Curriculum Committee

**November 15, 2019** (8-9:30am, CC127)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Japheth Fuentes (ASG), Dustin Bare, Jeff Ennenga, Megan Feagles (Recorder), Eden Francis, Kara Leonard, Alice Lewis, Mike Mattson, Tracy Nelson, Scot Pruyn (Chair), Lisa Reynolds, Cynthia Risan, Esther Sexton, Sarah Steidl, Dru Urbassik, Helen Wand

**Guests:** Marilyn Braught

**Absent**: Karen Ash, Nora Brodnicki, Rick Carino, Elizabeth Carney, Frank Corona, Ida Flippo, Darlene Geiger, Sue Goff, Shalee Hodgson, Jason Kovac, Jeff McAlpine (Alternate Chair), David Plotkin, Tara Sprehe, \*Andrea Vergun

1. **Chair Nominations/Vote**
	1. Scot Pruyn accepted a nomination. Voting was done via email. Scot will be the Chair for 2 years, ending 2021/SP.
	2. The Committee agreed that Scot should still serve on the Review Team and Related Instruction Sub-Committee.

*MCF updated Curriculum Committee website, attendance sheet, membership document on 11/15/19*

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the November 1, 2019 minutes

*Motion to approve, approved*

1. **Consent Agenda**
	1. Course Number Changes
	2. Course Title Change
	3. Reviewed Outlines for Approval
	4. There was discussion about BA-131’s outcomes
		1. The outline has 17 outcomes. Some of them could potentially be objectives. Are they all assessable?
		2. Lisa Reynolds will reach out to the course submitter and the course reviewer.

*Motion to approve, approved*

1. **Informational Items**
	1. Catalog Edit Process
		1. Curriculum Office will upload Catalog Files to google. The files reflect all the changes that have been approved since the catalog was printed. Curriculum Office will send files to Department Chairs and Admins.
		2. Departments will make changes, Curriculum Office will double check the changes are approved.
	2. Review Teams/Sub-Committee Process Sharing
		1. AFAC Review Team
			1. Scot Pruyn presented
			2. The Team uses google docs to track outlines.
			3. They review as a team
			4. Dru will send out the document that Scot presented

*MCF added the document in the Agenda Packet for this meeting and reposted it to the website on 11/15/19*

* + 1. Arts & Sciences Review Team
			1. Lisa Reynolds presented
			2. Lisa shares the list of outlines with the Review Team, and team members will either choose courses to review, or Lisa will assign courses to members.
			3. They try to talk with the submitter if the Library Resources box isn’t checked.
			4. Transferability is important
			5. The Outline Submission System is clunky. It is known.
		2. TAPS Review Team
			1. Mike Mattson presented
			2. They have tried to split the outlines up, but it was hit or miss. Now they schedule meetings to look at them together.
			3. Clarity, grammar, word choice are items of focus.
		3. General Education Sub-Committee
			1. It was brought up that it is not widely known that Gen Ed certification is on hold for courses that are seeking new certification.
			2. Next time: discussion about what to do about backlog of courses that need Gen Ed review. Two categories: courses that are already Gen Ed, and courses that are seeking Gen Ed certification for the first time.

*MCF added to the 12/6/19 agenda on 11/15/19*

1. **Old Business**
2. **New Business**
	1. Program Amendments
		1. Fitness Technology CC
			1. Tracy Nelson presented
			2. Removing HE-255 from electives because it is scheduled for inactivation on 6/30/2020.
			3. Grad Services requested that MTH-050 or higher be changed to MTH-050 or MTH-065 or higher. The department agreed that it was clearer to students.

*MCF changed the amendment and added the new version to the Agenda Packet on 11/15/19*

* + - 1. There was discussion about the renumbering of math courses so it’s clearer to students which courses are higher than others. Bring back next time.

*MCF added to the 12/6/19 agenda on 11/15/19*

*Motion to approve with changes, approved*

* + 1. Gerontology CC
			1. Megan Feagles presented on behalf of Yvonne Smith.
			2. Cynthia will reach out to Yvonne about the number of elective credits.
			3. Removing HS-130 from electives because it is scheduled for inactivation on 6/30/2020.

*Motion to approve, approved*

1. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: December 6, 2019 CC127 8-9:30am** |