Proposal passed.

URST -Changes to program, adding existing courses, deleting courses (Keenan)
Proposal passed.

PBHL – BA Change of program add courses to electives (McGee)
Proposal passed.

MATH- 449 new course proposal and change of program forms for multiple programs (Jones)
Discussion of difference between undergraduate and graduate offering of this course. FCC suggested graduate section (MATH 550) objectives be changed, but that needs to be approved by graduate committee. Undergraduate grading scale needs to be adjusted. Proposal passed.

BRST -change of minor (Carens)
Word “In general” removed from description of “Capstone Experience”. Proposal passed.

LING -add new course LING 101 and change of minor (Toris)
New course proposal passed – missing page in online materials found and read. Remainder of the proposal also passed.

ASST- new course proposal and change of minor (Abuhakema-Friedman)
Proposal passed.

BLFR -change to minor (Holman)
Proposal passed.

INTL -changes of program including specific concentration changes (Friedman)
Reorganization of where INTL Special Topics courses, etc., go in catalog discussed. Replace catalog description of INTL with the one from the 2011-2012 catalog; i.e., “C. General Courses” section, with the deletion of “introductory level or” language. Mistake found in Africa Concentration section of proposal; FREN 482 should replace LTFR 250 for “French and Francophone Women Writers” course. Discussion of
changes to INTL 350 and why it is repeatable for up to 6 hours. New course description for INTL 350 above 50 words – will be changed.

Packet without European concentration (part 2) proposal passed.

INTL-INEU proposal considered separately.

Meeting adjourned at 5:05 PM. Will pick up where left off on Monday, March 23, 2015.
Minutes of the Faculty Curriculum Committee
Feb. 20, 2015

Submitted by Steven Jaume

Attending:

Faculty Curriculum Committee: Bonnie Springer (chair), Steven Jaume (secretary), Michael Larsen, Jeff Shockley, Joshua Minor, John Bruns, Tammy Ingram

Registrar’s Office: Jerry Mackeldon, Cathy Boyd, Mary Bergstrom, Franklin Czwazka

Academic Affairs: Lynne Ford

Attending: Wendy Cory (Chemistry), Wes Dudgeon (Health & Human Performance), Ghazi Abuhakema (Asian Studies), Kevin Keenan (Political Science), Kendra Stewart (Political Science), Trish Ward (English), Larry Krasnoff (Philosophy), Godfrey Gibbison (Dean, North Campus), Meta Van Sickle (Teacher Education), Vijay Vulava (Geology), Jerry Hale (Dean, Humanities and Social Sciences), Susan Farrell (English), Joe Kelly (English)

Meeting started at 3:20 PM.
Minutes were approved.

Old Business Related to Curriculum Proposals

• Exercise Science (EXSC) 433,498,320, 477 courses and program changes
  Proposal passed

• Department of Management and Marketing – new course proposals MKTG 334, 337 and 345
  Proposal passed.

New Business Related to Curriculum Proposals

• Department of Supply Chain and Information Management (GLAT) changes in minor and concentration
  Proposal passed

• Department of Supply Chain Management and Information Management new minor in Marketing
  Proposal passed

• Department of Chemistry and Biochemistry -Chemistry (CHEM) 341 and 342 course and program changes
  Proposal passed
• Urban Studies Program (URST) new courses 250, 313, 361 and program changes
  Discussion about how appropriate it is to offer URST 250 as 3 credits across 2
  semesters. K. Keenan & ??? explained logistics of how they would keep track of
  no more than 10 students in the student ambassadorship program. Considerable
  discussion on logistics of how to do this. K. Keenan open to revising proposal of
  URST 250 to be 2 courses.
  Proposal for URST 250 provided it is split into two courses (e.g., URST 250/251)
  Other proposals passed.

• Department of Teacher Education (TEDU) EDFS 301 new leadership course proposal
  Proposal passed

• Language for Study Abroad (LNSA) 101 new course proposal
  Proposal passed

• Middle Eastern and Islamic World Studies new minor proposal
  Proposal passed

• Irish and American Studies – new minor proposal
  Much discussion over the nature of this minor proposal; there was considerable
  discussion of having too many Special Topics course as part of minor; it was
  pointed out that there are 2 history course proposals in progress to support this
  minor; Joe Kelly explained that there is much community support outside the
  college for this minor.
  Motion to approve minor contingent on corrective paperwork; Dean of HSS
  commits to review curriculum so that there is not a long lasting reliance on
  Special Topics – motion passed.

