Present: Bob Tappan (PHIL/RLST), Joseph Clark (POSC), Miho Iwata (SOAN/CJ), Alhena Gadotti (HIST), Alan Marcus (GEOG), Maureen Todd (FMST), Kate Wilkinson (WMST), Adam Jabbur (ENGL), Bethany Brand (PSYC), Isobel Castro-Vazquez (FORL), Carol Caronna (IDST), Terry Cooney (Dean)

Absent:

Guests: Karen Eskow (Associate Dean)

1. Review of March 1, 2018 minutes
   • Decision: Approved as written

2. FORL-BA-FREN-SCED: French Education Concentration Program Change
   • In CIM it is noted that Course changes “pending” – our approval is contingent upon these changes being approved
   • Program Requirements and Description: “Spanish Courses” are listed as the heading. Please address change to “French Courses”
   • Decision: Approved with requested revisions

3. FORL-BA-FREN: French Concentration Program Change
   • Decision: Approved

4. FORL-BA-SPAN-SCED: Spanish Education Concentration Program Change
   • Decision: Approved

5. FORL-BA-SPAN: Spanish Concentration Program Change
   • The committee had questions regarding if both heritage and native speakers should be included. Perhaps provide some clarification/delineation here.
   • Decision: Approved

6. GEOG 465: Advanced Techniques in GIS New Course
   • Pg. 2 grammatical errors: Course format, “inevitable” Evaluation section: some subject verb agreement issues
   • Prerequisites: discrepancy between GEOG 232 and 221. Perhaps remove of the prerequisite statement in the syllabus
   • Grade dispute policy: The committee is unsure if this policy falls in line with the
Towson University policy. Perhaps address/confirm with CARC.
- Attendance policy: letter grade is stated please clarify with points.
- Remove graduate course language from undergrad course syllabus.
- Decision: Approved with requested revisions

7. GEOG 665: Advanced Techniques in GIS  
   New Course
   - Prerequisites: The committee is concerned that a student with graduate standing may not have taken a TU specific course such as GEOG 232. We suggest the prerequisite be changed to: “graduate status or the equivalent of the undergraduate courses listed”
   - Pg 2 – grammatical errors: Course format, “inevitable” Evaluation section: some subject verb agreement issues
   - Grades and grading policy: bullet point number 4 is not mentioned in the grade distribution, please address.
   - Attendance policy: letter grade is stated please clarify with points.
   - Course goals and objectives and learning goals are similar for both the undergraduate and graduate classes. The similarity might come up from the graduate committee. Potentially explain in the rationale the difference between the two courses.
   - Decision: Approved with requested revisions

8. HIST 327: African Metropolises in History  
   New Course
   - The committee is unsure if this is a study abroad course. Fifteen weeks of material seems to indicate that it may not be, but it is currently listed as such. Please clarify.
   - Catalogue description: Please remove verbs
   - Please specify Core Learning Outcomes. These should be distinct from Course Requirements and at this time the two are identical.
   - Class policy: Per Towson University policy, a faculty member can only remove a student from a course for missing classes if there is a waitlist during the drop add period. Additionally, the term “multiple unexcused absences” need to be specified with a number.
   - Assessment Plan has not been approved by Associate Dean, Karen Eskow. Please schedule a meeting with her to address this issue.
   - Issues in CIM:
     - Catalogue description needs to be specific to this course as opposed to the Core description
     - Please clarify if this is intended to be a Travel Study course as this is unclear.
     - Please add information related to if this course is repeatable for credit? Please clarify why and how it can be repeatable.
     - Prerequisites: The information listed here is incorrect, please address this issue
     - Please specify Core Learning Outcomes. These should be distinct from Course Requirements and at this time the two are identical.
     - Cross listed with: This appears to be an error, please address.
     - Rationale: Please correct the typo “theme”
Always requires instructor consent: Please clarify if this is intentional or an error.
Decision: Table the proposal

9. HUMA 633: Comparative Biography: The Pursuit of Human Perfection
   Course Change
   • Decision: Approved

10. HUMA 897: Global Humanities Thesis
    Course Change
    • The committee was unsure if this was only for humanities students. Perhaps clarify.
    • Decision: Approved

11. HUMA 898: Global Humanities Thesis
    Course Change
    • The committee was unsure if this was only for humanities students. Perhaps clarify.
    • Decision: Approved

12. HUMA-MA: Global Humanities
    Program Change
    • Decision: Approved

13. PYSC 639: Positive Psychotherapy
    New Course
    • Classroom policies: As this course has an attendance and participation requirement, it is against policy to ask student to leave and/or drop the class. Please reword or rephrase.
    • Attendance policy: Please clarify/specify exactly how the grade can be lowered for attendance
    • Grading scale: What is listed is not the graduate grading scale. Please revise.
    • Academic integrity: Please provide more specific language about the penalties of breaking academic integrity
    • Academic accommodations: please use the standard and sanctioned DSS language in this section
    • Bibliography and additional resources: This is required for a graduate course. Please add.
    • Prerequisites section in CIM: “related field,” For clarity, please replace with “Graduate enrollment in counseling or clinical psychology or consent of instructor”
    • Catalogue description is missing from the syllabus, please add.
    • Decision: Approved with requested revisions

14. SPAN 408: Spanish in the Community
    Course Change
    • Please remove the syllabus that is attached to this proposal as this is simply a title change and a syllabus is not necessary.
    • Decision: Approved with requested revisions
15. **TSEM 10B: Towson Seminar: PSYC: Psychology and Environmental Sustainability**  
   New course  
   • CIM: Please add the specific course description as opposed to the general TSEM description  
   • Course format and attendance: “Finally, if a student misses an assignment or exam completed in class, it will result in a score of 0.” Please clarify if students with excused absences can make up assignments and exams. Please remove the final sentence, “The instructor will make the final decision about whether an absence is excused or not” as this goes against Towson University policy. Please rephrase to acknowledge the policy provides for make up in certain categories.  
   • Assignments: Please include the weight/point breakdown of the assignments  
   • Assignments, Research Paper: Developmental stages for the research paper are best practices for a TSEM. Please consider a revision to include this practice.  
   • **Decision:** Approved with requested revisions

16. **TSEM 10X: Journey and Quest in World Literature**  
   Course Change  
   • Please remove the syllabus from CIM as this is just a title change. The syllabus is not required or recommended.  
   • **Decision:** Approved with requested revisions

**Minutes completed by Maureen Todd**