

September 20, 2004

Members present: Jeff Hollander, Alexander Komives, Mike Sinowitz, Barbara Whitehead, chair, Erik Wielenberg, Ellie Ypma

Minutes from previous meeting approved

Looked at 2 new course proposals. In the case of Religion 150, a question was raised about the applicants desire to make it a group 4 as it seemed to make more sense being a group 3. The decision was made to get feedback from the department in the form of the rationale for designating the course as group 4. The committee granted course approval with the provisional agreement of the department that the course fulfill group 3. Otherwise, further discussion will take place. In the case of Religion 267, approval was granted with group 4 designation. Discussion of changes to the green "Proposed Departmental Course Change Form." Will request Ken Kirkpatrick place the new form on the web with the legitimate title, followed by a 24 character title, and a 75 word course description. The form could be submitted by department chairs using a special code as a signature. Include a question regarding the group the course will count for; a zero can designate no group. The new order of the questions will be #6, #7, #8, #9 and # 13 of the old green sheet. Concerns about signature and department approval will be discussed after Ken makes mockup of web form.

A vote was taken on the calendar for 200809 academic year. Draft B was chosen. For the academic probation changes, Jeff Hollander suggested mentioning the fact that students pursuing a Bachelor's in Music don't have to select major in the same timeframe as other students. Suggestion was made to change the GPA cutoff for academic probation from 1.1 to 1.3. Next meeting will be Monday September 27, 2004.

September 27, 2004

Members present: Barbara Whitehead (chair), Ellie Ypma (registrar), Erik Wielenberg, Mike Sinowitz, Jeff Hollander, Matt Balensuela, Alexander Komives, Liz Polley (student member)

1. We approved the minutes from the previous (9/20/04) meeting.
2. Barbara reported that she had discussed REL 150 with Beth Hawkins and Beth had agreed that REL 150 should count for group 3 credit.
3. We approved two new courses: CFT 290 and CFT 390, both titled "Topics in Conflict Studies"
4. We approved a request that "Alternative Dispute Resolution" be offered as an experimental courses in Conflict Studies. The course will be taught in spring 2005.
5. We approved a change in title and description for PHIL 439, Senior Seminar.
6. We turned down the philosophy department's request for a new course, Phil 440, Senior

Thesis. MAO will ask that the department rewrite the description for the course and then reconsider the request.

7. We changed the academic probation and dismissal policy; the GPA cutoff for academic probation has been changed from 1.0 to 1.3. We also made some minor purely stylistic changes to the wording of the policy.

8. The meeting adjourned promptly at 4:55 pm.

October 11, 2004

Members present: Rebecca Bordt, Ellie Ypma (registrar), Mike Sinowitz, Jeff Hollander, Alexander Komives, Matt Balensuela, Erik Wielenberg (acting chair for this meeting)

1. We approved MUS 290, Music of Africa for onetime group 3 credit for the spring semester.

2. We approved MUS 390, Psychology of Music for onetime group 1 credit for the spring semester. We will check with the psychology department to see whether they have any serious objections to this.

3. We approved a request to change the title of EDUC 300 from "Multicultural Education" to "Critical Multiculturalism." Minor changes were also made to the course description.

4. We approved a new course, PHIL 440, Senior Thesis.

5. We adjourned promptly at 4:25 pm. All present were duly impressed.

October 25, 2004

Members present: Jeffrey Hollander, Mike Sinowitz, Alexander Komives, Matt Balensuela, Erik Wielenberg, Rebecca Bordt, Barbara Whitehead (chair)

1. We approved the minutes for the previous meeting.

2. We approved a new request course for ARTH 228, Jewish Art and Architecture: Middle Ages to the Present. We also approved a request that this new course count toward group 4.

3. We approved the following topics courses for onetime group credit for the spring 2004 semester: SPAN 390, Feminism in Latin American Theater, group 3 (lit.)

ML 295, Italy in Mind: A Literary, Artistic, and Historical Tour of Italy, group 3
ML 395, "R" is for Robot, group 3 (lit.)

Although the Modern Languages department requested that "Italy in Mind" satisfy the group 3 literature requirement, the committee felt that it needed more information about the course before it could approve this request. Once the committee has more information about the course, it will reconsider the question of whether the course can satisfy the group 3 literature requirement (in the meantime, it has been approved for group 3 nonlit. credit).

