

Curriculum and Programs Committee
Faculty of Humanities and Social Sciences
Minutes of Meeting
Tuesday, January 16, 2024, 2:00 p.m.
(Room AA5014 & Via Webex)

A meeting of the Curriculum and Programs Committee, Faculty of Humanities and Social Sciences, was held Tuesday, January 16, 2024 at 2:00 p.m. in room AA-5014 and via Webex. K. Simonsen chaired the meeting. A list of attendees is attached.

1. Approval of Agenda

The Agenda was approved as presented.

(Moved/Seconded: M. Rebidoux/S. Thorne) Carried.

2. Approval of Previous Meeting Minutes

-October 17, 2023 Correction: Item 3, line 4, "Thee" should read "There"

(Moved/Second: D. Peretti/S. Thorne) Carried

-November 21, 2023 (Moved/Second: S. Thorne/S. Matthews) Carried

-November 28, 2023 (Moved/Second: M. Rebidoux/K. Godbout-kinney) Carried

3. Language Study Requirement and CRW Update (P. Dold)

-CRW Course Review: A questionnaire has been uploaded to Qualtrix by the HSS Communications Advisor. An email to Department Heads asking them to complete the questionnaire will go out next week. The deadline will be March 5, which will allow time for consultation within the units. P. Dold explained for the benefit of new members that the CRW courses are being reviewed to ensure they are meeting the goals intended. They have not been reviewed in several years, and must be reviewed on a regular basis to ensure we maintain effectiveness of the courses.

-Language Study Requirement: Work is ongoing with the Registrar's office with regard to ENGL 1020/1021 & 1090. HSS will be submitting a calendar change to prevent a student who has successfully completed 1090 from taking 1020 for credit. This is one part of efforts in HSS and the Registrar's Office to better manage EAL courses (ENGL 1020 and 1021). These courses are an administrative load for the English Department, and most are being taught by PCI's and paid out of the HSS budget. It was noted as well that the English Department does not have the academic expertise for an EAL Program.

4. Update from SCUGS (K. Simonsen)

All calendar changes submitted by HSS were passed by SCUGS. There have been some comments for minor changes, and those will be corrected and returned in time for submission to Senate for approval at their next meeting. Any proposals for new programs will then go on to the Board of Regents.

5. Update from Associate Dean (P. Dold)

-Field Schools: The Dean's Office is preparing a Call for Proposals for Field Schools/Study Abroad, which will be for sessions during the 2025-2026 academic year. This will go out in February. Deadline for Submission will be April. Timelines are important, particularly proposals for Harlow Campus Field School or other Study Abroad programs. All proposals

will be due at the same time. HSS will be able to contribute some funding for faculty expenses, and specific amounts will depend on scope, location, and duration of experience of the field school. We are also looking to streamline the process for field schools that are a required part of a program, but proposals must still be submitted by those units by the deadline. A faculty committee will review and submit a ranking of proposals to CPC, who will recommend final approvals to the Dean. The Website will be updated to ensure clarity on the process.

6. New Business

-R. Shute identified issues with the Joint Honours Program general regulations. Some units identify reductions in credit hours for their program and others are completely silent. Some have prescribed criteria, and some do not. We need to provide consistency across our programs. The inconsistencies make it difficult for student advising, the Registrar's Office, and for students. R. Shute to gather data on the programs that are missing prescribed information and provide it to P. Dold and K. Simonsen for further review and follow-up.

-R. Skinner indicated that the Registrar's Office is making editorial changes to the University Calendar, and inserting an "Additional Notes" section, which can include specific recommended items from the units, and this can include notes on CRW, LS, and QR identifications. R. Skinner to draft a memo for K. Simonsen, who will issue it on behalf of CPC. The memo will request departments provide information they want included to the Registrar's Office. R. Skinner can help departments with acceptable wording.

-K. Simonsen asked all representatives to encourage their departments to submit calendar change proposals throughout the year and not wait until the fall deadline. Calendar Change proposals can be processed at any time, and would be less pressure on everyone in the fall if more were processed throughout the year.

7. Adjournment

Meeting adjourned at 2:50 p.m.

Next meeting: Tuesday, February 20, 2024, 2 p.m.

List of Attendees:

Kathryn Simonsen, Classics, Chair
Nikita Lyssenko, Economics (Webex)
Sarah Thorne, English
Wendy Mosdell-Wadman, English (Non-voting) (Webex)
Arn Keeling, Geography (Webex)
Sebastien Rossignol, History
Shanti Ulfsbjorninn, Linguistics (Webex)
Halia Koo, MLLC
Seamus O'Neil, Philosophy
Scott Matthews, Political Science (Webex)
Michelle Rebidoux, Religious Studies
Daniel Kudla, Sociology (Webex)
Rebecca Newhook, Co-op Education (Webex)
Keif Godbout-Kinney, GSU Rep (Webex)
Renee Shute, Academic Advisor, Dean's Office (non-voting)
Renee Skinner, Registrar's Office (Non-voting)
Pat Dold, Associate Dean (Webex)
Rose Frew, Recording Secretary (non-voting) (Webex)

Regrets:

Daniel Peretti, Folklore
Jennifer Dyer, Gender Studies
Yolande Pottie-Sherman, Geography

Absent:

Anthropology Rep
Mario Blaser, Archaeology
MUNSU Rep