

Curriculum Committee

2022-2023 Catalog

Minutes

March 29, 2022

3:00pm – Fireplace Room

Members in attendance: Griselda Aubert, Dusty Baker, Caleb Cain, Todd DeKay, Kim LaDuca, Andrea Warton (secretary), Christina Weir, Edna Yokum

Agenda Items

Procedures

- I. Call to order
Meeting called to order by Chair, Edna Yokum, at 3:15pm and a quorum was declared
- II. Changes to agenda
 - a. None
- III. Approval of the minutes for February 25, 2022 meeting
 - a. Change the word “He” to “The” under F, and correct “DaLuca” to “LaDuca” under G. Kim LaDuca made a motion to accept the changes and it was seconded by Dusty Baker. The motion was unanimously approved. The changes were corrected on the February 25, 2022 minutes.
- IV. Other business
 - a. Welcome new members, Caleb Cain and Cassandra Solis
 - b. The deadline for curriculum changes needs to move up to avoid rushing to submit changes for approval.
 - 1) Dusty Baker made a motion to discuss moving the deadline for curriculum changes and it was seconded by Kim LaDuca. Dusty Baker stated in order to give faculty time and the curriculum committee time, September 30, 2022 might be a good deadline. Edna Yokum suggested October 28, 2022 for a deadline. She also said the curriculum forms will be re-designed to mimic Course Dog – the new catalog software. Edna suggested four forms for submission of curriculum changes; program, course, modified and deactivated. She will create the forms for the April 26th meeting. Academic Directors will disseminate this information. A memo will be sent to Donna Oracion to include due dates for submitting curriculum changes.
 - 2) Edna Yokum suggested for future meetings, the first part of the meeting would be for discussion of any changes with financial aid and advising input. The second part of the meeting would be action on the changes and signing of forms. This will be tabled for the next meeting.
 - c. Edna Yokum would like to nominate an Ad Hoc committee to create general education plans for AA, AS, AAS, Health, and Technical Education. Dusty Baker made a motion to approve Ad Hoc committees, Kim LaDuca seconded and the motion carried.
 - d. Nominations for at large and ASE representatives will be tabled for the next meeting.

e. Business Administration modification to reduce credits from 62 to 61. The general education requirements are incorrect. Kim LaDuca made a motion to open the floor for discussion. Caleb Cain seconded. Kim made a motion to make the change, Caleb Cain seconded and the motion carried unanimously.

f. Associate of Arts in Agriculture deactivation. Dusty made a motion to deactivate the AA degree and change it to an Associate of Science degree. Kim LaDuca seconded the motion and the motion was carried unanimously.

V. Adjournment

a. Caleb Cain made a motion to adjourn, Dusty Baker seconded. The meeting was adjourned at 4:30.