**Courses and Curriculum Committee**

**Minutes**

**April 2, 2025**

Present: Alice Blackwell, Jennifer Wright, Richard Elder, Cole Franklin, Laurie Pittman, Jennifer Stegall, Adena LeJeune, John Allen, Sandra Purifoy, Ahmed Shaffie, Kerry Ordes, and Elizabeth Duck

Absent: No one was absent. All members of the Committee were present.

Ex-officio: Eamon Halpin (for Provost’s Office) and Andrew Hirchak (for Registrar’s Office)

After a quorum had been established, Dr. Alice Blackwell called the meeting to order at 3:02 pm. The minutes from the March 26, 2025, meeting was unanimously approved electronically with 12 in favor, 0 opposed, and 0 abstaining.

The agenda was briefly reviewed, indicating batch voting would be possible. Adena LeJeune made a motion to batch vote where possible with Ahmed Shaffie seconding the motion. The motion passed by voice vote (Wright, Elder, Franklin, Pittman, Stegall, LeJeune, Allen, Shaffie, Ordes, Duck, Blackwell, and Purifoy) 12 in favor, 0 opposed, and 0 abstaining. Since all members of the Committee were present, there were no outstanding votes.

Batch #1:**DSPR courses and the Disaster Preparedness and Response curriculum**

This included emendations to the DSPR courses and a re-vote to accept the Disaster Preparedness and Response degree. All these courses were enthusiastically approved at the March 26, 2025, meeting, but they should have been considered separately from DSPR 2100, which is their prerequisite. In addition, a typo (wrong course prefix for prerequisite) in the course description was noted in DSPR 4100 after the meeting; Dr. Callegari withdrew the proposal temporarily and fixed the typo. Approval of these courses and the degree consisting of them should be separate from approval of DSPR 2100.

* Batch 1a. The 2000-level DSPR courses exclusive of DSPR 2100 (DSPR 2200, DSPR 2300, and DSPR 2500) were considered first.
  + John Allen made a motion to accept DSPR 2200, DSPR 2300, and DSPR 2500. Jennifer Stegall seconded the motion. The motion passed by voice vote (Wright, Elder, Franklin, Pittman, Stegall, LeJeune, Allen, Shaffie, Ordes, Duck, Blackwell, and Purifoy) 12 in favor, 0 opposed, and 0 abstaining.
* Batch 1b.3000- and 4000-level DSPR courses were reviewed. These courses, which have DSPR 2100 or DSPR 2100 + DSPR 2200 as prerequisites, needed to be considered separately from their prerequisites. There is an emendation to DSPR 4100: there was a discrepancy in the prerequisites in the MCO and Curriculog form, but that has been corrected.
  + Laurie Pittman made a motion to accept the 3000-level courses (DSPR 3100, DSPR 3300, DSPR 3400, and 3500), DSPR 4100 with emendation, and the other 4000-level courses (DSPR 4200, DSPR 4300, DSPR 4400, and DSPR 4500). Jennifer Stegall seconded the motion. The motion passed by voice vote (Wright, Elder, Franklin, Pittman, Stegall, LeJeune, Allen, Shaffie, Ordes, Duck, Blackwell, and Purifoy) 12 in favor, 0 opposed, and 0 abstaining.
* Batch 1c.
  + Lastly, Richard Elder made a motion to reaccept the BS DSPR curriculum. Jennifer Wright seconded the motion. The motion passed by voice vote (Wright, Elder, Franklin, Pittman, Stegall, LeJeune, Allen, Shaffie, Ordes, Duck, Blackwell, and Purifoy) 12 in favor, 0 opposed, and 0 abstaining.

Batch #2 consisted of several **course additions.**

* AVIA 4020, *Multicrew Environment,* was approved by the Interdisciplinary Curriculum Committee (ICC). Dr. Eamon Halpin explained the course’s necessity for the BGS-Professional Aviation Concentration. This required course does not require new faculty, fees, facilities, library resources, or budget items. The course CIP-code and ICC votes were noted. The course description and prerequisites were reviewed. The course description and the course objectives were aligned. The objectives were measurable and clearly stated.
* CORE 4001, *Undergraduate Teaching Assistant II (UTA)*, was discussed. The ICC vote was noted. The lecture and lab credit hours for the course were noted. It was noted the form did not have the correct effective date nor did the prerequisite box have the complete language used in the course description box. The prerequisite on the MCO did match the prerequisites in the Course Description box on the form. Andrew Hirchak, representing the Registrar’s Office, indicated the MCO will be used for information included in the catalogue; the errors on the Curriculog form have little effect in this case. The Committee agreed to not return the course to the Originator since it had been returned twice in the past and the errors on the form would not be entered into the catalog or affect the catalog in any way.
* ENGL 3004, *Intermediate Creative Writing Workshop*, was reviewed. This repeatable course is being proposed due to high student demand for other genres of creative writing than that covered in the sole intermediate creative writing class currently available (Writing for the Stage). The department will offer this class every spring, and the genre offered will vary. The CIP code, credit hours, and effective date were noted. No new faculty, fees, library resources, or equipment are necessary for the course. The prerequisite on the form did not match the MCO. The MCO had the incorrect prerequisite for the ENGL Creative Writing course, which should be ENGL 2005 and not ENGL 2002. At this time the department withdrew the course from consideration.
* FIAR 4901, *Internship III*, was discussed. This course would allow Fine Arts students to work with faculty and community partners; it offers advanced students opportunities for professionalization and thus does not duplicate the lower-level internships. Prior to the meeting Jessica Thacker emailed that the box for needing additional library resources was checked on the form, which she stated was not correct. No new library resources are needed, hence, the specific needs box on the form was left blank. The course is repeatable once for a maximum of 6 credit hours. No new faculty, fees, or equipment are necessary. The CIP code, course description with the prerequisites, and effective date were noted. The course description and the prerequisites align with the MCO.

