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 (IDIS), Terry Cooney (Dean)

Absent: Alan Leigh (PSYC MA student)

Guests: Karen Eskow (Associate Dean)

1. Review of minutes
   • Decision: Approved as written

2. Japanese Minor New Program
   • Program Description: Native and heritage speakers of “Chinese.” Please change to “Japanese.”
   • Program Requirements: As this is a Chinese Minor template, please double check to ensure that PHIL 470 is intended for the Japanese minor as well
   • Decision: Approved with requested revisions

3. CHNS 341: Chinese Cinema New Course
   • Catalogue Description: Cannot be repeated twice without Prior Permission. Please remove this reference.
   • Please consider enforcing the prerequisite of CHNS 202 or refine how to encourage non-Chinese speakers to consider the class without the ambiguity of the prerequisite.
   • Integrity statement: Remove language of “honor code” as Towson University does not have an honor code. Consider changing to “Academic Integrity”
   • Attendance: Please elaborate on how attendance is calculated
   • Attendance: Please separate attendance and participation
   • Language and Cultural events: Please clarify how many events are required and when they are happening to address work schedules.
   • Presentation: “Required to complete 1 or 2” please clarify
   • Decision: Approved with requested revisions

4. ENGL 283: Introduction to Creative Writing Course Change
   • No suggestions
   • Decision: Approved
5. FMSC-BS: Family Science Major Program Change
   • Please include the rationale for why the change is happening between 201 and 325
   • Decision: Approved with requested revisions

6. FMST 2xx-1: Families in Global Perspectives New Course
   • Overlap statement: The course WMST 233: Women in International Perspective has overlap with the proposed course. This course need an overlap statement addressing this issue and a letter from the chair of WMST.
   • Assignments: Second paragraph, course work should be changed to “Missed in class work” as opposed to “all course work”
   • Decision: Table decision

7. FMST-BS: Family and Human Services Major Program Change
   • Please include a rationale for why the switch between 201 and 325
   • Prerequisites for courses in the major: Please change the language to “Prerequisites for upper level courses in the major”
   • Decision: Approved with requested revisions

8. ITAL 491: Directed Readings in Italian New Course
   • No Suggestions
   • Decision: Approved

10. PSYC 498: Honors Capstone Psychology Course Change
    • Units/Credit hours: Please shift the language to clarify that both classes (PSYC 498/499) are now for 3 credits
    • Decision: Approved with requested revisions

11. PSYC 499: Honors Senior Thesis in Psychology Course Change
    • Units/Credit hours: Please shift the language to clarify that both classes (PSYC 498/499) are now for 3 credits
    • Decision: Approved with requested revisions

12. RLST 411: The American Jewish Experience New Course
    • Overlap statement: Amazing overlap statement!
    • Grade Breakdown: Response papers and attendance listed but not shown on the grade breakdown.
    • Core Course Assessment Plan: Assessment plan needs to be Approved with requested
13. TSEM 102.08: Reading the Sacred New Course

- Catalogue description: Please remove verbs from the catalogue description
- Core Course: TSEM is a core course so it needs to be listed as a core course with the appropriate plans and information. Please click the appropriate radio button in CIM so that the Core Course options can be completed.
- Assessment plan needs to be approved with requested revisions by Karen Eskow
- Catalogue description: What is listed is the description of all TSEMs, this needs to be for this specific course
- Review the automatic fail policy. As faculty cannot automatically fail students, perhaps this could be revised to reflect a point deduction for absences that may lead to failure.
- Computer policy: Adjust the policy to accommodate students with a disability
- Attendance policy: How will grades be impacted by tardiness and absence? Please quantify.
- More clarification needed regarding participation and attendance
- Decision: Approved with requested revisions and conditional to the assessment plan

14. WMST 386: Women’s Spiritual Practices New Course

- Needs a bibliography
- Grade distribution: clarify “two exams worth 50 points”
- Clarify make up exam policy
- Decision: Approved with requested revisions

15. WMST 695: Independent Study Course Change

- Prerequisite policy: Please add the language from the rationale to the prerequisite enforcement policy “May be repeated with a maximum of 6 credits”
- Decision: Approved with requested revisions

16. XFSHS-BS: Combined Major in Family Science and Health Science Program Change

- Please add a letter of support from the chair of the Health Sciences Department
- Decision: Approved with requested revisions
**Minutes completed by Maureen Todd**