

**Department Chair Meeting Minutes**  
**College of Arts and Sciences**  
**March 11, 2014**

The meeting was called to order at 8:02 a.m. on Tuesday, March 11, 2014. Dr. Vagn K. Hansen, Dean of the College of Arts and Sciences, presided. Department Chairs present: Ms. Chiong-Yiao Chen, Dr. Paul Kittle, Dr. Brent Olive, Dr. Gregory Pitts, Dr. Yaschica Williams, Dr. Larry Adams, Dr. Bob Garfrerick, Dr. Claudia Vance, Dr. Francis Koti, Dr. Christopher Maynard, Dr. Cindy Stenger, LTC Michael Snyder, Dr. David McCullough, Dr. Brenda Webb, Dr. Richard Hudiburg, Dr. Joy Borah, and Dr. Jerri Bullard. Ms. Debbie Tubbs took the minutes.

1. **Approval of Minutes from February 25, 2014.** The minutes were approved.
2. **Curriculum Change Proposal from the Department of Foreign Languages.** Dr. Vance made a motion to accept the proposal of a new course, SP 490 (3) Special Topics in International Studies: Abroad, and the motion was seconded, discussed, and **adopted**. This course will be conducted in Spanish and taken abroad.
3. **Curriculum Change Proposal from the Department of History and Political Science.** Dr. Maynard made a motion to accept the proposal for the creation of a new minor in religious studies and the deletion of the current minor in religion and philosophy. The motion was seconded, discussed, and **adopted**.
4. **SOAR Advising.** Discussion started from the standpoint of department chairs will not be allowed to assist in advising during SOAR unless they have undergone training to be a university advisor. Dr. Hansen stressed the importance of catalogs and schedules containing correct information and stated he would appreciate each department chair going through the training if they have the time. The continuation of orientation of SOAR students to departments by departments and discussing options/career paths/touring buildings was discussed. Questions such as who would department chairs acting as university advisors be advising – their own students or a mixture of various disciplines – and did each department have at least one faculty member going through the training needs further clarification. It was hoped that after this first SOAR, the process will be assessed to see if adjustments need to be made.
5. **Budget: Course Fees and Summer.** Department chairs asked that the new vice-president for financial affairs make one of his priorities be getting our roll-over monies and course fees monies back to departments as quickly as possible for their planning purposes. It was also requested that the question be asked as to why they are withholding five-percent of each department's fees.
6. **Food Policy in Wesleyan Hall/Wesleyan Hall Auditorium.** Dr. Hansen explained that he has received requests for groups using Wesleyan Hall Auditorium to be allowed to have food and drinks in the Auditorium. Before renovations to the building, it was not a problem. It was pointed out that no one should provide food except for Sodexo. Dr. Hansen stated that he will leave it up to the next dean to make this policy.

7. **UNA Radio Station – Greg Pitts.** Dr. Pitts stated that UNA had received permission from the FCC to operate a low power FM radio station. The station will be in operation in 18 months and the signal should reach about 80,000 – 90,000 people in the Shoals area. He asked if anyone had ideas or interest (programming, music, topics, talk radio, etc.) to please let him know.
8. **Report from COAD.** Dr. Hansen reported that the following topics were discussed:
  - Stephan Putnam announced that the dorms are no longer on the same UNA bandwidth and this should speed up our usage. IT has one-hundred PCs on order to replace old Gateways.
  - Discussion regarding the possible conflict between the December 13 football semi-finals and our Commencement ceremonies.
  - Affordable Care Act and the recently published IRS Guidelines pertaining to adjuncts. Based on these guidelines, Dr. Thornell would like to establish written policies outlining our expectations of adjuncts and how to calculate meeting times, preparation times, etc, and specifically stating no research and no service is expected. [During discussion of this group Dr. Hansen asked the chairs to stick with 6-8 hours for adjuncts for now and he realizes that music has their own accreditation hours and will deal with them separately.]
  - Frequency of course evaluations and a desire to go to online evaluations.
  - New major programs and an internal NISP so that everyone has ample notification.
9. **Other.**
  - Cindy Stenger announced there were eighteen winners at the departmental level for the research competition and she expressed hope that everyone can attend and bring their students to the College Competition on Thursday, March 20 at 4:00 p.m. in the Commons Lecture Hall.
  - Greg Pitts asked if the concerns regarding SOAR mentioned in today's meeting could be sent to Dr. Calhoun and Dr. Crews.
  - A few department chairs asked if others had heard rumors regarding the creation of a position of Director of Graduate Studies and expressed concerns about process and transparency.

The meeting adjourned at 9:27 a.m.

