

College of Liberal Arts and Sciences  
Committee on Curricula and Courses  
Minutes for the meeting of 23 March 2004

Present were: Jim Boster (ANTH), Carl David (CHEM), Carl Coelho (COMS), Alexander Vias (GEOG), Nancy Shoemaker (HIST), Wayne Worcester (JOUR), Jonathan Bobaljik (LING), Roger Travis (MCL), Gerald Leibowitz (MATH), Thomas Terry (MCB & Committee Chair), Paul Bloomfield (PHIL), George Rawitscher (PHYS), Jeffrey Ladewig (POLS), Robert Henning (PSYC), Marita McComiskey (WS). Also present during part of the meeting as a guest: Elizabeth Mahan (LAS), Bill Simonsen (POLS, PP), Ken Dautrich (POLS, PP).

Chair Thomas Terry called the meeting to order in the Class of '47 room, Babbidge Library at 3:30pm.

### **1. PRELIMINARIES**

- a. Jeffrey Ladewig was appointed Secretary for this meeting.
- b. The minutes of the Feb. 10, 2004 meeting were approved.
- c. The chair distributed a handout, prepared by Veronica Makowsky, listing online courses that CLAS has offered and the copyright agreement for the development of online courses. So far, a total of 12 online courses have been offered, all but one during summer sessions in 2003 or 2004.

### **2. UNFINISHED BUSINESS**

The scheduled further discussion of the advisability of using grades (e.g. "B or better") as a mechanism to limit entry into an academic program was postponed due to the lengthy New Business agenda.

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### **3. NEW BUSINESS**

#### **Proposals:**

**2004-21 Change:** LAMS 290 Latin American Studies Research Seminar. **Approved.** Nature of the change: replace non-W offering with W offering.

#### **Approved Catalog Copy:**

##### **LAMS 290W. Latin American Studies Research Seminar.**

Either semester. Three credits. Prerequisite: Consent of instructor.

Capstone course in which majors and minors in Latin American Studies design, execute and write up original, library-based research on Latin America. Some readings may be in Spanish or Portuguese.

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**2004-22 Add:** LAMS 310. Independent Study in Latin American Studies. **Approved.**

#### **Approved Catalog Copy:**

**LAMS 310. Independent Study in Latin American Studies.**

1-6 credits, Independent Study. Instructor consent required. May be repeated for credit with a change in content.

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**2004-23 Change:** four PSYC courses (253, 253W, 257, and 257W). **Approved.** Nature of change: delete prerequisite of BIOL 100 which is no longer in catalogue.

**Approved Catalog Copy:**

## **PSYC 253. Animal Behavior**

Either semester. Three credits. Prerequisite: BIOL 102 or 107, and PSYC 132. *Maxson, Miller*  
Principles of animal behavior derived from a review of descriptive and analytic studies in laboratory and field. Sometimes offered in multimedia format.

## **PSYC 253W. Animal Behavior**

Prerequisite: BIOL 102 or 107, and PSYC 132; ENGL 105 or 110 or 111 or 250.

## **PSYC 257. Physiological Psychology**

Either semester. Three credits. Prerequisite: BIOL 102 or 107 or PNB 264-265, and PSYC 132. Open to sophomores or higher. *Salamone, Swadlow*

Physiological processes related to motivation, emotion, sensory processes, motor skills, learning, and psychiatric conditions.

## **PSYC 257W. Physiological Psychology**

Prerequisite: BIOL 102 or 107 or PNB 264-265, and PSYC 132; ENGL 105 or 110 or 111 or 250.

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**2004-24 Add:** German 1xxW. German Literature in English. **Approved.**

**Approved Catalog Copy:**

### **GERM 1xxW. German Literature in English.**

Either semester. Three credits.

Representative works of German literature in English, especially from the 20<sup>th</sup> and the 21<sup>st</sup> centuries. Development of close reading and critical thinking skills, improvement of student

composition, and development of a conceptual framework for understanding another culture. Does not satisfy foreign language requirements or requirements towards the undergraduate minor or major in German literature or German studies.

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**2004-25 Change:** GERM 284. German Cinema in Cross-Cultural Perspective. **Approved.** Nature of the change: replace non-W offering with W offering.

**Approved Catalog Copy:**

**GERM 284W. German Cinema in Cross-Cultural Perspective.**

Either Semester, three credits.

Cross-cultural comparison of film genres using examples from German film history and other cinematic traditions.

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**2004-26 Change:** MATH 112Q. Introductory Calculus 1. **Approved.** Nature of the change: change obsolete prerequisite.

