Curriculum Committee

**November 20, 2020** (8-9:30am)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: Dustin Bare, Nora Brodnicki, George Burgess, Elizabeth Carney, Amanda Coffey, Jeff Ennenga, Megan Feagles (Recorder), Eden Francis, Sharron Furno, Sue Goff, Shalee Hodgson, Kerrie Hughes, Jason Kovac, Kara Leonard, Alice Lewis (Alternate Chair), Patricia McFarland, Tracy Nelson, Scot Pruyn (Chair), Lisa Reynolds, Cynthia Risan, Terrie Sanne, Charles Siegfried, Casey Sims, Tara Sprehe, Sarah Steidl, Dru Urbassik, Andrea Vergun, Helen Wand, Jim Wentworth-Plato

**Guests:** Eric Lee, Kelly Love, Lupe Martinez

**Absent**: ASG Representative, Mike Mattson, David Plotkin

1. **Welcome & Introductions**
2. **Approval of Minutes**
	1. Approval of the November 6, 2020 minutes

*Motion to approve, approved*

1. **Consent Agenda**
	1. Course Number Changes
	2. Course Title Change
	3. Reviewed Outlines for Approval

*Motion to approve, approved*

1. **Course and Program Approvals**
	1. **Program Learning Outcomes**
		1. AS Engineering programs (17)
		2. Eric Lee presented
		3. Removing first and last outcome. Changing second outcome slightly.
		4. This is a result of Assessment work. Outcomes are more realistic for students to attain in 2 years.

*No approval needed; informational item*

1. **Old Business**
	1. Review Teams/Sub-Committee Process Sharing
		1. Arts/Sciences Review Team
			1. Lisa Reynolds presented
			2. Lisa checks list of courses to be reviewed and emails team the list. Members volunteer to be the lead reviewer on a course. Lead reviewer can reach out to team if they want help or have questions
			3. Lead Reviewer works with submitter on changes via email.
			4. Lead Reviewer submits the course to Curriculum Office, not the submitter.
		2. AFAC Review Team
			1. Tracy Nelson presented
			2. Tracy checks list every 2 weeks and sends team the list. Team has about a week to review and submit questions/comments to Tracy. Tracy submits courses to Curriculum Office based on team recommendations or reaches out to course submitters if the team had questions.
		3. TAPS Review Team
			1. Shalee Hodgson presented
			2. Team meets via Zoom, and reviews courses together. Meeting about every other week.
			3. Shalee typically handles suggestions/questions with course submitter
	2. Voting Standards
		1. Jim Wentworth-Plato, Elizabeth Carney, Helen Wand, Casey Sims, Kerrie Hughes, and Scot Pruyn met to discuss the following and bring a recommendation to Committee:
			1. Should all members be able to vote/introduce a motion? (faculty and non-faculty)
				1. Yes, all members can vote, except Curriculum Office.
			2. Membership
				1. Assessment Coordinator should be Center for Teaching and Learning
				2. The Chair should be a full-time faculty member
			3. Can members vote on their own courses and programs?
				1. yes
			4. What is considered a quorum?
				1. At least 1/3 voting members, with more than half of those being faculty, present for a vote to take place.
			5. Bring back for a vote next time.

*MCF Put on 12/4/20 agenda and posted document on 11/20/20*

* 1. Academic Elimination and Reduction
		1. Scot Pruyn presented
		2. Asked David if Sarah Steidl and Charles Siegfried could represent Committee
			1. David said it’s fine.
		3. Asked David if he could provide regular updates to Committee about the work
			1. Yes, he’s willing to provide updates.
			2. How often do we want updates?
				1. Charles/Sarah will check in with David periodically to see if he has updates
1. **New Business**
	1. Catalog Deadline
		1. Dru Urbassik presented
		2. Adding an additional meeting for January 29th.
		3. Everything must be submitted AND reviewed by January 21st to be on the agenda for the January 29th meeting.
		4. Megan will send out a meeting event for January 29th

*Done on 11/20/20 by MCF*

* + 1. Dru sent out the google doc link to Department Chairs and Admins
	1. FYE Requirement for All Programs
		1. Kelly Love and Lupe Martinez presented
		2. FYE-101 will be required for all degree-seeking students
		3. Why?
			1. Increased retention, feelings of belonging, skills for other courses
		4. Who is exempt?
			1. Students with 45 or more transfer credits
			2. Less than one year/career pathway certificates
			3. Limited entry programs (like Health Sciences programs and Apprenticeship)
			4. Students who began prior to 2021/FA
		5. Next steps
			1. Work with department chairs to explore adding FYE-101 to degrees and certificates
		6. Bring back for 12/4/20 meeting

*MCF Put on 12/4/20 agenda on 11/20/20*

1. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: December 4, 2020 (8-9:30am)** |