

Meeting Minutes
Program Review Committee
Macricostas School of Arts & Sciences

Friday, December 13th 2019 at 10am in WA 315

In attendance: Katie Lever, Forest Robertson, Mike Shoushani, Ron Khoo, Michelle Brown, Jess Kraybill, Paul Echeverria

Guests: Shouhua Qi, Mitch Wagener, Marcy May, Jessica Eckstein

Meeting began at 10:00AM

- **Prior Minutes**

- Approval of November 8th meeting minutes **Ron/Paul; unanimous**

- **Announcements:**

- **Old Business**

- CS 1XX – New Course: Computer Animation and Scripting (Joel) (CD1920038)
 - QR own category
 - Rationale clarification
 - "Description" should be discussed a bit more
 - Remove “initially” and “may be changed if necessary” in frequency

- **New Business**

1) COM 162 – Interpersonal Comm. course revisions (level/outline/description) and addition of IC and CT Competencies (Eckstein) (CD1920075)

Michelle/Paul; all in favor

- Forest: We need outcome and justification to be standard in Gen Ed. “How” competency will be met by the course needs to be elucidated, instead of “where” in the course outline the competency will be met. PRC is charged to ask “how” the outcomes will be met.

2) COM 219 – Communication Ethics course revisions (outline/description) and addition of CT competency (Eckstein) (CD1920076)

Katie/Mike; all in favor

- Move "revision statement." Should read "this course will..." Will get out &'s unanimous pending changes.
- Forest: Catalogue description: goes in course catalogue. Needs to have full sentences. All sentences need to be descriptive. All sentences need to be parallel.
- Forest: We need outcome and justification to be standard in Gen Ed.
- Michelle: Registrar should have a standardization for how course descriptions should be written

3) **COM 408** – Strategies of Persuasion course revisions (outline/description) and addition of CT and OC competencies (Eckstein) (CD1920077)

Jess/Mike. Pending changes; all in favor

- Streamlined based on last one. Move revision statement down.
- Course Description: It must have a revision statement.
- Forest: Title and revision statement are different
- Forest: Com 219 and COM 408 have the same rationale.
- Forest: reiterate Gen Ed issue from above

4) **BIO 1XX** – New course: Science of Climate Change; additionally, request approval of SI and IL competencies (Boily) (CD1920078) **Ron/Mike; all in favor, pending change to grammar and course title**

- Forest: Add to description "lab portion will primarily" get rid of second "be" (fourth line from bottom). Remove "such as Science Building"
- Forest: In sample course outline: Use Earth singular in topical lab outline for consistency. Remove apostrophe
- Course outline: Refugees 4.e. Does not need to be capitalized. Lowercase

5) **HIS 494** – Honors Independent Research Project course revisions (title) and addition of W3 and CE competencies (May) (CD1920099) **Motion: Paul/Mike; all in favor**

*******this was moved on agenda from position 6**

- Forest: Add revision statement for CE/W3 competency designations and title change
- Forest: title in course description: add "honor's"
- Jess: All outcomes need to be labeled/numbered
- Old 494 is missing
- In frequency: put in "every" instead of "spring"
- Make sure it is 1:1 (add "individually")
- In Prerequisites, should say "Must have also satisfied..."

6) **HIS 4XX** – New course: Seminar in History; additionally, request approval of W2 competency (May) (CD1920097) .6 **Mike/Ron; all in favor, minus Michelle (absent)**

- Forest: prerequisites--"the focus of each seminar" should also be placed in course description.
- Prerequisites junior/senior standing should be added to "Course Description"
- After course description : seminar may not be repeated in the same sub field

7) **ENG** – New Minor: American Literature (Qi) (CD1920094) move from 9 to 7

Motion Ron/Jess. Reject and resubmit with changes listed below (all in favor; minus Michelle (absent)).

- Forest asked about need: Qi: We have the existing 18 courses. Helps bolster English enrollment
- Forest: Needs program sheet. How will student complete this? List out courses that are possible. No need for descriptions but titles that will satisfy minor
- Forest: how will courses be taken in 8 semesters? Forest suggests a four year plan might be good. Mike seconds. Need to iron out logistics. This would have to go through governance. Committee does not think it has been past process to list program sheet for minors
- Forest: Need student learning outcomes.
- Forest: Needs method of assessment
- Forest: Need two year course rotation and information on "resources"

8)PSY 332 – History of Psychology course revisions (outline/description) and addition of IL competency (Barrett) (CD1920084) **Motion Paul/Mike; all in favor (minus Michelle), pending changes.**

- Forest: Revise "Description" and "Outline"
- Forest: New course description: Should read "begin in Spring 2020. Then offered every even semester? Ask Shane about frequency. Or every "even spring?"
- Paul: frequency repeated in Prereq section. Remove this
- Forest: Grammatical issues updated in new course outline
- Forest: Lowercase "l" in library in assessment plan
- Forest: updated frequency in description
- Forest: add "and" to "Revise course description and outline"

9)PSY 205 – Social Psychology course revisions (outline/description/SLOs) and addition of CT competency (Barrett) (CD1920087) **Motion Mike/Paul, all in favor, pending change in "Outline," (minus Michelle)**

- Forest: remove "content areas" and add "outline"

10)Review of the New Course Proposal Template (Robertson) **All in favor, pending changes (minus Michelle)**

Forest: need to have something clear on how it would be done.

Added: "put all prerequisites here"

Rationale: should clearly articulate why department is submitting this course

Please use complete sentences in course description

Include prereq statement at the end of course description

Course objectives more clearly identified

Ron: Add in assessment: and/or departmental assessment plan. "If the course is part of the departmental or university curricular assessment, provide a separate description of this assessment."

Ron: all "etc" should be consistent

Forest: course outlines. Level one required, level two required, level three optional

Jess: add frequency in "course description"

Paul: Form for new course and one for competency. Separate documents that Forest will create

"Please note this is to be for example"

Prerequisites should be in past tense.

With changes, also replaces current Eng and Bio currently on PRC website

Meeting concluded at 11:45AM.

Respectfully submitted,

Katie Lever