**Approved Catalog Copy:**

## **MATH 112Q. Introductory Calculus 1**

Either semester. Four credits. Four class periods. Recommended Preparation: Placement as determined by the Calculus Placement Survey. Students cannot receive credit for both MATH 112 and either MATH 115 or 120.

Limits, derivatives, and extreme values of algebraic functions, with supporting algebraic topics.

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**2004-27 Change:** two MATH courses (115Q and 120Q). **Approved.** Nature of the change: remove obsolete prerequisites, update to recommended preparation .

**Approved Catalog Copy:**

## **MATH 115Q. Calculus I**

Either semester. Four credits. Four class periods. Recommended Preparation: Placement as determined by the Calculus Placement Survey, or the content of MATH 109. Students cannot receive credit for both MATH 115 and either MATH 112, 113, or 120. Suitable for students with some prior calculus experience. May be used in place of MATH 112 or 120 to fulfill any requirement satisfied by MATH 112 or 120.

Limits, continuity, differentiation, antidifferentiation, definite integrals, with applications to the physical and engineering sciences.

# MATH 120Q. Enhanced Calculus I

Either semester. Four credits. Four class periods. Recommended Preparation: Placement as determined by the Calculus Placement Survey, or the content of MATH 109. Students cannot receive credit for both MATH 120 and either MATH 113 or 115. May be used in place of MATH 113 or 115 to fulfill any requirement satisfied by MATH 113 or 115. Intended to provide superior preparation for prospective mathematics, science and engineering majors. Recommended for those who have taken a semester of calculus in high school. The subject matter of MATH 115 in greater depth, with emphasis on the underlying mathematical structure.

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**2004-28 Change:** Group 7 General Education for CLAS by adding LING 103. **Approved.**

**Approved Catalog Copy:** update electronic version of the 2003-2004 and 2004-2005 catalog copy with reference to the list of courses that satisfy University General Education requirements (pp. 50-51 of the printed 2003/2004 Undergraduate Catalogue).

## **Social Scientific and Comparative Analysis (Group 7)**

Bachelor of Arts (BA) three courses from:

Bachelor of Science (BS) one course from:

ARE 110 ,150 ,

ANTH 106 ,220

COMM 100

ECON 101 ,102 ,111 ,112 ,

GEOG 104 ,200

LING 102, **103**

POLS 132 ,173

PSYC 133 /135

SOCI 107 ,115 ,125

WS 103

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**2004-29 Overview:** preamble to an extensive set of proposals to create Public Policy (PP) curriculum.

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**2004-30 Change:** convert a large group of POLS courses to PP (Public Policy) courses.

**Approved.** Nature of the change: delete the following POLS courses, replace these listings with PP listings as noted below: POLS 265, 266, 277, 315, 316, 317, 318, 319, 358, 361, 362, 363, 364, 365, 367, 369, 370, 372, 376, 379, 380, 394. **NOTE:** PP 300 is added, but POLS 300 remains in the catalog.

**Approved Catalog Copy:**

## **PP 265. Financial Management for Public and Nonprofit Organizations**

Either semester. Three credits.

Management of financial resources in public service organizations. Topics include variance analysis, cost analysis, public sector and nonprofit accounting, financial statement analysis, and forecasting.

## **PP 266. Capital Financing and Budgeting**

Either semester. Three credits.

An examination of the municipal bond market, capital budgeting techniques, and related public policy issues.

## **PP 277. Social Policy**

Either semester. Three credits.

Examination of the concepts and principles of public policy analysis, with applications to important social issues.

## **POLS 300. Independent Study in Public Policy**

1 - 6 credits, Independent Study. Instructor consent required.

[Note: the following PP 300 course does not replace POLS 300, which will remain unchanged in the POLS listing.]

## **PP 300. Independent Study in Public Policy**

1 - 6 credits, Independent Study. Instructor consent required.

## **PP 315. Capstone in Public Administration I**

Development of the research question, bibliography, and methodology for the capstone project. 1 credit, Seminar.

## **PP 316. Capstone in Public Administration II**

Research and writing of the capstone project.  
3 credits, Seminar.

## **PP 317. Capital Financing and Budgeting**

Examination of the municipal bond market, capital budgeting techniques, and related public policy issues.  
3 credits, Seminar.

## **PP 318. Financial Management for Public and Nonprofit Organizations**

Management of financial resources in public service organizations. Topics include variance analysis, public sector and nonprofit accounting, financial statement analysis, and forecasting.  
3 credits, Seminar.

## **PP 319. Program Development and Evaluation**

Techniques for evaluating and improving organizational performance and the ability to deal with the challenges posed by changing environments. Topics include strategic planning, program development, program implementation, evaluating effectiveness, and performance measurement and improvement.  
3 credits, Seminar.

