2018-2019 Committee Members and Regular Guests
Chad Galuska (2017-2018 Co-Chair), Andrew Przeworski (2017-2018 Secretary), Thomas Carroll, Allison Foley, Kameelah Martin, Nenad Radakovic, Kathleen Rogers, Wayne Smith, Gabriel Williams, Lynn Cherry, Megan Gould, Mary Bergstrom, Julie Dahl, Jerry Mackeldon, Franklin Czwazka

New Business

1) Introductions

2) Chair’s Report
   a) Curriculog Feedback
   b) Election of Officers
   c) Summer 2018 Fact-Finding about Special Topics Courses
   d) Orientation and 2018-2019 Meeting Schedule

<table>
<thead>
<tr>
<th>Submit Proposals to Provost’s Office by . . .</th>
<th>Present Proposals to Committee on . . .</th>
<th>Approved Proposals will be forwarded to Senate on . . .</th>
<th>Senate will consider proposals on . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/24/2018</td>
<td>9/14/2018</td>
<td>9/20/2018</td>
<td>10/2/2018</td>
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<td>12/14/2018*</td>
<td>12/7/2018</td>
<td>1/3/2019</td>
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<td>1/18/2019</td>
<td>1/24/2019</td>
<td>2/5/2019</td>
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*Deadline for prerequisite change, credit-hour change and course number change proposals. If you want to change a course’s prerequisites, credit hours or number for the 2019-2020 academic year, you MUST submit the proposal by this date.

3) Constituent Concerns

4) Adjournment
Faculty Curriculum Committee Minutes
Friday, April 6, 2018
Stern room 201

Present: Chad Galuska (co-chair), Andrew Przeworski (secretary), Tom Carroll, Doug Friedman, Gayle Goudy, Nenad Radakovic, Wayne Smith

Registrar’s Office: Mary Bergstrom, Jerry Mackeldon, Julie Dahl

Academic Affairs: Lynn Cherry

Presentation of the Agenda (Galuska)

Old Business
1. We approved the minutes from the March meeting.
2. Chair’s report: the registrar requests that course renumberings be subject to the same deadline as prerequisite changes and credit-hour changes.
3. DANC: Chad has drafted a memo to send to Standards.
4. CITA (McCaulay, Stavley)
   Discussion: none
   Modifications: none
   Decision: approved

New Business

1. RELS (Bjerken)
   Discussion: none
   Modifications: the proposal should say that it goes into effect in 2019.
   Decision: approved
2. PRST (Coetzer)
   Discussion: question about why this isn’t just a program change. It’s because they’re changing the name of the program.
   Modifications: minor change to wording of assessment expectations, and the dates in which the changes go into effect need to be updated
   Decision: approved, with one “no” vote.
3. Special Topics: Chad has drafted a motion to send to the Senate giving the FCC oversight of the 3-in-5 rule.
   Discussion: question about the consequences should a department violate the 3-in-5 rule. Should such violations automatically trigger consequences, or should there be some method for granting exceptions? Debate about whether the violating courses should be blocked from further offerings (until becoming regular courses) or simply be reviewed. Since none of this would take effect next year anyway, we’ll continue working on the policy over the summer, and do a preliminary review of 3-in-5 violations in the fall, to help guide our decision on how the policy would be enforced.
   Modifications: Academic Affairs should also be notified of violations
4. CHEM (Tonks)
Discussion: should the course be an elective in the major? CHEM hasn’t decided that issue yet. Is the course primarily lab or lecture? It varies from one week to another.
Modifications: the course description will be reworded, to remove the claim that the course is primarily a lecture course.
Decision: approved
2017-2018 Committee Members and Regular Guests
Gayle Goudy (Co-Chair), Chad Galuska (Co-Chair), Andrew Przeworski (Secretary), Thomas Carroll, Garrett Davidson, Douglas Friedman, Nenad Radakovic, Kathleen Rogers, Wayne Smith, Lynn Cherry, Megan Gould, Mary Bergstrom, Julie Dahl, Jerry Mackeldon, Franklin Czwazka

Guests
- Zeff Bjerken, Religious Studies (bjerken@cofc.edu)
- Graeme Coetzer, Management and Marketing (coetzergh@cofc.edu)
- Godfrey Gibbison, School of Professional Studies (gibbisona@cofc.edu)
- Renee McCauley, Computer Science (mccaulrey@cofc.edu)
- RoxAnn Stalvey, Computer Science (stalveyr@cofc.edu)
- Neal Tonks, Chemistry (tonksn@cofc.edu)
- Sebastian van Delden, Computer Science (vandeldensa@cofc.edu)

Old Business

1) Approve minutes from March 16 meeting

2) Chair’s Report
   a) Prerequisite and credit hour changes are required to be submitted by a specific deadline in the curriculum calendar (this year it was 1/5/18). The RO requests that course renumbering be added to this list of changes needed by this deadline.
   b) Update on Memo to Standards requesting that they consider the following DANC motions:
      i) Remove designation of DANC 100-level courses as physical activity courses; this results in the removal of the 8-hour cap for DANC 100-level courses that can be applied toward degree requirements.
      ii) Remove the 14-hour cap on DANC 300-level courses or below that can be applied to degree requirements.

3) Curriculum Proposals Review and Vote (Tabled from March 16 Meeting)
   a) CITA (McCauley/Stalvey/van Delden): New concentration in Game Development
New Business

4) Curriculum Proposals Review and Vote

a) RELS (Bjerken):
   i) Add three courses (RELS 103, 247, 253) to the RELS major.
   ii) Remove RELS 381 as an option in one portion of the major.

b) PRST (Coetzer/Gibbison):
   i) Terminate the PRST-OLMG concentration
   ii) Create a new PRST-MNOD concentration
   iii) Create a new course (PRST 320)

c) CHEM (Tonks): Create a new course (CHEM 432: Industrial Chemistry)

5) Curriculum Committee (Galuska): Motion for oversight responsibility of the 3-in-5 rule for special topics courses to shift to the Curriculum Committee beginning in Fall 2018.

Upcoming Business

- Next FCC Meeting: Fall 2018 (TBA)
Faculty Curriculum Committee Minutes
Friday, March 16, 2018
Stern room 201

Present: Chad Galuska (co-chair), Andrew Przeworski (secretary), Tom Carroll, Doug Friedman, Nenad Radakovic, Wayne Smith

Registrar’s Office: Mary Bergstrom, Franklin Czwazka, Jerry Mackeldon, Julie Dahl

Academic Affairs: Lynn Cherry

Presentation of the Agenda (Galuska)

Old Business
1. We approved the minutes from the February meeting.
2. Our February proposals all passed the Senate.
3. Chair’s report: still need to discuss special topics courses, both the 3-in-5 proposal today, and broader policy at the April meeting.
4. PRST (Gibbison)
   Postponed until later in the meeting, as no representative of BPS was present at the time.

