College Curriculum Review Committee

September 7, 2012

Members Present: E. Gravani; T. Hanford; J. Hartsock; I. Jordak; J. Kronenbitter; J. O’Callaghan; C. Schubert; A. Thomas; C. Van Der Karr;

B. Wilson; S. Wilson

Members Absent: R. Grantham; K. Sayers-Walker

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| **Topic** | **Comments** | **Action** |
| **Minutes** | The minutes from May, 2, 2012 were approved. | **Minutes Approved** |
| **Announcements** | Van Der Karr discussed with the committee members the role of CCRC as published in the Curriculum Change Guide. The change guide was revised last year to improve efficiencies and to navigate the curriculum process better. A draft will be distributed to the committee for review.  There was brief discuss to establish reasonable deadline for the final submission of curriculum for implementation the following fall. This will be discussed further at the next meeting. | **Van Der Karr to send draft Curriculum Change Guide to members.** |
| **New Business** |  |  |
| 1. Election of Chair | B. Wilson was nominated to serve a CCRC Chair; all members voted unanimously for Brent Wilson to serve as chair for the 2012-2013 academic year. | **Unanimous vote to elect Brent Wilson as CCRC Chair for the 2012-2013 academic year** |
| 2. Discussion for Future Meeting Times | After seeking availability of committee members, there is not a common time when everyone is available to meet. With the exception of one member, who has a teaching conflict during the fall semester, it was agreed to continue with the bi-weekly Wednesday meetings at 3:00. It was suggested that J. Hartsock could receive materials electronically and send comments to the chair prior to each meeting. Hartsock will be able to participate in the spring semester. B. Wilson made a motion to approve the bi-weekly Wednesday meeting, 3-4:15 p.m.; seconded by J. O’Callaghan; Opposed by J. Hartsock | **CCRC Meetings to held bi-weekly starting Wednesday, September 19,**  **3:00 – 4:15 p.m.** |
| 3. New Level One Change Form – Form 7 | The committee reviewed the draft Form 7, Level One Change; Schroeder will make the suggested changes to the form and will send draft out again for approval at the next meeting. | **Make edits to Form 7; send out to committee members for approval at next meeting** |
| **Meeting Adjournment** | With no further business, the meeting was adjourned at 2:45 pm | **Adjourned** |

Submitted by Pam Schroeder

Approved 9/19/2012