

**From:** [Wm. Mitchell Masters](#)  
**To:** [Sabra Webber](#); [Marge Lynd](#)  
**Cc:** [Vankeerbergen, Bernadette](#); [Williams, Valarie](#)  
**Subject:** Feedback from A&H2 subcmte re NELC programs  
**Date:** Thursday, June 02, 2011 10:49:19 PM

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Hi, again -

I just realized I left off one general comment. On the back of some semester advising sheets for majors (in the section re: courses that may be taken with advisor's permission), only 4999H is mentioned, but not 4998(H) and 4999 (even though, as in the case of the Arabic BA, the list of courses mentions these other courses). The exception is the Islamic Studies BA advising sheet, which mentions all courses: 4998, 4998H, 4999, 4999H. If these courses are available for the other majors, then they should be listed.

Thanks,  
Mitch

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Dear Drs. Webber and Lynd -

I'm writing as chair of the Arts and Humanities 2 subcommittee of CCI. At our meeting on Wednesday the subcommittee reviewed a number of your programs. I've copied below the pertinent portion of the minutes so you'll know what our concerns were. We hope addressing and/or correcting these issues will not be a great chore and look forward to receiving the revised programs soon (perhaps at our next meeting on Wednesday?). I also hope the comments below are clear, but should you have any questions please don't hesitate to contact me or Val Williams.

Sincerely,  
Mitch Masters  
(phone: 292-4602)

### **General comments for NELC programs:**

- > Remove all the GE information on all the *major semester* advising sheets.
- > On semester 4-yr plans (Arabic and Hebrew—none is provided for Islamic Studies, which may be intentional):
  - Replace reference to GEC with GE.
  - Double-check number of GE courses and credit hours (e.g, Sciences will be 10 credits—in this plan, all courses are 3 cr.) Valarie Williams will provide sample 4-year programs.
- > Put *major quarter* advising information in Word format (instead of as it

appears on the website), and put only the pertinent information (e.g., Arabic BA quarter info in the Arabic BA document). These changes will make it easier for reviews to understand the proposals.

> *Minors* and *majors* are marked as converted with minimal changes (on PACER form) as well as in the programs themselves. However, the programs seem to have been re-envisioned (structure of programs has changed; change/add pre-reqs). The rationale for the changes have been explained in Chair's letter and in the Rationale for proposed program changes (pt 12) in actual proposals, but references throughout the documents to "minimal change" should be rephrased.

> Delete points 13-17 of the proposals (since they are headings without information)

> Semester courses list: Research or research thesis courses:

- Arabic: only 4998 (undergraduate research) and 4999H (honors thesis research) are listed (however, curriculum map for Arabic BA also lists 4998H and 4999)

- Hebrew: only 4998 and 4999H are listed (dept does not wish to offer 4998H and 4999?—curriculum map does not mention any of these courses)

- NELC: only 4998 and 4999H are listed (dept does not wish to offer 4998H and 4999?)

- Persian: only 4999H is listed (dept does not wish to offer 4998, 4998H, and 4999?)

- Turkish: only 4999H is listed (dept does not wish to offer 4998, 4998H, and 4999?)

- 4999H: title should indicate that research leads to thesis: Honors Thesis Research

## **Arabic BA**

> PACER form: Capitalization of program learning goals. Since these are not titles, only capitalize first word.

> P. 1 of proposal: Clarify meaning of \* at bottom (in section D.).

> p. 2:

- Add numbers of credits when not given in section 11D.

- Section 12, point 5 (bottom of page): 2371 and 2372 should be 2701 and 2702

- > p.3:
  - transition policy: second paragraph is duplicate of end of first paragraph
  - Double-check accuracy of Arabic 101 information in third paragraph (i.e., the information that course will be offered every quarter).
  
- > p. 4: Beginning of 5<sup>th</sup> paragraph: lower case "Students"
- > Why are the three culture/literature courses not just included in major? Perhaps make Arabic 2241 a prereq and include 2701 and 2702 in the major. Why is 2241 only course that cannot be taken as part of the major? (These questions will come up at higher levels.)
- > Semester advising sheet:
  - admission to the Arabic Major is contingent upon: use another word (e.g., pre-reqs) since there is no pre-major.
  - List of electives on back of semester advising sheet does not totally correspond with information given earlier in proposal (e.g., 5615, 5621, 5626 are not listed).
  
