

**MINUTES
EXECUTIVE BOARD
Black Hall, Room 228-7
November 14, 2011**

1. **ATTENDING:** Connie Lambert (CEPS), Jim DePaepe (OREA), Kirk Johnson (COTS), Marji Morgan (CAH)
2. **MEETING CONVENED:** 9:06 am
3. **CHANGES TO AGENDA:** The agenda was approved as is.
4. **APPROVAL OF MINUTES:** The October 17, 2011 minutes were approved as is.
5. **Updates:**
 - **Advisory Council Meeting**
 - The Advisory Council was unable to discuss the policy issues at the last meeting because of the large amount of curriculum on the agenda. There will be an extra Advisory Council meeting on November 30, 2011 in order to discuss the policy changes prior to the next meeting in January.
6. **New Business**
 - **Proposal Review Committee**
 - Two years ago the CTL promised the Faculty Senate that we would develop a process for content areas to submit proposals to substitute their courses for PEP courses. This promise was made in order to get the PEP approved.
 - Last year Science Education submitted a proposal, this was the first one completed. This year the Mathematics Department followed suit and submitted a proposal. Barry, EFC Department Chair and Proposal Review Committee Chair, did not approve the Mathematics proposal and the committee did not approve the proposal. The Advisory Council listened to arguments on both sides and voted to approve the curriculum as presented by the Mathematics Department.
 - When the Proposal Review Committee was first formed it was decided that the committee needs representation from all three colleges, as well as a formal charge, this was not done. There were also supposed to be 'curriculum forms' created for CTL use in order to create the proposals, as well as PEP course syllabi available online, and these have also not been done.
 - Concern was voiced that the chair of the EFC Department should not be the chair of the Proposal Review Committee. Having the chair serving in both roles could be seen as a conflict of interest.
 - Music, Art, and PE have voiced interest in submitting proposals.
Comments and recommendations included:
 - the committee membership should include two faculty members from each of the colleges, and one EFC faculty member to serve in a nonvoting role;
 - the committee should be disbanded completely and the Undergraduate Curriculum Committee and Graduate Programs Committee should review the proposals respectively;
 - the Assessment Committee should be charged with reviewing the substituted courses annually to ensure that the data and assessments are lining up;
 - stipulate a one year approval, with a continuance of approval pending a review by the Assessment Committee; and

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- a curriculum form should be created based on the letter that we sent to the Faculty Senate.
- A motion was made to *disband the Proposal Review Committee, charge the Undergraduate Curriculum Committee and Graduate Programs Committee with the operation and expectations of the disbanded Proposal Review Committee, and charge the Assessment Committee with reviewing data and assessments for all substituted courses annually and report results to the CTL Executive Board and CTL Advisory Council.* The motion was seconded, and without further discussion passed unanimously.
- A second motion was made to *charge Connie Lambert, Jim DePaepe, Mark Oursland (chair of the Undergraduate Curriculum Committee), and Kirk Mathias (chair of the Graduate Programs Committee) with developing a curriculum form template based on the Faculty Senate Letter and updating the criteria for the proposals as necessary.* The motion was seconded, and without further discussion passed unanimously.
- A comment was made that Undergraduate and Graduate committee needs to be reviewed. At the moment the Graduate Committee membership consists of Kirk Mathias from CEPS (chair) and George Bellah from CAH (not an actively participating member and should be replaced). A recommendation was made that Connie should contact Bret Smith to be a member of the Graduate Committee as the CAH representative and Tim Sorey as a member of the Undergraduate Committee as the COTS representative.
- **CARR Committee**
 - Last year a Focus of Concern Form and Procedure was passed by the CTL Advisory Council, along with a Professional Plan. We received the first referral last month, and the committee is unsure how to proceed. The first issue is that the instructor that referred the student failed to fill out the forms completely. (Should the forms be automatically returned to the instructor to be completed?) The other concern is that there are three levels listed: mild, moderate, and severe. The severe level requires the committee to meet with the student and decide if the student should be kicked out of the program. The instructor that referred the student checked the severe category. Following an investigation by talking to four other faculty members and the faculty member's department chair, it was determined that the student's behavior was an isolated incident. The other instructors spoke highly of the student, and they have not noticed any of the behaviors highlighted. The committee would like the authority to change the level from severe to mild or moderate.
 - There is also a place on the form that gives the option of speaking with the department chair. A comment was made that this should be required prior to a referral being submitted.
 - A comment was made that the student being referred should always be contacted when a form is submitted. Nothing should go into any student file without the student being aware.
 - This will be on the agenda for the next CTL Advisory Council Meeting on November 30, 2011.
- **Curriculum Procedures**
 - Some faculty members have voiced concern regarding the Faculty Senate Curriculum committee curriculum review procedures. The faculty members feel that

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small changes such as title changes and numbering should not have to go through the additional step of Faculty Senate Curriculum Committee approval. After being approved by the CTL they should be sent to Linda Hoff and on to the catalog. Dan Fennerty sent a letter to the Faculty Senate Curriculum Committee in the hopes of discussing concerns with the FSCC and possibly streamlining this process.

- There will be an update at the next meeting.

- **Morgan Middle School**
 - Connie received a request from Michelle Lundgren looking for an unbiased studio guest to chat with a radio host and two students about Morgan Middle School. A suggestion was made that maybe Ginni Erion would be a good person for this. Another suggestion was made to ask Chuck Wahle, though he is on the school board.

7. **ADJOURNED:** Meeting was adjourned at 10:02 am