Curriculum Committee



**October 6, 2023** (8-9:30am)

**Curriculum Committee Minutes**

May 20, 2016

**Meeting Agenda**

**Present**: ASG (Bethany Day), Dustin Bare, Nora Brodnicki, Armetta Burney, Debra Carino, Elizabeth Carney, Virginia Chambers, Amanda Coffey, Juan Cortes, Megan Feagles (Recorder), Sue Goff, Jordan Gulley, Dawn Hendricks, Kari Hiatt, Kerrie Hughes (Chair), Jason Kovac, Eric Lee, Kara Leonard, Patricia McFarland, Kelly Mercer, Deanna Myers, Tracy Nelson, David Plotkin, Lisa Reynolds, Terrie Sanne, Charles Siegfried, Aundrea Snitker, Tara Sprehe, Sarah Steidl, Chris Sweet, Dru Urbassik, Andrea Vergun

**Guests:**

**Absent**: Erin Gravelle, Mike Mattson, Wryann Van Riper

1. **Welcome & Introductions**
2. **Approval of Minutes**
   1. Approval of the June 2, 2023 minutes

*Motion to approve, approved*

1. **Consent Agenda**
2. **Course and Program Approvals**
3. **Old Business**
   1. **Update on HECC Transfer Council Work**
      1. David Plotkin presented
      2. Upcoming Major Transfer Maps: Psychology, Sociology/Anthropology, Human Development and Family Services
      3. Upcoming Common Course Numbering: BA-101, BA-211, BA-213, ENG-104, ENG-105, ENG-106, MTH-251, MTH-252, MTH-253, MTH-254, PSY-101, PSY-201, PSY-202
      4. David will bring back some feedback to HECC including timeline and assessment work.
   2. **Proposed Change to Approval Deadlines**
      1. Curriculum Office presented
      2. Summer and Fall registration starts in May, but Curriculum Committee continues to approve program and course changes through the beginning of June. The Committee might want to consider changing the approval deadline to align with the start of registration so that all students have the final updated info when they are registering for the next academic year.
      3. Should we set a March 1st deadline for program amendments and major course changes that affect programs?
         1. Grad Services and Advising support an earlier deadline.
         2. Sometimes faculty who are on sabbatical are working on programs and courses until Spring term.
         3. Partner schools, especially for engineering often meet in the spring to discuss curriculum changes.
      4. Bring back for a vote next meeting.
4. **New Business**
   1. **Curriculum Committee Overview**
      1. Any new members are welcome to meet with Kerrie. Cutting this item due to time.
   2. **CourseLeaf Approvers Training**
      1. Dru Urbassik presented
      2. Follow the approval link in your email. Approve or rollback.
      3. Right now the emails will go to every member of the review team. If the Review Team only wants the email to go to the Review Team Lead, please let the Curriculum Office know.
      4. Drop in help session scheduled for next week.
   3. **Subcommittee Participation: Gen Ed Review Team, Related Instruction Review Team**
      1. Elizabeth Carney and Lisa Reynolds presented
      2. Hoping to have representation from all the Gen Ed and Related Instruction areas.
      3. Let Elizabeth and Lisa know if you are interested.
5. **Closing Comments**

*-Meeting Adjourned-*

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| **Next Meeting: October 20, 2023 (8-9:30am)** |