

# CURRICULUM COMMITTEE

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## MEETING MINUTES

Date: OCTOBER 21, 2021

Time: 4:00PM – 5:00PM

Place: TEAMS/IN PERSON WHITFIELD 239

Attendees: Susan Spicher, Dr. James Yates, Linda Bates, Kelly Goodwin, Tammy Ward, Brandy Mendoza, Jayna Winiecki, Dr. Stephanie Tully-Darbez, and Jennifer Schroeder.

Six voting members needed for quorum, which occurred.

### I. Call to Order

- a. Susan Spicher called the meeting to order and welcomed the committee members.

### II. Approval of Minutes

- a. The meeting minutes from the September 16, 2021 were reviewed by the committee.
- b. There were no additions or corrections to the minutes. Dr. James Yates moved to approve the minutes with a second by Tammy Ward. Motion carried.

### III. Chair Updates

Chairperson Spicher shared that Dr. James Yates & Tammy Ward accepted appointment to this committee and thanked them for their service. Additionally, the Academic Affairs Council accepted all modification proposals for purpose/functions. Finally, the Academic Affairs Council approved the Internal Review Curriculum Edits/Changes form & moved forward to Planning Council.

### IV. Old Business

An ad hoc committee formed following the last meeting, which included Dr. Yates, Tammy Ward, Linda Bates, Susan Spicher, and Jennifer Schroeder. The group met and reviewed forms from other institutions & processes. The team decided to start with a procedural flow chart and then build documents as needed, followed by actual curriculum manual. The documents will include information and forms from the University of Arkansas system. The documents will be adapted to our processes and procedures. The purpose of the procedural documents is to ensure all faculty and staff know the steps needed for each type of curricular change.

## V. New Business

### Curriculum Changes Timeline

Chairperson Spicher shared a timeline of curriculum changes. The review and approval timeline provide deadlines for both internal and external review. Minor changes may be submitted in September through April and must be submitted no later than the second Thursday of the month. Changes that require cabinet approval may be submitted between September and April and must be submitted no later than the second Thursday for review by the Curriculum Committee on the third Thursday of the same month. Following this approval, other steps are provided on the document. Changes requiring ADHE review will be accepted for consideration on the first day of the following months: August, November, February, or May. The goal of this timeline is to provide as much information as possible to Dr. Tully-Dartez prior to approval. The timeline does not have to be approved through the Shared Governance process; however, it must be approved by the committee and shared for informational purposes.

There was discussion about including this training during the assessment week, which is held prior to Convocation. Dr. Tully-Dartez requested that Assessment Week be reserved for its intended purpose. Most likely, a general session training will be provided during Convocation with an overview of the process changes. A breakout session will also occur to share more detailed information.

DECISION: Dr. Yates moved to accept the timeline and information form and Jayna Winiecki seconded the motion. Motion carried.

ACTION: The committee will consider ways to provide this training either at Convocation or other opportunities. Creative ideas are encouraged, such as a teaser in the general session and a breakout session for the full training.

### Curriculum Review Process & Flow Chart

Jennifer Schroeder led a discussion about the curriculum review process to aid in the development of a procedural document. The first step will include preparation and investigation to include gathering all documents needed for the requested change, determining GPS updates, and guided pathways impacts. Next, department and division discussions will occur to ensure all stakeholders can provide feedback on the changes. This allows feedback on the request before the official approval process begins. The third step will be to gain approval from the division dean and the registrar. Upon approval, the dean will submit the request to the Curriculum Committee for review. This committee will move the request through the timeline shared by Chairperson Spicher earlier in this meeting. The final step will be implementation of the change.

Discussion occurred to ensure the proposed process was appropriate and complete. The team thought the initial direction for this document should move forward as discussed. Additional steps were not proposed.

ACTION: Jennifer Schroeder will provide a draft of this process prior to the next meeting.

### **Future Curriculum Committee Training**

The Curriculum Committee will attend training on the approval process to review state, federal, and internal requirements. The internal requirements include training on academic standards, distance learning, and curriculum change forms and documents. All members of the committee will participate in the training. A request was made to create a binder with the information provided in the training. The binder would include the state and federal requirements. Additional discussion occurred regarding the logistics of this training and the documents.

**DECISION:** The team will create a place on MyCampus to house the procedural information and forms for download, which will serve as a digital “binder” and may be printed by individuals if desired.

The committee discussed the approval process that needs to occur upon receipt of the requested curricular changes. One suggestion assigned each committee person a specific area of approval where one sub-group approves master syllabi, a second approves the GPS updates, etc. While under consideration, concerns arose from this idea. With so many hands responsible for approval, a step in the process might be missed. An idea was shared to have an approval form where each sub-group signs off on their assigned task.

Committee leadership will ensure the approvals are received in a timely manner. More discussion will occur in future meeting to finalize the details of this process, but the committee liked the concept. The committee will also consider a numbering system for the documents. These should follow the numbering system in the APM.

**DECISION:** A form will be created to ensure all areas of the approval process are completed by the Curriculum Committee review.

### **Academic Standards Committee Discussion**

While proposed on the agenda, this item was not discussed due to time constraints.

## **VI. Announcements**

This item was skipped due to meeting time constraints.

## **VII. Adjourn**

Brandy Mendoza moved to adjourn and Linda Bates seconded. Motion carried. Chairperson Spicher adjourned the meeting at 4:56 pm.

Next Meeting: Thursday, November 18, 2021

Respectfully submitted by:

Jennifer Schroeder