

ACADEMIC AFFAIRS COMMITTEE AGENDA

March 20, 2007 (2:30 PM)

Dawsey Conference Room, Singleton

A. Call to Order

1. Approval of Minutes from February
2. Chair Report
 - i. Core Curriculum Update

The Chair reported that the core had passed Senate, and that the next order of business is to get all of the departments to submit their new majors to correspond with it. Since time is short, an expedited system of review will be implemented.

B. New Business

1. Course and Program Changes from Science
 - i. Marine Science
 - a. MSCI 470, 470L - Change in Number and Description - **passed**
2. Course and Program Changes from Education
 - i. Health, Physical Education, and Recreation
 - a. Exercise and Sports Science - New Major - **passed**
 - b. Health Promotions Major - Change of Emphasis - **passed**
 - c. Sports Medicine Minor - Delete - **passed**
 - d. Fitness Minor - Change Credits - **passed**
 - e. EXSS 205 - Add - **passed**
 - f. EXSS 410 - Add - **passed**
 - g. EXSS 495 - Add - **passed**
 - h. EXSS 390 - Add - **passed**
 - i. EXSS 399 - Add - **passed**
 - j. EXSS 405 - Add - **passed**
 - k. EXSS 420 - Add - **passed**
 - l. EXSS 499 - Add - **passed**
 - m. PHED 404 - Change # to EXSS 330 - **passed**
 - n. PHED 122 - Change # to EXSS 122 - **DID NOT PASS**

PHED exists as a different course. Need to just resubmit EXSS 122 as an add new course.

- o. PHED 402+402L - Change # to EXSS 350+350L - **passed**
- p. PHED 401+401L - Change # to EXSS 400+400L - **passed**
- q. RSM 340 - Change # to EXSS 340 - **passed**
- r. PHED 360 - Crosslist as EXSS 360, change prereqs - **passed**
- s. PHED 385 - Change # to EXSS 385, change prereqs - **passed**
- t. RSM 320 - Change title, prereqs - **passed**
- u. RSM 337 - Change prereqs - **passed**
- v. PHED 413 - Change # to EXSS 413 - **passed**
- w. PHED 450 - Change # to EXSS 450 - **passed**
- x. EDEC 422 - Change Title and Description - **passed**

3. Course and Program Changes from Humanities

i. Visual Arts

- a. Studio Arts Major - Change in Requirements - **passed**
- b. ARTS 201- Computer Usage - **passed**

ii. Foreign Languages

- a. SPAN 351 - Delete - **passed**
- b. SPAN 495 - Change in Description - **passed**
- c. FREN 495 - Change in Description - **passed**
- d. GERM 495 - Change in Description - **passed**

iii. Music

- a. MUS 124F - Add - **passed**

iv. English, Communication and Journalism

- a. Journalism Minor - Change in Requirements - **passed**

4. Faculty Manual Change Proposal

i. Changes in Academic Affairs /Core Curriculum Committee Structure

After much discussion, the committee did not feel that the proposal, as it stood, was ready to send on to the senate. There was a feeling that there needed to be a separate committee formed to handle Core and General petition appeals, instead of the appeals going to the Provost's office. The proposal will be reworked, and will resurface at some point in the future.

5. Discussion of Upcoming Catalog Changes by Departments

i. Guidelines for departments making changes

See following pages for document that was produced.

Coastal Carolina University

Academic Affairs Committee

March 23, 2007

To: Academic Departments

Re: Writing major descriptions for the catalog

All new descriptions of majors will have to be approved by the Academic Affairs Committee before being approved by Faculty Senate. In order to get this done in as timely a manner as possible, we have developed an expedited review process for these major descriptions.

When your department has completed the revisions of your major and it has gone through your College's review process, please email the entire new catalog description to the chair, Louis Keiner, as a Word document. The description will be immediately posted on the Academic Affairs website for public review, and will be voted on at the next committee meeting. Since there still needs to be a paper record, please still send one hard copy of Form B with the new requirements to the chair. The committee will start the review, however, upon receipt of the electronic copy.

We have also developed the following guidelines to elaborate on the template that the Provost sent out to faculty. Please include in your new catalog description:

- Description of the major
- Student Learning Outcomes for the major
- Degree requirements:

I. Core Curriculum

The Core Curriculum requirements are the same for all students in all majors, and are listed in detail in that section of the catalog. Therefore, it is not necessary to include the list of all possible Core Curriculum courses in each major description. The requirement should simply be listed as 34-38 credits. This simple listing will also prevent the necessity of changing each major description whenever there is a change in the Core Curriculum. If students in a certain major would be best served by choosing particular Core classes, this should be detailed in the major's advisement literature.

II. Freshman Graduation Requirement

This Requirement should be listed as 0-3 credits. The vast majority of students will have to take this class as a graduation requirement. Some, by virtue of being older or transferring in with more than 12 credits, will be exempt.

III. Foundation Courses

These courses are defined as lower level courses that prepare students for upper level study in the major. These include:

- Lower level courses outside the major that are necessary for students in the major, including courses that are prerequisites for major courses.
- Introductory courses in the major. (These are usually the introductory courses that might be taken by any CCU student)

If your major has a Foundation course that is also included in the Core Curriculum, it should be listed here as 0-3 (or 4) credits. If it is advised that a student take that class as part of the Core, the Foundation requirement is met, but the credits count towards the Core, and the student then has room for an elective.

IV. Major Requirements

These more advanced courses are required for all students in the major. Once again, if there is a Major course that is also included in the Core Curriculum, it should be listed here as 0-3 (or 4) credits. If it is advised that a student take that class as part of the Core, the Major requirement is met, but the credits count towards the Core, and the student then has room for an elective.

If the major has different defined areas that the student may specialize in, be careful of what they are called. If you want the specialization to show up on a student's transcript, you should include that information within the major description. If you are unsure about the correct wording, please contact interim Registrar Dan Lawless to check.

V. Cognate

A cognate is defined as a group of upper level courses outside the major that supports the major and is required for all students in that major. These courses should carry a different course rubric (4 letter acronym) than the major.

Departments often offer students the option of substituting a minor for the cognate. It is suggested that departments avoid *requiring* all their majors to complete a defined minor. If the coursework for a certain minor is indeed necessary to the major, it is suggested that these requirements be listed in the Foundation and Cognate sections.

VI. Electives

Should there be any credits left over! Should be written a XX-XX credits, depending on whether there are variations in other sections due to courses possibly fulfilling a core requirement.

Notes:

A CCU degree requires at least 120 credits hours.

Please avoid the use of 'and' and 'or' in the same line of a requirement. This causes difficulties in programming the requirements into Datatel. Please split the 'and' onto two different lines. For example:

Bad:

PHYS 301, and one of PHYS 302 or PHYS 303.....6 credits

Good:

PHYS 301.....3 credits

PHYS 302 or PHYS 303.....3 credits