

College of Arts and Sciences Faculty Assembly
Agenda
Kinard 018
March 1, 2024 2 pm

- I. Welcome—Dave Pretty
- II. Approval of Minutes from January 12, 2024, meeting ([Appendix A](#))
- III. CAS Committees
 - a. CAS Curriculum Committee—Valerie Jepsen ([Appendix B](#))
 - b. CAS Nominating and Rules Committee—Brent Woodfill
 - i. Elections
- IV. Old Business
- V. New Business
- VI. Remarks from the Dean—Takita Sumter
- VII. Announcements
- VIII. Adjournment

Note: Quorum (35% of full-time faculty) is 49 faculty members for Faculty Assembly.
The minimum attendance to do business (20% of full-time faculty) is 28 faculty members.

Appendix A

College of Arts and Sciences
Faculty Assembly Meeting Minutes
January 12, 2024
2:00pm in Kinard 018

Welcome – Dr. Dave Pretty

- a. Meeting called to order at 2:04 pm
- b. Quorum met

II. Approval of Minutes from October 6, 2023, meeting (Appendix A)

- a. Minutes approved

III. CAS Committees

- a. CAS Curriculum Committee – Dr. Valerie Jepsen (Appendix B)

i. Curriculum Actions

- Changes:
 - SCWK changes to require course be taken for a grade
 - Approved
- New courses
 - New BIO courses aimed at teaching students to use and manipulate data
 - PLSC 340 Added a comparative Africa/Latin America course
 - SCWK & WRIT were X courses that were popular
- New programs
 - Pre-law tracks were added for Philosophy and Political Science

ii. 36 Hour Rule discussion

- Curriculum Committee discussed issue but did not feel like there was enough information to make a recommendation either way.
- Dean Sumter provided some background on the issue:
 - When students bump up against the 36 rule, records and registration has to do a lot of manual work behind the scenes to make it work. There are many programs in A&S that would be impacted by the change. Within the Dean's council there was unanimous and enthusiastic support. Other institutions do not have this same requirement.
- Thomas Polaski (Math): Asked for clarification about the 36 hour rule in terms of courses counting towards the major versus the degree versus the hours needed to graduate.
- Kristin Abernathy (Math): the issue arises when students take more courses in one designator not to meet degree requirements, but in order to meet the 120 hours to graduate. When that happens, though, the courses do not end up counting toward their 120 hours. Provided example from math where exactly 36 hours are required in Math for the major. Some students want to take more Math courses because they like it, even though they've met their major requirements.

- Brent Woodfill (Sociology, Criminology, Anthropology): Made the case that the point of a BA is to be a generalist and to try a diversity of courses. The 36 hour rule is in place to push students to diversity and not just take courses in one discipline.
- Jennifer Disney (Political Science, Philosophy, Religion, & Legal Studies): Stated that they have seen this issue come up a lot as chair. Made the case that the general education program requires students to get outside their comfort zone. Also stated that there is diversity within disciplines (designators), and many cross-listed courses. Unclear why the rule is in place for the BA but not for the BS. Indicated they are in favor of eliminating rule.
- Adolphus Belk Jr. (Political Science, Philosophy, Religion, & Legal Studies): Indicated that in the current situation, programs are evaluated on credit hour production. Eliminating the rule would allow students to keep taking classes in a particular designator, helping enrollment numbers in those courses.
- Frank Pullano (Math): Asked for clarification as to whether the rule is about hours toward degree or toward the major.
- Disney: Responded that it was toward the major.
- Pullano: Asked if it was possible to keep limit for major and removing limit toward degree.
- Disney: Reported that they often see students who have done general education, major, and minor requirements and still have a number credit hours left to take.
- Michael Sickles (Sociology, Criminology, Anthropology): Stated that the minor forces you to choose something outside your major and add diversity. They reported that they encounter the issue most with students who aim to go to graduate school. The rule these students' ability to get more training in the discipline they plan to pursue.
- Dave Pretty (History): [abdicated chair to Jepsen temporarily] Stated that the issue is a technical one for records and registration. Asked that we considered whether this is an issue with the rule or an issue with Degree Works. Stated that they think about the BS and BA as different approaches to education, with the BS serving more as an apprenticeship for a specific field, and the BA as a broader training and experience. Felt that this change would undermine Winthrop's identity as a liberal arts college. Felt that to approve this would dismantle the distinction between BA and BS degrees.
- Sara English (Social Work): Motion to table. Motion seconded. Opposed by majority
- Disney: Motion to remove rule. Motion seconded. Voice vote. Outcome unclear
- Polaski: Motion to vote by show of hands. Motion seconded.
 - Aye: 42
 - **Motion passed**

