

Minutes
Curriculum Committee
Special Session
August 31, 2021 – 4:00 p.m.
OTC 117

Members in attendance: Jesse Davis, Amanda Booth, Candi Miller-Morris, Griselda Aubert, Dusty Baker, Dina Jenks, Todd DeKay, Kim LaDuca, and Edna Yokum (on Zoom)

I. Call to Order

Meeting Called to Order: 4:05 p.m.

APPROVAL OF MINUTES: Since this is a Special Session meeting, there will not be approval of minutes at this time. The approval of minutes from the August 24, 2021 and August 31, 2021 will be done at the next regular scheduled meeting on September 7, 2021.

II. Changes to Agenda

- a. No changes to the agenda at this time.

III. Revision of Forms

Streamlined forms listed below to make them more user friendly. They contain more explanation on how to fill them out and include an example on what to fill in the blank

- a. New Program Curriculum Form – This form will be on the website under the Curriculum Committee page. When filled out, it will go to Dina Jenks for review.
Motion to accept the modified New Program Form was made by Candi Miller-Morris and seconded by Amanda Booth. There was no discussion. Motion passes.
- b. Modified Program Curriculum Form – This form was taken out of Labor Market Information. It is the same skeleton from the New Program Form.
Motion was made to accept the changes on the form by Kim LaDuca and seconded by Candi Morris-Miller. There was no discussion. Motion passes
- c. New of Change of Course Form – This form is for modifying the course. Griselda Aubert mentioned that the form should include the listing of what course is required for each program, whether it is a corequisite or a prerequisite for the course. It was recommended to add a box on the form on how this effects the core requirements. The new box on the form was placed under the Programs heading on page 3, right above the Rationale for Request section. There needs to be an example in the box as well. Jesse Davis will send the revised forms to the Curriculum Committee and have them put on the website.
Motion to accept the changes on the form as presented was made by Edna Yokum and seconded by Dusty Baker. There was no discussion. Motion passes.
- d. General Education Checklist Form-There was discussion on changes on this form to coincide with the changes of the forms mentioned above. Edna recommended this form should have a checklist of general education requirements and add the form online as well. Jesse Davis and Edna Yokum will schedule a time to finish the form.

IV. OTHER BUSINESS:

- a. Bi-Weekly Meetings are set for every other week on Tuesday's at 4:00 p.m. in the CUB, Fireplace room. Dina needs to arrive early to make sure the room is unlocked for each meeting.

- V. Motion to adjourn by Edna Yokum. Seconded by Dusty Baker. Motion Passes.

Meeting Adjourned at 4:34 pm

Next Meeting is September 7, 2021 at 4:00 p.m. in the CUB, Fireplace room.