

School of Arts and Sciences Curriculum Committee

5/15/13

Members Present: David Collins, Jerome O’Callaghan, Brian Rivest, David Kilpatrick, Gigi Peterson, Syed Pasha, Hongli Fan

Topic	Comments	Action
New Business		
Discussion re membership for the 2013-14 year	<p>The new committee will be Kim, David and Brian (returning) joined by Hongli, Girish, and Aphrodite All members should be aware of the protocols/rules etc. in the curriculum guide and links to key web sites. Jerry will send out links and PDFs</p>	
Discussion re improving efficiency in the process	<p>Suggested that the forms be improved to auto-fill elements so that we don’t have to return proposals due to missing frequency codes etc. Jerry pointed out that the college has bought (or is buying) an online curriculum software kit “Curriculog”. We will ask Carol VdK about timeline for training.</p>	
Selection of a chair for next year.	<p>David Collins listed key elements in chair duties: Getting meetings scheduled regularly – thanks to Michele Lella. Getting curricular items to members – thanks to Rhonda M. Keeping decisions inside these options: table, contingent pass, pass. Chairs have most work in the contingent pass area: talking to depts. and trying to get corrections made in one week. Chair is copied on all curricular decisions from later stages in the process. Big pile of memos. Chair needs to know the curriculum guide and the catalog.</p>	
Voting		<p>David Kilpatrick was nominated, and by universal acclamation was elected chair for 2013-14. Sincere thanks were offered to David Collins for his excellent leadership and dedication this year. David will be missed.</p>