

# CURRICULUM COMMITTEE

## MEETING MINUTES

Date: NOVEMBER 18, 2021

Time: 4:00PM – 5:00PM

Place: TEAMS/IN PERSON WHITFIELD 239

6 Voting Members needed for quorum

In Attendance: James Yates, Kelly Goodwin, Jayna Winiiecki, Linda Bates, Brandy Mendoza, Tammy Ward, Stephanie Tully-Dartez, Susan Spicher, and Jennifer Schroeder

Absent: James J. Dubose, Garrett Trussell

### I. Call to Order

Chairperson Spicher called the meeting to order at 4:06 pm.

### II. Approval of Minutes

Due to an omission of the minutes from the meeting documents, the committee will review the minutes from the last meeting and an email will be used for this approval process. An addendum of approval will be included with the minutes from this meeting.

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

All modification proposals for purpose/functions of committee were approved by Executive Cabinet and updated in APM 1.10

### IV. Old Business

All of the curriculum change forms are updated. They were converted to fillable forms and were added to U Drive for accessibility. The forms are valid as of November 2021 and are only valid until a new version is published. The U Drive folder is found at U:\Curriculum\_Committee\Curriculum Forms - Edits - Changes – Proposals. The folder includes an archive folder with previous documents, a folder with the curriculum forms, and a third folder that includes procedures and process documents. By the end of this year, it is probable that a full curriculum change manual will be available for use.

### V. New Business

Chairperson Spicher requested volunteers to review proposals. The review process will be delegated with certain committee members assisting with one of the following processes: intake and initial review (Chair), review Course Learner Outcomes (S.M.A.R.T.), review compliance with state degree and certificate requirements, review the Master syllabi and GPS, and review the course descriptions (prerequisites, corequisites, etc.) When the intake process occurs, the chair will review the proposal enough to ensure all required documents were included in the submission. Once confirmed, the process will move to the smaller teams to review the content.

ACTION: When replying to the minutes approval email, the committee should also volunteer for one of these processes.

- a. Training on basic curriculum approval process – Dr. Stephanie Tully-Dartez

Dr. Tully-Dartez provided training for the team regarding the curriculum process specific to the ADHE requirements. Additional training will be provided to guide the HLC requirements.

Letters of Notification - The Arkansas Coordinating Board only meets quarterly. To gain a place on the agenda, the request must be submitted three months early and the letter of notification or a letter of intent at least two months early. Both documents are available on the ADHE website. There is a specific form for each type of change requested. It is possible that multiple letters could be submitted for each requested change. This helps with clarification, but also increases the paperwork required. A CIP code change could be a simple process, or might require additional forms. If the CIP code change is on the high demand for STEM programs, it will provide more funding. In a case like that, these letters are also sent to all CAOs in the state. This is a point of the process where another institution could say they do not approve of the change. You do not have to have approval from other institutions; however, others could attend the Coordinating Board meeting to share the displeasure. ADHE will check the technical details, course requirements, and other items. For the most part, letters of notification will be approved without a struggle. Usually the letters of notification are approved without question. ADHE will check to ensure you do not have two programs with the same name, all program elements are included, GPS is updated, course descriptions, evidence that the advisory committee met and approved of the changes, etc.

Effective Date - Typically, this is for the next academic year; however, the change could be effective on the date of the board meeting. Nothing will be approved retroactively.

Letters of Intent – This means you are starting a new associate degree program. These take longer to accomplish because there is more evidence and approval needed to move the process forward. These are less common, require HLC approval, evidence that you have the financial resources for sustainability, and the comment period is open for a longer amount of time. Service areas no longer exist, so this is a place where other schools might voice their concerns about the program.

Next there was discussion regarding the need for advisory committee buy-in for any requested changes.

As a committee – here are a few things to look for depending on the requested change:

- What are the elements required? Were they eliminated? (i.e. Tech Cert requires math and English. Must be three hours.) The ADHE guidelines are clearly laid out. A chart will be provided to the Committee for ease of use.
- Be mindful of the timing of when the requests should be submitted.
- There was a third. (47:00)
- The biggest problem with letters of notification – making sure you have all the documentation included. There is not a perfected format to submit to ADHE, but they will let you know if it is incorrect. Old and New GPS – oriented side-by-side on the page. Narrative of changes as well. Include the catalog pages – single document.
- If returned – usually it's a misinterpretation (include a cover letter with the big picture). Sometimes it's a missing element. (Adv Committee minutes showing approved)

b. Submitted curriculum proposal review process

Chairperson Spicher received the first curriculum proposal this afternoon. The intake form includes all attachments related to the request. Today's request added a CLO, which was required by the program.

Dr. Tully-Dartez discussed this change. The last Devos "Dear Colleague" letter provided guidance that if 25% of the course changed, the accrediting body needed to approve the

changes. In this situation, one CLO per course for all of the courses in the program does not meet the 25% threshold. If several changes of less than 25% are made over the multiple years, upon meeting this threshold, the change must be submitted to the governing bodies.

The committee discussed the changes proposed. Everything requested was included in the submission. The 25% threshold is not met with these changes; therefore, it is an internal change. A naming convention was created for organizational purposes. The codes will be shared with the team for reference. The discussion focused on the CLO presented.

VOTE: Dr. Yates moved to approve the curriculum request named HS 007-111821Allen. Brandy Mendoza seconded. No further discussion occurred. The motion carried.

## **VI. Announcements**

### a. Announcements for your programs & of general interest

A change was requested for the EMT syllabus – The curriculum committee has not seen this. The dean will need to submit it to the curriculum committee on the updated form. If he wants these changes for spring, it most likely will not be able to happen. Possibly it will go through in the summer or next fall.

ACTION: Chairperson Spicher will contact Christy to determine the status of this request.

## **VII. Adjourn**

VOTE: Linda Bates moved to adjourn the meeting. Jenifer Schroeder seconded the motion. Motion carried.

Respectfully submitted by:

Jennifer Schroeder

ADDENDUM: An e-Vote was held on November 18, 2021 resulting in 7 yes votes to approve the meeting minutes from our October meeting of the Curriculum Committee.