

**COLLEGE OF ARTS AND SCIENCES
2017-18 ACADEMIC AFFAIRS COMMITTEE**

November 17, 2017

3:30-5:00 P.M.

Marianist Hall Room 217

Minutes

CALL TO ORDER Meeting called to order at 3:36 p.m. by Dr. Bednarek

ROLL CALL

Present: Alana Anselmi, William Gross, Janet Bednarek, Liz Turnwald, Josh Steed, Sam Dorf, Chris Agnew, Greg Elvers, Simanti Dasgupta, Stephanie D'Souza, Eden Williams, Danielle Poe, Jon Brown, Todd B. Smith

Excused:

Guests: Judy Owen for CAP Office, Linda Jones for History, Leslie Picca for SOC/ANT/SWK

Staff: Phyllis Bergiel

APPROVAL OF THE AAC MINUTES of October 27, 2017

- Minutes approved by full AAC.

OLD BUSINESS

Doc#	Course #	Course Title	Proposal	Disposition
17-004	CMM 432	Media Law	Revision of an existing course proposed for CAP: XB: Integrative.	<p>Document withdrawn.</p> <p>Changes were made and there were new prerequisites added. Proposers have addressed the issues that were raised.</p> <p>Proposer has been reached out to, Sam Dorf is willing to meet with proposer to go over needed changes</p>

NEW BUSINESS

Doc#	Course #	Course Title	Proposal	Disposition
17-039		Minor in Chinese	New program proposal	<p>HHS moves to approve new program proposal.</p> <p>Full AAC approves the new program proposal.</p>

				HHS is hopeful that more courses will be proposed with the approval of the program.
17-040	ASI 357	Vocation and the Arts	Revision of an existing course proposed for CAP: XB: PEA and ADV REL	Document tabled.
17-041	CMM 397	Communication Practicum	Revision of an existing course proposed for CAP: Major Capstone.	Document tabled.
17-042	ENG 311	Literature for the Common Good	New course proposed for CAP: DSJ and XB: FT	<p>HHS moves to approve the new course proposed for CAP: DSJ and XB: FT but requests that proposer includes ENG 200 as a prerequisite.</p> <p>Full AAC approves the course and recommends the course for CAP: DSJ and XB: FT with the understanding that the proposer adds as ENG 200 a prerequisite.</p> <p>Course talks about building on ENG 200 but that is not a prerequisite. Jon Brown requests the proposer includes ENG 200 is added to the prerequisite list.</p>
17-043	ENG 314	Faith Traditions in Popular Fictions	New course proposed for CAP: XB: FT	<p>HHS moves to approve new course proposed for CAP: XB: FT with the stipulation that the proposer rewords the course statement.</p> <p>Full AAC approves the course and recommends the course for CAP: XB: FT with the stipulation that the proposer rewords the course statement.</p> <p>HHS expresses concern around the diversity of faith traditions reflected in the course statement.</p>

17-044	HST 301	Historiography	Revision of an existing course.	HHS moves to approve revisions to the existing course. Full AAC approves revisions to existing course.
17-045	HST 370	Business History of the United States	Revision of an existing course proposed for CAP: XB: INQ and ADV HST	HHS moves to approve revisions to the existing course. HHS moves to recommend for approval for CAP: XB: INQ and ADV HST Full AAC approves course revisions and recommend course for CAP: XB: INQ and ADV HST
17-046	HST 485	Seminar in History	Revision of an existing course	HHS moves to approve revisions to the existing course. Full AAC approves revisions to the existing course.

Amended Agenda items: Review of Policy on minor changes and fill out entire form, disposition of proposals for ENG 308 and ENG 310 in accord with Policy committee report of 2/24/2017

16-117	Policy Addition (From last AAC full committee meeting)		Sense of the AAC: Is a course that has never been updated (contains course description and General Information only, is undergoing a minor revision, such as pre-requisites) must be updates to current specifications – course goals, objectives, ILGs, faculty qualifications, etc, or can the proposal for just the pre-requisite change be made and submitted to the AAC for approval.	The Policy subcommittee moved to let the record show through a policy addition that the sense of the AAC is: Yes, courses that have never been updated and are undergoing minor revisions require a full submission and review by the AAC; Full AAC approved this policy addition. Dr. Bednarek will begin an examination of the bylaws to a) see where this directive should be placed, and b) look to see how the bylaws regarding document submission may need to be revised.
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As such, ENG 308 & 310 will need to be revised to fit the new format. If the proposals are completed and returned to the workflow by November 6th, close of business, the course will be included in the HSC agenda for Nov. 8th- Courses were not received in workflow.

Letter of support for Certificate in Human Sexuality Studies. Pdf of certificate proposal may be found in the AAC folder for this meeting on google drive or attached below. Certificate may also be found in the program change/catalog entry system.

Motion to approve letter by Sam Dorf, seconded by Danielle Poe.

Approved by full AAC.

Dr. Bednarek will be adding a fifth point, asking the senate to clarify the process of how to add courses with appropriate consultation.

Notes: Leslie Picca (SOC/ANT/SWK)- Proposers believe this course is mostly tied to the office rather than to Kristen Keen. The Dept. of English is working to address the issue. Proposer would like a copy of the syllabus for MUS 315 to ensure the course is connected. At the senate meeting there were conversations around how to add courses to certificate, discussion is ongoing.

Adjournment Meeting adjourned by Dr. Bednarek at 4:12 p.m.