Meeting Minutes from March 26, 2015

Curriculum Committee

Voting Members: Rebecca Beal, Becky Brown, Paul Cheney, Lisa D’Agostino, Caitlin Escobar, Luna Finlayson, Sarah Frye, Karen Koenig, Sara McKinnon, Jessica Park, Joanna Pinckney, A Joe Ritchie

Nonvoting Members: Null.

Guests: Void.

Chair: Dave King

Topics Discussed:

1. Rebecca Beal and Paul Cheney motioned to approve the minutes from February 29th. The minutes were approved by all voting members except Sarah Frye and Joanna Pinckney, who abstained. Joanna Pinckney and Jessica Park motioned to approve the minutes from March 12th. The minutes were approved by all voting members except Rebecca Beal, Caitlin Escobar, Luna Finlayson, and Jessica Park, who abstained.

2. Sara McKinnon reported on the Academic Senate meeting. The Senate approved AP 4100 on graduation and discussed the Curriculum Committee Chairperson Position Description as well as plans for addressing recent wait list, registration, payment, and dropping issues. Please see the Academic Senate minutes for March 26th for more information.

3. There was no UDWC report.

4. Dave King updated the committee on the following points:

   a. The next Curriculum Committee meeting will be held on Thursday, April 9th.

   b. The Academic Senate and representatives from UPM offered suggestions for the Curriculum Committee Chairperson Position Description. Dave will work on the recommended changes and bring a new version to the next Curriculum Committee meeting. The document will be used within the Curriculum Committee only.

   c. Lisa Morse and Cari Torres are definitely interested in the Curriculum Institute from July 9-11th. Luna Finlayson and Sarah Frye are considering attending. Dave will work with Sara McKinnon to identify Academic Senate funds and move toward registering for the institute. Dave recommends the committee develops a committee policy on designating Curriculum Institute attendees in case there is ever more interest than available funds and space.
5. Dave King distributed the final list of the Fall 2015 Revision Cycle and showed the online version on the Curriculum Committee website. Joanna Pinckney identified two potential issues with the list. The list has been distributed to Department Chairs, Academic Senate members, Deans, Coordinators, and Directors. Sara McKinnon will send out a faculty-wide email regarding the curriculum deadline.

6. Dave King presented two courses—PHIL 111DE and 118DE—in which the department has requested a Spring 2016 effective date. The committee consented to this effective date because the courses are not actually new curriculum: they are distance education versions of existing courses and the DE versions of the outlines are for internal COM use only.

7. A Joe Ritchie updated the committee on upcoming revisions to the CIS program. Recently, the program combined most of its 8-week, 1.5-unit courses into 17-week, 3-unit courses and changed the titles. This had the unintended consequence of driving would-be students away from the program. The department plans to go back to the 8-week, 1.5-unit model and will be submitting the relevant course, certificate, and degree outlines—along with a crosswalk of courses—for review.

8. Dave King presented a draft of a Curriculum Committee Chairperson Election Procedures and solicited feedback from the committee. He will revise the document and bring a new draft to the next meeting.

9. Because there was only one nomination for the next Curriculum Chairperson term, the committee held a procedural vote. All voting members approved A Joe Ritchie as the next chair, starting July 1st.