iii. Next meeting 2/20. Materials should be submitted a week in advance

b. ~~AFTP Committee Update – Dr. Margaret Gillikin~~

i. No committee update

IV. University Advancement – Kevin Hughes (VP University Advancement) and Allison Morton (Development officer)

- a. Hughes: provided an overview of what University Advancement does and the role that faculty play in supporting their interactions with potential donors. When faculty and department communicate their needs to the office, they are better equipped to match donors with need. Indicated that the office is making an effort to reach out to a broader pool of alumni and potential donors.
- b. Morton: is the Development Officer assigned to A&S. Office located in Kinard 210. Wants to know faculty needs. Donor conversations can go in many different directions. Is reaching out to Deans to learn more about funding priorities. In general the timeline from a conversation with a donor to the receipt of donation is 12-16 mos.
- c. Day of giving 4/16-17. Asked willing faculty to reach out to former students.

V. Innovative Course offerings for Summer-Dr. Greg Oakes (Dr. Oakes was unwell, so Dean Sumter provided update)

- a. Background
 - i. Oakes is on a committee focused on capitalizing summer enrollment.
- b. Compensation
 - i. Provost sent out outline of changes to summer compensation policy. Primary changes:
 - 12 students required to get full \$5000 compensation
 - Per student rate is 420 per student
 - 18 students required to receive 7.5% of salary.
- c. Program and Course Offerings
 - i. Last year courses were organized into two summer institutes. This did not change the courses offered, but provided a way of talking about the summer offerings.
 - ii. Last year they promoted their partnership with Kaplan, which offers discounts on testing
 - iii. Asking departments to talk about:
 - New institutions or options to offer
 - Thoughts on courses that that should be offered.
 - Other creative ideas. For example, could a minor be completed over the summer?
- d. Discussion
 - i. Pullano: Asked if there is an office that is responsible for communicating information about summer courses.
 - ii. Sumter: Office of Extended Learning. Office is asking for feedback and input from Chairs by the end of this month. Sumter indicated they are interested in offerings being marketed outside of Winthrop.

VI. Old Business

- a. No old business

VII. New Business

- a. No new business

VIII. Remarks from the Dean – Dr. Takita F. Sumter

- a. Enrollment and retention updates:
 - i. 65 more grad students this year. 17 fewer UG this year than last.
 - ii. Just over 100 new students and transfers this semester
 - iii. Retention ~90%
 - iv. Fall 2024 numbers from Enrollment office
 - Up 42% on accepts

- Up 11% on those with deposits
- b. Facilities changes
- i. Exterior improvements
 - ii. Technology improvements in classrooms. Goal is that classroom technology will be consistent across campus.
 - Training resources have been emailed. IT will be offering additional training (will be communicated through daily digest).
 - Casey Cothran (English): Asked if faculty can go to CPE or the library to practice.
 - Sumter: Stated that the library should be open for faculty to use equipment. CPE will probably require an appointment. Kinard 102 is set up with technology and is not scheduled back to back, so there are open times when faculty to use the equipment there.
 - Sumter:
 - Asked how many people teach in Kinard 102. Stated that new furniture is coming soon.
 - Asked how the bar height tables are working for student learning.
 - Margaret Gilliken (History): Stated that many students are used to the seating from their high school. Bar height tables make it easier for students to see if they are in the back.
 - Sumter: Indicated that many selection have been informed by what's being done at local schools. Asked that faculty communicate questions and concerns.
 - Possible challenges if there were a lot of students needing who use wheelchairs.
 - Sarah Titman (Social Work): Stated that there is a lot of furniture in Kinard 101.
 - Sumter: Indicated that the aim for the room was to facilitate collaborative learning while maintaining high capacity. There is room for changes for the Fall
- c. Searches
- i. 10 faculty searches underway.
- d. ASBMB reaccredited through 2030. Kudos given to Nick Grosseohme and others that worked on this.
- e. Money from the Dean's office was used to help remove financial barriers for students who were not registered for spring semester.
- f. Scholarship cycle for students opens 2/1. Students will get an email. Faculty asked to encourage students to apply.
- g. Dalton and Sims renovation: architects hired and plans drawn.
- h. Next Thursday new provost begins. New provost has asked to meet with departments. Meetings will include the Provost, Dean, Chair and faculty. Goal is to have a 20 min overview from Chair, open discussion, and walk through in department.
- i. Strategic plan was approved by the board in December. President is finalizing actual document. Provides direction for the next 3 years.
- j. Wanda Koszewski (Human Nutrition): Asked why emails about staff hours during campus closure are being sent so late.

