Today’s meeting will focus on going over course proposals/changes from instructors as a committee. Assignments for CPS have mostly gone out and should be finished, unless anything is sent back or revised or missing materials are submitted.

One member asked if there was a way to check if they had outstanding reviews. While members can see if there are new reviews in their SharePoint inbox, there is also a google doc that is maintained and shows everyone’s assignments and their status.

**ES 260**

This proposal is not due for another week, however the department is hoping to have it approved for Spring term and has asked it to be reviewed at the committee’s earliest convenience.

In addition to being a Baccalaureate Core Course, the course is also part of the Difference, Power, and Discrimination (DPD) Program.

When reviewing the syllabus, the course did not seem to have the Baccalaureate Core statement. It was explained that DPD Program courses have their own statement that is required and the additional Baccalaureate Core statement is worked in with it.

Minor edits are needed before approval:

- Course Activities need to be linked to Learning Outcomes
- The syllabus is missing the Instructor Name, Office Hours and Location
  - These are not listed as minimum syllabus requirements online but it is strongly suggested they are there so students have the information on hand
- No specific Critical Thinking statements
  - It can be assumed but there should be specific statements about how students will apply critical thinking skills during class activities
- The syllabus should be a bit more specific about how a class writing assignment is considered interactive

The committee spent the remainder of the meeting working individually on CPS and Cat I reviews. Two new Cat IIs came and were assigned.

It was decided that the committee would stop accepting Course Proposals on May 1, 2017.