

Curriculum Committee Meeting
Sept. 11, 2020

Present: Chana Baker, Daniel Gomez, Debbie Cresap, Greg Winland, Janet Fike, Jill Loveless, John Lantz, Kathy Herrington (Chair), Lisa Soly, Misty Kahl

Excused: Joyce Britt

Absent: Brandy Killeen, Pam Sharma, Scott Owen, Tracy Jenkins

Guests: Stephanie Warner, Dana Indermuhle, Chris Kefauver, Bonnie Peterman, Jill Keyser, Crystal Harbert, Dave Lawson, Curt Hippensteel, Tami Pitcher, Debbie Kleeh, Heather Kalb, Michele Watson

Topic	Discussion	Follow-up
<p>Introductions/Purpose of Committee</p>	<p>Ms. Herrington introduced the members and reviewed the purpose of the committee. Daniel Gomez is a new member of the curriculum committee for the 2021-2022 cycle. Ms. Yesenczki stated that a student representative was chosen. However, the meetings conflict with the student's work schedule. She has contacted Sara Wood to determine if there is another student representative available. Program directors and division chairs were invited to get an overview of the process. Anyone requiring training on Curriculog may contact Ms. Yesenczki.</p>	<p>Ms. Yesenczki will follow up with Ms. Wood on another student representative.</p>
<p>Review of Curriculum Procedures and Timeline</p>	<p>The curriculum committee procedure was shared with the group and reviewed. The document outlines the procedure and timelines for curriculum proposals. Note that curriculum proposals not received by the deadline for the December curriculum meeting risk not being processed until the following curriculum cycle.</p>	
<p>Review of Division Chair/Program Director Checklist</p>	<p>Division chairs and program directors have the responsibility to review proposals. A checklist was provided for guidance when reviewing proposals. During the review, it was determined that the following information would be added to item #11 on the checklist:</p> <ul style="list-style-type: none"> • Programs can be deactivated rather than retired if there is a possibility that the program will be viable again in the future. <p>The following information will be added to item #12 on the checklist:</p> <ul style="list-style-type: none"> • Course numbers cannot be reused. 	<p>Ms. Yesenczki will make the additions to the checklist and email revision to division chairs/program directors.</p>

Other Business	<p>Ms. Baker asked if a folder could be added to the faculty document center to house information regarding curriculum. Ms. Yesenczki will work with Ms. Cresap to make this happen.</p> <p>Ms. Yesenczki stated that there are some proposals from the 2020-2021 curriculum cycle that were not approved. She will email those originators to see if these proposals are still needed or can be deleted.</p>	<p>Ms. Yesenczki will work with Ms. Cresap to create a curriculum folder in the faculty document center.</p> <p>Ms. Yesenczki will contact originators of 20-21 proposals that were not completed.</p>
Meeting Adjournment	Meeting adjourned at 2:30 pm.	

Respectfully submitted by: Becky Yesenczki