

M-I-N-U-T-E-S
Curriculum Committee
Tuesday, February 8, 2022, 11:00 AM
Zoom

Present: Bets McNie (Chair), Amber Janssen, Alex Parker, Amy Parsons, Tony Snell, Christine Isakson, Amy Skoll, Emily Scheese, Kevin Sandifer, Don Maier (Non-voting), Kevin Mandernack (Non-voting), Shari Smiljanic-Villa (Non-voting), Graham Benton (Non-voting) and Pat Harper (Non-voting)

Absent: Scott Green, Julia Odom (Non-voting) and Lina Neto (Non-voting)

Guests: Joshua Shackman and Colin Dewey

LT Kevin Sandifer, from Naval Science, was introduced and welcomed as a new member of the Curriculum Committee.

I. Approval of Agenda and Minutes

* Bets called for approval of the agenda for February 8, 2022. Amber motioned for approval; Amy S. seconded the motion. The agenda was approved 7-Yes/0-No/0-Abstentions.

* Bets called for approval of the minutes for December 14, 2021. Amy P. motioned for approval; Amy S. seconded the motion. The minutes were approved 7-Yes/0-No/0-Abstentions.

II. New Business

* **CCR 02/22-01 Business Minor Revision** – Joshua Shackman presented the proposed changes to the business minor. The number of credits has been reduced from 18 to 15, which is consistent with the other minors on campus. The minimum is 12; the revised minor is still above the minimum. Some new courses have been added to the minor. Graham posted the Undergraduate Minor Policy that had been passed through the Senate and Provost Council. It was signed last April. The new proposed minor falls within the parameters of the policy we now have. There was discussion regarding when the new minor would take effect. If students are already working on the business minor, they will need to re-declare the business minor in the fall to change to the new minor requirements. Minors are tracked manually so students should inform their advisor that they are working on a minor. Amy P. motioned for approval; Amber seconded the motion. The unanimous vote was 9-Yes/0-No/0-Abstentions.

III. Old Business

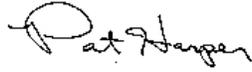
*** Progress of Subcommittees** – Each committee reported on their progress.

- **Policy** – Amy P. reported that she, Bets, Alex and Graham met in January. They identified areas in the policy that needed to be cleaned up. The trickier areas for policy revision are: Defining what it means for the departments to consult with each other. Do we need a process for when an agreement can't be reached? Also, defining sizes of changes. What's a major change? What's a normal change? Amy will next be looking at other comparable sized campuses in the CSU to see if there are things in place in other policies that could be useful to us. Also, we need to determine if there should be a separate conflict resolution policy. Alex added that another thing they found out was that anyone (faculty, staff, students) can propose a new course and bring it to the Curriculum Committee. Bets stated that what we can do in formulating the policy is to come up with a few guiding principles to run by the committee, in addition to the policy. The policy subcommittee will work on this and finalize a draft prior to the next meeting, send it out to the committee members and get feedback. Ideally, we would vote on it at the next meeting in March, in time to send the policy proposal to the General Senate meeting in March, for the first reading. It would get approval at the April General Senate meeting and be implemented in August for the new year.
- **Recordkeeping** – Amber, Pat, Amy S., Christine and Tony met and brainstormed. The main documents that are produced by the Curriculum Committee are agendas, minutes, CCRs – formal, informal and modality, policies and program proposals. The subcommittee also thought about what kind of features would you want to search for: course name and number, learning outcomes, prereqs, co-reqs, modality, content of course, textbook. The next step is to review the CCR documents that have been digitized by the Registrar's Office. Julia will be contacted. Academic Affairs, Athletics, Extended Learning and Student Affairs might want to access these documents. Shari stated that a Sharepoint could be set up and everyone could have access. The subcommittee will draft a formal recommendations document that can be brought to the Provost Council.
- **Timeline** – Emily, Scott, Dianne and Julia were originally on the timeline subcommittee, but Dianne is no longer on the Curriculum Committee. During the subcommittee meeting, Scott updated Emily on what the problems and roadblocks have been in getting things approved in the past and the timeline that is necessary to engage with other departments to get things approved on time. Graham volunteered to help with the timeline subcommittee. Emily stated that first up would be starting with the Registrar and working backwards to determine the absolute deadlines. Building a calendar with key deadlines and dates would make the process more steam-lined and transparent. Shari also volunteered to be on the timeline subcommittee. Bets asked if the timeline needs to be part of the policy. Amy P. will get in touch with Emily, Scott, Graham and Shari.

- Revised CCR Form – The new form has been completed. It will become an addendum to the policy. It will be sent out in a couple of weeks so members will have time to look at it prior to the next meeting.

Bets moved to adjourn. The meeting was adjourned at 11:59 AM.

Respectfully submitted,

A handwritten signature in black ink that reads "Pat Harper". The signature is written in a cursive style with a large initial "P".

Pat Harper, Secretary