

Curriculum Committee
June 4, 2020
Minutes

Present: Julie Bonner, Clem Ehoff, Maria Sanders, Arne Leitert, Benjamin White, Hongtao Dang, Sayantani Mukherjee, Michael Gorger, Sabrina Juhl, Bernadette Jungblut, Trista Drake-Jones, Jeff Dippmann, Sydney Thompson, Mike Gimlin, Mark Samples, and Coco Wu

Absent: Alexis Daggett, Heidi Henschel Pellett, and Mike Harrod

Guest(s): None

Meeting was called to order at 3:13 p.m.

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

Maria moved to approve the May 21, 2020 minutes. Ben seconded and minutes were approved.

Approval log – Maria moved to approve EMS 360, ENG 553, ENG 534, ASP 599, MSL 118, 119, 120 and HED 422. Clem seconded and motion was approved.

Maria moved to reject REC 320 back to the department. Julie seconded and motion was approved. This proposal was put on pause last spring waiting for a program change. Michael has tried to reach out to the originator and department all quarter, but there has not been any response

Chair updates – Michael indicated he wrote up an MOU with Lizzie Brown regarding instructional modalities. This was driven by concerns for the need to show students what the modality of a course is when they sign up for the course. The current modality types were not sufficient to do that. We also need the capacity to record what courses are turning into for Veteran Affairs and international studies. Veterans have to take most of their courses in person, while some of these regulations are being relaxed right now, Central still has to document that the course would have been in person. The MOU only addresses next year. The committee will need to add language around modality and course types next year. We don't have any policy around modality. To most students online means asynchronous. Michael reported that all of the committee motions passed at the Senate meeting yesterday.

Curriculog forms – The committee discussed the current Curriculog forms. The committee talked about adding a box for programs that are not truly new for majors that they can check. These proposals don't need to go to NCWCCU or the Board of Trustees (BOT). Mike Gimlin went through some of the changes to the forms with the committee.

Procedure for missed deadlines – One issue has been individuals not approving some CurricuLog proposals and they end up going back to the originator. Michael talked with the committee about making a change to the deadline process, that if a proposal isn't approved after 15 days it automatically gets approved to the next step. The committee agreed to make this change.

Abandoned proposals – There are proposals that are sitting in Curriculog. They were started, but never got through the process or were rejected. Mike indicated that there are 579 active proposals right now. 230 are at the originator step. 120 have been there for over a year. Some have been in the system for

over 900 days. He would like to send an email to the originator with a deadline to respond that they are still needed. A pdf copy will be kept by the Registrar office. It was suggested to send out something at the beginning of fall quarter that if you have an old proposal and that as of Jan 1 it will be removed unless you respond. It was suggested that spring quarter would work better for the Registrar office. Give individuals two weeks to respond.

Coco suggested that the Academic Affairs Committee (AAC) consider all of the requirements for syllabi, per policy, be on one web page. Potentially build into Canvas. Maybe have a resource page for faculty with all of these policies.

20-21 meeting schedule – It was suggested to move the initial workshop to September 10. The first meeting would be September 17. The committee decided not to adjust the curriculum deadlines for next year. Michael will send a comment to the Executive Committee (EC) that the committee does not want move the curriculum deadlines and could see there being some unintended consequences. Coco asked if a MOU could be done with ADCO about department chairs approving curriculum during December. Bernadette suggested conversations with the Graduate Council curriculum committee as well as to ask that proposals are all in and approved by Thanksgiving.

Michael indicated he will be putting together some information on items that the committee needs to work on next year. He will be putting together some of the policy changes together for review next fall.

Maria thanked Michael for his leadership these past two years.

Meeting was adjourned at 4:48 p.m.