

Curriculum Committee Minutes

Friday, Sept. 8, 2017

1:00 pm, Board Room

Present: Adam Beatty, Chana Baker, Misty Kahl, Korene Silvestri, Scott Owen, Mary Marlin, Janet Fike, Jill Loveless, Joyce Britt, Tracy Jenkins, Pam Sharma, Kathy Herrington, Greg Winland (by phone), Lisa Soly (by phone), Becky Yesenczki

Excused: Michele Watson

Introductions/Purpose of Committee – Dr. Loveless addressed the committee. In addition to the committee’s regular task of approving curriculum changes, the curriculum process needs to be reviewed and assessment must be addressed.

Current Curriculum Process

- Where is curriculum housed? It needs to be available to everyone on our webpage.
- Currently is a heavy paper process. Need to move to an electronic process.
- Look at changing process so curriculum proposals go through critical areas, i.e. assessment, financial aid, etc., before coming to committee. Process needs to begin two weeks before committee meets and finalized the Wednesday before Friday’s meetings. Dr. Loveless is exploring other school’s processes.
- 2+2 program agreements need follow-up to make sure necessary signatures are obtained and publicity occurs. Master copies need to be housed in one location.
- Process will remain the same for this year but changes will be incorporated moving forward. Ms. Yesenczki will send out the current proposal form along with deadlines for curriculum proposals for the October meeting.
- Ms. Fike informed the committee that all new programs must be approved by the DOE before they will be financial aid eligible. Now includes two-year degrees as well as one-year certification programs. It takes approximately 5 months to get a program approved.
- Should we look at narrowing down the amount of major codes we use? Is there a need to distinguish that a program is only on-ground or online?

Role of Curriculum in Assessment

- Curriculum Committee needs to be cognizant of the vocabulary used on MCG’s. The MCG template needs to be updated to use the correct assessment vocabulary based on Bloom’s Taxonomy.
- Course outcomes need to be higher level than the student outcomes. Course and student outcomes need to be aligned. These steps are critical in order for assessment to work.

- Assessment of general education outcomes needs to be addressed. Course and student outcomes need to be aligned in order for assessment to work.
- Curriculum Committee needs to assist with identifying a couple of gen ed outcomes and identify what courses address these outcomes. Identify which courses reinforce gen ed outcomes. Before HLC comes the goal is to have all 6 outcomes mapped to identify the base course where the outcome is taught and the other courses that use that outcome.
- It is essential that we close the loop and utilize the information obtained through the assessment process to make changes/improvements.
- Assessment cycle will be reviewed. Supporting documentation is critical, ex. advisory committee minutes, accreditation change requirements, etc. This is supporting documentation outside of classroom performance

Discontinuation of Paralegal Program

- Paralegal program director resigned at the end of the spring semester and research has shown that lawyers do not require a paralegal degree for a paralegal job. Dr. Loveless will send out a proposal to the committee to discontinue the program. Each student will get a personalized letter that will include a teach out plan and a deadline for completion. Proposal will be voted on at October's meeting.

Dev Ed Coreq Model Issues

- The coreq models with five credit hours have caused issues for students as well as faculty load. In addition, this change had a more broad effect on other classes. More discussion needs to occur regarding the overriding of pre/coreqs.

Process for Online Programs

- Dr. Loveless has created a taskforce to work on a process for online programs. Faculty load for online courses is one area that will be addressed. Once a process is developed, it will be brought to the curriculum for review.

Other Business

- Need to review transfer programs to make sure that classes are on the statewide transfer agreement.
- GPS sheets need to be corrected regarding job prospects/salaries.

Meeting adjourned at 3:00 pm

Respectfully Submitted by:

Becky Yesenczki