• English ENGL 375 and 380 new course proposals and program changes for English
  Major and English Major with Concentration in Creative Writing, Change of
  minor in Creative Writing
  Proposal passed

• Bachelor of Professional Studies (BPS) new concentration in Healthcare and Medical
  Services (HMSM) and new courses HMSM 302,303,320,346,and 410
  Considerable discussion on nature of proposed concentration and discussions with
  Business School regarding potential similar courses in that school. Question of
  how course syllabi were constructed given there are no assigned faculty – there
  was a committee that reviewed similar programs elsewhere to derive syllabi.
  Question also of who would teach these courses if there are no assigned faculty –
  adjuncts would be recruited from large health care services sector in the
  Charleston area. Suggestion for Microeconomics to be prerequisite for HSMS
  402.
  Motion to approve with changes to course descriptions and assessment changes
  (% of students meeting standards, etc.) – motion passed.
**Other Business**

Status of ongoing work on policies related to revision of forms used for curriculum proposals

Next Meeting – March 20\(^{th}\), and Monday March 23\(^{rd}\) if needed
Minutes of the Faculty Curriculum Committee Meeting, January 16th, 2015
Stern Center 201

Submitted by Steven Jaume and Mike Larsen

Meeting started at 3:15 PM

Attending
Faculty Curriculum Committee Members: Bonnie Springer (Chair), Steven Jaume (Secretary), Mike Larsen, Doug Friedman, John Bruns, Josh Minor, Marianne Verlinden, Jeff Shockley

Academic Affairs: Lynne Ford

Registrar’s Office: Franklin Czwazka, Mary C Bergstrom, Jerry Mackeldon, Cathy Boyd

Senate Secretariat: Pearson Hoak

Attending: Trent Salvaggio (Management), Bill Barfield (Health & Human Performance), Sue Balinsky (Health & Human Performance), Chad Galuska (Psychology), Chris Korey (Biology), Christine Byrum (Biology), Anja Kelley (Arts Management), Oren Segal (Jewish Studies), Andrea DeMaria (Women’s Studies), Brumby McLeod (HTMT), Elaine Worzaca (Real Estate Program Director), Melissa Hughes (Biology), R. G. Gilmore III (Historic Preservation), Bob Mignone (Math) and Conseula Francis (African American Studies)

New Business:

HIST 104 Pre-requisite Change:
Represented indicated that paperwork was corrected and resubmitted.
Motion to approve proposal.
Motion passed.

PHIL 399 Pre-requisite Change:
Motion to waive protocol for requiring rep present.
Motion passed.
Motion to approve proposal.
Motion passed.

ARTM 340 Pre-requisite Change:
Motion to approve proposal.
Motion passed.

HEAL 225/230/403 Pre-requisite Change:
Discussion pointed out that another alternative to the proposed method would be to close HEAL 403 and require to students to get permission to register. Registrar’s Office representatives said they preferred method in this proposal.
Motion to approve proposal.
Motion passed.

REAL 376 Pre-requisite Change and Change of Program:
Motion to approve proposal.
Motion passed.

HPCP 290 Pre-requisite Change:
Clarification was made regarding sequencing. Since 290 can serve as a recruiting tool for the major, no exception of 199 is included in course content and opening up to a broader audience helps the program in many ways.
Paperwork needed some changes.
Motion to approve proposal pending updated paperwork.
Motion passed.

PSYC 390 Course Change (Name and Description)
Clarification that course content remains entirely the same.
Motion to approve proposal.
Motion passed.

PSYC 321 Course Change (Name)
[Carry-Over Proposal]
Previously, paperwork included both a course name change and a course description change. Only the name was intended to be changed. Paperwork was resubmitted reflecting course name change only.
Motion to approve (as modified in current paperwork).
Motion passed.

Bonnie Springer excused herself and Steven Jaume took over chairing the FCC meeting. Mike Larsen took over taking the minutes.

WGST Change of Major and Minor (Add Existing Courses)
Some discussion regarding the degree to which these special/variable topics fall under the purview of the task report's current efforts. Since the "regular" courses included among these courses for approval are all repeatable, they would fall under the purview of the task force's efforts.
Motion to approve.
Motion passed (unopposed).

EDCL Change of Major
Motion to approve.
Motion passed (unopposed).

New courses EXSC 433, 498, 320, and Change of Program.
Extensive discussion associated with the nature of how special topics would transition into "regular" courses as the program moves forward.
A request for a motion to approve was made, but no motion was put forth.
Motion was made to table. (Discussion preceeded a seconding).
Motion made to split proposal into sub-proposals. (PR changes must be made at this meeting).
Sub-issue: Change of prereqs associated with EXSC 433.
Motion made to approve EXSC prereq changes.
Motion passed (unopposed).
Sub-issue 498/320.
A lengthy discussion followed, most of a general nature regarding these two proposals.
Through discussion, it became apparent that the intent of the proposal as interpreted by the proposers (to replace the existing capstone course with a list of 4 courses -- each of which is already an elective in the program and can serve as a capstone experience, and one of which would now be required) did not match the documents that the committee had reviewed.
Motion made by substitute chair: "A new change of program form would be put forth that would still remove 498 but would also state that in the electives that one of the four classes that are currently listed as a directed elective would be required to serve as a capstone class."
(Motion abandoned).
Motion made "Move on to the next item of the agenda and that the remaining two proposals are to be tabled until the next meeting."
Motion seconded and passed unopposed.

