

**Curriculum Committee  
Minutes  
September 27, 2018**

Present: Julie Bonner, Teri Walker, Sayantani Mukherjee, Clem Emhoff, Michael Goerger, Maria Sanders, Scott Robinson, Mike Harrod, Rose Spodobalski-Brower and Mike Gimlin

Absent: Jon Fassett, Bruce Palmquist, Jeff Stinson, Greg Schwab, Ginny Blackson and Sathy Rajendran

Meeting was called to order at 3:17 p.m.

Agenda - Move #7 under #4. Teri moved to approve the amended agenda. Maria agenda was approved as amended.

Maria moved to approve the June 7, 2018 minutes. Teri seconded and minutes were approved.

Committee introductions.

Chair-elect election - Hold until next meeting.

Summer review – Michael gave a quick update on items for the year. The committee will need to work on variable topic courses; go through policy, specifically around GE; issues of timing of things; forms, curriculum calendar be looked at in April. Rose suggested putting some of the charges on the agenda so the committee can talk about them at meetings instead of a last resort.

Curriculum Forms- Mike Gimlin discussed the proposed changes to the forms. Gen Ed sub-topic proposals. Need to talk with Gen Ed as there are issues with the pre-fix, title and description. Process is Gen Ed, Curriculum and then Academic Scheduling.

Course change form - Course fees should state if you select yes, there is another form that must be filled out. Teri moved to implement the course change form. Maria seconded and the course change form was approved.

New Course proposal – The committee would like check boxes with the policy on course types rather than policy then check boxes. Need to address issues around prefixes this year. Are they only four, what if they want six? Rose indicated that PeopleSoft can only do up to 6. Maybe change course description to characters instead of words. Teri moved to approve the new course form. Maria seconded and motion was approved.

Committee Charges - The committee went through the charges. #1 - consistency of review. Not sure it can be solved as there are differences and expertise on the committee. Create program outcomes for three years depending on level of change.

#2 - Will get to it later.

#3 - Teri has put together something as well as Michael. Will look at both and work through that.

#4 - 91 and 99 would like to be made permanent. 98s are not permanent. Policy is not retroactive so there are some courses that will expire. Contact types.

#5 - In 2015 policy was changed. Can now only be S/U, 5 were approved at the same time the policy was approved. This creates an issue for Career Services. Registrar office will only accept a curriculum course change to change these courses to S/U.

#8 not sure why this is coming. What is behind this change? Rose indicated need to look at once a course is inactivated, what they need to do to reactivate. Should they be able to do so?

Meeting schedules - fall do not foresee needing additional meetings. Winter quarter will need to meet every week.

Committee adjourned at 5:03 p.m.