



Minutes of MSAS PRC meeting  
Wednesday December 14<sup>th</sup>, 2022, in HI 107 and via WebEx

Members present: Stuart Dalton, Jess Kraybill, Anna Malavisi, and Forest Robertson (Chair),

Guests present: Kelli Custer, Theodora Pinou, Neeta Connally

Forest called the meeting to order at 9:37am

- I. Prior Minutes
  - a. Approval of November 9th meeting minutes. Minor change to wording in Section IV. a. II. Jess to send revised version to Forest.  
**Motion** to approve document with aforementioned changes (Jess/Anna)  
**Approved:** (3-0-1)
- II. Announcements
  - a. None
- III. Old Business
  - a. None
- IV. New Business
  1. ENG/WRT – Revision of BA in English (Custer) (CD2223036)  
Motion to approve the document (Stuart/Jess). Approved: 4-0-0
  2. ENG 227 – Course revisions; course title and course description (Custer) (CD2223037)  
Revisions needed: old pre-requisites, course title, and course description need to be included in the statement of revision; include course outline.  
Motion to approve the document with the aforementioned changes (Stuart/Anna).  
Approved: 4-0-0
  3. ENG 348 – Course revision; course description (Custer) (CD2223038)  
Revisions needed: old pre-requisites, and course description need to be included in the statement of revision; include course objectives, learning outcomes, and course outline.  
Motion to approve the document with the aforementioned changes (Jess/Stuart).  
Approved: 4-0-0

4. ENG 376 – Course revisions; course title and course description (Custer) (CD2223039)  
Revisions needed: include old title, pre-requisites, and former course description in the statement of revision; it was noted that required readings were not included but “Representative Authors and Works.”  
Motion to approve the document with the aforementioned changes (Anna/Jess).  
Approved: 4-0-0
5. WRT 4XX – New course: Magazine Editing (Custer) (CD2223046) moved to last item on the agenda.
6. ENG/WRT – Revision of American Literature Minor (Custer) (CD2223051)  
Revisions needed: a sample 4-year plan for how the minor could be completed; student learning outcomes, and assessment plan.  
Motion to approve the document with the aforementioned changes (Anna/Stuart).  
Approved: 4-0-0
7. BIO 5XX – New course: Public Policy for Biodiversity (Pinou) (CD2223052)  
Revisions needed: Remove 598/498 from course number wherever it appears; in outline draft delete: room, time, Rayda Krell’s details; replace “week class meetings” with “The course”; remove table under grading and delete the following, “comprised of the following elements and”; include “assessment plan” as a title; under resources, bold “staffing”; remove course rotation from resources and place below.  
Motion to approve the document with the aforementioned changes (Stuart/Anna).  
Approved: 4-0-0
8. BIO 5XX – New course: GIS for Biological and Environmental Sciences (Connally) (CD2223053)  
Revisions needed: include course frequency in document and add graduate course rotation on sharepoint; insert “for” before: the MS Integrated Biological Diversity in course description; add “BIO5XX” to assessment plan.  
Motion to approve the document with the aforementioned changes (Stuart/Anna).  
Approved: 4-0-0
9. WRT 4XX – New course: Magazine Editing (Custer) (CD2223046) Revisions needed: course rotation to be added; during the meeting it was clarified that each faculty member involved in teaching this team-taught course will receive 1 credit.  
Motion to approve the document with the aforementioned changes (Stuart/Anna).  
Approved: 4-0-0

Forest adjourned the meeting at 11:00am

Respectfully submitted,

Anna Malavisi