

**Curriculum Committee
Minutes
October 3, 2024**

Present: Dia Gary, Paul Ballard, Sayantani Mukherjee, Erika Pazian, Lacy Ferrell, Tim Sorey, Benjamin White, Susan Merrill, Gayla Blaisdell, Mike Pease, Selena Castro, Mike Gimlin, Tennecia Dacass

Absent: Mengyu Ma, Lizzie Brown, student representative, Library Dean designee, Arun Pillutla, Kurt Kirstein

Guest(s): None

Meeting was called to order at 3:12 p.m.

Approval of the September 26, 2024, were approved.

Chair report – MBA new degree type will be coming to the committee for review. Tim indicated that we may need to request technology and or training to help the committee members be more efficient. Are members getting consistent workload for the committee?

Review Log

Course changes –

#14 MET 316LAB Applied Heat Transfer Laboratory. In course learner table “students will” is in each of the learner outcomes. These need to be removed. Mike G. indicated this will be cleaned up in all of the MET proposals.

#15 MUS 105 Introduction of World Music – The learner outcomes were last reviewed 2015. They are okay so how do we show that? When this gets to the integration step the date will be revised. They haven’t given a justification for why they are removing the prerequisite. It says no prerequisites are necessary for a student to be successful in the course. This is okay.

#9 MET 314 Applied Thermodynamics – In learner outcomes it says “student will”. Mike G indicated this will be cleaned up.

Course changes were approved.

Program changes

#6 Innovation through AI Minor or Certificate Type B – Change title. Refers to ITAM in narrative and should be ITM. Talk about change in title to AI instead of IT to better reflect landscaping of technology. However, the course work doesn’t seem to be connected to AI. Program has changed very little and seems to focus on IT. Sayantani indicated the same concern. Mike G the ITAM is in the shared core and this has already been updated in the catalog and will be automatically updated. Title seems a little misleading. They added a new course on AI. Maybe they will be including AI in some of the other courses. Selena the courses are more focused around AI and faculty have specialty in this area. Ask originator if they can give more detail how the courses map to AI. Sayantani will do the form.

#2 Asian Studies Major, BA – Look in program outcomes first bullet point Demonstrate an understanding of. Maybe use Describe. Articulate in the program outcomes has been spelled incorrectly.

Paul moved to send out the program changes out for campus review. Ben seconded and motion passed.

Program Delete or Reserve

Lacy moved to send out the program deletion or reserve proposals out for campus review. Paul seconded and motion passed.

MBA – The committee would like to have the originators and dean at the October 17 meeting.

Curriculum review tips and tricks.

Tim indicated that if you can utilize a split screen or multiple screens it makes the meeting process easier. Make sure we are following current policy with curriculum.

Curriculum deadlines – The table is hard to read. It is somewhat text heavy. Paul indicated at other institutions he has been at have used a hard deadline at the chair level and were guaranteed to get through the process. Anything after that date was only if it made it through the process. Tim shared a checklist that was created by Teri Walker for originators, chairs and deans.

Committee charges – Charge 1 would like to have the Registrar come and talk with committee about hybrid modality.

Charge 2 – Special topics tentative trial course that a department would like to try out and maybe convert to a regular course if the course makes sense. If we develop an abbreviated process for these, they would then have to go through a full approval to become a regular course.

Charge 3 is to revise the curriculum deadline table.

It was suggested to have breakout sessions to work on the fall charges. Maybe have people volunteer for subcommittees to work on information.

Committee members would like information ahead of time to be able to prep prior to going into breakout sessions. Try and have Arturo come to the meeting next week. Would like to see any information he has prior to the meeting. Tim will reach out to the Registrar to see if they would share their information.

Meeting was adjourned at 5:02 p.m.