

FACULTY SENATE CURRICULUM COMMITTEE (FSCC)

Meeting Minutes – December 4, 2025

Meeting Location: Zoom

Call to Order: 3:10 p.m.

Adjourned: 5:00 p.m.

ATTENDANCE

Voting Members:

Paul Ballard (Chair), Dia Gary, Mengyu Ma, Sayantani Mukherjee, Sarah Oppelt, Erika Pazian, Tim Sorey

Non-Voting Members:

Mike Gimlin, Kurt Kirstein, Tennecia Dacass, Mike Pease, Rachel Kirk, Gayle Young-Dohrman

Guests:

Erin Craig

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF MINUTES

A motion was made to approve the **November 20, 2025 draft minutes with revisions.**

- Revision noted: update references from **KINE** to **KIN**.
The motion passed.
-

APPROVAL LOG

A motion was made to approve the December 4, 2025 Approval Log.
The motion passed.

CHAIR'S REPORT / UPDATES

Recording Meetings Update

Administrative Assistant, Alysia Owlsym, reiterated that FSCC meetings cannot be recorded without triggering the legal requirement to retain recordings for six years and then transfer them to Washington State Archives for permanent retention and stated that minutes will be taken manually without audio or video recording.

Hyflex Update

Tim Sorey reported on discussion at the Faculty Senate meeting regarding the Hyflex definition. Concerns raised by Senate members were shared, including feedback from voting and non-voting members and representation from the Registrar's Office.

Following discussion, revisions were made to the definition, including removal of language referring to "simultaneous" delivery and "in each class session." The definition was streamlined to clarify that students choose from available modalities and faculty offer what is feasible. Concerns were expressed regarding access to necessary resources and flexibility within syllabi, with some noting that modality flexibility could be negotiated between instructor and student.

One Faculty Senate member challenged whether Hyflex represents "best practice," and Tim noted that FSCC research supporting the definition had been conducted. Despite opposition votes, the revised definition passed by majority.

The Chair thanked the Hyflex subcommittee for their work and collaboration.

REVIEW LOG – NOVEMBER 20, 2025

(8 Course Changes, 2 Program Changes)

COURSE CHANGES

The Chair invited discussion on course proposals.

- **Proposal #3:** Friendly amendment to correct a misspelling of "transportation" in a learner outcome.
- **Proposal #5:**
 - Discussion regarding whether to drop a preamble; the committee agreed the verb usage was acceptable.

- Friendly amendment to add a period (clarification to be confirmed).
- The originator will be asked to revisit learner outcomes, clarify the third and fourth outcomes, and restate the use of “utilize” more clearly.

A motion was made to *send course change proposals forward for campus review*.
The motion passed.

PROGRAM CHANGES

Discussion included the following:

- **Proposal #1:** Clarification was requested regarding whether the minor is intended for non-COB students. The Registrar confirmed it is not for COB students.
- **Proposal #4:** Committee members noted the curriculum was well-structured and streamlined, reflecting recent improvements in curriculum design.

A motion was made to **send program change proposals forward for campus review**.
The motion passed.

DISCUSSION ITEMS

Biology Courses – Contact Hour Language

The Registrar discussed a request from the Biology Department to relocate contact hour language from course descriptions into a dedicated contact hours field. Clarification was provided that this change would not alter course content.

A motion was made to *allow contact hour revisions on Biology department courses to be managed by the Registrar’s Office*.

The motion passed.

Health Sciences – Paramedicine Stackable Certificates

Discussion focused on a proposal to create a certificate using existing courses. Concerns were raised regarding the maximum allowable credit hours for certificates under current policy, as the proposed certificate exceeds the limit.

Options discussed included splitting the proposal into two stackable certificates versus exploring policy flexibility. Concerns included financial aid implications, backend system requirements, and whether the first certificate would hold standalone value. It was noted

that the certificate is intended primarily for students who do not complete the bachelor's degree, with only a small number continuing on to the BS.

The Chair stated he would work with the Registrar and other stakeholders to explore options for moving the proposal forward.

New Programs or Certificates Template

Kurt Kirstein presented a proposed template for brand-new programs in new academic fields at the undergraduate or graduate level. The template is intended to support Board of Trustees review by providing earlier access to information related to resources, demand, and supporting documentation.

Key points included:

- The template would be attached in Curriculog.
- Programs would not advance without the completed template.
- The template supports earlier BOT review timelines.
- Suggestions included adding CIP code information to support financial aid processing.

A vote occurred regarding approval of this process change; **outcome requires verification.**

GENERAL EDUCATION CAT TEAM PRESENTATION

Erin Craig presented an overview of the General Education Category Team charge, including motivation, guiding principles, scope, and timeline.

Key challenges identified include:

- Complexity affecting student navigation, advising, and assessment
- Capacity management and alignment with student demand
- Transfer alignment to improve completion timelines

The charge includes researching general education models aligned with CWU's mission, evaluating fiscal impacts, and developing recommendations for revisions or a new model. The team is operating across the full academic year and is currently in the research and consultation phase.

Committee members offered feedback and suggestions, including reviewing documentation from prior General Education revisions and prioritizing simplification. Erin expressed interest in returning to FSCC for continued consultation. The Chair expressed appreciation for the presentation and offered FSCC's support.

ADDITIONAL BUSINESS

- The committee will not meet on December 18, 2025.
 - The next meeting is scheduled for January 15, 2026, via Zoom.
 - The Chair noted an anticipated high volume of proposals and a goal to assign reviews at least one week in advance.
-

ADJOURNMENT

The meeting adjourned at 5:00 p.m.