New Business
1. ANTH (Burkett)
   Discussion: none
   Modifications: prior to the meeting, we received some minor modifications to the proposal
   Decision: approved
2. ARTS (Duval)
   Discussion: question about the claim that the proposal has no associated costs.
   Modifications: prior to the meeting, we received some minor modifications to the proposal
   Decision: approved
3. PRST (Gibbison)
   Discussion: originally, the existing core was completely being replaced with a new core. Now, they’re keeping some of the existing core courses, as electives. Does that create redundancy that leads to student receiving credit twice for the same content? BPS feels that the new courses are sufficiently distinct. Question about how the change to the core will affect the concentrations. The core isn’t meant to be preparation for the concentrations.
   Modifications: the prerequisites aren’t currently uniform in the new courses. Two of the course deactivations have been withdrawn.
   Decision: approved
4. CHEM (Riggs-Gelasco)
   Discussion: question about the discrepancy between the prerequisites on the
   form and on the syllabus. The form is correct.
   Modifications: prior to the meeting, we received some minor modifications to
   the proposal
   Decision: approved

5. CITA (Manaris and van Delden)
   Discussion: question about the core of the gaming concentration being
different from the core of the other concentrations. There's disagreement
between the RO and Lynn about whether this is an issue. Various options are
discussed, none of which seems to solve the problem.
   Modifications: CSCI will work on the gaming concentration some more
   Decision: we approved the new courses, but tabled the new concentration

6. LING (Viñas de Puig)
   Discussion: none
   Modifications: students won’t be able to take both TEDU 325 and EDEE 325
   Decision: approved

7. INFM (Starr)
   Discussion: none
   Modifications: prior to the meeting, we received some minor modifications to
   the proposal
   Decision: approved

8. ENGL (Baker)
   Discussion: discussion about various ways to make clear that 466 doesn’t
double count as an elective and capstone. They’ll need to eventually alter the
prerequisites on 495 to allow minors into the course.
   Modifications: there should be wording preventing ENGL 466 from counting
   as both an elective and a capstone. The 498 syllabus needs to spell out the
   grading scale.
   Decision: Approved pending changes to the 498 syllabus.

9. NSCI (Triblehorn)
   Discussion: question about whether there needs to be a restriction on PHYS
   499’s content being related to neuroscience.
   Modifications: they’ll remove PHYS 499 from the explicit options, and let it
   fall under the “other Bachelor’s Essay courses may count…”
   Decision: approved

10. PSYC (Galuska, Hubel)
    Discussion: none
    Modifications: prior to the meeting, we received some minor modifications to
    the proposal
    Decision: approved

11. DANC (McLaine)
    Discussion: lengthy discussion about the nature of the DANC courses, and
    the procedural aspects of making this proposed change.
    Modifications: none
Decision: We tabled the 8-hour discussion, so we can craft a motion to send to Standards. We support the change to the 14-hour cap, and will send it to Standards for their approval. We table the new course proposal, as it’s dependent on what Standards decides to do to the 14-hour cap.

12. EDFS (Ashworth, Perkins)
   Discussion: discussion about the content and expectations of EDFS 301, and whether it warrants 2 credit hours.
   Modifications: they’re going to revise the 301 syllabus some more
   Decision: we tabled the 301 proposal, but approved the rest of the proposals

13. INTL (Friedman, Pehl)
   Discussion: there will be two ST courses (one existing, one new), for different Gen Ed distributions.
   Modifications: none
   Decision: approved

14. RELS (Bjerken)
   Discussion: none
   Modifications: prior to the meeting, we received some minor modifications to the proposal. We’re going to add a note that RELS 381 can’t count as the 300-level elective.
   Decision: approved

15. SOST (Eichelberger)
   Discussion: some discussion about technicalities
   Modifications: the memo about HONS 175 has been withdrawn
   Decision: approved

16. MATH (Mignone)
   Discussion: question about a teach-out plan for the BA.
   Modifications: prior to the meeting, we received some minor modifications to the proposal
   Decision: approved

17. HONS (Folds-Bennett, Meyer-Bernstein)
   Discussion: overview of the proposal. Question about whether the colloquia are ST, VT, or something else. Different ones are of different types. Question about the criteria for being included in the Foundation courses. They have no departmental prerequisites. Colloquia will potentially be linked in ways that wasn’t possible before.
   Modifications: there were a few modifications proposed by the RO prior to the meeting
   Decision: approved

18. 3-in-5 rule
   Discussion: we should find the current actual policy on this, and start there.
   Modifications: we’ll work on it some more before the April meeting.
   Decision: tabled
Faculty Curriculum Committee Meeting

Agenda: March 16, 2018

2017-2018 Committee Members and Regular Guests
Gayle Goudy (Co-Chair), Chad Galuska (Co-Chair), Andrew Przeworski (Secretary), Thomas Carroll, Garrett Davidson, Douglas Friedman, Nenad Radakovic, Kathleen Rogers, Wayne Smith, Lynn Cherry, Megan Gould, Mary Bergstrom, Julie Dahl, Jerry Mackeldon, Franklin Czwazka

Guests

- Kristen Ashworth, Teacher Education (ashworthke@cofc.edu)
- Elizabeth Baker, English (bakere@cofc.edu)
- Zeff Bjerken, Religious Studies (bjerken@cofc.edu)
- Tracy Burkett, Sociology and Anthropology (burkettt@cofc.edu)
- Barbara Duval, Studio Art (duvalb@cofc.edu)
- Julia Eichelberger, Southern Studies (eichelbergerj@cofc.edu)
- Trisha Folds-Bennett, Honors College (foldsbennettt@cofc.edu)
- Godfrey Gibbison, School of Professional Studies (gibbisonga@cofc.edu)
- Grace Hubel, Psychology (hubelg@cofc.edu)
- Bill Manaris, Computer Science (manarisb@cofc.edu)
- Gretchen Mclaine, Theatre and Dance (mclaineg@cofc.edu)
- Elizabeth Meyer-Bernstein, Honors College (meyerbernstein@cofc.edu)
- Bob Mignore, Mathematics (mignore@cofc.edu)
- Malte Pehl, Intenational Studies (pehlm@cofc.edu)
- Robert Perkins, Teacher Education (perkinsr@cofc.edu)
- Pamela Rigs-Gelasco, Chemistry and Biochemistry (gelascop@cofc.edu)
- Myra Seaman, English (seamanm@cofc.edu)
- Christopher Starr, Supply Chain and Information Management (starrc@cofc.edu)
- Jeff Triblehorn, Biology and Neuroscience (triblehornj@cofc.edu)
- Sebastian van Delden, Computer Science (vandeldensa@cofc.edu)
- Ricard Viñas de Puig, Hispanic Studies (vinasdepuig@cofc.edu)

Old Business

1) Approve minutes from February meeting

2) February curriculum proposals approved by Faculty Senate on March 13


3) Chair’s Report

4) Curriculum Proposals Review and Vote (Tabled from February 28)

   a) FREN (Morrison): Create 300-level independent study (FREN 398). Proposal has been withdrawn.
b) **PRST (Gibbison):** Revise the core of the PRST major. Most existing core courses will be deactivated (PRST 220, 230, 300, 301, 302, 303, 400), and new courses are being created to take their places (PRST 310, 311, 312, 313, 314, 315, 410).