- i. Sumter: Indicated that part of the issues is the timing of a state of emergency from the governor. Staff have the option (some) to work remotely or to make up the hours, or they can take leave.
 - ii. Koszewski: Stated that since time cards due on 1/15, staff are not able to make up the time.
 - iii. Sumter: Confirmed that staff would then have to take leave.
- k. Belk: Asked if it was possible to donate leave time?
 - i. Sumter: Stated that leave cannot be donated to a specific person, only to a pool.
 - ii. Disney: Asked how we can donate to that pool
 - iii. Sumter: Clarified that it is a state-wide pool. It is not specific to Winthrop.
- l. Ginger Williams (History): Asked for more information about the state of the fund used to support students who run into financial barriers for registering.
 - i. Sumter: Dean's Excellence fund annual restricted fund. Used to support faculty, staff, and students as needed. Currently stands at around \$14,000. Was recently given additional money from outside source over the holidays.
- m. Other kudos:
 - i. Woodfill's new film
 - ii. Opening of GIS research lab

IX. Announcements

- a. Research Council Applications Now Open
 - i. There are two funding categories for which to apply: Faculty Research and Faculty Research with Student Co-Investigator. Applications are due to the Dean's office by January 29th and will be routed to the Grant Office by the January 31, 2024 deadline.
- b. Professional Development Travel Submission Deadline of 1/15/24 EXTENDED TO 2/1/24 (last opportunity to travel before June 30th)
- c. Next Faculty Assembly meeting will take place 3/1 2:00 pm in Kinard 018
 - i. Agenda materials due by 2/23
 - ii. Materials for presentations due by 2/29
- d. Koszewski: Food box re-opened M-R 7-3:30, Fri 12-1. Hit with many students over break. Canned chicken breast donations wanted.
- e. Sickles: (Updates from Undergraduate Research)
 - i. Abstracts for SOURCE due in mid-March
 - ii. SOURCE conference will be held April 12
 - iii. Students can submit abstracts without presenting at the conference.
 - iv. Travel support for students is available for presentations at conferences (see website)
- f. Stovall: the subcommittee on faculty retention is reinstating First Friday lunches in February.
- g. English: Tuesday Tuneups start 2/13. Focused on mental health and mindfulness.

X. Adjournment

Appendix B

College of Arts and Sciences
Curriculum Committee Minutes
February 20, 2024 @ 11:00 am
Kinard 105

Attendees: Ryan Harris (student representative), Katharine Hubbard, Valerie Jepson, Tom Polaski, Dave Pretty, Jenny Schafer, Greg Oakes (ex officio), Amanda Hiner (Chair of the Department of English), Scott Amundsen (Director of the Bachelor of Professional Studies Program)

1. Welcome

2. Approval of meeting minutes

- Minutes from December 5, 2023 approved

3. Modified Programs

Human Nutrition

BS in Nutrition Health Promotion

- Added NUTR 223 as General Education Natural Science option

BS in Nutrition Dietetics

- Added NUTR 223 as a Gen Ed Natural Science option and updated CHEM courses due to CHEM curriculum change

Program curriculum were returned to the department for updates (see [Appendix C](#))

CAS Dean's Office

MLA in Liberal Arts

- Adding option for students to complete the degree on an accelerated basis (4 + 1 option)
- Students could take up to 9 hours of 500-level graduate-level courses while still undergraduates

MLA in Liberal Arts – Political & Civil Engagement

- Adding option for students to complete the degree on an accelerated basis (4 + 1 option)

Program curriculum were returned to the department for minor updates

4. Modified Courses

English

All modified courses contribute to the Microcertificate in Technical Writing as requirements or options to meet a requirement

- WRIT 366 Technical Communication was approved
 - Updated course description
- WRIT 367 Technical Editing was approved
 - Changed course title (previously Editing for Professionals) and description
- WRIT 465 Rhetoric in the Professional Workplace was approved
 - Changed course title (previously Preparation of Oral and Written Reports) and prerequisites
- WRIT 501 Writing for New Media was approved
 - Updated course description

- WRIT 566 Writing in STEM, Medicine, and Health was approved
 - Changed course title (previously Writing for Sciences and Technology) and content