November 8, 2004

(corrected and approved November 22, 2004)

Present: Matthew Balensuela, Rebecca Bordt, Jeffrey Hollander, Alex Komives, Liz Polleys, Michael Sinowitz, Erik Wielenberg (secretary), Barbara Whitehead (chair), Ellie Ypma

1. We approved the minutes from the previous meeting.
2. We considered a request that SOC 227: Sociology and Popular Culture become a new course. The committee felt that more information was needed about this course before it could be approved.
3. We approved the following changes from a topics or experimental course:
ANTH 252: Anthropology of Power and Violence
ANTH 257: Culture, Medicine and Health
ANTH 279: U.S. Latino Cultures
EDUC 265: Women in Education
SOC 211: Sociology of Childhood (Barbara will email Tamara about this course)
SOC 214: Sociology of Education
SOC 322: Black Issues and Identity
SOC 332: Women, Culture, and Identity
4. We considered a request to change SOC 329: Social Inequalities from a topics or experimental course. The committee felt that more information about the course was needed; Barbara will follow up with Nancy Davis.
5. We approved the following requests for group designation:
ANTH 252: Anthropology of Power and Violence, group 2
ANTH 257: Culture, Medicine and Health, group 2
ANTH 279: U.S. Latino Cultures, group 2
EDUC 265: Women in Education, group 2
ML 295: Italy in Mind (on table for group 3lit designation)
SOC 211: Sociology of Childhood, group 2
SOC 214: Sociology of Education, group 2

SOC 322: Black Issues and Identity, group 2
SOC 332: Women, Culture, and Identity, group 2

6. We considered a request from the Art Department to drop the following courses:

ARTS 251: Collage
ARTS 252: Drawing II
ARTS 290S: Topics

The committee felt that we need more information about just what in tarnation is going on over at the Art Department before we could approve the request to drop ARTS 251 and 252, but we did approve the request to drop ARTS 290S. We will meet with someone from Studio Art to discuss this issue further.

7. We approved the following change in credit and numbering:

ARTS 390S: Studio Art Topics (.51 credit) to ARTS 398: Studio Art Topics (1 credit)

8. We approved the following numbering change:

ANTH 280: Ethnographic Methods to ANTH 380: Ethnographic Methods

9. We approved the following changes in title:

MATH 141: Quantitative Reasoning Through Statistics to Statistical Reasoning
ANTH 255: The Anthropology of Women and Gender to The Anthropology of Gender

February 14, 2005

Prepared by Michele Villinski, chair

Members present: Kirkpatrick, Balensuela, Komives, Elman, Bordt, Villinski
Convened at 4:00 p.m. in East College 214

1. We discussed a course change proposal from the chemistry department to combine Chem 341: Metabolism and Chem 441: Biochemical Methods into Chem 343: Advanced Biochemistry. Committee decided to postpone action until we had more information on what changes this would cause for the Biochemistry major.

2. We began considering the COA request that we streamline faculty meetings by changing the process for approving minor course changes. Raised several issues about the process for making such changes. Will confer with Bill Little to clarify.

3. Kirkpatrick raised the question of whether we should formalize more of our procedures and also revise the online forms. General sentiment was that this is a good idea.

4. Villinski presented an email from a faculty colleague suggesting a change to the current time bank. The committee decided to postpone formal consideration until the time bank issue is reopened on a larger scale. In conjunction with this, Kirkpatrick noted that collaboratory and tech

room use is much heavier in Tu, Th banks than in MWF.
Adjourned at 4:40.

February 28, 2005

Prepared by Michele Villinski, chair

Members present: Kirkpatrick, Balensuela, Komives, Elman, Bordt, Villinski, Sinowitz, Hollander, Robert Bruder (student), Katrina Brent (student), Spiegelberg (guest).
Convened at 4:00 p.m. in East College 214

The minutes from the 2/14 meeting were unanimously approved.

We discussed several changes to courses in the School of Music:
Converting Music 111, 112, and 211 (Theory and Musicianship I, II, and III) each into 2, ½credit courses. Music 111, 112, and 211 are currently 1credit courses offered for Group 3 credit.
Music 113: Theory I (0.5 credit, Group 3)
Music 114: Theory II (0.5 credit, Group 3)
Music 213: Theory III (0.5 credit, Group 3)
Music 123: Musicianship I (0.5 credit, Group 3)
Music 124: Musicianship II (0.5 credit, Group 3)
Music 223: Musicianship III (0.5 credit, Group 3)

Changing Music 316: Advanced Musicianship to Music 224: Musicianship IV, retaining Group 3 designation.