**New Business**

5) **Curriculum Proposals Review and Vote**

a) **ANTH (Burkett):** Create a new HONS course (HONS 169) and add it to ANTH's degree requirements, as an alternative to ANTH 205.

b) **ARTS (Duval):** Create a new course (ARTS 318) and make it a requirement in the major.

c) **CHEM (Riggs-Gelasco):** Create a more introductory organic chemistry course (CHEM 230), to better prepare students for the actual organic chemistry course.

d) **CITA (Manaris, van Delden):**
   i) Prerequisite changes to CITA 280, 395, and 495
   ii) New concentration in Game Development

e) **LING (Viñas de Puig):** Add four courses to the options within the Interdisciplinary Linguistic Studies minor: EDEE 325, TEDU 325, SPAN 449, SPAN 450

f) **INFM (Starr):** Create a new course INFM 340.

g) **ENGL (Baker):**
   i) Create a new minor in Writing, Rhetoric, and Publication (ENGL-WRIT).
   ii) Create a new course (ENGL 498)

h) **NSCI (Triblehorn):** Program change to make explicit prerequisites, make some changes to their electives, and add more options for students to complete the research requirements.

   i) **PSYC (Galuska, Hubel):** Create two new courses (PSYC 312, 435) and add them as electives to the BA and BS majors and to the minor.

j) **DANC (McLaine):**
   i) Remove designation of DANC 100-level courses as physical activity courses; this results in the removal of the 8-hour cap for DANC 100-level courses that can be applied toward degree requirements.
   ii) Remove the 14-hour cap on DANC 300-level courses or below that can be applied to degree requirements.
   iii) Create a new course (DANCE 375).

k) **EDFS (Ashworth, Perkins):**
   i) Change credit hours of EDFS 301
   ii) Renumber courses to facilitate cross listing with graduate courses: EDFS 401 (from 345), 410 (from 353), 420 (from 352), 430 (from 351), 450 (from 330).
   iii) EDFS is also cross listing some courses that aren’t being renumbered (412, 413, 422, 425, 437).

l) **INTL (Friedman, Pehl):**
   i) Create a new special topics course (INTL 291) and add it to the major.
   ii) Add numerous courses to the INST minor.
m) RELS (Bjerken):
   i) Create three new courses: RELS 103, 247, 253
   ii) Add these courses and RELS 223 to the minor.

n) SOST (Eichelberger): Add ARTH 396 as an elective in the SOST minor and provide flexibility to allow the program to use exception management to include certain other kinds of electives (FYSE, independent study, tutorials), on a case-by-case basis.

o) MATH (Mignone)
   i) Terminate the BA in MATH.
   ii) Terminate two concentrations: Applied Track and Pure Track.
   iii) Add a new concentration within the BS degree: Mathematics Track
   iv) Modify two concentrations within the BS degree: Statistics Track and Teacher Education Track.

p) HONS (Folds-Bennett, Meyer-Bernstein): Complete restructuring of the HONS program.

6) Curriculum Committee (Galuska): Motion for oversight responsibility of the 3-in-5 rule for special topics courses to be moved from the Registrar’s office to the Curriculum Committee beginning in Fall 2018.

Upcoming Business

- **Next FCC Meeting**: Friday, April 6, from 3:00-5:00 pm in 201 Sterns
Faculty Curriculum Committee Minutes
Friday, February 23, 2018
Stern room 201

Present: Chad Galuska (co-chair), Gayle Goudy (co-chair), Andrew Przeworski (secretary), Tom Carroll, Garrett Davidson, Doug Friedman, Nenad Radakovic, Kathy Rogers, Wayne Smith

Registrar’s Office: Mary Bergstrom, Franklin Czwazka, Jerry Mackeldon, Julie Dahl

Academic Affairs: Lynn Cherry

Presentation of the Agenda (Galuska)

Old Business
1. We approved the minutes from the January meeting.
2. Our January proposals all passed the Senate.
3. Special topics – We will draft a motion to send to the Senate moving oversight of the 3-in-5 rule from the Registrar to the FCC. Continuation of the discussion about whether non-ST courses can count toward program requirements on a case-by-case basis. This should be dealt with through exception-management.

New Business

1. LIBR (Finch)
   Discussion: none
   Modifications: they’ve sent us new SLOs to be included in the proposal
   Decision: approved
2. PEAC (Carroll)
   Discussion: none
   Modifications: none
   Decision: approved
3. URST (Keenan)
   Discussion: none
   Modifications: none
   Decision: approved
4. COMM (Kopfman and Parisi)
   Discussion: the SLOs in the proposal aren’t correct
   Modifications: we’ll add “the SLOs aren’t changing” to the proposal
   Decision: approved
5. ARTS (Frankel)
   Discussion: some discussion about the mechanics of restricting enrollment in some sections of ARTS 119.
   Modifications: none
   Decision: approved
6. **FREN (Bourdier and Morrison)**
   Discussion: discussion about the need for both a 300- and 400-level independent study course. No other department has both. How do FREN 398 and 498 differ? The level of French language used. Could students apply nine hours of independent study to the major? FRFS would be unlikely to allow that. In the past, situations have arisen (at one specific study abroad site) in which only one student is registered for a particular lecture class, which is contrary to current registration rules. FREN has been advised that the proposed 398 is the least disruptive way to deal with the problem. Most study abroads are dealt with as transfer credit, but this specific one is regarded as hosting actual CofC courses. Apparently, the provost has already granted an exception to the registration rules, which removes part of the reason for this course.
   Modifications: FREN is going to make some modifications to better explain the need for the course, and the level of rigor in the course
   Decision: we approved 383, but tabled 398

7. **ENGL (Warnick)**
   Discussion: primarily about the number of credit hours for ENGL 495. They never offer the course as variable credit, even though it's technically variable credit.
   Modifications: the department expects 3 credit hours of ENGL 495, so will add wording to that effect.
   Decision: approved

8. **EDEE (Perkins, Radakovic, and White)**
   Discussion: discussion about the need for this, and comparison with the recent MATH proposal. The degree to which these courses are similar is greater than in the MATH proposal, so cross-listing is more appropriate than “meets with”. The content of the courses isn’t changing in any way, just the numbering and cross-listing.
   Modifications: none
   Decision: approved

