College Curriculum Review Committee

Meeting Minutes

September 21, 2011

Members Present: C. Corbin; E. Gravani; R. Grantham; J. O’Callaghan; D. Pitman; K. Sayers-Walker; J. Swartwood; B. Wilson; C. Van Der Karr; K. Zimmerman

Members Absent: S. Davidenko; T. Hanford; S. Wilson

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| **Topic** | **Comments** | **Action** |
| **Minutes** | May 18, 2011 Minutes - C. Van Der Karr confirmed that all requested materials for the “contingent pass” proposals have been received and should now be considered passed. C. Corbin made a motion to approve the minutes; seconded by R. Grantham. All approved | **Approved** |
| **Announcements** | K. Zimmerman thanked M. Kelly for chairing the last meeting (May 18, 2011). |  |
| **Election of Chair** | Nominations were being accepted to serve as chair. K. Zimmerman was the only self-nomination. There was a motion to approve K. Zimmerman as chair. All approved | **Passed** |
| **New Business**  |  |  |
| 1. New Committee Members | Susana Davidenko, Jeffery Swartwood, and Brent Wilson are the newest members of CCRC. J. Kronenbitter has been re-elected to serve a second 2-year term. | **CCRC welcomed the new members** |
| 2. Curriculum Tip Sheets  | Curriculum tip sheets were distributed to the members. These sheets are being developed to assist with the proposal process and submission of proposals, and will be posted on the curriculum webpage. Editorial comments and corrections were made | **C. Van Der Karr to update the tip sheets with corrections** |
| **Old Business** |  |  |
| 1. Curriculum Forms | The revised curriculum forms were distributed to the members. With small changes/edits, all curriculum forms will be converted to pdf fillable format and will be posted to the curriculum webpage. | **P. Schroeder to update and convert the curriculum forms then to be posted on the curriculum webpage.** |
| **Meeting Adjournment** | A motion was made to adjourn the meeting; all approved | **Adjourned – 4:20 p.m.** |