Present: Bob Tappan (PHIL/RLST), Joseph Clark (POSC), Miho Iwata (SOAN/CJ), Alan Leigh (PSYC MA student), Alhena Gadotti (HIST), Alan Marcus (GEOG), Maureen Todd (FMST), Kate Wilkinson (WMNST), 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 minutes
   - Decision: Approved as written

2. GEOG 4XX-2: GIS Database Design New Course
   - Needs more of a rationale rather than just a description, and an explanation of why course is proposed at the 400 level
   - Add statement of overlap, particularly regarding computer science
   - Page 1: Typo in learning outcomes section
   - Examinations/Quizzes: Remove “quizzes from the “Examination/Quizzes” as quizzes are discussed in a separate section
   - Course Project: Review percentage of grade in “Course Project” section. Project is listed as being worth 40%, but is then broken down into sections that total 45%
   - Catalogue Description: Consider adding information from the third paragraph beginning with “the course is structured” to the Catalogue Description to add more information.
   - Needs more learning outcomes – (best practices for syllabi mentions outcomes plural—just unpack/describe what is already in this one)
   - Page 2: Remove the language “mandated university grading system”
   - Page 2: Add information about what constitutes an excused absence
   - Page 6: Change Geography 6XX, to geography 4XX
   - Page 6: Typo “BOK”

   - Decision: Approved with requested revisions

3. HIST 203: The Seven Wonders of the Ancient World New Course
   - Course Description: In the third paragraph of the Course Description, clarify that the “traveling” performed in the course is metaphorical and/or intellectual as opposed to actual travel.

   - Decision: Approved with requested changes
Minutes completed by Maureen Todd