

Curriculum Committee Meeting

Mar. 9, 2018 – Draft

Present: Joyce Britt, Misty Kahl, Chana Baker, Tracy Jenkins, Katie Puterbaugh, Adam Beatty, Michele Watson, Jill Loveless, Becky Yesenczki, Kathy Herrington, Greg Winland (by phone), Lisa Soly (by phone)

Guests: Dave Stoffel, David Barnhardt, Crystal Harbert, Hilary Curto, Shelley DeLuca

Excused: Pam Sharma, Korene Silvestri, Janet Fike, Mary Marlin, Scott Owen

Presenters:

Topic	Discussion	Follow-up
CourseLeaf Presentation	Ms. Yesenczki coordinated a presentation by CourseLeaf, a software for curriculum and catalog management. The committee saw many benefits of the software including a better way to process curriculum changes with less margin for error, as well as the ability to produce a dynamic and user-friendly catalog. The committee is interested in the software.	Ms. Yesenczki will work with the representative from CourseLeaf to get more information on pricing, etc.
Review of February Minutes	Ms. Britt motioned to accept February's minutes as presented. Ms. Kahl seconded. Motioned carried.	Ms. Yesenczki will post the approved minutes on the web.
Review of Minor Change Form	Ms. Herrington stated that these forms may not be needed if we are able to purchase the CourseLeaf software. Ms. Yesenczki stated that adding or deleting courses from a program needs to be added as a major change. For major changes, the following statement will be added: "Adding or deleting courses within an existing program". In addition, changes were requested via email that will be added to the minor change form. Ms. Baker motioned to accept the change form with the proposed changes. Ms. Watson seconded. Motion carried.	Ms. Yesenczki will make revisions to the minor change form and send it to the committee for an email vote.
Proposed Curriculum Change Instructions	Ms. Britt suggested that the timeline for a curriculum proposal should be moved to the beginning of the form so faculty are aware of the timeline before they begin the process. Wording needs added to	Ms. Yesenczki will make revisions to the minor change

	<p>the major change section of the instructions for adding or deleting courses within an existing program. Ms. Britt mentioned that number 1 under the section “To Submit a Proposal for Review” states that if the change affects 2+2 or other articulation agreements, contact with the other institution is necessary. She is concerned that program directors may not know who to contact at the other school. Dr. Loveless stated program directors should be aware. If not, division chairs should have the information. Dr. Loveless can become involved if it is not known who to contact or if the contact at the other school does not respond.</p> <p>Ms. Baker motioned to accept the change form with the proposed changes. Ms. Watson seconded. Motion carried.</p>	<p>form and send it to the committee for an email vote.</p>
Proposed Curriculum Change Form	<p>Wording needs added to the major change section of the instructions for adding or deleting courses within an existing program. Ms. Jenkins stated that something needs added to the form indicating what course replaces a deleted course, if applicable. She will use this form with Dr. Loveless’ signature to build the substitution in Degree Works. Ms. Herrington stated the sample pages need removed as many proposals come back with the sample pages included.</p> <p>Ms. Baker motioned to accept the change form with the proposed changes. Ms. Watson seconded. Motion carried.</p>	<p>Ms. Yesenczki will make revisions to the minor change form and send it to the committee for an email vote.</p>
Adjourn	<p>Dr. Beatty motioned to adjourn the meeting at 3 pm. Ms. Baker seconded. Motion carried.</p>	

Respectfully Submitted by: Becky Yesenczki