

**Curriculum Committee  
Minutes  
April 26, 2018**

Present: Jan Byers-Kirsch, Teri Walker, Toni Sipic, Coco Wu, Michael Goerger, Maria Sanders, Maura Valentino, Jon Fassett, Scott Robinson, Rose Spodobalski-Brower

Absent: Gail Mackin, Mike Harrod, Jeff Stinson, Ginny Blackson, Sathy Rajendran and Michael Johnson

Guest(s): Cody Stoddard

Meeting was called to order at 3:15 p.m.

Cody reported back to the committee about the workload issues. He has spoken to the Provost about this and Charlene Andrews is doing some research.

Agenda - Take off #7 placeholder courses for today. Coco moved to approve the agenda as amended. Maria seconded, and motion was approved.

Coco moved to approve April 19, 2018 minutes as amended. Jan seconded, and minutes were approved.

Review log

New programs

#18 Info Tech & Administrative Management BAS, Project Management Specialization and #19 Info Tech & Administrative management BS, Project Management Specialization the narrative sounds like a promise. This could be reworded.

#25 SHM 450 – Need to use a measurable verb in outcome #2 and #4.

#26 SHM 451 – Need to use a measurable verb in outcome #2 and #4.

#27 SHM 452 – Need to use a measurable verb in outcomes.

#28 SHM 453 – Need to use a measurable verb in outcomes. Learner outcomes are low-level for 400-level course.

#29 SHM 501 – Need to use a measurable verb in outcomes.

#30 SHM 502 - Need to use a measurable verb in outcomes.

#32 SHM 571 - Need to use a measurable verb in outcomes.

#33 SHM 574 – Assessments need work.

#37 SHM 579 - Learner outcome #4 is not measurable.

#38 SHM 581 - Learner outcome #4 is not measurable.

#39 SHM 582 – Align outcomes with content in description.

#40 SHM 700 - Learner outcomes say it is a capstone. This is okay.

Course Changes

#6 EDBL 401 - pre-req information has been added in. This is okay.

#7 EDBL 438 - Learner outcomes say “demonstrate an ability to”.

#8 EDSE 302 - Has 19 learner outcomes and are fairly low-level verbs.

#11 EFC 330 - Outcomes are grouped as more than one outcome and then only one assessment. All the assessments are the same.

#14 EFC 416 - Learner outcomes are nearly the same for each outcome. Written assignment or lesson plan are the assessment.

#15 EFC 440 - Nearly the same assessment for each learner outcome.

#20 PSY 314 - This is okay

#31 SHM 554 - Learner outcomes “demonstrate an ability to”.

Chair updates - Committee support for this year and next was talked about. Teri met with CS and working on their changes. Met with ITAM and working on assessments and found out they are identical and are what they do. The courses are ready to go.

Registrar updates – Rose reported that notices are being sent out to departments that will have courses going on reserve. These will be placed on reserve fall quarter.

Curriculum deadlines - 2019-20 deadlines New courses/course changes are due for winter quarter 2019 August 3, 2018. Spring would be due 10/12/18; summer is 12/21/18; fall 2019 2/1/19. Rose made these changes to coincide with scheduling. Program changes fall 19 1/11/19.

Michael talked about the deadlines keep being moved back and we don't seem to be solving the issues. We are not decreasing the work, but the backlog just happens earlier. Teri indicated there is an issue with an August deadline as faculty are not on contract in August. Rose indicated that these courses need to be to Academic Scheduling by October 5.

Scheduling deadlines do not coincide with curriculum deadlines. You should allow at least 8 weeks for scheduling. Schedule goes live 10/22, that means 10/5 is final deadline to schedule a course. The committee will look at policies/procedure about the timeline. Maybe we can shorten the time between steps.

Committee would like to look at this policy next week.

Rose will look at some changes for the deadline memo.

Meeting was adjourned at 4:45 p.m.