College Curriculum Review Committee

Meeting Minutes

October 19, 2011

Members Present: C. Corbin; S. Davidenko; E. Gravani; R. Grantham T. Hanford; I. Jordak; J. Kronenbitter; J. O’Callaghan; D. Pitman; B. Wilson; C. Van Der Karr; S. Wilson; K. Zimmerman

Members Absent: K. Sayers-Walker; J. Swartwood

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| **Topic** | **Comments** | **Action** |
| **Minutes** | There were a few minor corrections to the 10/5/2011 minutes. B. Wilson made a motion to approve the minutes as amended; seconded by C. Corbin. Approved unanimously. | **Minutes Approved** |
| **Announcements** | Susana Davidenko was welcomed to the committee and introductions were made. |  |
| **Old Business** |  |  |
| 1. Alteration to Existing Course – CHE 431 Physical Chemistry I | This proposal was tabled at the 10/15/2010 CCRC meeting. At that time, information was requested from both department chair (Chemistry and Physics), as a shared resources course. A response was never received. It then somehow fell through the cracks. Karen Downey in Chemistry has recently emailed, asking for an update on this alteration. After discussion by committee members, it was determined that the MAT prerequisites on the PHY 531 catalog description need to be removed; and that the GFEC would need to approve the alteration for the PHY 531 alteration. R. Grantham made a motion to contingent pass; seconded by J. O’Callaghan. Approved unanimously. | **Contingent Pass** |
| 2. Curriculum Change Guide and Handbook Review | C. Van Der Karr gave a brief summary as to why the curriculum guide and handbook are open for review. Due to a program alteration being approved at the Dean’s level, but not at the previous levels of review, there seem to be discrepancies between the language in the documents. Specifically, what is the authority of each committee; can a proposal move from one committee to another without approval/recommendation from the prior levels of review? There needs to be clear terminology at each level of review. It was decided at both CCRC and GFEC that review of these documents would take place. It was agreed by many committee members that there should only be one official document used as a reference regarding curriculum policies and procedures. Both CCRC and GFEC will review the two documents, draft updated policy language, and submit a recommendation to EPC for approval, and then on to Faculty Senate for approval. C. Corbin suggested that when the final document is placed on the webpage, it could have “table of content” links to direct individuals to a certain area of the policy, rather than a long document that can seem cumbersome. |  |
| **New Business** |  |  |
| 1. Alteration to Existing Course: PED 181 - Adventure Activities | This alteration is for a minor change in the catalog description. C. Corbin made a motion to approve; seconded by B. Wilson. Approved unanimously, | **Passed** |
| **Meeting Adjournment** | K. Zimmerman made a motion to adjourn the meeting; all approved. | **Adjourned – 4:16 p.m.** |

Submitted by Pam Schroeder

Approved 11/4/2011