SOE Curriculum Meeting Oct 2 2018

Agenda

1. Just a reminder that we’re having a curriculog overview with Pam tomorrow (Tues) Oct 2 at 9 a.m. in 225 Van H.
2. We do not have any curriculum to review at this time so the agenda for tomorrow is to learn from Pam.
3. LIT added a proposal mon afternoon. Added to agenda if time.

Minutes

In attendance: Maria Timberlake, Kate McCormick, Tadayuki Suzuki, Ronnie Casella

Pam Schroeder attended our meeting to conduct a training of curriculog.

1. Pam provided an overview for committee members. This is not for learning how to create proposals but how to review as a committee.
2. Pam walking us through the review process, we looked at a recently added task for our committee, the proposal for LIT 449
3. LIT 449 says “shared resources” is there a corresponding grad class?
4. Step 1 – use the “help text” icon. Click “show with mark-up”
5. For this proposal – it says “middle in the course description” so even if it is removed from the title, it still needs to be changed.
6. Next, we looked at a variety of other proposals to learn what a committee review should do.
7. If the change is something minor, the chair can email and ask for the changes and then make them.
8. Reviewed new course proposals.
9. Check that proposals say “pre-req” or “co-req”; proper formatting for credit hours: 3 cr. hrs.
10. Another field that is overlooked is the impact report.
11. All fields with Asterix are required fields.
12. Showed example of program changes and the way mark ups should look. Everything should match college catalog!
13. Pam recommended that we review the Curriculum Guide, which is published online.
14. At the end of the meeting, we reviewed LIT 449. We rejected it for the following reasons: it is a shared resource course and the accompanying course also needs to be altered. It was missing information in required fields. And we had a question about the catalog description.
15. Next meeting 10/23/18.