

**Curriculum Committee
October 17, 2019
Minutes**

Present: Julie Bonner, Sayantani Mukherjee, Clem Ehoff, Michael Goerger, Maria Sanders, Benjamin White, Sabrina Juhl, Alexis Daggett, Bernadette Jungblut, Della Gonzalez, Scott Robinson, Coco Wu, Mike Harrod, Mike Gimlin, Mark Samples

Absent: None

Guest(s): None

Meeting was called to order at 3:16 p.m.

Introduction of the new student member Alexis Daggett.

Chair updates – There are currently two committee vacancies: CEPS and COTS. Mike Gimlin asked about departments that have old pre-reqs in the old GE program; such as ENG or MATH. Students may not understand that are in the new GE and that the specific courses are needed. Mike indicated that there are currently 53 courses that have ENG 101 or 102 as a pre-req. Michael will communicate with the departments that have courses and programs that are affected by this. The department chairs would like to see the CWU 184 sub-description be allowed to have more than 35 words. Curriculum Committee would like to stay with 35 words for this year and talk about what is best going forward.

Maria moved to approve the agenda. Sabrina seconded and motion was approved.

October 3, 2019 minutes were approved.

Approval log

Maria moved to approve ADMG 424, CS 301, ENG 404, ENG 504, FCL 435, FCL 535, HIST 432, HIST 457, HIST 476, HIST 576, HIST 477, HIST 577, MATH 172, SOC 326, SOC 365, HIST 498, HIST 498, HIST 469, HIST 569, and NUTR 546. Sabrina seconded and proposals were approved.

Review log

Course change -

#1 ASL 310 - One outcome has “demonstrate an understanding of”. Needs to reword outcome: Demonstrate an understanding of respect of the deaf culture.

#6 BIOL 341 - Several learner outcomes in one box, and there are bullet points. Displayed learner outcomes are displayed as a list of sentences in one box. Catalog will reformat these if needed. This is okay

#7 BIOL 343 - Assessments are outcomes. They put the outcomes at the beginning of the assessment. This is okay.

#9 BIOL 467 - No justification. Ask for clarification of what the new pre-req is and why they are adding it.

#13 EDF 502 – Changed course type, but didn’t explain all of their changes. They explained the title change, but nothing else. Calling them seminar, but this is a defined curriculum definition and number.

Outcome #2 seems vague, but decided this was okay. Outcome #3 is hard to understand. They need to clarify what they are saying.

#14 EDF 503 - Same as EDF 502. Course description should have complete sentences. They are missing a comma in the third outcome.

#15 EDF 507 – The outcomes are wordy. Description is over 35 words. They need to streamline the outcomes. Split last outcome into two outcomes.

#16 EDG 508 - Same as 502. First outcome is not really an outcome.

#17 EDF 567 - Same as 502. Course description is not quite like other descriptions. It seems like a list rather than a description.

#19 ENTP 487 - Justification is non-specific. This is okay.

It was suggested that for Math courses requirements there be someplace on the web that these can be put and a link or pointer to let the students know where they can find this information.

New courses

Future new course form should have a spot to indicate they are proposing for GE.

#24 SOC 201 - This is okay.

Program changes

New programs

#11 Deaf and Sign Language Studies - Have an admissions pre-req, which is also a pre-req for some of their other courses. Do they really want that since the students have to take it anyway. This proposal should have had approval from COTS and CEPS associate deans. The committee will accept an email that can be attached to the proposal of their approval.

#12 Digital Marketing Minor & Certificate - suggest rewording pre-req requirements. Uses the word track when it is actually one course if you are a major and a different course if you are a non-major. Sayantani is okay with eliminating this language which is her proposal. Coco also agreed to this change.

#26 Visual Art Teaching Major, BA - The education program is part of the schema, which makes it look odd.

Maria moved to send out the proposals on the review log for campus review. Sabrina seconded and motion was approved.

Bernadette talked with the committee to find out if FSCC would be okay with faculty who are proposing new certificate programs be allowed to submit their gainful employment certificate to financial aid. (Federal Department of Education). Students cannot get financial aid for these programs without department of education approval. The committee agreed that this is okay as long as the program is not marketed until after they receive the appropriate curriculum approvals.

Mike Harrod indicated it would be nice if the impact report would match the effected programs or departments. The proposers don't always add those effected departments. Mike Gimlin indicated that

once the proposal is launched the routing is fixed so would need to have it custom routed if there are departments that were not selected.

Curriculog forms – The committee decided to set up a subcommittee to look over the forms and make recommendations. Michael, Maria and Sabrina will make up the subgroup. Mark suggested talking with Arturo about his experiences at their institutions and may have recommendations.

There was discussion about putting zip codes on the Curriculog forms. This is a code that classifies a program by type. There are 177 zip codes currently. There is no policy or procedure for this currently, only an internal process. These are used for reporting to federal government and other entities. They have some impacts on grant funding. Maybe on the new program there be a link to guide faculty to a website to find the appropriate zip code for their program. This is for new programs.

Michael indicated the committee does need to talk about the pre-approval process. There needs to be policy in place before the pre-approval information gets put into the form. The committee would like to launch any changes to the forms at the end of the quarter.

Mike indicated that in the review process he has not been mandating other department approvals if the course is an elective course. They are only being forced to have all department approval if they are required courses. The committee would like any outside courses be mandated to get that departments approval. Item for the next meeting is a discussion about the 15 day rule and if after 15 days the proposal should automatically move forward or be rejected back to originator.

Meeting was adjourned at 5:10 p.m.