9. **PRST Legal Studies (Gibbison)**
   Discussion: they won’t be able to seek ABA approval until after the program has been running for a few years. They will need to have faculty with expertise in the area. They haven’t yet been given any faculty lines. Although the School of Business has difficulty finding qualified adjuncts to teach law classes, that’s because the School of Business is required to meet stricter standards by its accreditation agency.
   Modifications: none
   Decision: approved

10. **PRST Core (Gibbison)**
    Discussion: discussion about how the new courses differ from the old courses.
    Modifications: they’ll provide us with syllabi for the deactivated courses and data from focus groups that explains the need for these changes.
    Decision: tabled
2017-2018 Committee Members and Regular Guests
Gayle Goudy (Co-Chair), Chad Galuska (Co-Chair), Andrew Przeworski (Secretary), Thomas Carroll, Garrett Davidson, Douglas Friedman, Nenad Radakovic, Kathleen Rogers, Wayne Smith, Lynn Cherry, Megan Gould, Mary Bergstrom, Julie Dahl, Jerry Mackeldon, Franklin Czwazka

Guests
- Juliette Bourdier, French (bourdierjm@cofc.edu)
- Jannette Finch, Library (finchj@cofc.edu)
- Sara Frankel, Studio Art (frankels@cofc.edu)
- Godfrey Gibbison, School of Professional Studies (gibbisonga@cofc.edu)
- Kevin Keenan, Urban Studies (keenank@cofc.edu)
- Jennifer Kopfman, Communication (kopfmanj@cofc.edu)
- Shawn Morrison, French (morrisonsh@cofc.edu)
- David Parisi, Communication (parisid@cofc.edu)
- Robert Perkins, Teacher Education (perkinr@cofc.edu)
- Chris Warnick, English (warnickc@cofc.edu)
- Kelley Mayer White, Teacher Education (whitekm@cofc.edu)

Old Business

1) Approve minutes from January meeting

2) January curriculum proposals were all approved by Faculty Senate on February 13

   b) **INTL**: Change INTL-INAF, INTL-INCL, INTL-INEU, INTL-INLA concentrations to reflect added/deactivated FREN courses.
   c) **INTL**: Move INTL 350 into the cores of the following concentrations: INTL-INAF, INTL-INAS, INTL-INCL, INTL-INEU, INTL-INLA
   d) **ARTS 339**: Course change to make ARTS 339 repeatable.
   e) **PPLW**: Add electives to the concentration for both the philosophy and political science majors. Change the way these major GPAs are calculated.
   f) **CSCI 462/INFS**: Prerequisite change for CSCI 462 to accommodate INFS students; change INFS degree requirements to swap 459 for 462, add CSCI 111 as a required course, and add ENTR 360 to the list of business electives.
   g) **CSCI Program Changes**: Remove the requirement to take CSCI 360 in both the BA and the BS. In the BA, replace it with CSCI 362. In the BS, add 310, 332, and 345 to the requirements, remove six hours of natural science, and require one fewer elective.
   h) **GEOL**: Create three new field courses (GEOL 364, 365, and 366) and an associated program change.
   i) **PSYC**: PSYC 397 prerequisite change and PSYC 497 credit hour change.
   j) **MATH**: De-crosslist 400- and 500-level courses. Does not require a vote.
Facility Curriculum Committee Meeting

Agenda: February 23, 2018

3) Chair’s Report: Repeatable Variable Topics (Special Topics) Courses

New Business

4) Curriculum Proposals Review and Vote

   a) LIBR 106 (Finch): New course proposal.
   b) PEAC (Carroll): Create four new courses (PEAC 114, 142, 150, 160) and deactivate one course (PEAC 117)
   c) USRT (Keenan): Add HIST 251 as an alternative to HIST 211 in both their major and minor, and add POLI 397 to their Sustainable Urbanism concentration.
   d) COMM (Kopfman, Parisi): Change minor from requiring both COMM 214 and 215, to requiring two of COMM 214, 215, 216.
   e) ARTS (Frankel): Add repeatability to ARTS 331, 332, 333, and 334. Add restrictions to ARTS 119 to allow for some sections to be reserved for freshmen or sophomores.
   f) FREN (Bourdier, Morrison): Add repeatability to FREN 383. Create 300-level independent study (FREN 398).
   g) ENGL (Warnick): Create a new concentration in Writing, Rhetoric, and Publication (ENGL-WRIT). To support this, create six new courses (ENGL 225, 316, 322, 369, 372, 379), modify three other courses (305, 310, 334), and add the new courses to their major, ENCW concentration, and EDEN cognate.
   h) EDEE (Perkins, Radakovic, White): Renumber courses to facilitate cross listing with graduate courses: EDEE 420 (from 380), 425 (from 325), 429 (from 375), 435 (from 378), 438 (from 331), 445 (from 333), 468 (from 368), 488 (from 415), 490 (from 382), 495 (from 416). EDEE is also cross listing some courses that aren’t being renumbered (EDEE 403, 407, 409).
   i) PRST Legal Studies (Gibbison): Create a new concentration in Legal Studies (PRST-LGST). This will require creating seven new courses: LGST 301, 306, 307, 308, 309, 390, 444.
   j) PRST (Gibbison): Revise the core of the PRST major. The existing core courses will be deactivated (PRST 220, 230, 300, 301, 302, 303, 400), and new courses are being created to take their places (PRST 310, 311, 312, 313, 314, 315, 410).

Upcoming Business

   • Next FCC Meeting: Friday, March 16, from 3:00-5:00 pm in 201 Sterns
Faculty Curriculum Committee Minutes
Friday, January 26, 2018
Stern room 201

Present: Chad Galuska (co-chair), Gayle Goudy (co-chair), Andrew Przeworski (secretary), Tom Carroll, Doug Friedman, Nenad Radakovic, Kathy Rogers, Wayne Smith

Registrar’s Office: Mary Bergstrom, Franklin Czwazka, Jerry Mackeldon, Julie Dahl

Academic Affairs: Lynn Cherry

Presentation of the Agenda (Galuska)

Old Business
1. We approved the minutes from the November meeting.
2. Our November proposals all passed the Senate.
3. Special topics – the co-chairs met with chairs of several other committees to continue the debate about how to revise the policy on topics courses. There’s still no consensus on how to move forward. There’s now an OAKS discussion thread. One proposal (discussed at our previous meeting) about oversight of the 3-in-5 rule is to have chairs report periodically on the topics courses they’ve offered, and compliance with the 3-in-5 rule.

New Business
1. FREN (Morrison)
   Discussion: question about whether the stricter older prerequisites are no longer necessary. Because the lower-level courses have evolved over time to become more rigorous, fewer prerequisites are now necessary.
   Modifications: none
   Decision: approved
2. INTL (Friedman)
   Discussion: none
   Modifications: none
   Decision: approved
3. INTL (Friedman)
   Discussion: question about whether the credit hours reported on the form should be for just the concentration, or the entire program. It’s the entire program.
   Modifications: none
   Decision: approved
4. ARTS 339 (Frankel)
   Discussion: Question about whether “permission of instructor” is a restriction or a second pathway into the class. It’s intended as a restriction,
but after discussion, they decide to remove that clause. Will the SLOs change the second time that the student takes the class? Yes.

