

**Curriculum Committee Meeting
Feb. 9, 2018**

Present: Jill Loveless, Becky Yesenczki, Joyce Britt, Katie Puterbaugh, Misty Kahl, Scott Owen, Pam Sharma, Janet Fike, Kathy Herrington, Greg Winland (by phone), Korene Silvestri (by phone), Lisa Soly (by phone), Michele Watson

Excused: Tracy Jenkins, Mary Marlin, Chana Baker

Presenters:

Topic	Discussion	Follow-up
Review of January Minutes	Change was noted to list those excused from January's meetings. Mr. Owen motioned to approve the minutes with corrections. Dr. Beatty seconded. Motion carried.	Ms. Yesenczki will make the noted corrections and post the approved minutes to the college webpage.
Math 101	Math faculty will be working on the content of Math 101. The course will remain on our core list until a proposal is made to remove it. Dr. Loveless suggested making MATH 101 a foundational course rather than a developmental course.	MATH 101 will be revisited for content and placement on the core list during the 2018-19 curriculum cycle.
Lecture/Lab Distinction	This can't be completed at this time. Non-allied health programs fall under one set of guidelines and health sciences has to follow regulations set forth by accrediting agency. Tabled until next year. Lecture/lab load will also be tabled until this foundation is created.	Topic will be revisited in the 2018-19 curriculum cycle.
Process for approval of totally online programs	This continues to be worked on by Dr. Loveless and a committee of faculty members.	
Definition of "hybrid" course	Ms. Herrington shared an administrative online course procedure that defined hybrid courses. Ms. Fike will check the current State definition of hybrid courses to ensure ours aligns with the State's. Discussion occurred regarding intellectual property and "right of first refusal" for faculty who develop online courses that are not deemed master courses.	Further discussion on this matter will be tabled until the 2018-19 curriculum cycle.

<p>Minor Change Curriculum Proposal Form Draft #2</p>	<p>Draft #2 of the proposed form included information defining minor vs. major changes. Does this form require the president's signature? Dr. Loveless will check with Dr. Riley on this item.</p> <p>Mr. Owen motioned to accept the form with the caveat that the president's signature line will either be left or removed pending Dr. Loveless' discussion with Dr. Riley. Ms. Britt seconded. Motion carried.</p>	<p>Form will be revised based on determination of need for president's signature.</p>
<p>Gen Ed Core Requirements.</p>	<p>SS 255 was discussed. Will be left with asterisk to indicate it is in the core coursework transfer agreement. An asterisk will be added to PSYC 208. Notation will be added to MATH 204 and 205 regarding the transferability of these two math courses. Paralegal program needs removed from program listing of courses accepting MATH 109 as paralegal has been discontinued. Minimum amount of math credit hours will be changed from 2 to 3 since we no longer offer any 2 credit hour math courses. Dr. Loveless will propose that PHIL 200 be added to the core coursework transfer agreement.</p> <p>Ms. Puterbaugh motioned to accept the changes to the ged ed core requirements pages of the catalog. Ms. Kahl seconded. Motion carried.</p>	<p>Ms. Yesenczki will make the noted changes in the catalog. Dr. Loveless will work with Mark Stotler to add PHIL 200 to the core coursework transfer agreement.</p>
<p>General Education outcomes need fixed in the catalog</p>	<p>Ms. Herrington noted several programs do not list gen ed or program outcomes or do not list a disclaimer regarding gen ed outcomes. Those programs are in the current catalog on pages 100, 102, 104, 106, 108, 110, 126, 158, 160, 162, 164, 166, and 168.</p>	<p>Ms. Yesenczki and Dr. Loveless will review this information when completing the 2018-19 catalog.</p>
<p>Other Business</p>	<p>Ms. Herrington stated that the committee can no longer approve proposals with revisions pending. It has been very difficult to track down revised forms. Ms. Yesenczki is looking for software to make the process streamlined. If software is not an option at this time, she will revise the current curriculum proposal form. Ms. Yesenczki is trying to arrange a software presentation for the March curriculum meeting.</p>	

Adjourn	Mr. Owen motioned to adjourn the meeting. Dr. Beatty seconded. Motion carried. Meeting adjourned at 2:30 pm.	
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Respectfully Submitted by: Becky Yesenczki