

Curriculum Committee

2021-2022 Catalog

March 10, 2020

OTC 111 4:30 pm

Attendees: Jesse Davis (Chair), Edna Yokum, Candi Miller-Morris, Diane Klassen, Christina Weir, Romo Villegas, Griselda Aubert, Ron Flury, Morgan Simmons (Secretary)

Absent: Kim LaDuca

Jesse Davis called the Curriculum Committee meeting to order at 4:43 pm (16:43).

The agenda as presented was approved.

Discussion of Documents and Workflow Process

- Please indicate to Jesse what you like from the old forms and what you feel should be kept on the new forms.
- Jesse will rework the documents that were suggested by Dr. Powell to make them useable for our campus and needs.
- Additional information needed for Student Services.
- Griselda will go through the old form and through Banner Modules and give a list of needed items to be included on the new forms.
- Rationale needs to be reworked.
- **Course Change Form**
 - o Date Submitted, Approved, Effective
 - o Current Course Information/Proposed Course Information
 - o Course Title
 - o Banner Course Title (30 Characters Max.)
 - o Department
 - o Course Number
 - o Degree Type
 - o CIP
 - o Schedule Type/Lecture Hour/Lab Hour/Contact Hour/Workload Hour
 - o Pre/Co reqs
 - o Course Fees
 - o Major Restriction
 - o Rationale
 - o Provide emerging trends data
 - o Section to provide impact to other areas of the catalog/university publications
 - o Advisory Committee input
 - o Take out Signature Lines
 - o Cover page with checklist and routing signatures
- **Workflow**
 - o First Agenda – Information Item
 - o To Student Services

- Second Agenda – Action Item
- Sent to CCB/BOR as needed
 - New Program
 - Deactivated Program
 - Deactivated Course
 - Program/Course Fees
- Sent to Faculty Senate as Informational Item
- Morgan will be POC for all items moving through the process

Workflow/Process within Student Services

- Individuals from the office of Financial Aid, Registrar, Advising, etc. will meet to review the documents submitted to them.
- They will review for accuracy, needed changes that affect Financial Aid and other areas.
- Student Services may suggest changes and give feedback to the originator of the document.

It was determined and agreed upon verbally by all members present that Fall 2020 meetings will occur on Wednesdays at 3 pm twice a month. The meetings will begin the second week of the Fall semester and run through December.

The scheduled meeting of Curriculum Council was adjourned at 5:46 pm (17:46).

Respectfully submitted,

Jesse Davis, Chairman

Morgan Simmons, Secretary