Meeting Minutes December 10, 2009

Curriculum Committee

Subcommittee of the Academic Senate

Present: Karen Robinson, Kristi Kuhn, Sara McKinnon, Chris Schultz,

Resource: Kim O’Gara

Approval of Minutes and Agenda

Minutes and Agenda were approved with no changes

Discussion Topics

1. Chris proposed that when a course is being revised, the Department Chair or a designee attend the meeting. The reason is twofold: first to assist the Committee in clarifying the details of the course proposal and secondly, to enhance the faculty members understanding of how the curriculum review process is carried out. There has been considerable confusion regarding the Committee’s corrections to the courses submitted for review. Having a Department representative present will greatly improve the process. Chris will present this idea at Department Chairs meeting early in the New Year.

2. Ms. Ordin present changes to the student units for math 95. It was determined that the course can only be offered for 2 student units, or 1 unit in the case that it is offered over two semesters. In a lengthy review of the Course Approval Handbook, we established that there is greater flexibility in assigning hours of student participation than previously determined. See pages 31 and 32 in the Handbook.

3. The Academic Senate is strongly advising the Curriculum Committee to develop a Course Outline Template that is both accessible and data based; easily accessible to faculty for revising outlines and data based for research purposes. Sara, Cari Dong and Chris will be working on the Template.

Courses Approved:

none