Changing Music 317: Form and Analysis to Music 214: Theory IV, retaining Group 3 designation.

The committee brought up numerous questions regarding the need to revise course numbers, need to avoid using the same course number for two different courses, phased in implementation, and concerns about the number of upperlevel courses in the music major for

CLA students. These questions were adequately addressed by Scott Spiegelberg and the committee voted to approve the proposed changes.

Kirkpatrick raised another item related to the School of Music. Current guidelines limit CLA students to obtaining credit for graduation (or for distribution requirements) from one major and one chamber ensemble per semester. This is very difficult to monitor in the Registrar's office. Is this regulation necessary? Should we eliminate the restriction on size of group and simplify it to refer to 2, 0.25 ensemble credits per semester? After some debate, decided we needed to check with the School of Music before proceeding.

Hollander reported on the status of applications for independently designed internships. Three applications are complete. The subcommittee (Hollander, Kirkpatrick, Bordt) will meet on March 1 to consider them.

Hollander asked for volunteers to serve on the 5th year internship applications committee. Villinski and Balensuela will join him in evaluating the applications.

We are still waiting for clarification on the impact of Chemistry's proposed changes on the chemistry minor.

The committee decided to respond to COA's request that we streamline faculty meetings by changing the process for approving minor course changes. The committee favors such a revision of the process but feels strongly that the proposal should come to the faculty from COA, and not from MAO. We will suggest that COA and MAO discuss changes together.

We approved a proposal from the mathematics department to approve Math 141: Statistical Reasoning for group 1 credit. A question was raised about why more mathematics courses have not been brought forward for group credit.

We approved a change to ARTS 398: Studio Art Topics from 1 credit to $\frac{1}{2}$ 1 credit. This detail was omitted in recent changes to the course.

Kirkpatrick noted that items left on the table at December's faculty meeting needed to be brought off the table and approved at the next meeting.

Adjourned at 4:40.

March 14, 2005

Prepared by Michele Villinski, chair

Members present: Kirkpatrick, Balensuela, Komives, Elman, Bordt, Villinski, Sinowitz, Hollander, Robert Bruder (student), Katrina Brent (student).

Convened at 4:00 p.m. in East College 214

1. The minutes from the 2/28 meeting were unanimously approved with one minor edit.
2. We discussed course change proposals; see attached table.
3. Hollander raised the question of whether the committee should examine the approval process for independent study projects, which varies by department. The committee agreed that we should consider standardizing the process and would begin by asking chairs to report via email.

Adjourned at 5:15.

March 28, 2005

MAO Meeting Minutes for 3/28/05 meeting.

Prepared by Michele Villinski, chair

Members present: Katrina Brent (student), Hollander, Komives, Sinowitz, Villinski, J. Sappenfield (for Kirkpatrick), T. Ball (guest).

Convened at 4:10 p.m. in East College 214

1. The minutes from the 3/14 meeting were unanimously approved.

2. Course change proposals

a. Approved:

1. Kins 260. Sport and Exercise

2. Mus EXP. Explorations in Jazz Compositions

3. Mus ?. Miles and 'Trane (will request number from SOM)

4. MUS ?. Beginning Tap (will request number from SOM)

b. Denied:

1. MUS ?. Baroque Workshop (concerns about workload vs. credit)

2. Math 241. Regression Analysis (need to coordinate with other departments)

3. Math 342. Analysis of Variation (need to coordinate with other departments)

c. Deferred:

1. Chem 343. Advanced Biochemistry (waiting on information from Bryan Hanson)

d. Changes in Majors and Minors

Tom Ball answered questions from the committee about changes to the KINS majors. The committee approved the request to drop KINS 406 as a requirement for the Sport and Exercise Science and Sports Medicine emphases. We decided to continue the conversation about proposed changes to the senior seminar and graduation requirement. The committee felt that it was too late to implement the proposed changes for the coming school year. The committee expressed several concerns:

? Implications for faculty workloads if all students will be working on theses for the entire school year

? Does 0.5 credit reflect actual expected student effort?