Human Nutrition

- Course curriculum were returned to the department for updates (see [Appendix C](#))
 - NUTR 223 The Science of Human Nutrition
 - NUTR 227 Medical Terminology
 - NUTR 232 Food Composition Laboratory
 - NUTR 329 Nutrition Wellness
 - NUTR 380 Nutrition Education
 - NUTR 421 Nutrition Through the Life Span
 - NUTR 423 Food Science Principles
 - NUTR 427 Medical Nutritional Therapy I
 - NUTR 471 Food & Nutrition Management II
 - NUTR 490A Practicum Experience
 - NUTR 520 Sports Nutrition
 - NUTR 521 Nutritional Biochemistry and Metabolism
 - NUTR 527 Medical Nutrition Therapy II
 - NUTR 580 Nutrition Counseling
 - NUTR 600 Seminar in Food and Nutrition
 - NUTR 607 Research Methods
 - NUTR 608 Nutrition Communication
 - NUTR 611 Public Health and Global Nutr
 - NUTR 619 Macronutrient Metabolism
 - NUTR 620 Maternal and Child Nutrition
 - NUTR 621 Nutrition and Aging
 - NUTR 624 Vitamin and Mineral Metabolism
- Prerequisites were modified in one or more of the following ways
 - Updated CHEM course numbers
 - Replaced NUTR 221 with NUTR 223 (the course that is now required for Human Nutrition majors)
 - Added specific NUTR courses to reflect curriculum changes (new courses, program requirements)
 - Added non-NUTR courses to reflect curriculum changes
 - Removed course
 - Added clarifying text

Mathematics

- MATH 141 Finite Probability and Statistics change to MATH 241 was approved

5. New Programs

Microcertificate in Technical Writing

- For undergraduates to acquire skills and knowledge to enter fields of proposal and grant writing or technical and professional writing
 - Option A: 7-9 hours (two courses and internship)
 - Option B: 9 hours (three courses)

- Micro-credentials in essential skills sought by employers can enhance students' resumes and lead to job opportunities
- Student can get badge through Blackboard, which can be shared to LinkedIn
- Microcertificate was approved

CAS Dean's Office

The Bachelor of Professional Studies Program is expanding from two to four concentrations

- Current Concentrations
 - Health Services
 - Organization Operations
- New Concentrations
 - Community and Health Services
 - Health Informatics
 - Organizational Leadership
 - Organizational Operations

Major curriculum has three groups of courses

- Requirements in Major (Personal Mastering and Career Self-Management)
- Core A (Managing and Leading the Organization); required for all students
- Core B; specific to track

Program curriculum were returned to the department for updates (see [Appendix D](#))

6. New Courses

English

- WRIT 365 Proposal and Grant Writing was approved
 - Required for new Microcertificate in Technical Writing
 - Portions of the course have been piloted at Writing for Grants and Non-Profits
- WRIT 566H Writing in STEM, Medicine, and Health was approved
 - Changed course title (previously Writing for Sciences and Technology) and content

Human Nutrition

- NUTR 323 Science of Food Composition and Preparation was returned for updates (see [Appendix C](#))
 - Combines NUTR 231/232 and NUTR 423/424 into one course

Mathematics

- MATH 241 Finite Probability and Statistics was approved
 - Moving MATH 141 to a higher level because it has a prerequisite of 3 hours of MATH, it transfers as a 200-level course, and a 200-level course on this topic is needed for the Bachelor of Professional Studies (BPS) curriculum revision
- DSCI 355 Problem Solving Methods in Health Informatics was approved
 - Competency Based Education (CBE) courses for the health informatics track in the BPS program
- DSCI 412 Data Science and Statistics for Organizational Operations was approved
 - CBE course for the organizational operations track in the BPS program

Political Science, Philosophy, Religion, & Legal Studies

- PHIL 319 Diverse Moral-Thinking Styles was approved
 - CBE elective course for the BPS program

CAS Dean's Office

Course curriculum were returned to the department for updates (see [Appendix D](#))

- PFST 410 Introduction to Operations Processes
 - CBE course for the Professional Studies Organization Operations track
- PFST 415 Logistics and Supply Chain Management
 - CBE course for the Professional Studies Organization Operations track
- PFST 450 Project Management with CRISP-DM
 - Required for all Professional Studies students in the CBE program

7. Blanket Petitions

- No submissions

8. Student Petitions

- None to review

9. Meeting Adjourned

- Further business conducted via email and SharePoint

10. Next Meeting: April 16, 2024 at 11 am in Kinard 105

Appendix C. Human Nutrition Curriculum Comments

General Comments

- Remove NUTR 221 from all curriculum actions (Natural Science General Education option for programs, prerequisites for courses)
- Check prerequisite grade requirements; most say C- but some say C
- Check punctuation in prerequisites in course descriptions and in free form requirements (sometimes extra or missing spaces)
- For several 500-level courses, the prerequisites say “All NUTR courses numbered above 499 have a prerequisite of Junior status or permission of the Department Chair.” Suggest shortening this to “Junior status or permission of the Department Chair” perhaps with “AND” at the beginning if the course prerequisites still apply.
- For 600-level courses, some prerequisites specify graduate status and some do not
- For NUTR 620, 621, and 624, the prerequisite says “NUTR 521 or equivalent”. Since NUTR 521 is the entry point for the program, it seems like “or equivalent” can be deleted. Alternatively, the equivalent course could be specified.
- Many course proposals have not updated the Start Term and Effective Start Date.

