Meeting Minutes for November 4, 2011

Curriculum Committee

Subcommittee of the Academic Senate

Present: Cari Torres, A. J. Ritchie, Rebecca Beal, Letta Hlavacheck, David King, Mary Pieper-Warren, Joanna Pinckney, Chris Schultz

Absent: Bonnie Bornstein, Sara McKinnon, Caterina Labriola

Resource: Kim O’Gara

Items Discussed:

1. It was reported that the Department Chairs were given the list of course outlines that were never returned after the Committee initially reviewed them. It is hoped that this will generate the return of completed outlines which will moves us substantially toward finalizing the revision project. It was also agreed that Chris will bring this list to every meeting of the Department Chairs.

2. It was agreed that only the Course Outlines of Record that have been approved by the Committee by their last meeting in December will be included in the Catalog next fall. Chris will notify Deans and Department Chairs of this deadline by e-mail and regular mail.

3. Chris will review, updated and repost the list of courses that are over 5 years old. This will be distributed to Chairs and Deans as soon as possible.

4. Jason Lau, the new director of Community Education, attended the Curriculum meeting to discuss the procedure for reviewing new Community Ed. courses. The procedure of having faculty members [Chairs in most cases] review Community Ed. course outlines to determine if they might compete with Credit course offering. The process is that Jason will send all new outlines to the Curriculum Chair who will review them and distribute those outlines that might conflict with Credit courses. The Department Chair will have one week to respond, the course will then either be offered or further discussion will take place before a decision is made.

5. Sara reported on her presentation to the Department Chairs regarding the G. E. Committee meeting. A survey will be distributed to faculty asking for their ideas and input regarding approached to revising the G.E. program.

Course Approved: P.E. 123, 165 A&B, P.E. 197A