Meeting Minutes for September 23, 2010

Curriculum Committee

Subcommittee of the Academic Senate

Present: Rinetta Early, Sara McKinnon, Joanna Pinckney, A. Joe Ritchie, Chris Schultz, Paul Smith, Cari Torres, Kristi Kuhn, Becky Brown, Rebecca Beal

Absent: Kim O’Gara, Letta Hlavachek

Discussion Topics:

1. The Senate has formalized a new Distance Education Committee to address the next stage on the college’s on-line delivery. The Curriculum Committee will need representation on this committee for two reasons: to assist in completing the Distance Ed page in the Outline Template, and secondly to insure that issue relevant to course outline approval are addressed. The CC should select a representative to work on this committee.

2. The Committee indentified the need to include a reference to the accessibility of course materials on the Course Outline Template. Chris will work with Dong to find a place on the form so it can be added.

3. Laurie Ordin, Chair of the Math Department, attended the meeting to discuss the issue of the Course Outline of Record and the role of the Division Dean. In particular the concern is; can the Dean impose changes to the outline and is the Deans signature necessary. The Committee clarified that the signature is required by UDWC not the Curriculum Committee, but it was pointed out that it is helpful to have the Dean be aware of the changes in the department’s curriculum. Their signature is an indication that they have seen the document, not that they have approved it. If a Dean does not return an Outline to the faculty member revising it, the faculty member should submit a copy to the Committee with a note indicating that Dean did not return the copy with a signature. The Committee will then review the Outline without the signature. It is important to note that this was not the case with the Math Department in this instance.

4. The Committee members discussed the positive direction our process is headed in. With the development of a consistent on-line curriculum form, we will soon have a comprehensive, up to date Curriculum for the entire college’s offerings. This will allow for future updating by simply targeting changes and adding them without the need for a complete revision. We talked about the potential of the Committee doing more creative work in the future by assisting faculty in collaborating on curriculum development.