? Uncertainty about the format of the thesis

? Ability of rising seniors to prepare for an immediate change

? Perhaps the department should consider requiring a different senior exercise for the athletic training emphases, allowing the senior seminar for the other emphases to carry 1 full credit

3. Hollander reported that the subcommittee approved three of five proposals for independently designed internships.

4. Hollander reported that the subcommittee recommended three of seven Fifth Year Internship proposals

Adjourned at 5:20.

April 11, 2005

Prepared by Michele Villinski, Chair

Present: Bordt, Elman, Balensuela, Komives, Kirkpatrick, Hollander, Sinowitz, Villinski

1. We approved the minutes from 3/28 and a correction to the minutes from 3/14.

2. Course change proposals:

a. We approved minor course changes from chemistry:

i. changing credit on CHEM 440: Biophysical Chemistry from 0.5 course to 1 course

ii. combining CHEM 341: Metabolism and CHEM 441: Biochemical Methods into CHEM 343: Advanced Biochemistry

iii. dropping CHEM 341 as a requirement and CHEM 441 as an elective for the Biochemistry minor, replacing them with CHEM 343 as a requirement

b. We approved proposals to create Latin American and Caribbean Studies courses:

i. LACS 290: Topics

ii. LACS 390: Advanced Topics

c. We deferred discussion of LACS 100: Introduction to Latin American and Caribbean Studies until a syllabus and catalog style description are submitted.

3. Villinski was chosen to serve as chair for fall semester 0506.

Adjourned 4:40.

April 25, 2005

Prepared by Michele Villinski, Chair

Present: Bordt, Elman, Balensuela, Komives, Kirkpatrick, Hollander, Sinowitz, Villinski, Brent

1. We approved the minutes from 4/11 with one minor edit.

2. Course change proposals:

a. We approved minor course changes:

i. Changing the home department and number for HIST 100: The Ancient Mediterranean World to CLST 120: The Ancient Mediterranean World.

ii. Title change for GEOG 125: Environmental Science to GEOG 125: Introduction to Environmental Science

iii. Title change for WS 240: Women's Studies Research Methods to WS 240: Feminist Inquiry

iv. Title change for ML CHIN 361: Advanced Chinese to ML CHIN 361: Advanced Chinese I. This course will no longer be able to be repeated for credit.

b. We approved proposals to create:

i. LACS 100: Introduction to Latin American and Caribbean Studies

ii. ML CHIN 362: Advanced Chinese II

iii. ML CHIN 461: Advanced Readings and Projects in Chinese, Group 5, ½ 1 credit. May be repeated for credit.

iv. HIST EXP: Modern Middle East 15002005

3. We decided to invite the Library Advisory Committee to report to the faculty about the recent controversy.

Adjourned 4:45.

May 9, 2005

Prepared by Michele Villinski, Chair

Present: Bordt, Elman, Balensuela, Komives, Kirkpatrick, Sinowitz, Villinski

1. We approved the minutes from 4/25.
2. Course change proposals:
 - a. We approved minor course changes:
 - i. Math 240: Introduction to Statistics, number and title change from Math 340: Applied Probability and Statistics, with the added recommendation that the department consider a name change for MATH 141: Statistical Reasoning to avoid confusion with the new name for MATH 240.
 - ii. BIO 215: Cellular and Molecular Biology, title change to BIO 215: Cells and Genes
 - b. We approved proposals to create:
 - i. Physics 156: Advanced Placement in Physics, new course
 - ii. Physics 220: Principles of Physics III, new course
 - iii. Math EXP: Regression Analysis, experimental course
 - iv. Math EXP: Analysis of Variation, experimental course
3. Villinski thanked Matt Balensuela and Linda Elman for their diligent work on MAO. We will miss them next year.
4. Villinski reported on the LAC meeting of last Thursday.
5. Suggested agenda items for next year:
 - a. Review departmental processes for handling independent study courses
 - b. Create a process for obtaining regular reports from committees under MAO in the committee organization chart
 - c. Revising course change proposal and other forms
 - d. Respond to COA's charge to streamline faculty governance
 - e. Work with CAPP to examine and revise the procedures for proposing a major; there seem to

be timing issues with proposing a major and getting courses approved.
Adjourned 4:45.