

To: Lee Willard, Associate Dean, Trinity College of Arts and Sciences  
From: Paul Manos, Chair, A&S Courses Committee  
Re: Annual report for the Courses Committee

The Arts & Sciences Courses Committee meets weekly for 1.5 hours during each semester. Our workload for the past academic year is presented in Table 1. We thank Kait Walko for her efforts and patience in supporting our work.

The committee was short-handed by at least one member this year. Because we worked without an assistant from August through mid October, the committee got off to a slow start. Special thanks to Shane Goodridge and Jeff Forbes for helping out during that period.

Committee Members for the 2016-2017 academic year:

Paul Manos (Biology), Chair  
Carol Apollonio (Slavic and Eurasian Studies)  
Clark Bray (Mathematics)  
Denise Comer (Thompson Writing Program)  
Kip Frey (Sanford School of Public Policy)  
Stephen Vaisey (Sociology)  
Shane Goodridge (Associate Dean), *ex officio*

5/14/2016 - 5/14/2017	Committee Review
ADD	182
CHANGE	33
SP. TOPICS*	288
DROP***	46
TOTAL**:	549

\*Includes 24 first year seminars  
Total DKU requests: 26  
Total GEO requests: 22 were processed by Manos and/or Goodridge, and 26 went to the Committee.

\*\*A total of 503 went to the Committee

\*\*\*not reviewed

*The DKU curriculum* – Under the thoughtful guidance of Deedra McLearn, the process of requesting course codes for DKU classes was greatly streamlined. Because the DKU curriculum requires an early posting of course offerings, Deedra designed a scheduling protocol to have course proposals submitted well in advance. DKU instructors, both Duke and non-Duke faculty, have started to request course codes based on the expectations of the current curriculum. Her successor, Liguozhang attended several meetings of the courses committee and he intends to follow this protocol by working closely with the course committee.

*Other Global Education courses* – After much discussion, the committee rejected the existing process of assigning course codes to Global Ed courses. In previous years that process did not require prospective instructors to understand the expectations of the Duke Curriculum. Instead, codes were assigned by past associate Deans without the support of the courses committee, using only course descriptions. Given the success of the new DKU protocol, it would seem prudent of Global Ed to also require their instructors to propose courses and justify codes that would then be subject to standard review by the committee.

*Late submissions* – The new Chair of the courses committee will need to prepare for late submissions, even deep into May. The current committee worked well past these deadlines, often over email, to help out. While moving the deadlines back seems to have eased some of this problem, late submissions remain a significant issue to our process. As before, the committee works best together in face-to-face discussion mode. It is probably a good idea to repeat the request to DUSes to send out more reminders about upcoming deadlines to submit course requests, especially for departments that typically generate many of the special topics course requests.

Respectfully submitted by,



Paul Manos  
Jack H. Neely Professor &  
Associate Chair of Biology

June 5, 2017