

CURRICULUM COMMITTEE

MEETING MINUTES

Date: OCTOBER 24, 2022

Time: 3:00 PM

Place: WHITFIELD 239 & VIA TEAMS

Attendees: Jayna Winiecki, Brandy Mendoza, Tammy Ward, Mike Laws, Dr. James Yates, Dr. Stephanie Tully-Dartez, Mary Kate Sumner, and Jennifer Schroeder

Absentees: Garrett Trussell

I. Call to Order

Ms. Spicher called the meeting to order at 3:02 PM on Monday, October 24, 2022. The meeting was held via Teams. A quorum was established.

II. Approval of Minutes

The meeting minutes from September 26, 2022 were reviewed by the committee. Mike Laws moved to approve the minutes as submitted with a second by Tammy Ward. Motion passed.

III. Chair Updates – Susan Spicher

The Academic Affairs Council meeting was canceled; therefore, updates were not provided.

IV. Old Business

Form Updates

The 22-23 forms were updated and will be added to the administration page. Two new requests will be submitted on the old version of the forms.

Customer Service 101 Curriculum

The Curriculum Committee provided valuable feedback regarding the Customer Service course. Thank you to all who participated.

V. New Business

SouthArk Success Course Updates

The SouthArk Success course needs to be reviewed. A recent grant included the updating of this curriculum; therefore, it will be revised to create a more standardized course. The Committee does not need to take action on this item as updates are forthcoming. A question arose regarding the Open Educational Resources (OER) that are available. Philip Shackleford is responsible for these resources. He and Liz Young will continue OER includes textbooks, videos, and other media. The goal is to provide a variety of educational resources for students. It was suggested to have training provided on these resources in preparation for fall 2023.

Curriculum Changes

Two English courses (ACT) are going through the approval process. Once received, Ms. Spicher will provide the request to the Committee.

Upcoming Nursing Program Updates

A new program was requested for Practical Nursing. This will be held on West Campus for high school students. This will need to be fast-tracked. All three post-secondary programs will be impacted by this change and a new secondary program will be added. The code will also change for the full program. It is a significant change and all connects together. We will likely have a face-to-face meeting to review these curriculum changes. The roll-out will be staggered as each part begins in different semesters.

Academic Standards Committee Incorporation

The committee discussed Curriculum Committee incorporation of tasks from the Academic Standards Committee should there be a decision to disperse the committee tasks and dissolve this to increase efficiency of shared governance. Twenty-two tasks were reviewed, as shown in the attached spreadsheet. The Committee suggested the following items be considered for incorporation into the Curriculum Committee task list:

- Credit for Prior Learning
- Remediation Requirements
- Remediation Courses
- Course Evaluation
- Course Substitution FORM
- APM 3.06 (Syllabi)



Academic Standards
Committee Actions - C

Dr. Yates moved to take on the six tasks listed above. Jayna Winiecki seconded the motion. Motion carried.

VI. Announcements

- a. The next Curriculum Committee meeting will be held on Monday, November 28, 2022.
- b. Program announcements were not shared.

VII. Adjourn

Meeting adjourned at 3:49 pm.