## **PP 358. Administrative Law**

The basis legal framework of administrative organization and the rules governing administrative powers and their exercise; also the legal procedures for the enforcement of bureaucratic responsibility in the democratic state.  
3 credits, Seminar

## **PP 361. Theory of Public Organization**

Examination of organization theory and research findings; their relation to public organizations.  
3 credits, Seminar.

## **PP 362. Organizations & Management**

Application of organization theory and research findings; their relation to public organizations.  
3 credits, Seminar.

## **PP 363. Administrative Functions of Local Government**

An examination of the characteristic managerial problems of the several functions of local government such as police, fire, traffic, public works, parks, health, recreation. The course is designed for individuals planning to work with citizen agencies, in agencies for governmental management, or in journalism.

3 credits, Seminar.

## **PP 364. Governmental Financial Administration**

Techniques, practice, and organization of the financial functions in governmental administration, including revenues administration, fund operation, debt operations, records administration, purchasing, audits, and financial reports.

3 credits, Seminar.

## **PP 365. Human Resource Management**

The structures, processes, and principles of human resource management and labor-management relations in the public service, and examination of contemporary human resource policies and challenges.

3 credits, Seminar.

## **PP 367. Problems in Intergovernmental Administration**

Examination of intergovernmental relations as an administrative system, with emphasis on current problems.

3 credits, Seminar.

## **PP 369. Supervised Internship**

Experience in a public organization under competent supervision.

3-9 credits, Practicum. Open only to students in the Master of Public Administration program.

## **PP 370. Applied Methods I for Public Administration**

Research design for organizational management and policy analysis and evaluation. How to communicate, execute and evaluate research. Skills in selecting appropriate analytic procedures and properly interpreting and reporting results.

3 credits, Seminar.

## **PP 372. Introduction to Public Administration Skills**

Provides basic skills and competencies important to completing the MPA program and for future professionals in the public service.

1 credit, Seminar.

## **PP 376. Applied Methods II for Public Administration**

Statistical reasoning, tools, and techniques for effective public management.

3 credits, Seminar.

## **PP 379. Principles and Methods of Survey Research**

Exploration of the theory and practice of survey research, including sampling, questionnaire design, analysis and reporting results.

3 credits, Seminar.

## **PP 380. The Practice of Survey Research**

The practice and use of survey research in the United States and throughout the world. The structure, culture and professional norms of the survey community. The role of public opinion polling in government and public policy-making.

6 credits, Seminar.

## **PP 394. Social Policy**



Examination of the concepts and principles of public policy analysis, with applications to important social issues.  
3 credits, Seminar.

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**2004-31 Add:** a group of special topics undergraduate PP courses. **Approved.**

**Approved Catalog Copy:**

## **PP 296. Public Policy Issues**

Either semester. Three credits. May be repeated for credit with a change in subject matter. Open to sophomores or higher.

An exploration of fundamental issues in public policy, public management and public opinion.

## **PP 297. Internship**

Either or both semesters. Credits up to 12. Hours by arrangement. Open only with consent of the department head. Students taking this course will be assigned a final grade of S (satisfactory) or U (unsatisfactory).

## **PP 298. Special Topics**

Either semester. Credits and hours by arrangement. With a change in content, may be repeated for credit. Prerequisites and recommended preparation vary.

## **PP 299. Independent Study**

Either or both semesters. Credits and hours by arrangement. May be repeated for credit with a change in subject matter. Open only with consent of instructor.

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**2004-32 Add:** a group of special topics graduate PP courses. **Approved.**

**Approved Catalog Copy:**

### **PP 300. Independent Study in Public Policy**

*1 - 6 credits, Independent Study. Instructor consent required.*

### **†PP 301, Readings in Public Policy**

*1 - 3 credits, Independent Readings. Instructor consent required.*

**PP 397. Investigation of Special Topics in Public Policy**  
*1 - 3 credits, Seminar.*

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**2004-33 Add:** PP 242. Investigating Public Opinion. **Approved.**

**Approved Catalog Copy:**

## **PP 242. Investigating Public Opinion**

Either semester. Three credits.  
Concepts, theories, and substance of public opinion and its affect on public policy.

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**2004-34 Add:** PP 260 Public Administration in Theory and Practice. **Approved.**

**Approved Catalog Copy:**

## **PP 260. Public Administration in Theory and Practice**

Either semester. Three credits.  
Overview of public administration theory, systems and practices as they have developed in the United States. Explores the roles of public officials in the context of a pluralistic democratic society.

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**2004-35 Add:** PP 264 Managing Public Money. **Approved.**

**Approved Catalog Copy:**

## **PP 264. Managing Public Money**

Either semester. Three credits.  
Introduction to the policy and management issues surrounding how governments spend the money they raise.

