

MINUTES  
CURRICULUM COMMITTEE MEETING

3:30 pm – 5:00 pm

Zoom

September 5, 2023

**Voting Members Present:**

Liz Peters, Patti Schlosberg, Andrea Riffel, Jennifer Ritter, Alex Barber, Tiffany Kragnes, Lindsay Masten, Mark Muchna, Sarah Southwick, Denise Woolsey, Kathie Peterson, Stacey Hilton, Charles Lohman, Tania Sheldahl, Dean Holbrok, and Cassi Gibson

**Non-Voting Members Present:**

Leslie Sparkman, Emily Peek, and Ustadza White

**Absent:** Diana Dowling, Sheila Jarrell and Jacqueline Mench

- I. Approval of Minutes May 2, 2023  
Motioned and seconded to approve the minutes; vote taken; motion approved.
  
- II. New Business – Discussion
  - A. Charter

In the meeting, Liz Peters discussed several important updates to the charter, which were reviewed and discussed by the committee.

1. **Title Change for VP of Academic Affairs:** Liz proposed changing the charter's reference from "Vice President of Academic Affairs" to "academic leadership." The group agreed to temporarily use the term "academic executive leadership representation." Liz will meet with other academic committee chairs to finalize the new title.
2. **Voting on Curriculum Committee Members:** The College Council requested the inclusion of a section regarding the voting process for members of the Curriculum Committee. Curriculum Committee members agreed to change the wording from "elected" to "appointed" for individuals whose positions did not specifically require Curriculum Committee participation but whose department input was necessary.

3. **SGA Representation Change:** After a discussion with Janice, it was decided to modify the charter's text regarding SGA representation. Instead of specifying SGA representation, a student representative would be appointed by the SGA but could also come from organizations such as PTK or other relevant groups.
4. **Removal of "Schools" References:** Liz removed all references to "Schools" from the charter, as this term was no longer applicable.
5. **Monthly Meeting with Dr. Moore:** Liz planned to check with Dr. Moore regarding her preference for meeting frequency.
6. **Elimination of Co-Chair for Curriculum Committee:** The College Council expressed the desire not to have ELT co-chair committees, resulting in the removal of the co-chair position for the Curriculum Committee.
7. **Streamlined Technical Team Focus:** The Technical Team's responsibilities were streamlined, focusing solely on evaluating the completeness of submissions rather than conducting a comprehensive review.
8. **Approval Workflow for Curriculum:** The workflow for curriculum approval was outlined as follows:
  - For regular curriculum matters: Initiator > Tech Team > Curriculum > Associate Vice President of Curriculum > President > DGB.
  - For new or deleted programs: Initiator > Tech Team > Curriculum > Associate Vice President of Curriculum > Vice President of Curriculum > President > DGB
9. **Representation Concerns:** Concerns were raised about representation due to changes in divisions. Sarah suggested following the breakdown used by SLOA, ensuring that each division would provide a minimum of one, but no more than two faculty representatives.
10. **Charter Approval:** Liz informed the committee that she would send out an email for members to vote on the charter. The votes were collected via email, and the charter was subsequently approved.

#### B. Procedures for program deletion & program planning

The committee is awaiting responses from both the ELT and Tom Hughes regarding certain aspects of the process.

Liz reviewed some proposed changes to the process.

1. **Timelines:** Dr. Ryan had removed timelines for program deletions, but Liz expressed her belief that timelines should be included, as many other institutions follow a 3-year process for such changes.
2. **Timeline Adjustment:** One of the suggested changes to the process was to modify the language from "not to exceed 3 semesters" to "not to exceed 4 semesters."
3. **DGB Authority:** Liz mentioned her intention to investigate whether the DGB possesses the authority to remove a program outside of the standard program deletion workflow.

C. Policies for Curriculum 3.41 and Independent Study 3.10

Stacey would like the Curriculum Committee to address certain policies to ensure accuracy, such as Policy 3.41.

III. Adjournment