

ArtsComm School-wide Curriculum Committee

September 14, 2016

4:00PM-4:50PM

AIMM 302

Present: Bob McMahan, Belinda Haikes, Keli Fazio, Terry Byrne, Kim Pearson, Liselot van der Heijden, James Day, Gary Fienberg.

Absent: IMM representative (unnamed)

1. Election of a Chair: K. Fazio offered a self-nomination. B. Haikes made a motion to elect K. Fazio as committee chair; J. Day seconded the motion. Motion approved unanimously.  
ACTION: G. Fienberg will arrange transition of curriculum website to K. Fazio and J. Day.
2. Review of By-laws: J. Day made a motion to revise by-laws to add Journalism and Professional Writing as having one faculty representative serve on the committee, and to extend terms for all members to three years in a manner consistent with other governance committees on campus. G. Fienberg seconded the motion. Approved unanimously.  
ACTION: J. Day will update the committee by-laws and work with the committee chair to post on the committee website.
3. Status of proposals: The committee discussed the dean's rejection of several course approvals in AY16 after the committee had approved them. To facilitate thorough committee review of proposals going forward, the committee discussed the importance of ensuring that all course proposals reviewed include the "cover sheet connecting courses to programs" (see <http://academicaffairs.tcnj.edu/faculty/course-approval/>).  
ACTION: K. Fazio will work with assistant dean to issue a memo reminding faculty of the process and required documents listed at <http://academicaffairs.tcnj.edu/faculty/course-approval/>.
4. COM330:  
Action: K. Fazio will request cover sheet and syllabus from Yifeng Hu.
5. Meeting adjourned at 5PM.