HTMT 444 Course Change and Change an existing Minor
Motion to approve.
Motion passed (unopposed).
New Courses BIOL 343/343L and Changes to Majors
Motion to approve.
Motion passed (unopposed).

BIOL 423 and associated changes of major and minor.
Motion to approve.
Motion passed (unopposed).

BIOL 359 and changes to associated majors and minors.
Motion to approve.
Motion passed (unopposed).

AAST 280 and 350 with change of major and minor.
Motion to approve.
Motion passed (unopposed).

MGMT 342 with change of major forms.
<MGMT and MKTG proposals were accidentally scanned as a single item, instead of two separate proposals. On the agenda, they were listed together, but since they came in separately, we treated them as separate proposals in the meeting).
Confirmed that the stated cost is limited to one expense per course, not one expense per student. Also confirmed that this cost is covered by the department. Discussion also confirmed that only junior standing (and no other introductory coursework) is needed.
Motion to approve.
Motion passed (unopposed).

MKTG 334/337/345 Course/Program Change Proposal
Following FCC policy, was tabled since no representative for the proposal was present.

Hispanic Studies Change of Program proposal, including new courses and major revisions.
Extensive discussion regarding the rather unorthodox form of the proposed curriculum (where nearly half of the major's required credits can be acquired in special topics/variable topics-type courses. Concerns and discussion primarily based around the degree to which this may remove future faculty oversight of the course content and the program as a whole.
Motion to approve.
Motion passed (one noted opposition vote).

JWST 220 and change of program forms.
Motion to approve.
Motion passed (unopposed).

New Courses MATH 460 and 461 and Change of Majors and Minor
Nobody on the committee seemed aware of this proposal until it hit the agenda. Given that the representative had waited nearly two hours, however, the committee attempted to do a quick evaluation.
It was verbally communicated that both proposed courses were previously offered as special topics courses, and they were being proposed to be added as electives to several appropriate degree programs.
Motion to approve.
Motion passed (unopposed).

Report from special task force:
Brief written report disseminated with hardcopy of agenda to committee members. Task force plans to present concrete proposals regarding their charge at the next FCC meeting.

Approval of minutes from November 14, 2014 FCC meeting.
Approved by general informal consensus.
Adjourned 5:04 PM
Minutes from November 14, 2014 Faculty Curriculum Committee meeting.

Attending:

Committee Members: Bonnie Springer (chair), Steven Jaume (Secretary), Marianne Verlinden, Josh Minor, Mike Larsen, Jeff Shockley, Douglas Friedman.

Registrar's Office: Mary Bergstrom, Franklin Czwazka, Jerry Mackeldon

Others: Lynne Ford, Kristin Linesch

Minutes from October approved.

Old Business:

Chad Galuska (Psychology) attending.

PYSC 359 proposal – structure of course explained - passed.

PYSC 413/422/423 proposals – passed.

New Business:

PYSC 321 – different course description than in catalog. Department approved simply a name change. Chad Galuska speaking. He will take back to PYSC department and clarify things. Will be on next meetings agenda.

Boshki Chikuma (Japanese Studies) attending.

JPNS change of minor proposal. Boshki Chikuma speaking. Change “Departmental special topics, tutorials, etc...” to standard college wording for similar situations (will get email of this wording). Proposal passed with changes.

Kent Gourdin (Global Logistics & Transportation) attending.

GLAT proposal – Kent Gourdin speaking. Registrar’s Office suggestions have been taken into account. Change of minor proposal being put forward, not change of concentration, which has not been approved within the school. Both change of concentration & minor proposal will be put forward at next FCC meeting.

Bryan Ganaway (Honors College) attending.

Honors Chemistry – Bryan Ganaway, Honors College. Order of Honors Chemistry is different than non-honors Chemistry, but Honors College & Chemistry Department
appear to be fine with this. This works fine with other courses that have chemistry as a prerequisite. Proposal is approved.

**Jacelyn Evans and Mark Pyles (both from Finance) attending.**


**Mitch Colgan (Geology) attending.**

Geology proposal – Mitch Colgan. Clarifications to GEOL 101/103 have been made to questions from the Registrar’s Office. Proposal passed.