BS in Human Nutrition – Health Promotion

- Add NUTR 222 to Natural Science General Education requirement (or change CHEM 101 to BIOL 150/151 so that a lab is part of the requirement)
- Change NUTR 221/222 to NUTR 222/223 in Requirements in Major
- Requirements in Major is only 69 credit hours (update other credit hours accordingly)
- What does CHEM 104+ mean? Any course at a higher level? If so, I would list them as CHEM 101, CHEM 104, CHEM 201, or CHEM 211. As far as I am aware, CHEM 104 will only be offered during the summer for Eagle STEM students
- Change MATH141 to MATH241 in list of program requirements as this course will be changing soon.

BS in Human Nutrition – Dietetics

- Change NUTR 222 to 1 credit in Requirements in Major
- Check the number of required hours in the program – it seems to be 80.
- Change MATH141 to MATH241 in list of program requirements as this course will be changing soon.

NUTR 227

- Remove BIOL 204 from prerequisite list (it has not been taught since spring 2019)

NUTR 323

- The first two course goals are written as topics, not goals
- In Notes for Catalog, it is not clear what “lab time within the LLB course” means

NUTR 423

- Prerequisite says CHEM 202/204 or equivalent. What is the equivalent? If CHEM 211, it would be clearer to say so.

NUTR 520

- Need to keep “OR Graduate Status” in the prerequisite because this course is taken by Athletic Training Masters students who do not take any NUTR courses

NUTR 619

- Prerequisite includes “or permission of grad director or department chair” but this is not in any of the other 600-level course prerequisites

Appendix D. Bachelor of Professional Studies Curriculum Comments

400-Level Courses

- Prerequisites were added in the course description but not in the free form requirements.
- For PFST 410 the prerequisite is MATH 241, but for PFST 450 the prerequisite is “completion of quantitative requirement.” I am wondering if this is intentional since PSFT 450 also appears to be a data course.

Degree Programs General Comments

- Several things in the general education section seem to say “may be met” in the major when they are met or partially met in the major with required courses. While some/most of the general education requirements could be met with transfer courses, it might be clearer to just specify “met in major” or “partially met in major” to clarify the attributes of required courses. This would then require changing credit hours.
 - For example, Oral Communication and Intensive Writing could both say “met in major” then be 0 hours since PFST 495 meets both requirements.
 - For example, the Global Perspectives course is met in the major with PFST 402, so the credits can be changed from 0-3 to 0.
- For Core B, the name for the health tracks says “Track” on the end but the name for the organizational tracks does not.

Community and Health Services

- HCMT 200 is a social science course, so Social Science could say “partially met in major” and be 3 credits (rather than 3-6)
- For the Quantitative Skills and Natural Science combined row, I think it could say “partially met in major” and the hours could be 3-4 (or maybe just 4 since a lab is needed). Since MATH 241 and NUTR 221 are required, that is two courses and 6 hours. The missing requirement would be a lab, and students could take NUTR 222 with NUTR 221 if they do not already have a lab course. Then for the Quantitative Skills and Natural Science individual rows, I think the credits hours could be changed (I think to 0-3 and 1-4, respectively).

Organizational Leadership

- MGMT 322 does not list a credit hour value.
- Organization Development, Innovation and Change is MGMT 485 in Coursedog and MGMT 385 in the document provided during the curriculum meeting.
- The capstone has 3 hours in the rows above and below the course but not next to the course.

Health Informatics

- Has a row that says Track Courses, which is not present in the other tracks.
- Capstone Course is not bolded as it is in other tracks.
- Course that should be PFST 450 says PFST 350.

Organizational Operations

- Has Competency Based Education in the title, but other tracks do not.
- Course that should be BADM 371 (per Health Informatics and informational document) is BADM 361.

- Course that should be ACCT 282 (per Health Informatics and informational document) is ACCT 278.

Appendix E

Changes approved by CAS Curriculum Committee as of noon, 26 February.

Course inactivation / New course (replacement)

MATH 141

MATH 241

New courses for Competency Based Education

DSCI412

DSCI355

PHIL319

New Program

Micro-certificate Tech Writing

New course

WRIT365

WRIT566H

Course modifications

WRIT366

WRIT 367

WRIT 465

WRIT 501

WRIT566