College Curriculum Review Committee

Meeting Minutes

March 5, 2014

Members Present: D. Bacigalupi; R. Casella; L. Czirr; R. Grantham; E. Gravani; T. Hanford; J. Hartsock; I. Jordak; J. O’Callaghan; K. Sayers-Walker; C. Schubert; J. Swartwood; A. Thomas; C. Van Der Karr; B. Wilson

Absent: C. Benton

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| **Topic** | **Comments** | **Action** |
| **Minutes** | The minutes from February 19, 2014 were approved. | **Approved**  |
| **Old Business** |  |  |
| 1. Incoming Curriculum  | After discussion, the committee decided to review and recommend all curriculum being received after the established deadlines dates, however approval timelines will still be followed as outlined in the Curriculum Change Guide. Curriculum being forwarded to the Provost for approval should have effective dates clearly noted. |  |
| 2. Clarity on Levels of Curriculum Changes  | There was discussion on the current levels of curriculum changes for the purpose of ease for the end user. Currently a new course form is used for a new course, which is often accompanied by an alteration to an existing program form, which is primarily done to add the approved new course. It was suggested that when only adding a new course as the program alteration, that a level one form could simply be used showing the program change. Most committee members were in favor of the lesser paperwork. Van Der Karr and Schroeder will work on editing the Curriculum Change Guide and forms, as well as updating the approval processes in Curriculog. | **Van Der Karr and Schroeder to make appropriate edits in the Curriculum Change Guide and forms, as well as in Curriculog.** |
| **New Business** |  |  |
| 3. Alteration to Existing Program Adolescence Education: Physics 7-12 | B. Wilson made a motion to recommend, seconded by K. Sayers-Walker; unanimous | **Passed**  |
| 4. Alteration to Existing Program Adolescence Education: Physics and Mathematics 7-12 | B. Wilson made a motion to recommend, seconded by J. O’Callaghan; unanimous. | **Passed** |
| **Meeting Adjournment** | With no further business, the meeting was adjourned at 4:25 p.m. | **Adjourned** |

Submitted by Pam Schroeder

Approved 3/19/2014