**Undergraduate Curriculum Committee  
Curriculum Change Proposal Form**

**College Name:** Arts and Sciences    **Department Name:** Foreign Languages

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input type="checkbox"/> Change in Course Description             |
| <input type="checkbox"/> Addition Of/Change in Course Fee                           | <input type="checkbox"/> *New Major/Option/Concentration/Minor    |
| <input type="checkbox"/> Cross Listing of Course                                    | <input type="checkbox"/> Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course                                     | <input type="checkbox"/> New/Revised Certificate Program          |
| <input type="checkbox"/> Merger of Major/Option/Concentration/Minor                 | <input type="checkbox"/> Revised Admission Requirement            |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite            | <input type="checkbox"/> Editorial Change                         |
| <input type="checkbox"/> Other  |   |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☒ No ☐

If yes, for whom: Dr. Alvarado-Brizuela, Dr. Infanger, Dr. Vance

Will the change require additions or deletions to the Major's Course List? Yes ☒ No ☐

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. Add to Foreign Languages list of upper-level courses that may be counted toward the major, Spanish -- SP 490 Special Topics in International Studies

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

Proposed new course: SP 490 (3) Special Topics in International Studies: Abroad.

This course is conducted in SPANISH and taken abroad. For more information, see the course description.

Proposed Banner Course Title (30 character maximum): Sp Topics in Int'l Studies

The proposed change(s) will be effective beginning: Summer semester    2014 year

If Addition of/Change in Course Fee, provide justification: \_\_\_\_\_

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: n/a

February 19, 2014

\_\_\_\_\_  
Date Approved by Department Curriculum Committee

Claudia S. Vance 03/11/14  
Chair's Signature

March 11, 2014  
Date Approved by College Curriculum Committee\*\*

V. K. K. K.  
Academic Dean's Signature\*\*

\*Proposals within this category require submission and approval by ACHE. Consult the VPAA Office for additional information.

\*\*Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the Undergraduate Curriculum Committee.

# SP 490

## Special Topics in International Studies: Abroad

**Text:** Varies by destination.

### **Description:**

**This course is conducted in SPANISH.** This course will provide students with a detailed study of a particular international studies topic of special interest while traveling in/through a specific foreign country or countries. Topics will vary depending on the destination country. The purpose of the class is to assist graduate students in identifying important social, historical, cultural, economic, and other issues affecting a country, then researching the expression of and reaction to these issues in country as well as the international community. Students will be assigned relevant readings that identify and analyze cultural elements significant to the destination country, prepare and conduct a research project relevant to their field of academic study and interests.

### **Requirements:**

Students in this course must be participating in a UNA faculty-led study abroad program. Students will keep a detailed travel journal in which they identify the significant social, historical, cultural, and other elements of the community and society in which they are traveling. Students will complete assigned readings on the destination country, its cultural identity, social and historical elements important to the country in question. Students will write critical responses of 1-2 pages for each assigned reading. In addition to the assigned readings, students will identify a problem, theme, cultural expression, or other area of interest in the destination country and develop a research plan, conduct the research, and write a formal research paper of 8-12 pages for submission to the instructor within one week of returning to the United States. This research paper will follow the appropriate style and citation guidelines of their field of study. Students will also give a 20-minute formal presentation to the class on the preliminary findings of their research. Feedback from this presentation will be incorporated into the final research project.

### **Grade Evaluation:**

Travel Journal:	15%
Critical responses to readings:	15%
Presentation:	20%
Research plan and portfolio:	10%
Final Research Paper:	40%

SP 360. (3) **Introduction to Hispanic Literature.** An overview of Hispanic literature which provides students the necessary tools and vocabulary for conducting literary analysis in Spanish. Prerequisite: SP 202 or instructor approval (with demonstrated language proficiency). (Fall, odd-numbered years)

SP 403W. (3) **Advanced Commercial Spanish.** Study of practical commercial language used in business transactions and correspondence. Prerequisite: SP 350. (Spring)

SP 405W. (3) **Survey of Spanish Literature I.** This course provides an overview of Spanish literature from its origins through the Siglo de Oro and into Romanticism, and acquaints students with major literary, intellectual and historical trends through the study of representative works from each period. Prerequisite: SP 350 or equivalent. (Fall, odd-numbered years)

SP 406W. (3) **Survey of Spanish Literature II.** This course provides an overview of Spanish literature from romanticism to contemporary, emphasizing the Generation of 98, and acquaints students with major literary, intellectual and historical trends through the study of representative works from each period. Prerequisite: SP 350. (Spring, even-numbered years)

SP 410W. (3) **Survey of Latin American Literature I.** This course provides an overview of Latin American literature from its pre-Columbian origins through romanticism, and acquaints students with major literary, intellectual and historical trends through the study of representative works from each period. Prerequisite: SP 350. (Fall, even-numbered years)

SP 411W. (3) **Survey of Latin American Literature II.** This course provides an overview of Latin American literature from romanticism to the contemporary, and acquaints students with major literary, intellectual and historical trends through the study of representative works from each period. Prerequisite: SP 350. (Spring, odd-numbered years)

SP 420. (3) **Advanced Spanish Grammar.** Advanced Spanish Grammar provides a deeper understanding of the basic principles guiding Spanish grammar, in part by introducing new grammar rules, but primarily by reviewing and explaining in depth the grammar rules that were learned on the 100 level and reinforced in SP 201, Intermediate Spanish I and SP 202, Intermediate Spanish II. (Spring, even-numbered years)

