

# CURRICULUM COMMITTEE

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## Meeting Minutes

Date: SEPTEMBER 16, 2021

Time: 4:30PM – 5:30PM

Place: TEAMS/IN PERSON WHITFIELD 239

Attendees: Susan Spicher, Linda Bates, Jayna Winiecki, Brandy Mendoza, Garrett Trussell, James J. Dubose, James Yates, Mary Kate Sumner, Stephanie Tully-Dartez, Kelly Goodwin, and Jennifer Schroeder

Absent: None

### I. Call to Order

The meeting was called to order at 4:42 PM. More than four voting members were present at that time.

### II. Approval of Minutes

- a. No minutes to approve
- b. ACTION: Linda Bates will contact the previous leadership of this committee to provide minutes from past meetings.

### III. Chair Updates – *Susan Spicher*

- a. No current updates

### IV. Old Business

- a. No old business to address

### V. New Business

- a. Election of Vice-Chair

MOTION: Dr. James Yates was nominated for this position by Linda Bates. Jennifer Schroeder seconded the nomination. Linda Bates called for the vote, and Dr. Yates was elected unanimously.

- b. Election of Secretary/Recorder

MOTION: Jennifer Schroeder was nominated for this position by Linda Bates. Dr. James Yates seconded the nomination. Linda Bates called for the vote, and Ms. Schroeder was elected unanimously.

- c. Review of Committee Purpose/Functions

The committee discussed the purpose/function statement provided in the APM. There was discussion regarding the bullet stating “Review existing programs on a rotating basis” and whether or not this is a function of the committee. The honors program was reviewed in the past as an example of

this function. There are some programs that will not need review by this committee. The 2015 updates to the general education curriculum was discussed and a large group of individuals were involved in the revision, but it was not the curriculum committee. A taskforce completed the revisions, which were then reviewed by external parties. Program reviews could be conducted by the Academic Standards committee. Last year, there was discussion that the Academic Standards committee should be housed under the curriculum committee. An idea to create a new program review committee might be a good idea, too; however, there are not enough people to create a new institutional committee. Finally, the committee discussed the word “President” and whether it needs to be clarified. Since it is stated this way throughout the APM, the discussion ended.

- i. DECISION: Create a separate bullet point starting with sentence two of the first bullet. “Approve or disapprove curricular changes that affect only the faculty member or department requesting the change.”
- ii. DECISION: Create a separate bullet point using sentence two of the next to last bullet. “Review existing programs on a rotating basis.”
- iii. DECISION: Table the discussion regarding program reviews on a rotating basis until a future meeting.

d. Review of Committee Membership

The agenda included the need for two Arts & Sciences Representatives; however, suggestions were not provided for additional representatives in this area.

Since some curriculum is moving online, a recommendation was made to include someone from the distance learning team. Previously, online curricula were required to go through two committees. A suggestion was made to create a checkbox on the curriculum approval forms. Concerns were raised regarding the potential increase in bureaucratic processes that will stop curricula from being updated easily.

- i. DECISION: A distance learning advisory position will not be added to this committee. Additional discussions will occur at a later date.

The committee provided clarification on other points of the membership list. The Dean of Enrollment Services requested to have the Registrar as a member of this committee instead of the Dean. The “Liberal Arts Division” will be changed to “Arts and Sciences” in all areas of the APM with the next revision.

- ii. DECISION: The Dean of Enrollment Services will be replaced with the Registrar. The Registrar will be a voting member of the committee.
- iii. DECISION: The Vice President for Academic Affairs will be changed to an advisory member instead of ex-officio.

b. Setting of meeting time(s)

- i. DECISION: The Curriculum Committee will meet for one hour on the third Thursday of each month and will start at 4:00 pm. Additional meetings of small groups & w/ faculty will occur as needed.

c. Changes/Updates to Curriculum Approval Processes & Procedures

- i. Internal Review Only – Inform Cabinet
- ii. Internal Review Only – Approval by Cabinet
- iii. Internal/External Review –Cabinet/State/Federal Approval
- iv. Faculty presentation of curricular change proposal
- v. At least one synchronous meeting each month is needed to do a thorough review of curriculum changes.
- vi. “One Stop Shop” for the process of curriculum approval

Chairperson Spicher proposed a new, internal document to assist with curriculum changes and reviews. This will expedite the process to encourage reviews. The review will occur through an ad hoc committee who will review submission procedures and timelines, and modify and develop forms. Training will be provided regarding the new curriculum approval process to ensure federal, state, and internal requirements are met.

MOTION: Dr. James Yates moved to bring forth the internal review curriculum form to the Academic Affairs Council with the addition of “N/A” where there is currently only Yes/No. Brandy Mendoza seconded the motion. Approved.

**II. Announcements**

- a. Announcements for your programs & of general interest
- b. None

**III. Adjourn**

The meeting adjourned at 5:37 pm.

Minutes respectfully submitted by:

Jennifer Schroeder

Secretary/Recorder