

**Curriculum Committee  
Minutes  
February 22, 2018**

Present: Jan Byers-Kirsch, Teri Walker, Coco Wu, Michael Goerger, Maria Sanders, Jon Fassett, Bruce Palmquist, Mike Harrod, Rose Spodobalski-Brower

Absent: Toni Sipic, Maura Valentino, Provost designee, Scott Robinson, Jeff Stinson, Ginny Blackson, Sathy Rajendran, Michael Johnson

Guest(s): None

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

Bruce moved to approve the agenda as amended to change Curriculog issues to Registrar updates. Jon seconded, and agenda was approved as amended.

Coco moved to approve the February 15, 2018 minutes as amended. Bruce seconded, and minutes were approved.

Chair updates – Teri talked about the curriculum transition plan post Linda Hoff. We need a short-term solution for the rest of this year, a short-term plan for next academic year and then next year work on a long-term plan. Teri went through the process she is currently using to send information on reviewed proposals to the departments. It was suggested to do a web form with a submit button to send to the originator. Jan suggested that the committee have some common comments that are used consistently. The committee talked about doing a training next fall for originators doing course and program changes.

Registrar update – Rose reported on the recent Digital Architecture conference. Digital Architecture (DigArc) is working on a change for Curriculog that when originators import information it will automatically launch the proposal. The Registrar office is talking about making the PIN number unavailable until faculty do training. Curriculog will be adding the credits to the proposal. The credits will be editable and provide an automatic total. They are looking into making specific fields limited. However, they can't do it by word count but only by character count. DigArc is hoping to make some of these enhancement within the next 6 - 8 months. They are looking at rewording the term "reject" to something like "return/resubmit". This would allow the committee to send back a proposal to be revised without rejecting or custom routing it. Rose indicated DigArc is working on the custom routing, so proposals can be custom routed several times instead of just once. They are looking at being able to create a table for the agenda. They are also looking at when an administrator can edit a proposal. Another change will be to be able to approve multiple proposals at one time. DigArc is looking at creating a pop out for learner outcomes so they can be read. There may be an option to undo a decision after it was made.

The committee went over the draft checklist for the curriculum process and what are the different roles. There were changes made to the draft.

Meeting was adjourned at 5:03 p.m.