

## Minutes, CSS Undergrad Committee, Jan 6, 2012

8:45a-10:15 CP 206C. Attending: Alden, Chinn, Fowler, Friedman, Jeffrey, Mayer, Mobus, Sheng, Tenenberg, Zimmerman, Harris

- Minutes from the meeting of Dec 2, 2011 were approved.
- There was considerable discussion concerning the development of master syllabi for all of the CSS undergraduate elective courses. As a committee, we decided to name these *Model Syllabi* rather than *Master* syllabi. What this name change reflects is that these syllabi are supposed to represent *what* students are supposed to learn from a course, not *how* the course is to be taught. Tenenberg agreed to carry out this renaming in as many documents as he could track down on our committee wiki (and its subpages). He will also add a short preamble to the [model syllabus format](#) document indicating what the model syllabus represents. The committee then finalized a [procedure for developing, collecting, and reviewing these syllabi](#) that distributes labor among the different committee members.
- Rob distributed an Institute Master Schedule for the 2012-2013 academic year and beyond for critical feedback by faculty and staff. This lists those courses to be offered in each degree program each quarter. He will set up a wiki page for collecting this feedback during the next two weeks. He will then develop an updated version for additional feedback. On this version, Lane Harris will run one or two focus groups of 6 - 8 students who will also provide critical feedback on the Master Schedule.
- We discussed TCSS 490 Special Topics courses. We agreed that our committee should review and approve the syllabus in advance of the course being offered. In our next meeting, we will vote on how far in advance the faculty member teaching this course will need to provide their syllabus. The current proposal is for this to be done at least 2 quarters in advance of the start of this course, with the understanding that there might be times when a faculty member will have less time than this. It was also proposed (but there was no vote) that the committee and Director are informed of the proposed pre-requisites of a 490 prior to the course being added to the schedule. Finally, we stated at the next meeting, we need to determine at what point a 490 needs to be converted to a numbered course in the catalog.