Modifications: There’s a revised version of the proposal. The repeatability is no longer tied to standing. Instead, it’s tied to the whether the student is a major/minor. There’s also a clause for “permission of instructor”, but during the meeting it is removed.

Decision: approved

5. PPLW (Knotts and Krasnoff)
Discussion: some of the forms didn’t show all of the proposed changes, but that’s apparently something that curriculog will propagate through the forms later. Question about faculty review of changes to major GPA policy. Such changes need to go through the usual faculty review process.

Modifications: none
Decision: approved

6. CSCI 462/INFS (van Delden)
Discussion: none
Modifications: there have been some changes to the descriptions of the paperwork (but not to the actual paperwork) to make clear that 462 is replacing 459 in the major requirements, but 459 isn’t being deactivated
Decision: approved

7. CSCI (van Delden)
Discussion: question about whether the existing science requirements were driven solely by the accreditation agency. They were. Question about whether students will be able to complete the new requirements within four years. CSCI doesn’t think that it will be a problem.

Modifications: none
Decision: approved

8. GEOL (Ali)
Discussion: do they need to make a change to the GPA computation in the GEOL B.A. to exclude the new courses? They’ll have to decide whether to do that.

Modifications: the syllabus for 365 needs to be updated to reflect the way that the course will be taught to GEOL majors. The program change needs to place the new courses as options in the “required” area, not just the “elective” area. There are some typos in the SLOS that will be fixed.
Decision: approved

9. PSYC (Galuska)
Discussion: none
Modifications: the wording of the prerequisite has been clarified.
Decision: approved

10. MATH
Discussion: since this is just an FYI, the discussion is about the broader cross-listing policy.
Modifications: none
Decision: no vote was required
For the Good of the Order

1. To what extent does the FCC scrutinize changes to the major GPA computation? When programs are revised, we’ll need to assess whether any changes to the major GPA computation are appropriate.
2. 2018-19 committee assignment requests will be coming soon.
2017-2018 Committee Members and Regular Guests
Gayle Goudy (Co-Chair), Chad Galuska (Co-Chair), Andrew Przeworski (Secretary), Thomas Carroll, Garrett Davidson, Douglas Friedman, Nenad Radakovic, Kathleen Rogers, Wayne Smith, Lynn Cherry, Megan Gould, Mary Bergstrom, Julie Dahl, Jerry Mackeldon, Franklin Czwazka

Guests
- Adem Ali, Geology (alika@cofc.edu)
- Sara Frankel, Studio Art (frankels@cofc.edu)
- Gibbs Knotts, Political Science (knottshg@cofc.edu)
- Larry Krasnoff, Philosophy (krasnoff@cofc.edu)
- Shawn Morrison, French (morrisonsh@cofc.edu)
- Sebastian van Delden, Computer Science (vandeldensa@cofc.edu)

Old Business

1) Approve minutes from November meeting

2) November curriculum proposals were all approved by Faculty Senate on December 5
   - ARTS 430 Independent Study: remove restriction that limits repeatability to 6 credit hours (ARTS 430).
   - SOCY 260 Development of Social Thought: change description (SOCY 260).
   - Bachelor of General Studies: create a new degree program (BGST) to allow students to earn a degree without completing a major and two new associated courses (BGST 101 and BGST 400).

3) Repeatable Variable Topics (Special Topics) Courses
   Chad Galuska, Gayle Goudy, Doug Friedman, and Lynn Cherry met with Brenton LeMesurier (Assessment of Institutional Effectiveness), Robert Pitts (Academic Planning), and Lisa Covert (General Education) on Wednesday, November 29. While the goal remains to change the oversight of Variable / Special Topics courses to the faculty rather than the Registrar’s office this group decided to continue discussing the topic via OAKS discussion board. Gayle added those members to the OAKS group for this reason.

New Business

4) Curriculum Proposals Review and Vote
   b) INTL (Friedman): Change INTL-INAF, INTL-INCL, INTL-INEU, INTL-INLA concentrations to reflect added/deactivated FREN courses.
   c) INTL (Friedman): Move INTL 350 into the cores of the following concentrations: INTL-INAF, INTL-INAS, INTL-INCL, INTL-INEU, INTL-INLA
   d) ARTS 339 (Frankel): Course change to make ARTS 339 repeatable.
   e) PPLW (Knott and Krasnoff): Add electives to the concentration for both the philosophy and political science majors. Change the way these major GPAs are calculated.
f) **CSCI 462/INFS (van Delden):** Prerequisite change for CSCI 462 to accommodate INFS students; change INFS degree requirements to swap 459 for 462, add CSCI 111 as a required course, and add ENTR 360 to the list of business electives.

g) **CSCI Program Changes (van Delden):** Remove the requirement to take CSCI 360 in both the BA and the BS. In the BA, they want to replace it with CSCI 362. In the BS, they want to add 310, 332, and 345 to the requirements, remove six hours of natural science, and require one fewer elective.

h) **GEOL (Ali/Callahan):** Create three new field courses (GEOL 364, 365, and 366) and an associated program change.

i) **PSYC (Galuska):** PSYC 397 prerequisite change and PSYC 497 credit hour change.

j) **MATH:** De-crosslist 400- and 500-level courses. Does not require a vote.

**Upcoming Business**

- **Next FCC Meeting:** Friday, February 23, from 3:00-5:00 pm in 201 Sterns
Faculty Curriculum Committee Minutes
Friday, November 17, 2017
Stern room 201

Present: Gayle Goudy (co-chair), Chad Galuska (co-chair), Andrew Przeworski (secretary), Tom Carroll, Garrett Davidson, Doug Friedman, Nenad Radakovic, Kathy Rogers, Wayne Smith

Registrar’s Office: Mary Bergstrom, Franklin Czwazka, Jerry Mackeldon, Julie Dahl

Academic Affairs: Lynn Cherry

Presentation of the Agenda (Goudy)

Old Business
1. We approved the minutes from the October meeting
2. Our October proposals all passed the Senate.
3. As other committees are also discussing issues related to variable topics courses, we propose forming a joint committee to revise policy on variable topics courses. We then modified the proposal, removing Academic Standards, and adding Academic Planning. We’ll start with just a meeting of committee chairs to see whether other committees are having discussions about this topic.

