



## Curriculum Committee Meeting Minutes

September 28, 2006

3:30 p.m. – Library 122

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The meeting was called to order by Joe Richards, chair, at 3:35 p.m.

Committee members present: Steven Bradley (Art), Tom Walla (Biological Sciences), Joe Quesenberry (Bishop Campus), Don Carpenter (Business), Anne Spalding (Computer Science, Mathematics, and Statistics), Patti Ward (Health Sciences), Sue Yeager (Kinesiology), Regis Tucci (Languages, Literature, and Mass Communication), Darin Kamstra (Music), Joe Richards (Physical and Environmental Sciences), Clare Boulanger (Social and Behavioral Sciences), Lisa Friel (Teacher Education), Jeanine Howe (Theatre)

Ex officio members present: Cathy Barkley, (Academic Affairs); Silvia Rael (Tomlinson Library); and Mike Mansheim, (Academic Affairs and committee secretary)

Guests present: John Redifer, Department Head of Social and Behavioral Sciences

### 1. Curriculum Proposals

#### a. Department of Health Sciences

- i. Course Modification: RTEC 214  
Change credit hours from 8 to 6, effective Summer 2007.

**The motion was made, seconded and passed to approve the course modification. (Carpenter/Tucci)**

#### b. Department of Social and Behavioral Sciences

- i. Course Addition: POLS 446
- ii. Course Addition: POLS 442
- iii. Course Addition: POLS 314
- iv. Course Addition: POLS 315
- v. Program Modification: BAS in Public Administration/Public Safety

**The motion was made, seconded, and passed to table items i-v until the Business Department is consulted regarding the proposals (Spalding/Howe).**

- vi. Program Modification: Minor in Anthropology  
Require only one capstone course: ANTH 405 **or** ANTH 410

**The motion was made, seconded and passed to approve the program modification. (Carpenter/Spalding)**

## **2. Discussion of New Curriculum Forms and Process**

- a. John Redifer commented that he and staff in Social and Behavioral Sciences found the new forms and process easier to use.
- b. The committee discussed what was needed on forms/reports. Staff in Academic Affairs will work with staff in Institutional Research to implement.
- c. Staff in Academic Affairs will update the *Resource Guide* and Library Assessment Form to provide more explicit instructions and denote which proposals require library assessments. A clickable table of contents will be added to the *Resource Guide*. Academic Affairs staff has started to create worksheets that faculty and staff can use prior to using the online forms. Academic Affairs will complete those and post on the committee's website for the campus to use.

## **3. Report from Policies/Procedures Subcommittee**

- a. The subcommittee presented a draft of the committee's policies and procedures manual. The committee agreed that course number changes and cross-listings do not require library assessments, but they are required to follow the established process for approval.

The motion to continue meeting beyond 5pm was made, seconded, and approved (Carpenter/Bradley)

- b. The subcommittee will work with Academic Affairs staff to add policies/procedures for program reviews to the document and make other edits in the document. Suggested changes may be submitted for one week. The subcommittee will then submit a final draft for the full committee to adopt and begin using.
- c. Departments will be allowed to submit proposed "Miscellaneous Course Policies" (e.g. Honors courses, online courses, experimental courses) throughout the fall and those proposed policies will be entertained and acted upon in the spring.

The meeting was adjourned at 5:17 p.m.



2006 – 07 PETITION/PROGRAM SHEET
Minor: Anthropology



About this Minor . . .

The Anthropology minor introduces students to the panorama of the human cultural experience, past and present. Student receiving a minor improve their understanding of cultural difference and of the human condition. This background strengthens the knowledge and abilities of students majoring in such disciplines as writing, psychology, history, and political science. It also improves the background of those receiving a teaching certificate.

POLICIES:

- 1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the MSC Catalog for a complete list of graduation requirements.
2. You must turn in your "Intent to Graduate" form to the Registrar's Office by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).

NAME: \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

LOCAL ADDRESS AND PHONE NUMBER: \_\_\_\_\_
\_\_\_\_\_ ( ) \_\_\_\_\_

I, (Signature) \_\_\_\_\_, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of Anthropology Advisor \_\_\_\_\_ Date \_\_\_\_\_ 20

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_ 20

Signature of Registrar \_\_\_\_\_ Date \_\_\_\_\_ 20

1. At least 33 percent of the credit hours required for the minor must be in courses numbered 300 or above.
2. A GPA of 2.00 or higher in the minor is required.
3. The number of minors a student may receive at Mesa State College shall not exceed two.

**REQUIRED COURSES (24 semester hours)**

ANTH 201 Cultural Anthropology (3)  
 ANTH 222 World Prehistory (3)  
 ANTH 310 Ethnographic Methods (3)  
 ANTH 405 Globalization and Cultural Change (3) *or* ANTH 410 World Cultures (3)\*  
~~Additional Upper Division Hours in Anthropology (12)~~

Deleted: ANTH 410 World Cultures (3) [1]  
 Deleted: 9  
 Deleted: 410

<u>Course</u>	<u>No.</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trns/Subs</u>
ANTH	<u>201</u>	<u>3</u>	___	___	___	___
ANTH	<u>222</u>	<u>3</u>	___	___	___	___
ANTH	<u>310</u>	<u>3</u>	___	___	___	___
ANTH	<u>405 <i>or</i> 410*</u>	<u>3</u>	___	___	___	___
ANTH	___	<u>3</u>	___	___	___	___
ANTH	___	<u>3</u>	___	___	___	___
ANTH	___	<u>3</u>	___	___	___	___
ANTH	___	<u>3</u>	___	___	___	___

\* Student is required to take only one 400-level course, though the other can be used to fill an Additional Upper Division hours slot.

**APPROVED**