Richard Elder made a motion to approve the addition of the new courses, AVIA 4020, CORE 4001, and FIAR 4901. John Allen seconded the motion. The motion passed by voice vote (Wright, Elder, Franklin, Pittman, Stegall, LeJeune, Allen, Shaffie, Ordes, Duck, Blackwell, and Purifoy) 12 in favor, 0 opposed, and 0 abstaining.

Batch #3

* The deletion of ENGL 3008, *Creative Writing: for Theatre/Stage*, was discussed. The department votes were noted. The department has submitted the course for deletion because ENGL 3004 will replace it. Consideration of this proposal was deferred, as the proposal for ENGL 3004 was withdrawn temporarily.

Batch #4: **Modifications**

* CMST 2901, 3901, and 4901 are being modified so that all require considerable work in CMST prior to enrollment in these internships to ensure student success in these internships. It is the opinion of the department that these internships, which are scarce, should be reserved for communication studies students or those with considerable coursework in CMST. In each, the description was amended to stipulate the number of work hours an internship would require.
  + CMST 2901, *Internship*, was discussed. The prerequisite was the only change noted in the course; language detailing how many hours a week a student must work for a specific number of credits was updated. The department votes, CIP code, and effective date were noted. Also noted was that effective date is not the same on the MCO but was correct on the form. Andrew Hirchak, the Registrar’s Office representative, was aware of this difference.
  + CMST 3901, *Internship II*, was reviewed. The prerequisite was the only change noted in the course; language detailing how many hours a week a student must work for a specific number of credits was updated. The department votes, CIP code, and effective date were noted.
  + CMST 4901, Internship III, was reviewed. The prerequisite was the only change noted in the course; language detailing how many hours a week a student must work for a specific number of credits was updated.
* THTR 3024, *Fundamentals of Theatre Technology*, was discussed. The department votes, CIP code, and effective date were noted. The course description with the prerequisites and the course objectives are aligned. The only change was the deletion of the corequisite that presented a barrier to enrollment. This course was previously reviewed but was withdrawn due to an error on the form; the error has since been corrected. Note: the “effective date” on the MCO reflects the date the course was last modified.
* The modification of the Bachelor of Applied Arts and Sciences was reviewed. The department votes were noted. The change consisted of replacing CMST 4120, which is being phased out, with CMST 4160.
* Modification of the BS in Chemistry was reviewed. This proposal was entered as “Chemistry, BS,” and was thus separate from the modification entered as “BS in Chemistry.” This proposal was presented previously and reviewed favorably at the Dec. 2 meeting but withdrawn for error correction. The errors have been corrected (missing items, duplicate items). All required elements (CIP, votes, etc.) are now present and appropriate. THIS modification concerns the creation of a Concentration in Forensic Chemistry. The new courses required for this concentration have been approved**. \*\*The addition of this concentration is in addition to other modifications previously passed this year; at the time this concentration was proposed, the changes in the BS Chemistry had not yet been approved. These two proposals do NOT cancel each other out; this proposal is JUST for the addition of a concentration and in no way invalidates the other changes already passed.**
* Modification of Bachelor of General Studies with a concentration in Political Science was reviewed. The modification consisted of giving the concentration more structure by requiring four specific courses: POLI 1001, POLI 2051, POLI 2056, and POLI 4081. In Curriculog, the word “Batchelor” was noted being misspelled in the title on the form heading. The department votes and ICC votes were noted. No changes in the RIS were noted.
* Modification of BGS, Pre-Law Concentration, was reviewed. As per the AC form, the modifications are to provide more options for students seeking this concentration. The department and ICC votes were noted. No changes were noted in the RIS.
* The BGS (Professional Aviation) modification was reviewed. The department votes and ICC votes were noted. Eamon Halpin explained that three 1-credit hour courses were deleted (AVIA 4010, AVIA 4035, and AVIA 4040 )and were replaced with AVIA 4020, a 3-credit hour course that was just approved.
* The Theatre Minor modification was reviewed. This modification was favorably reviewed previously but was returned for correction of superficial errors. All have been corrected. Major change in curriculum is that hours were reduced from 22 to 18 in order to make the minor more attainable. All required elements in the form were noted as present and appropriate.
* A motion was made by Cole Franklin to approve the modifications of CMST 2901, CMST 3901, CMST 4901 and THTR 3024; Bachelor of Applied Arts and Sciences; BS in Chemistry; BGS, Political Science Concentration; BGS, Pre-Law concentration; BGS, Professional Aviation Concentration; and the Theatre Minor. Jennifer Wright seconded the motion. The motion passed by voice vote (Wright, Elder, Franklin, Pittman, Stegall, LeJeune, Allen, Shaffie, Ordes, Duck, Blackwell, and Purifoy) 12 in favor, 0 opposed, and 0 abstaining. Since all members of the Committee were present, there were no outstanding votes.

Alice Blackwell announced the next meeting. With no further business John Allen made a motion to adjourn with Jennifer Wright seconding the motion. The motion passed by voice vote (Wright, Elder, Franklin, Pittman, Stegall, LeJeune, Allen, Shaffie, Ordes, Duck, Blackwell, and Purifoy) 12 in favor, 0 opposed, and 0 abstaining.

The meeting officially adjourned at 4:06 pm.

Respectfully submitted,

Sandra Purifoy

Secretary