

Curriculum Committee Meeting - APPROVED

Oct. 11, 2019

Present: Kathy Herrington (Chair), Chana Baker, Greg Winland, Henry Cercone, Jill Loveless, John Lantz, Joyce Britt, Lisa Soly, Misty Kahl, Scott Owen, Becky Yesenczki

Excused: Janet Fike, Debbie Cresap, Tracy Jenkins (Student representative has not been identified.)

Absent: Brandy Killeen, Pam Sharma

Presenters: NA

Topic	Discussion	Follow-up
Review of September's Minutes	Motion to accept minutes as presented made by J. Lantz, seconded by G. Winland. Motion carried.	B. Yesenczki will finalize the minutes and send to Public Relations department for posting on the website.
Curriculum Proposal Process	<p>B. Yesenczki thanked the committee for their work in Curriculog since the first curriculum meeting. She has been receiving positive comments regarding the software.</p> <p>B. Yesenczki presented the committee with a draft procedure for curriculum proposals utilizing Curriculog. She explained that there were no proposals ready to review at the meeting as presenters were still working on getting the appropriate approvals. The draft proposal establishes deadlines for those involved in any step of the process.</p> <p>The committee decided that proposals need to be ready in Curriculog for committee review no later than two weeks prior to the meeting. Committee members have until 24 hours before the meeting to review and make comments. If a member does not complete this step his/her comments may not be considered. Also, it was decided that each member does not need to approve/reject a proposal, just make comments even if the response is "no comment".</p>	B. Yesenczki will revise the procedure and send back to committee for further review.

	<p>J. Loveless will work with program directors and division chairs to establish the amount of time needed for them to review proposals. In addition, financial aid will be asked to provide a timeline and to designate a backup to review proposals should the director of financial aid not be available.</p> <p>S. Owen asked if there should be an appeal process should a proposal be rejected. J. Loveless stated it may be needed but won't know for sure until we use the new process further.</p> <p>B. Yesenczki will inform those who have proposals waiting to be reviewed of the deadline for November's meeting.</p>	
Other Business	NA	
Meeting Adjourned	Motion to adjourn made by S. Owen, seconded by J. Lantz. Meeting adjourned 2:15 pm.	

Respectfully submitted by: Becky Yesenczki