SP 490. (3) **Special Topics in International Studies.** This course, conducted in Spanish, will provide students with a detailed study of a particular international studies topic of special interest while traveling in/through a specific foreign country or countries. Topics will vary depending on the destination country. The purpose of the class is to assist students in identifying important social, historical, cultural, economic, and other issues affecting a country, then researching the expression of and reaction to these issues in country as well as the international community. Destination countries will vary and will be listed in the Schedule of Classes and on the student's transcript. May be repeated once for credit with change of destination. (Offered on sufficient demand)



**Undergraduate Curriculum Committee  
Curriculum Change Proposal Form**

**College Name:** Arts & Sciences      **Department Name:** History & Political Science

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- |  |   |
|--|---|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description                                     |
| <input type="checkbox"/> Addition Of/Change in Course Fee                | <input checked="" type="checkbox"/> * <u>New</u> Major/Option/Concentration/ <u>Minor</u> |
| <input type="checkbox"/> Cross Listing of Course                         | <input type="checkbox"/> Revised Major/Option/Concentration/Minor                         |
| <input type="checkbox"/> Inactivation of Course                          | <input type="checkbox"/> New/Revised Certificate Program                                  |
| <input type="checkbox"/> Merger of Major/Option/Concentration/Minor      | <input type="checkbox"/> Revised Admission Requirement                                    |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change   |
| <input checked="" type="checkbox"/> Other: <u>Delete a Minor</u>         |   |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: \_\_\_\_\_

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. \_\_\_\_\_

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

1. Add a minor in Religious Studies.
2. Delete the minor in Religion and Philosophy.
3. Rationale: We currently have a stand-alone minor in Philosophy and students have shown an interest in having a stand-alone minor in Religious Studies. With a minor in each discipline there will no longer be a need for a combined minor.

Proposed Banner Course Title (30 character maximum): \_\_\_\_\_

The proposed change(s) will be effective beginning: Fall semester 2014 year

If Addition of/Change in Course Fee, provide justification: \_\_\_\_\_

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: \_\_\_\_\_

February 26, 2014  
Date Approved by Department Curriculum Committee

Charles May  
Chair's Signature

March 11, 2014  
Date Approved by College Curriculum Committee\*\*

Karen J. H. Kern  
Academic Dean's Signature\*\*

\*Proposals within this category require submission and approval by ACHE. Consult the VPAA Office for additional information.

\*\*Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the Undergraduate Curriculum Committee.

### REQUIREMENTS FOR A MINOR IN POLITICAL SCIENCE

Course	Credit
United States Government and Politics (PS 241) .....	3
Political Science Electives (300 level or higher) .....	3
Political Science Electives (any level) .....	12
	<hr/> 18

A maximum of three hours of internship credit may be included.

### REQUIREMENTS FOR A MINOR IN RELIGIOUS STUDIES

Course	Credit
World Religions (RE 111) .....	3
Introduction to Philosophy (PHL 201) .....	3
Philosophy of Religion (RE/PHL 303) .....	3
Nine hours from the following courses (including at least six hours at the 300-400 level) .....	9
Old Testament Introduction (RE 221)	
New Testament Introduction (RE 231)	
Life of Jesus (RE 321)	
Life and Letters of Paul (RE 331)	
Prophets of the Hebrew Bible (RE 370)	
Religion, Politics, and Public Policy (RE 411)	
History of Asian Religions (RE 470)	
History of Religion in the United States (RE 479)	
Philosophical Borderlands of Science and Religion (RE 484)	
Special Topics (RE 490)	
	<hr/> 18

### ~~REQUIREMENTS FOR A MINOR IN RELIGION AND PHILOSOPHY~~

<del>Course</del>	<del>Credit</del>
<del>Introduction to Philosophy (PHL 201) .....</del>	<del>3</del>
<del>Logic (PHL 202) .....</del>	<del>3</del>
<del>Old Testament Introduction (RE 221) .....</del>	<del>3</del>
<del>New Testament Introduction (RE 231) .....</del>	<del>3</del>
<del>Philosophy of Religion (RE/PHL 303) .....</del>	<del>3</del>
<del>Religion/Philosophy Electives (300-400 level) with at least three hours in religion and three hours in philosophy .....</del>	<del>9</del>
	<del><hr/>24</del>

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## DEPARTMENT OF MATHEMATICS

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**Chair:** Dr. Cynthia Stenger, 101 Mathematics Building, 256-765-4286

**Faculty:** Dr. Bowie, Dr. Briley, Dr. Dasgupta, Dr. Dovoedo, Ms. Driskell, Dr. Greer, Mr. Jackson, Dr. Johnson, Ms. McCullough, Dr. Muse, Dr. Prince-Lubawy, Ms. Prude, Dr. Raney, Dr. Stovall

The Department of Mathematics offers a major program in mathematics leading to the Bachelor of Arts or Bachelor of Science degree, a minor program in mathematics, and provides coursework in mathematics applicable to degree and preprofessional programs in other departments and to partial satisfaction of the general education component requirement in all programs. In cooperation with the College of Education and Human Sciences, the department provides additional coursework for mathematics majors who are pursuing certification to teach secondary mathematics. Departmental faculty members serve as advisers for pre-engineering