- > On 4-yr plan:
  - replace references to GEC with GE.

## Arabic Minor

- > Same pre-req situation. Why not put 2241 in minor? Explain this somewhere.
- > P. 1 (and semester minor check-off sheet): for 2701 and 2702: should include information that those courses can be taken for the Translated Arabic Literature section *only if not taken as prereqs.*
- > p. 2: Section 12, point 5:
  - reference to "pre-majors" should be "pre-reqs" (for the minor)
  - 2371 and 2372 have become 2701 and 2702
  
- > Semester minor check-off sheet: 2241: needs to be deleted from the

Translated Arabic Literature section (which is here renamed "Literature and Culture in Translation")

## Hebrew BA

- > PACER form: Capitalization of program learning goals. Since these are not titles, only capitalize first word.
- > Proposal pp. 1-2: Should include information (present on back of semester advising sheet) that 3 electives must use texts in Hebrew and indicate which courses fulfill that requirement.
- > P. 2: (Any of category B above that was not chosen as a prerequisite—see below): this sentence is incorrect as courses in category B are not prerequisites.
- > P. 3.: Transition policy: students should not be forced to take 10 courses if they entered the program when fewer were required. This goes against university policy.
- > Front of advising sheet: should indicate next to the electives that 3 courses need to use texts in Hebrew.
- > List of courses: Hebrew 375 (The Holocaust in Literature and Film) does not currently exist. (Is this German/Yiddish 399? Indeed this course is currently titled "The Holocaust in Literature and Film"). This change will affect the list of courses that is uploaded on every NELC program reviewed today.

## Hebrew Minor

- > p. 1: 11. C. last bullet: "Any of Hebrew 2216, 2241, or 2245 if not taken as a prerequisite": this information is neither on check-off advising sheet nor on the ASC advising sheet.
- > p. 2:
  - this page contains 3 references to a "pre-minor": change to "pre-req"
  - Point 19 refers to "major" students—should be "minor"
- > p. 3: "(This will be a "lay-by," but would include very few students if any.": Replace with: "This will be a 'lay-by' for an anticipated 4 students (or fewer)."
- > Reference to GEC on check-off minor advising sheet. Replace with GE.

## Islamic Studies BA

- > Valarie Williams will explain in her letter that this is not actually a new program.
- > PACER form:
  - Credit Hour Explanation: one possible change (double-check): second line should 17 be 26 ?
  - Program learning goals: replace "get" with action verb: e.g. gain, develop (also change in proposal itself); rephrase "Students do literary analysis of sacred texts" to make active (e.g., "Students analyze sacred texts from a literary perspective").
- > P. 1 of Proposal: replace GEC with GE.
- > Semester advising sheet:
  - admission to the Islamic Studies Major is contingent upon: use another word (e.g., pre-reqs) since there is no official pre-major.
  - Back: Language: At least six hours of instruction in an Islamic language beyond 1103. This is different from p. 1 of the proposal that says that at least 8 hours are required. Perhaps this is related to the issue of credit hours of language courses: list of courses indicates that all courses are 3 credit except when indicated (this leads one to think that a 6-hr requirement is correct); however, could it be that some unmarked courses are 4 credit anyway (thus explaining the 8 credit requirement)? For example, what about Persian 2104 and 2105 and Turkish 2101 and 2102? If 6-hrs is the actual minimum (even if 8 hours may in some cases be necessary), then it should be so listed on the advising sheet and the total hours needed for the major will be reduced (which will require changing this in numerous places).
  - Back: Unfinished sentence: "Classes that may be used with" add: "advisor's permission"

## **Persian Minor**

- > Same pre-req situation. Why not put 2241 in minor? Explain this somewhere.
- > P. 1: 11. C: Persian 2301 and 2701: should specify that those courses can be taken only if not taken as prereqs (this information should also be added to check-off advising sheet).
- > Semester ASC advising sheet refers to GEC.

## Turkish Minor

- > Same pre-req situation. Why not put 2241 in minor? Explain this somewhere.
- > P. 1: Under B is information that should be point C. "Literature in Translation" should not be another bullet point, it should be a heading.
- > P. 2: Section 18. Rationale: first sentence could be explained further. It doesn't follow that greater structure necessitates more hours.
- > Turkish 3001 is not in course list