

## Curriculum Committee

2021-2022 Catalog

August 26, 2020

3:00 p.m. OTC 124

Attendees: Jesse Davis (Chair), Edna Yokum, Diane Klassen, Romo Villegas, Griselda Aubert, Ron Flury, Morgan Simmons (Secretary)

Absent: Christina Weir, Kim LaDuca, Candi Miller-Morris

**Jesse Davis called the special Curriculum Committee Meeting to order at 3:12 p.m.**

**No changes to the agenda were made and the agenda as submitted was accepted.**

**Ron Flury made a motion to accept the minutes of the August 12, 2020 meeting as submitted. Diane Klassen seconded. The floor was opened for discussion.**

**The motion to approve the minutes as submitted were approved by voice vote.**

**Edna Yokum made a motion to approve the Curriculum Committee Charter as submitted. Diane Klassen seconded. The floor was opened for discussion.**

- General clarifications were made while discussing the document.

**The motion to approve the Charter was approved by voice vote.**

**Edna Yokum made a motion to table the Curriculum Committee Change forms. Ron Flury seconded. The agenda items have been tabled pending an email vote once changes have been made.**

- The following changes need to be made to the forms prior to the vote.
  - o Adding a CCB signature line to the modified degree/certificate programs form
  - o Removing BOR signature line from the modified course form
  - o Adding the following items to the modified course form:
    - Effective Term (i.e., Fall 2020, Spring 2021...)
    - Schedule Type: Regular, Lecture, or Seminar; Independent Study; Laboratory/Clinical; Practicum/Internship/Co-op; Studio/Activity
    - Credit hour break down (Credit Hours, Lecture Hours, Lab Hours, Activity/Studio Hours, Contact Hours, Workload Hours)
    - Prerequisites and Co-requisites
  - o Adding a Fee section to the modified course form
    - This section will be informational only as fee approval will flow through the fees committee
  - o Removing the “Deleted” terminology and replacing with “Deactivation”

**Edna Yokum made a motion to approve the workflow process. Ron Flury seconded. The floor was opened for discussion.**

- Need to make a timeline for when items are due to the committee and when they will be approved through the various stages.
- Create a calendar of deadlines

**The motion to approve the workflow process was approved by voice vote.**

**The curriculum committee meeting was adjourned at 3:52 p.m.**

Respectfully submitted,

Jesse Davis, Chairman

Morgan Simmons, Secretary