Curriculum Committee



**October 1, 2021** (8-9:30am)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: ASG Representative (Kari Schumacher), Nora Brodnicki, Rick Carino, Elizabeth Carney, Amanda Coffey, Jeff Ennenga, Megan Feagles (Recorder), Sharron Furno, Sue Goff, Shalee Hodgson, Kerrie Hughes (Alternate Chair), Jason Kovac, Kara Leonard, Alice Lewis, Mike Mattson, Patricia McFarland, Tracy Nelson, Scot Pruyn (Chair), Lisa Reynolds, Cynthia Risan, Charles Siegfried, Tara Sprehe, Sarah Steidl, Dru Urbassik, Andrea Vergun, Helen Wand, Jim Wentworth-Plato

**Guests:** James Bryant-Trerise, Joan San-Claire, MaryJean Williams

**Absent**: Dustin Bare, George Burgess, Eden Francis, Dawn Hendricks, David Plotkin, Terrie Sanne, Casey Sims

1. **Welcome & Introductions**
   1. Scot Pruyn presented
      1. Brief PowerPoint/overview of Curriculum Committee mission statement, charter, and culture
      2. PowerPoint is posted on the Curriculum Committee website under Additional Documents
   2. New Curriculum Management System
      1. Dru Urbassik presented
         1. Part of the project is on hold due to the pandemic and finishing up the online catalog.
         2. Hoping to get a new timeline from the vendor in the next few weeks.
2. **Approval of Minutes**
   1. Approval of the June 4, 2021 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. Accounting AAS, Accounting Clerk CC
         1. Joan San-Claire presented
         2. Reflecting changes from amendments and evolutions in the field of accounting.
2. **Old Business**
   1. **Courses Due and Overdue for Review**
      1. Courses that haven’t been reviewed since the 15-16 year are due for review.
      2. The list is posted under Additional Documents and is updated frequently.
      3. Link will be sent out in the approval email after the meeting today.
   2. **Courses Scheduled for Inactivation on 6/30/22**
      1. This is the second of three notices about courses scheduled for inactivation on 6/30/2022
         1. First brought to Curriculum Committee (and emailed to department chairs/admins) at the March 5, 2021 meeting
      2. These are courses that haven’t been offered since 2019/SP. Including new courses that have never been offered (unless it’s a recent new course)
      3. To prevent inactivation, the course must be offered during the 21-22 year, OR JUST ASK US NOT TO INACTIVATE IT.
      4. The list is posted under Additional Documents and is updated frequently.
      5. Third reminder will be in January
      6. Link will be sent out in the approval email after the meeting today.
   3. **Review Membership Vacancy**
      1. Scot Pruyn presented
         1. Deans are responsible for membership in their area.
   4. **Cultural Literacy Gen Ed**
      1. Scot Pruyn presented
      2. James Bryant-Trerise presented
         1. New process for reviewing courses for Gen Ed Certification
         2. What’s the standard? What is enough for Curriculum Committee to approve a course as gen ed certified?
         3. Should we start requiring the form for courses seeking Cultural Literacy certification this year?
         4. The form could be adapted to any of the Gen Ed areas. Should we expand it to other areas this year?
         5. How are we supporting faculty who are filling out this form?
         6. Gen Ed Sub-Committee: Lisa Reynolds (lead), Elizabeth Carney, Nora Brodnicki, Sharron Furno.
3. **New Business**
   1. **Associate Faculty Roles**
      1. MaryJean Williams presented
         1. It can be difficult to recruit associate faculty to do this work, but they bring a valuable point of view to Curriculum Committee topics.
         2. The College has limited resources to support faculty to do this kind of work
         3. It was suggested that the Committee have at least one Associate Faculty from each Division
            1. Jason suggested that the Budget implications might make it so this is not a Curriculum Committee decision.
         4. Bring back for the October 15th meeting.
   2. **Review Teams/Sub-Committee process sharing**
      1. Scot Pruyn presented
      2. Team leads to come back next meeting to briefly share their processes.
   3. **Course Revision Guidebook**
      1. Scot Pruyn presented
         1. There are non-system topics that we could start updating now
         2. Sub-Committee Volunteers: Elizabeth Carney (lead)
   4. **Meeting Format Moving Forward**
      1. Scot Pruyn presented
         1. Still online for Fall Term
         2. There is a strong preference for an online meeting, even if the College moves back to face-to-face. More efficient, better turnout, easier to see the documents online.
4. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: October 15, 2021 (8-9:30am)** |