College Curriculum Review Committee

Meeting Minutes

October 5, 2011

Members Present: J. Kronenbitter; T. Hanford; I. Jordak; J. O’Callaghan; D. Pitman; K. Sayers-Walker; J. Swartwood; B. Wilson; C. Van Der Karr; S. Wilson; K. Zimmerman

Members Absent: C. Corbin; S. Davidenko; E. Gravani; R. Grantham

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| **Topic** | **Comments** | **Action** |
| **Minutes** | There were not corrections to the minutes of 9/21/2011. A motion was made to approve the minutes. All approved | **Approved** |
| **Announcements** | A few new faces were at the meeting; everyone around the table introduced themselves. |  |
| **Old Business**  |  |  |
| 1. Curriculum Tip Sheets | Curriculum Tip Sheets were distributed at Joint Chairs’ Council on Monday; they were received very well. They will be posted on the curriculum webpage in a few days, awaiting any comments/changes. | **P. Schroeder will post the curriculum tip sheets on the curriculum webpage** |
| 2. Curriculum Review Sheets | There was discussion about the need for review sheets when reviewing curriculum proposals. J. Swartwood asked if there was policy on what this committee is and what it does. C. Van Der Karr referred Swartwood to the curriculum guide. D. Pitman asked, when using the review sheets, what is it exactly he is checking/reviewing for. There was concern that this committee is seen as a higher level committee, and any reviews made by the CCRC might negate/override previous curricular committees’ recommendations. Pitman thought the review process could be streamlined if committee members review content within their area of expertise, and that the committee could rely on the registrar and associate deans for overall review.Other recommendations for reviewing curriculum is:a) sending a notice to the campus advising them of pending curriculum and that this would be an opportunity for them to review the curriculum and to provide input to the CCRC;b) announcing at chairs’ council meeting pending curriculum for faculty review and input.In discussions regarding the curriculum it was found that policy and processes in the curriculum guide are not followed; Specifically, 1) what is the authority of curriculum committees in regard to recommendation of curriculum vs. approval; and 2) how a department can appeal a decision made by a committee. It was determined that there is a need for improvement and clarity in the curriculum guide. Suggested changes for implementation should be sent to the EPC for approval at the committee level a well as at Faculty Senate |  |
| 3. GFEC Restructuring Draft | There was discussion regarding the draft GFEC restructuring proposal. It was agreed by committee members that there should be only one committee for reviewing and approving curriculum. Graduate faculty representation would be added to the CCRC voting membership. |  |
| **Meeting Adjournment** | A motion was made to adjourn the meeting; all approved | **Adjourned – 4:20 p.m.** |

Submitted by Pam Schroeder

Approved 10/19/2011