November 1, 2018

CLACC Minutes

**Present:** Bethany Brand (PSYC), Terry Cooney (Dean – ex officio), Alhena Gadotti (HIST), Amanda Ginter (FMST), Daniel Hanna (FORL), Alan Marcus (GEOG), Sarah Oliver (POSC), Erik Ropers (IDIS), Kate Wilkinson (WMST)

**Absent:** Katherine Attie (ENGL), Miho Iwata (SOAN/ICJ), Tim Jankowiak (PHIL/RLST)

**Guests:** Karen Eskow (Associate Dean)

1. Review of October 2018 meeting minutes
   - **Decision:** Approved as written

2. Human Rights Minor
   - **Program Change**
   - **Decision:** Approved as written

3. FMST 2XX-1: Global Families
   - **New Course**
   - Concerns raised by committee last year were addressed
   - **Decision:** Approved as written

4. FORL 101: Swahili Elements I
   - **New Course**
   - Spanish is used at the end of the schedule grid—likely a cross-over from an older syllabus; please fix.
   - Catalog description is listed as Course Description on syllabus; please change title to “Catalog Description”.
   - Under Evaluation, the statement “a passing grade should be C or higher” should be deleted.
   - Under Excused Absences, change to unforeseen circumstances outside the student’s control (rather than death of family member)
   - Omit sentence about “these rules are flexible…” as that could cause confusion. Policy statements cannot be altered after the semester begins. “Syllabus and assignments are subject to change with reasonable notification” would be better.
   - Clarify from what grade percentage points will be deducted after two unexcused
absences (we are assuming it’s total grade, but that point is unclear).

- **Decision**: Approved pending requested changes

5. GEOG 376: Qualitative Methods  
   NEW COURSE
   - Clarify how, in the event of an excused absence, late work should be arranged with the instructor.
   - Typo: late work during excused absence can be made up—please fix.
   - Regarding the circumstances for giving an Incomplete: use precise language from the policy (see [https://www.towson.edu/registrar/grades/policies.html](https://www.towson.edu/registrar/grades/policies.html)).
   - Learning Outcomes: correct to “understand the terminology” (omit the “of”).
   - Final project is listed as being worth 40%, but the individual components came to 30%—please fix.

- **Decision**: Approved pending requested changes

6. GEOG-MA: Geography & Environ Planning  
   PROGRAM CHANGE
   - **Decision**: Approved as written

7. GIS: Geographic Information Sciences Minor
   - **Decision**: Approved as written

8. HIST 102: Europe: Caesar to Calvin  
   COURSE CHANGE
   - **Decision**: Approved as written

9. HIST 346: The American Revolutionary Period  
   COURSE CHANGE
   - P. 1: **Required Books/ Tools/ Bibliography** (Available at the University bookstore.)” We suggest separate headings for those texts that students are required to purchase and those that are part of the course bibliography.
   - P. 2: Catalogue Description/Course Description should come before the list of texts.
   - P. 3 typo: “This is not a final evaluation grade but rather an indication of what they would receive if the class ended that day”; please fix.
   - P. 6 typo: “The Instructor will reduce students’ overall final grade by a 1/3 of a letter grade for three unexcused absences and will continue reducing the final grade by a 1/3 of a letter for each additional unexcused absence over three”; please fix.
   - The following link is invalid on p. 7: “Please read Towson’s full statement about academic dishonesty at [http://wwwnew.towson.edu/studentaffairs/policies/academicintegrity.asp](http://wwwnew.towson.edu/studentaffairs/policies/academicintegrity.asp)”
   - P. 7-8 typo: “Students who expects they have a disability but do not have
documentation are encouraged to contact DSS”; please fix.

• In-class participation section: base grade for a B is described elsewhere as a base grade for a C (p. 5 matrix). Clarify the standards for a B versus a C as it relates to participation.

• Decision: Approved pending requested changes

10. HIST 401: Dawn of Europe  
   • Decision: Approved as written

11. HIST 402: Castles and Cathedrals  
   • Decision: Approved as written

12. HIST 403: The Renaissance Experiment  
   • Decision: Approved as written

13. HIST 431: From Princes to Parliaments  
   • Excused absence doesn’t mention religious observances; please add.
   • Missing course repeat policy; please add.
   • Decision: Approved pending requested changes

14. HIST 432: Paris Commune to European Common Market  
   • Decision: Approved as written

15. HIST 475: History Wars  
   • Decision: Approved as written

16. JDST 685: Jewish Law and Ethics  
   • Decision: Approved as written

17. METR: Climate, Weather and Society Minor  
   • Decision: Approve as written

18. TSEM 102X: Science Fiction and Society  
   • Catalog description is still wrong (catalog description for TSEM cannot be changed); please fix.
- **Decision**: Approve pending requested changes

**Minutes completed by Amanda Ginter**