New Business
1. URST (Keenan)
   Discussion: The discussion is about procedure, rather than the proposal itself. Is it appropriate for the proposal to go through without any faculty oversight? It’s argued that the “changes” to the undergraduate curriculum are no different from evaluating transfer credit.
   Modifications: none
   Decision: we voted to approve it, for the sake of documentation
2. ARTS (Frankel)
   Discussion: mostly about the extent to which there are other independent study courses on campus with unlimited repeatability. There are at least a few such examples.
   Modifications: none
   Decision: approved
3. SOCY (Burkett)
   Discussion: The discussion focused on FCC policy about how many changes to a course title/description are necessary to trigger a “new course” form.
   Modifications: the prerequisites on the syllabus are wrong
   Decision: approved
4. BGST (Gibbison)
Discussion: question about the possibility of completing online minors within 4 years. Question about the administrative nature of BGST 101: which Dean oversees it, who does assessment, which faculty would originate/approve changes to the course? Question about the ease of finding external readers for BGST 400. If this program grows, certain departments will bear the brunt of the workload. Will there be sufficient resources to hire faculty in those departments? Question about the capstone course topic and the extent to which it connects with students’ minors, and how it would be taught, considering that the instructor could have no connection with the student’s minors. Question about BGST 101 serving disparate audiences. Discussion about ways to encourage students to pursue coherent bodies of coursework. Modifications: Section C of the program form will say that distance students “will be able to choose” online minors, rather than “will choose”. The BGST 400 prerequisites will add “permission of instructor”. The name of BGST 400 will be changed. The external reviewer(s) in BGST 400 will be required to be from one of the student’s minors.

Decision: there was a motion to table, but it’s rejected 3 to 4. There was a motion to approve, with 3 yes votes, 2 no votes, and 2 abstentions. After much discussion, there’s a second vote to approve, with 6 yes votes and 1 no.
Faculty Curriculum Committee Meeting

Agenda: November 17, 2017

2017-2018 Committee Members and Regular Guests
Gayle Goudy (Co-Chair), Chad Galuska (Co-Chair), Andrew Przeworski (Secretary), Thomas Carroll, Garrett Davidson, Douglas Friedman, Nenad Radakovic, Kathleen Rogers, Wayne Smith, Lynn Cherry, Megan Gould, Mary Bergstrom, Julie Dahl, Jerry Mackeldon, Franklin Czwazka

Guests
- Sara Frankel, Studio Art (FrankelS@cofc.edu)
- Tracy Burkett, Sociology (BurkettT@cofc.edu)
- Godfrey Gibbison, School of Professional Studies (gibbisonga@cofc.edu)
- Kevin Keenan, Urban Studies (KeenanK@cofc.edu)

Old Business

1) Approve minutes from October meeting

2) October Curriculum Proposals (all approved by senate)
- CITA: proposal to correct the degree requirements of CITA to align with your original intentions
- CSCI: proposal to renumber CSCI 381 to 281.
- FREN: proposals to create 4 new courses (FREN 334, FREN 335, FREN 336, FREN 337), replacing 4 existing courses (FREN 320, FREN 321, FREN 326, FREN 327), remove the capstone requirement (FREN 495), and modify their programs accordingly (French major, French education major, French minor, Business Language minor in French).

3) Repeatable Variable Topics (Special Topics) Courses
Vote to arrange a meeting with the chairs of the following committees to draft a motion which, if passed by the Senate, will change the oversight of Variable / Special Topics courses to the faculty rather than the Registrar’s office and either establish or assign a committee to provide faculty oversight to special and variable-topics courses.
- Academic Standards, Admissions, and Financial Aid (?)
- Assessment of Institutional Effectiveness
- Curriculum
- General Education

Rational: We have been through two drafts of the Guidelines for the Use of Repeatable Variable Topics Courses since April (several more in previous years) and have discussed the issue for at least three hours with no consensus. Some of the problems include:
- Which courses are subject to the 3-in-5 rule?
  - The FCC has tried to (re)define the characteristics of Special Topics and Variable topics without success. For instance, is there a fundamental difference between VT and ST courses (other than the shopping)? Should the distinction between variable topics courses that are reviewed and those that are not be whether a student could take the course more than once?
- Special Topics were originally intended to be a number that allows faculty to experiment with a new subject or departments to take advantage of an expert in the field who will teach for a limited time. For this reason, many special topics proposals are essentially a
shell of a course with very general objectives. The approval of such a course is generally the example submitted and we trust that subsequent iterations of the course will be similar in rigor.

- Special Topics courses are not used as experimental one-of courses in practice. Many programs rely on the changing nature of ST courses to add variety and depth to their programs. The flexibility of these courses should be preserved. However, when special topics courses are used in this way (not shell courses), they should be vetted. The 3-in-5 guideline was intended to offer this vetting process.

- Current guidelines task the Registrar’s office with monitoring the 3-in-5 guideline. While the Registrar’s Office is happy to run reports, the judgment of whether or not a ST or VT course taught in different semesters is the same course should rest on the faculty, not the Registrar’s office.

- Once the oversight of the ST/VT courses is changed to the faculty, how is the oversight to work in practice? In Spring 2018, there are 144 courses that are variable topics in nature. If this is to be monitored over a five-year period, this will be a very time-consuming effort. Possible solutions proposed by the FCC:
  o chairs report variable topics courses annually
  o the FCC reviews only special topics courses (until we determine a reason to review all variable topics courses) [Realistically, the FCC does not have the time to do this while also looking at proposals.]
  o a faculty senate committee is formed with the task of solving these problems.

**New Business**

4) **Discussion** regarding the URST 4+1 accelerated Master’s program with the existing MPA program

5) **Curriculum Proposals Review and Vote**

   a) **ARTS 430 Independent Study**: remove the restriction that the course is repeatable up to 6 credit hours.

   b) **SOCY 260 Development of Social Thought**: change the title and description of a current course.

   c) **Bachelor of General Studies**: create a new degree program to allow students to earn a degree without completing a major and two new associated courses (BGST 101 and BGST 400).

**Upcoming Business**

- **Next FCC Meeting**: Friday, January 26, 2018, from 3:00-5:00 pm in 201 Sterns
Faculty Curriculum Committee Minutes  
Friday, October 20, 2017  
Stern room 201

Present: Chad Galuska (co-chair), Gayle Goudy (co-chair), Andrew Przeworski (secretary), Tom Carroll, Doug Friedman, Nenad Radakovic, Kathy Rogers, Wayne Smith

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

Academic Affairs: Lynn Cherry

Presentation of the Agenda (Galuska)

Old Business
1. We approved the minutes from the September meeting
2. Do we want to update our guidelines from the old “Liberal Learning and the Arts and Sciences Major” to the LEAP standards? Without much discussion, we approve the change.
3. The latest revision of the special topics policy applies the 3-in-5 rule to all courses whose content varies. Variable topics courses aren’t tracked by the registrar, so there would be a logistics problem. One logistics suggestion is to have chairs report (annually?) on which variable/special topics courses have been offered recently and whether they’ve been offered more than three times. It’s also suggested that we start out slow, reviewing just ST courses, until we determine that there’s a reason to review variable topics courses. Maybe a distinction between courses that need to be reviewed versus courses that don’t need to be reviewed is whether students are allowed to repeat the course. Again, we seem not be reaching a consensus today. We’ll create an OAKS discussion board on which we can continue the discussion.

