College Curriculum Review Committee

Meeting Minutes – October 12, 2016

Members Present: D. Bacigalupi; K. Bratge; C. Costell Corbin; L. Czirr; M. DiVita; E. Gravani; J. Kim; K. Lawrence; J. O’Callaghan; J. Peck; C. Van Der Karr;

S. Wilson

Absent: R. Casella; T. Hanford; I. Jordak;

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| **Topic** | **Comments** | **Action** |
| **Minutes** | With no changes the minutes from 9/14/2016 were approved. | **Approved** |
| **New Business** |  |  |
| 1. Development of a Checklist for Reviewing Curriculum | The current tip sheets were distributed to the committee. Any edits or changes for suggestions should be sent to Pam or Maggie.Checklist Comments and Suggestions:C. Costell Corbin thought a checklist could be too cumbersome. When reviewing a proposal she first looks to see why a change is being made.Checklist items included:* Summary piece
* Repeatability – if so max number of credits
* Shared resources
* Impact report
* Is there course overlap
* Complete and correct syllabus
* Catalog description format
* Check to see if program alteration is needed
* Review previous comments made by others
* Look for edits in color (current with markup must be selected to see the changes in color)
* How do the changes affect transfer students
* Is there consistency in credit hours

On a separate topic K. Lawrence though a mini workshop for new curriculum/department chairs would be helpful. |  |
| **Meeting Adjournment** | With no further business, the meeting was adjourned at 3:24 p.m. | **Adjourned** |

Submitted by Pam Schroeder

Approved 11/9/2016