Meeting Minutes for February 24, 2011

Curriculum Committee

Subcommittee of the Academic Senate

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

Absent: Paul Smith, Maula Allen

Resource: Kim O’Gara

Topics Discussed:

1. The Senate requested that the Curriculum Committee publish a complete list of courses that have been approved, to both inform the community what still needs to be completed, as well as to demonstrate the progress the college has made in updating the revisions of outlines. Chris will work with Kim to get this done.

2. A proposal for vetting Community Education course outlines was presented to the CC which was the result of a discussion between the Director of Community Ed, Janice Austin, and Kim and Chris. The proposal procedure would have each Department Chair receive CE outlines by e-mail and have the appropriate Dean receive them as well. The Chair would have 10 working days to review the course with his or her faculty to verify there is not a conflict with the credit curriculum. If there is a perceived conflict the Chair will contact the Director of CE and the course will not be offered. If the Chair does not respond within the 10 days, it will be assumed not to be in conflict and the course will be offered. This procedure will be formalized and updated and sent through the college’s Policy review process for approval. While this is underway the process outlined above will be followed.

3. No progress has been made in finding members for the General Education subcommittee. Chris will continue to work on this.

4. Chris presented a concern regarding the committee’s review procedure. Some faculty are unclear about the expectations of the committee and their responses to the submitted outlines. For example, the written comments are sometimes not as clear as they might be. After considerable conversation A. Joe agreed to prepare a draft of a ‘Frequently Asked Questions’ document that directly links the faculty member to the Curriculum handbook. The hope is that the committee will be better able to support faculty in revising outlines and will also streamline their own process of review. The Committee will look forward to reviewing this draft and appreciate A. Joe’s efforts. Chris will get a number of handbooks printed to general use. The handbook is in the Curriculum web page.
Courses Approved:

COMM 150
ART 114