

ArtsComm School-wide Curriculum Committee
October 28, 2015
3:00-4:00pm
Music Conference Room

Attending: L. Van der Heijden, G. Fienberg, K. Steuber Fazio, J. Day, B. McMahan
Absent: B. Haikes, P. Sanders

- 1. Discussion for new course proposal: Com275 / Intro. to Film & TV Writing**
 - a. Professor Susan Ryan met with the committee to discuss the addition of COM275 to the curriculum (previously taught as special topics). She noted an adjunct teaches this course and, although the course is outside the scope of the full-time faculty, it is an important skill for the students in the RTF track of Communication Studies.
 - b. The committee requested that the syllabus is revised for clarity in terms of mandatory assignments and formats, including software requirements.
 - c. The committee requested to have the course instructor offer specifics about the readings that are required and to perhaps offer a list of recommended readings on the syllabus so the students have a formal list of resources for them to reference in terms of strategies or theories that are relevant to the application of film and tv reading.
 - d. The committee requests that the syllabus is more of a master syllabus that could be utilized by another faculty member if needed.
 - e. The committee requests a change under evaluation scale. The requirement for automatic failing if missed three courses needs to be revised to instead articulate expectation of full engagement.
 - f. **MOTION:** The committee motioned to table voting on the proposal and requested that the instructor make the above revisions and resubmit to the committee. [5 approved the motion]
 - g. **ACTION STEP:** A representative of the department or the instructor will address the above points and submit a revised syllabus for discussion to the committee.
- 2. Discussion for new course proposal: AAV358 / Theories & Practice in Graphic Design**
 - a. Professor Chak met with the committee to discuss the addition of AVV358 to the curriculum as a junior capstone course.
 - b. Committee requested that specific courses are listed as pre-requisites to avoid confusion in sequencing or “junior year” status. There was discussion about which courses could fit as a pre-requisite. These need to be represented in the course approval form.
 - c. The committee asked about the final project. Request was to change Assignment 3 to “Final Project” or “Final Exam” to somehow designate that it is the Final Assessment.

- d. **MOTION:** The committee motioned to have the instructor make the minor changes and then approve the course. The motion was to approve with amendments. [5 approved the motion]
- e. **ACTION STEP:** Professor Chak will make the above changes and submit back to the committee Chair person, Gary Fienberg.

3. Approval of Minutes

- a. The date of the minutes need to be adjusted from Sept. 30 to Oct. 14 on the Oct 14 minutes.
- b. **MOTION:** To approve the minutes with the date change [5 approved the motion]
- c. It was also noted that we agreed to add action steps to Sept 30th meeting notes.
- d. **ACTION STEP:** Keli Steuber will make the noted changes on minutes from 9.30 and 10.14 and submit to the Chair, Gary Fienberg.