**Daniel Hansen and Dave Wyman (both from Entrepreneurship) attending.**

ENTR proposal – Daniel Hansen. Clarifications of proposals made. Bryan Ganaway & Dave Wyman speaking on Honors 205. HONS version is more rigorous & more expansive. Same course description is OK.

Committee on Institutional Effectiveness will partner with FCC on program and course change forms.

Special topic/variable topic task force – Doug Friedman (FCC), Jerry Mackelodon (RO), Mary Bergstrom (RO), Marianne Verlinden (FCC).

Bonnie and Marianne look into definition of minor, concentration, etc.
Faculty Curriculum Committee
Minutes
10/17/2014

Attending:
Members: Bonnie Springer, Steve Jaume, Doug Friedman, Tammy Ingram, Mike Larsen, Joshua Minor, Marianne Verlinden

Provost Office:
Registars Office: Mary Bergstrom, Franklin Czwazka, Jerry Mackeldon

Approval of Minutes for September meeting

New Business:

Classics: Revision of statement on Requirement for AB Degree

Tim Johnson – Classics in attendance

Statement revision approved.

Psychology: Change of Major/New Course Proposals

Proposal tabled because Psychology representative was not available to answer questions of the relationship between PSYC 359 & 359L.

Procedural Rule Decided for 2014-2015 FCC: Departmental representative required at FCC meeting in order for proposal to be taken up by the committee.

Spanish: Change of Major/New Course Proposals

Joe Weyers – Spanish in attendance

Question arose as to definition of “Select Topics” and how it compares to a “Special Topics” course. There is concern that this is a way of getting around the “3 times” rule for Special Topics courses; i.e., SPAN 492 would only get one review from FCC. Also, that a large proportion of upper level courses in Spanish would be these types of courses.

Joe replied that there has been a proliferation of new courses over the years and this was an attempt by Spanish department to consolidate and prevent a continued proliferation of new courses.
There was a suggestion of an intermediate level of consolidation might be more appropriate; i.e., “20th Century Spanish Literature” could cover literature from one of several Spanish cultures but still have a common set of competencies and learning outcomes.

Q. Does this constitute a 25% or more change to program that has to go through SACS review?

Several other suggestions were offered as to how to revise the upper level Spanish course offerings, including making odd-numbered courses European Spanish and even-numbered courses Latin American courses (or vice versa).

Registrars Office offered concerns regarding the “3 and 5” rule.

COGNOS (system that Registrars Office uses).

Spanish department will take suggestions under advisement and come back to FCC with a new proposal at next meeting.

New business arising from Spanish program discussion: Special Topics versus Varying Topics courses – motion for FCC to take under discussion and review status and procedures and clarify policy regarding Special vs Varying Topics courses. This includes clarifying status of repeatable courses (i.e., courses that can be taken for credit more than once).

Motion passed.

Old Business:

Status of discussion on revision of course proposal forms

Bonnie updated FCC on revision of course proposal form. This will likely be taken up by the Institutional Effectiveness Committee since is directly effects SACS review.

Announcements: Upcoming curriculum initiatives

Biology Change of major proposal forthcoming
Physical Education and Health multiple course additions (PEAC)
HONS course proposals
ENTR course proposal and program change
TEDU Middle Grades program change

Adjournment
Minutes of FACULTY CURRICULUM COMMITTEE 9/19/2014

Submitted by S. Jaume

Members: Bonnie Springer, Steve Jaume, John Bruns, Doug Friedman, Tammy Ingram, Mike Larsen, Joshua Minor, Jeff Shockley, Marianne Verlinden

Provost Office: Anatasia & Kristen, Lynne Ford – Academic affairs

Registars Office: Cathy Boyd, Mary Bergstrom, Franklin Czwazka, Jerry Mackeldon

Note – did not get everyone’s name and affiliation!

Introductory comments

EDFS 303 Course Change Proposal (Anne Gutshall, TEDU representative)

Course proposal passed

EDEL and EDEC Program Change and Course Proposals (Kelli White, TEDU)
Laura Brock, TEDU
  • Course Change – EDEE 327
  • EDEL Program Change – course sequence
  • EDEC Program Change – course sequence

Program change and course proposals passed

EDFS Special Topics Course Proposals (Jon Hale, TEDU)

Course proposals passed

AFST Change of Minor Proposal (Simon Lewis)

Change of minor proposal passed

Discussion of ongoing work on revisions of proposal forms

Proposal to use ComplianceAssist! template for new course forms. If group in room (FCC, Registrar, Provost, etc.) approves new form, we can decide when to adopt and implement new forms. Need to check with deans, chairs, program chairs, etc., on the roll out of any new forms.

Committee Concerns

None.
Adjournment