CURRICULUM COMMITTEE MINUTES

October 24, 2019, 3:15-4:48 pm, Council Conference Room

Members Present: Lynnette Hoerner (chair, FT faculty – AST, voting), Katherine Sykes (secretary, Veteran Services rep, nonvoting), Ellie Camann (FT faculty – GEY, voting), Jeremy Cox (CTE faculty –FIW, voting), Kate Haddon (nonvoting), Keith Swain (FT faculty – PSY, voting)

Have 7 voting members, so we need at least 4 (3.5 is half) for a quorum.

Members Absent: Kelly Circle (dean, nonvoting), Barbra Sobhani (??? [emailed for exact position], nonvoting), Candace Garrod (FT faculty – CSC, voting), Janiece Kneppe-Walter (FT faculty – ECE/EDU, voting), TuongVi Nguyen (Advising rep, nonvoting), Jesse Turay (Degree Check, nonvoting), Martha Rivero (FT faculty – DMS, voting)

Visitors:

Administrative:

Kelly Circle will be leaving this committee as she takes her position with the American Legion. Barbra Sobhani is planning to take Kelly's seat on the committee. We wish you the best, Kelly!

Catalog Updates - Process Discussion:

Viewing "Catalog Update Process 10.08.19.pdf" from Kelly

Viewing "New & Revised Course Approval Process 7.23.19.pdf" from CCNS

The course approval process has been held up by having Discipline Approval after the course passes our committee. The idea is to move this step before the class comes before our committee. We also want to add our process to a FormStack to try to facilitate and automate parts of this process. Katherine will check on this possibility and report back.

Curriculum Proposal Cover Sheet:

- Suggested additions:
    - verbiage for checking CCNS for duplications
    - information about the prerequisites and corequisites for the course with a note that those apply to RRCC only
    - what semester this course will start
    - addition/deletion/change of course

- o appropriate Bloom's level for the course level (300-400 level courses should have higher level verbs)
- o if the class is variable credit in CCNS, how many credits will it be offered with at RRCC?
- o add something in the email that goes to the Dean to ask if the person submitting the form has the authority to be proposing courses
- Suggested deletions:
  - o Remove the paragraph about "revision to an existing course"

"You should expect a response from the Curriculum Committee within _____" to be added to the FormStack.

This FormStack will need to be reviewed and tested before we share it with the deans. We'll need to make sure the deans know this change in procedure.

[Jeremy had to leave before Curriculum Review. One more voting member is required for a quorum.]

ILT is also working on a procedure. These documents will be shared with this committee.

Ellie needs the style guide for a meeting. This will be posted to D2L.

CURRICULUM REVIEW

HWE103 Community First Aid and CPR

a) This course needs revision before it goes before the SFCC again.
b) Approved by members present.
c) ***This needs one more vote to be approved.***

MEETING ADJOURNED.