Present: Sarah Tasneem (co-chair), Carlos Escoto (co-chair), Brandon Monroe, Barbara Little Liu, Jennifer Huoppi, Carolyn Coates (recorder) (Catherine Tannahill was unable to attend.)

The meeting was called to order at 12:26 pm.

Minutes from the February 15, 2012, were approved.

Other reports and discussion:

Carlos will be meeting with Academic Affairs Committee this Friday at noon to consult on two bills they are preparing for the senate.

We examined form C: for the sake of the registrar, we need to add a box to indicate whether or not courses are repeatable. The form is reaching its limit but Carlos thought we could squeeze in this one last item. Barbara also suggested adding “new or modified” to #3 on the back of the form to make clear that a clear rationale was needed for all courses. At the end of the meeting we returned to Form C and some of the confusion about which parts are necessary for new courses and under what circumstances some of those fields are needed (if they are) for changes in existing courses. We discussed the possibility of splitting the form into two versions, such as “Form C: Part 1 (New Courses)” and “Form C: Part 2 (Changes to Existing Courses).” Carlos will examine the technicalities and advise. He asked that we also revisit the instructions on the committee website for further suggestions on clarifying the process. Flow charts, interactive webpages, and checklists were mentioned as possible means of clarifying the process.

More on the website Instructions: Tabled items should always go back to Kim Renaud who communicates with the department and tracks it. We will add a line to make it clear that changes to major or minor courses require a program modification form (E or F) showing the program both pre- and post-modification.

A question was raised as to whether the clarification of pre- and co-requisites for courses in the Education program that was tabled last week could be considered as a group or whether we require a form for each course (item m on last week’s agenda). After discussion it was decided that the importance of a proper paper trail and the integrity of the historical record requires a form for each course. Carlos will inform the department chair.

Please become familiar with the new Board of Regents forms; process won’t be clear until we have wrestled with this new process.
Proposals considered:

a. Biology Department
   BIO 130: Ecology with Laboratory (Gloria Colurso)
   Changes in existing course (change prereqs and cat description for SP12)
   Approved.

b. Biology Department
   BIO 220: Cell Structure and Function with Laboratory (Gloria Colurso)
   Changes in existing course (change in prereqs and catalog description for SP12)
   Approved.

c. Biology Department
   BIO 230: General Genetics with Laboratory (Gloria Colurso)
   Changes in existing course (change in prereqs and cat description for SP12)
   Approved.

d. Visual Arts Department
   ART 334: Art Exhibition: Design, Documentation and Policy (Gail Gelburd)
   Changes in existing course (Change pre-requisite to ART 329 for spring 2012/fall 2013)
   Approved.

e. Math/Computer Science Department
   CSC 445/385: Software Engineering and Professional Practice (Huan-yu Tu)
   Changes in existing course (change course number to CSC 385, enrollment limit from 30 to 20 (for writing intensive course size limit) and other changes for immediately)
   Tabled: We’re missing documentation, including the complete program modification form and pre- and post-change catalogue copy.

f. Math/Computer Science Department
   CSC 344/440: Operating Systems (Huan-yu Tu)
   Changes in existing course (change course number to CSC 440)
   Tabled: We’re missing documentation, including the complete program modification form and pre- and post-change catalogue copy. Form C needs clearer rationale.

g. Health and Physical Education Department
   HPE 361
   Tabled: The form needs signatures to be from the writing board approving the transition from “writing enhanced” to “mid-level writing intensive.” This also helps to justify the course enrollment limits.
Previously Tabled

a. **Anthropology, Sociology and Social Work Department**  
SOC 300  Sociological Theory  (Robert Wolf)  
Changes in existing course (change credits from 3 to 4) for fall 2012

b. **Anthropology, Sociology and Social Work Department**  
SOC 350  Methods of Social Research  (Robert Wolf)  
Changes in existing course (change credits from 3 to 4) for fall 2012

c. **Sociology Department**  
SOC 400  Senior Seminar  (Robert Wolf)  
Changes in existing course (change credits from 3 to 4 for F12)

d. **Sociology Department**  
Sociology Program (Robert Wolf)  
Program modification not requiring a bill for F12

e. **Biology Department**  
BIO 424  Cell Physiology (Gloria Colurso)  
New Course Proposal for fall 2012

f. **Education Department**  
Undergraduate Secondary Education Certification Program (Hari Koirala)  
Program modification not requiring a bill for fall 2013