

# COLLEGE OF SOCIAL SCIENCES

## Curriculum Committee Meeting

Wednesday, March 12, 2003

### MINUTES

**Present:** Hegstrom, Tim (Chair); Darrah, Charles (Anthropology); Varona, Federico (Comm. St.); Shieh, Yeung-Nan (Economics); Helgren, David (Geography); Sylvia, Ron (Political Science); Prins, Annabel (Psychology); Rooks, Curtiss (Social Science); Chua, Peter (Sociology); Redfern, Bernice (Library).

- **Approval of Minutes:** 02/12/02 moved (Sylvia), seconded (Varona) and approved with addition of guests: Jan English-Lueck, Christina Sabee, and Mark Van Selst.
- **GE Courses for Recertification:** Dr. Hegstrom distributed a list of GE Courses for Recertification. He explained that this information is being distributed to chairs and is an informational item only for the Curriculum Committee, unless the committee specifically requests to see the recertification's. The Committee discussed the GE approval procedures but indicated that there was no need to bring the recertification's before the Committee.
- **New Interdisciplinary Minor in Legal Studies:** moved (Darrah), seconded (Rooks), and passed unanimously.
- Draft of COSS Guidelines on Course Unit Changes:

The Committee requested changes to the draft presented at the meeting, resulting in the following approved guidelines.

- Additions to Course Units although technically a “minor curriculum change” sometimes have implications for college programs that are not “minor.” So, if an increase in course units for a given course is proposed, the “minor course change form” should be accompanied by a cover letter that comments on the following:
  - a. In what ways do the students’ assigned course-work reflect the additional units to be awarded for successful completion of the course?
  - b. Which major and minor programs require or recommend this course? What will be the effect of this increase on these programs and likely “time to graduation” for these students? Has the department proposing the change consulted with the other affected programs?
  - c. How will the increase in units affect course scheduling and room availability in the college?

- When a request to increase course units comes to the college, the Curriculum Committee Chair will notify all members of the college curriculum committee of the request. Any member of the committee can then request that the matter be brought before the next regular meeting of the committee for full discussion if she/he has concerns about the proposal. Also, if upon review by the Chair of the College Curriculum Committee questions are raised regarding any of the items under number “1” above, the proposal will be forwarded to the Committee for discussion and approval.