New Business
1. CITA (van Delden)  
   Discussion: none  
   Modifications: none  
   Decision: approved
2. CSCI (van Delden)  
   Discussion: technical questions  
   Modifications: section F of the form should be blank. Section G should say that the prerequisite includes sophomore standing.  
   Decision: approved
3. FREN (Morrison)  
   Discussion: the new courses will be equivalent to the deactivated courses, so there shouldn't be any prerequisite problems in the 400-level courses. Questions about the extent to which students engage in research in other
400-level courses. Question about the SLOs for one of the courses. Questions about the curriculum map, and how quickly students can complete the program. Question about existing students’ requirement to take 495.

Modifications: none

Decision: approved with one abstention
Faculty Curriculum Committee Meeting

Agenda: October 20, 2017

2017-2018 Committee Members and Regular Guests
Gayle Goudy (Co-Chair), Chad Galuska (Co-Chair), Andrew Przeworski (Secretary), Thomas Carroll, Garrett Davidson, Douglas Friedman, Nenad Radakovic, Kathleen Rogers, Wayne Smith, Lynn Cherry, Megan Gould, Mary Bergstrom, Julie Dahl, Jerry Mackeldon, Franklin Czwazka

Guests
- Sebastian van Delden, Computer Science (vandeldensa@cofc.edu)
- Shawn Morrison, French, Francophone and Italian Studies Department (MorrisonSH@cofc.edu)

Old Business

1) Approve minutes from September meeting

2) Which Association of American College and Universities (AACU)’s Framework should we use for reviewing programs and certificates?
   Currently our website states that we use the “Liberal Learning and the Arts and Sciences Major” framework (https://aacu.org/about/statements/liberal-learning). Should we change to Liberal Education and America’s Promise (LEAP, https://www.aacu.org/leap) and/or Project Kaleidoscope (PKAL, https://www.aacu.org/pkal).

3) Guidelines for the Use of Repeatable Variable Topics Courses (updated based on discussion at September 2017 meeting)

   Repeatable, variable topics courses are courses whose content varies in a significant way from term to term, such that the course description and/or title needs (clarification/definition/amendment?). Since the topic varies significantly, a student may repeat this course for credit. Specific topics used under a particular course number, may be offered up to three times in five years. The syllabi of repeatable, variable topics courses will be collected and reviewed by the Faculty Curriculum Committee to ensure that courses are not repeated more than three times in five years and presented to the Faculty Senate. Once a course is taught the third time within a five-year period, the Faculty Curriculum Committee will contact the department to begin the process to transition the specific course to a regular course with its own (non-variable) title, description, and number.

   Variable topics courses named “Special Topics” are included in a Special Topics Query (shopping), a service currently provided by the registrar’s office to advertise the courses with “interested” departments and programs.
New Business

4) Curriculum Proposals

a) **CITA** proposal to correct the degree requirements of CITA to align with your original intentions (and not an earlier draft that was mistakenly implemented)

b) The **CSCI** curriculum allows any course numbered 300 or higher to count as an elective. CSCI doesn’t want 381 to count as an elective, so they would like to renumber it to 281.

c) **French** is proposing to create 4 new courses, replacing 4 existing courses. They also need to modify their various majors and minors to incorporate these new courses. Finally, they're removing their capstone requirement, which will reduce the number of hours in the major.
   - New course: **FREN 334**
   - New course: **FREN 335**
   - New course: **FREN 336**
   - New course: **FREN 337**
   - Deactivate course: **FREN 320**
   - Deactivate course: **FREN 321**
   - Deactivate course: **FREN 326**
   - Deactivate course: **FREN 327**
   - Deactivate course: **FREN 495**
   - Change program: **French major**
   - Change program: **French education major**
   - Change minor: **French minor**
   - Change minor: **Business Language minor in French**

Upcoming Business

- **Next FCC Meeting for curriculum change proposals**: Friday, November 17, 2017, from 3:00-5:00 pm in 201 Sterns
Faculty Curriculum Committee Minutes
Friday, September 22, 2017
Stern room 201

Present: Gayle Goudy (co-chair), Chad Galuska (co-chair), Andrew Przeworski (secretary), Tom Carroll, Garrett Davidson, Doug Friedman, Nenad Radakovic, Kathy Rogers, Wayne Smith

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

Academic Affairs: Lynn Cherry

Presentation of the Agenda (Goudy)

Old Business

1. We approved the minutes from the April meeting
   a. Reminder about changing the “1/3 content” guideline to “meets satisfaction of the program director”.
   b. Our questions about grading scales on the syllabus have been forwarded to Academic Standards.

2. Curriculog is live now. We should receive proposals for our next meeting. Discussion about whether the new process removes the need to solicit acknowledgement letters from affected departments. We decide to leave things the way they are.

3. Guidelines for undergraduate certificates are still being discussed. It will possibly be presented to the Senate at the next meeting.

New Business

1. Discussion about selecting an AACU framework to guide our curriculum approval process. PKAL is STEM-oriented. LEAP is largely consistent with what we’re already doing, although it suggests that every program should have an interdisciplinary capstone experience, which is something that we’d be unable to satisfy. Some are concerned that the more modern frameworks move us toward having a checklist of things that need to be satisfied. We decide that we should continue this discussion later, after we’ve actually read the different frameworks.

Old Business (continued)

4. In April, we discussed a new variable topics policy. It would create a distinction between “variable topics” and “special topics”. VT courses wouldn’t be available for shopping, and wouldn’t be subject to the 3-in-5 rules. ST courses would. Also, oversight of the 3-in-5 rule would shift from
the Registrar to the FCC. Discussion about whether there really is any distinction between the two types of courses. Some departments might be using VT courses just to dodge the 3-in-5 rule. Interdisciplinary programs that are consumers of these courses might have trouble if departments find the lack of a 3-in-5 rule an incentive to switch to VT. The 3-in-5 rule can lead to a proliferation of new catalog courses, which then results in lots of inactive courses in the catalog.

We seem not to be near a vote on a new policy. Perhaps an alternative is to make both VT and ST courses subject to curricular review after the course has been offered a certain number of times. ST shopping was instituted by the Registrar to cope with the rapid growth of exceptions. If VT courses were also added to shopping, the Registrar might no longer be able to handle the shopping workload. We discussed loosening the 3-in-5 rule to provide an exemption if the FCC approves, but decided not to.

We may also need to conduct some catalog cleanup, asking programs to remove courses that haven’t been offered for a long time.

