Meeting Minutes for May 19, 2011

Curriculum Committee

Subcommittee of the Academic Senate

Present: Rinetta Early, Cari Torres, Becky Brown, A. Joe Ritchie, Joanna Pinckney, Kristi Kuhn, Sara McKinnon, Bonnie Bornstein, Mary Pieper-Warren, Chris Schultz, Letta Hlavachek, Caterina Labriola

Resource: Kim O’Gara

Discussion:

The Committee took the final meeting of the academic year to review its practices to identify ways to enhance the work of the Curriculum Committee. The following reflects that discussion. The Committee will review these ideas at the first meeting in August and take appropriate steps to prioritize and implement them.

Things to Remember:

• Creation of a Curriculum Resource Library
• Identify what items the Curriculum Committee can regularly edit during the meeting to avoid ‘send-backs’.
• Take steps to move to electric submissions of outlines and include the capacity for electric signatures.
• Set-up a whiteboard for use by the Committee.
• Take action to update ‘Video Courses’ to be revised and offered in a modern format.
• Establish processes for systematic review of General Education which would include participation from all Divisions and the Senate.
• Determine how to include the V.P. of Student Learning in the Curriculum process.

Ways to Enhance Curriculum Review Process

• Utilize a workstation approach in the review process with access to the outline database and Assist
• Identify ways to avoid sending outlines back and forth. Improve communication between Curriculum Committee and faculty.
• Set-up a faculty helpdesk for curriculum review process.
• Create an on-line training program for revising course outlines.
• Get representation on the Committee from all Divisions.
• Incorporate Deans in an appropriate and collaborative manner in the Committee’s work.
• Establish a separate process for reviewing Degrees and Certificates to ensure accuracy.