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**2004-36 Add:** PP 274 State and Local Fiscal Problems. **Approved.**

**Approved Catalog Copy:**

## **PP 274. State and Local Fiscal Problems**

Either semester. Three credits.

Analytical tools and concepts to evaluate policies related to government revenues, the delivery of public services, and intergovernmental relations.

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**2004-37 Add:** PP 276. Public Policy. **Approved.**

**Approved Catalog Copy:**

## **PP 276. Public Policy**

Either semester. Three credits.

The public policy process in the United States and frameworks for understanding and evaluating contemporary policy problems.

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**2004-38 Add:** PP 320 Ethics in Policy and Management. **Approved.**

**Approved Catalog Copy:**

### **PP 320. Ethics in Policy and Management**

Ethics in public policy and management, including contemporary ethical dilemmas and decision-making tools and techniques.

*3 credits, Seminar*

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**Add:** PP 321 State and Local Fiscal Problems. **Approved.**

**Approved Catalog Copy:**

## **PP 321. State and Local Fiscal Problems**

Analytical tools and concepts to evaluate policies related to government revenues, the delivery of public services, and intergovernmental relations.

*3 credits, Seminar*

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**2004-40 Add:** PP 322. Evaluating Public Programs. **Approved.**

**Approved Catalog Copy:**

## **PP 322. Evaluating Public Programs**

The tools and concepts important to evaluation research.

*3 credits, Seminar*

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**2004-41 Add:** PP 323 Leadership and Management of Nonprofit Organizations. **Approved.**

**Approved Catalog Copy:**

## **PP 323. Leadership and Management of Nonprofit Organizations**

The theory and practice of effective leadership and management of nonprofit organizations.

*3 credits, Seminar*

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**2004-42 Add:** PP 324 Resource Development for Nonprofit Organizations. **Approved.**

**Approved Catalog Copy:**

## **PP 324. Resource Development for Nonprofit Organizations**

Important concepts in the fundraising process unique to local, national and international nonprofit organizations.

*3 credits, Seminar*

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**2004-43 Add:** PP 325 Labor Relations and Public Financial Management. **Approved.**

**Approved Catalog Copy:**

## **PP 325. Labor Relations and Public Financial Management**

Overview of the interrelation of two key fields of public administration: finance and labor relations.

*3 credits, Seminar*

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**2004-44 Add:** PP 341 Public Opinion and Democratic Processes. **Approved.**

**Approved Catalog Copy:**

## **PP 341. Public Opinion and Democratic Processes**

American public opinion in the context of democratic theory.  
*3 credits, Seminar*

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**2004-45 Add:** PP 373 Budgeting in Public Service Organizations. **Approved.**

**Approved Catalog Copy:**

### **PP 373. Budgeting in Public Service Organizations**

Processes and techniques of public budgeting; the principles and roles of budgets in public service organizations; analytic tools, concepts, and principles of budget analysis and decision making.  
*3 credits, Seminar*

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**2004-46 Add:** PP 375 Analytic Tools for Public Problems. **Approved.**

**Approved Catalog Copy:**

### **PP 375. Analytic Tools for Public Problems**

The analytic tools necessary to evaluate the activities of government.  
*3 credits, Seminar*

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**2004-47 Add:** PP 381 Quantitative Methods for Survey Research. **Approved.**

**Approved Catalog Copy:**

## **PP 381. Quantitative Methods for Survey Research**

Introduction to statistics for survey research analysis.  
*3 credits, Seminar*

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**2004-48 Add:** PP 382 Advanced Quantitative Methods for Survey Research. **Approved.**

**Approved Catalog Copy:**

**PP 382. Advanced Quantitative Methods for Survey Research**

Advanced statistics for survey research analysis.

*3 credits, Seminar. Recommended Preparation: PP 381.*

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**2004-49 Add:** PP 383 Principles and Methods for Survey Research II. **Approved.**

**Approved Catalog Copy:**

## **PP 383. Principles and Methods of Survey Research II**

Advanced theory and practice of survey research.

*3 credits, Seminar. Recommended preparation PP 379.*

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**2004-50 Add:** PP 384 Focus Groups. **Approved.**

**Approved Catalog Copy:**

## **PP 384. Focus Groups**

Introduction to focus group research.

*3 credits, Seminar*

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**2004-51 Add:** PP 391 Policy Analysis. **Approved.**

**Approved Catalog Copy:**

**PP 391. Policy Analysis**

Approaches and techniques used to evaluate public programs and public policy.

*3 credits, Seminar*

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#### **4. ADJOURN**

The meeting was adjourned at 4:45pm.