We’re going to continue this discussion later.
Presentation of Agenda and Introductions

2017-2018 Committee Members and Regular Guests

Gayle Goudy, Co-Chair  Art & Architectural Hist.
Chad Galuska, Co-Chair  Psychology
Andrew Przeworski, Secretary  Mathematics
Thomas Carroll  Health & Human Performance
Garrett Davidson  Asian Studies
Douglas Friedman  Int’l-Intercultural Studies
Nenad Radakovic  Teacher Education
Kathleen Rogers  English
Wayne Smith  Hospitality & Tourism Management
TBD  Student Representative
Lynn Cherry*  Associate Provost
Megan Gould  Academic Affairs Administrative Assistant
Mary Bergstrom*  Registrar
Julie Dahl  Senior Associate Registrar
Jerry Mackeldon  Degree Works Specialist
Franklin Czwazka  Catalog Manager

*ex-officio members

Old Business

1) Approve minutes from April meeting
   a) One-Third Content Guideline
      Reminder that we decided to change the “when content is X% related to the program”
      to “meets satisfaction of the program director” in order to get rid of the numbers, which
      are impossible to measure/verify.

   b) Syllabus Grading Scale
      Forwarded to the Committee of Academic Standards in May. They will consider it this
      year along with a review of the plus/minus scale.

2) Discuss FCC procedural changes due to Curriculog
   We will receive our first batch of proposals next month. We will continue to use OAKS as
   our discussion board. Ideas and suggestions?

3) Discuss vetting process for Undergraduate Certificates
   Revised May 2017 and posted on OAKS. I understand the policy will be presented to the
   Faculty Senate at the September meeting. We need a standard in which to vet the
   pedagogical value of certificates as they are proposed. Ideas and suggestions?
### Variable Content Courses v Special Topics Guidelines

Table summarizing our April discussion:

<table>
<thead>
<tr>
<th></th>
<th>Variable Content Courses</th>
<th>“Special Topics” Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>All courses whose content varies except those called “Special Topics” (Readings in,</td>
<td>Courses with a ST designation and “Special Topics” in its name</td>
</tr>
<tr>
<td></td>
<td>Themes, Issues in, etc.)</td>
<td></td>
</tr>
<tr>
<td>**Curriculum approval</td>
<td>Created like any other regular course, which is vetted by the office of Academic</td>
<td>Does not need to be submitted through the curriculum approval process thus allowing</td>
</tr>
<tr>
<td>process</td>
<td>Affairs, Registrar, FCC, and Faculty Senate.</td>
<td>flexibility of experimental topics and availability of short-term experts.</td>
</tr>
<tr>
<td><strong>Repeatability</strong></td>
<td>Repeatable as defined in the course’s approved proposal form.</td>
<td>Not repeatable more than three times in five years.</td>
</tr>
<tr>
<td><strong>Repeatability oversight</strong></td>
<td>Built into the cataloguing software by the registrar’s office according to the approved</td>
<td>ST syllabi are collected and reviewed by FCC to ensure that courses are not repeated</td>
</tr>
<tr>
<td></td>
<td>proposal form.</td>
<td>more than three times in five years and presented to the Faculty Senate. Once a</td>
</tr>
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<td></td>
<td></td>
<td>course is taught the third time in five years, the FCC will contact the department to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>begin the curriculum approval process to change the course into a regular course.</td>
</tr>
<tr>
<td><strong>Special Topics Shopping</strong></td>
<td>Not included</td>
<td>Included</td>
</tr>
</tbody>
</table>

**Are we ready to submit a revision to Faculty Senate?**

**Guidelines for the Use of Special Repeatable Variable Topics Courses (from the Faculty Senate Minutes, Feb. 12, 2002 with changes proposal to Faculty Senate, Fall 2017)**

Variable topics courses are all courses whose content varies except those called “Special Topics.” Variable topics courses are created like any regular course and is vetted by the office of Academic Affairs, Registrar, Faculty Curriculum Committee, and the Faculty Senate. Repeatability is defined in the course’s approved proposal form and is built into the cataloguing software by the registrar’s office according to the approved proposal form. Variable topics courses are not included in a Special Topics Query (shopping).

**Major and Minor Departments should utilize Special Topics courses should be used with discretion. Once a department has established a general Special Topics course and number, changes to the content does not need to be approved by Academic Affairs, Registrar, Faculty Curriculum Committee, or Faculty Senate. This allows for flexibility in developing courses with experimental topics or the availability of short-term experts. The syllabi of Special Topics courses will be collected and reviewed by the Faculty Curriculum Committee to ensure that courses are not repeated more than three times in five years and presented to the Faculty Senate. Once a course is taught the third time within a five-year period, the Faculty Curriculum Committee will**
contact the department to begin. Before the third offering of a particular topic within a period of five years, it must be submitted as a new course for the approval process to transition the course to a regular course of the Faculty Curriculum Committee and the Faculty Senate and, when approved, be published in the Bulletin Catalogue under its own title and number. When Special Topics courses are interdepartmental in character or subject, formal consultation are included in a Special Topics Query provided by the Registrar to advertise the courses with “interested” Departments is expected. The Registrar’s Office will monitor the frequency of Special Topics courses. Special Topics courses having been taught two times within four years will be reported by the Registrar as such to Department chairs. Special Topics courses offered three times within five years will be reported by the Registrar to Department chairs and the Speaker of the Faculty Senate.

New Business

1) Overview of the scope of the year’s work
   a) Course Change Proposal Schedule

<table>
<thead>
<tr>
<th>Proposals must be Received by Provost’s Office by...</th>
<th>Present Proposal to Faculty Curriculum Committee on...</th>
<th>Approved proposals forwarded to Faculty Senate on...</th>
<th>Faculty Senate will consider proposals on...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 23, 2018</td>
<td>Mar. 16, 2018</td>
<td>Mar. 29, 2018</td>
<td>April 10, 2018</td>
</tr>
<tr>
<td>Feb. 23, 2018</td>
<td>Mar. 27, 2018 (if needed)</td>
<td>Mar. 29, 2018</td>
<td>April 10, 2018</td>
</tr>
<tr>
<td>TBD</td>
<td>April 13, 2018 (if needed)</td>
<td>Fall 2018</td>
<td>Fall 2018</td>
</tr>
</tbody>
</table>

*Deadline for pre-requisite changes for inclusion in the 2018-2019 Undergraduate Catalog

2) Which Association of American College and Universities (AACU)’s Framework should we use for reviewing programs?

Currently our website states that we use the “Liberal Learning and the Arts and Sciences Major” framework (https://aacu.org/about/statements/liberal-learning). Should we change to Liberal Education and America’s Promise (LEAP, https://www.aacu.org/leap) and/or Project Kaleidoscope (PKAL, https://www.aacu.org/pkal).

Upcoming Business

- Next FCC Meeting for curriculum change proposals: Friday, October 20, 2017, from 3:00-5:00 pm in 201 Sterns