



COMMITTEE MEETING

Wednesday, August 31, 2016

1:30-4:30 p.m.

TEC Computer Lab Room 800D

DISCUSSION MINUTES

Voting Members Present:

Guy Dadson, Natural Science
John Ison, Humanities
Kelly Nelson-Wright, Social Science
Nahrin Hinaro, Counseling/Std Srvs
David Brown, Library

Frank Guthrie, Fine Arts
Gary Graves, Business/CIS
Cindy Zarske, Math/CSCI
Sean Sheil, PE
Jay Seidel, Tech. & Eng.

Resource Members Present:

Jennifer Combs, Curriculum Chair
Mark Greenhalgh, Dean Math/CSCI
Nicol Tushla, Admission & Records
Jose Ramon/VPI

Rachel Roschel, Curriculum
Scott Lee, Articulation
Doug Benoit/Dean Bus/CIS

Members Absent: Stewart Kimura/Matriculation, Laurie Triefenbach, Catlg/Sched Coord

I. Approval of Minutes:

- a. *May 4, 2016
 - i. Discussion Agenda
- b. *May 18, 2016
 - i. Discussion Agenda
 - ii. Proposal Agenda
 - All tabled to next curriculum meeting

II. Approval of Agenda:

- MSU Approved

III. Technical Review Working Meeting and the Entire Curriculum Committee: *handout*

- a. 1:30 – 3:30 p.m. CurricUNET user training and work session –All Curriculum Division Reps AND Resource Members...Please bring materials to facilitate review (if you have any, even if you have shared them before) and be prepared to offer suggestions!
 - Chair and Technical Review Chair provided overview and committee discussed our curriculum approval process. Tech Review Team training provided for new reps.
- b. 3:30 – 4:30 p.m. Overview of Curriculum Division Rep duties Q&A
 - Committee discussed responsibilities of reps and offered guidance and support to new reps.
- c. Handout- Curriculum Division Rep Duties
 - Chair and Technical Review Chair presented and discussed the handout with committee.
- d. Six-Year Review Strategies:
 - Committee agreed to excuse T & E Rep and PE Rep from Technical Review Teams this semester so they could focus on working with faculty in their divisions on urgent curriculum proposals for Six-Year Review. Tech Review Teams were restructured.
 - Committee agreed to provide assistance with CNET format updating for faculty behind in their Six-Year Reviews. If courses are copied by discipline faculty to initiate the revision process by September 12th, Chairs and if needed experienced reps, would update course format in CNET so faculty originators could focus on updates to content, methods, textbooks, etc.

IV. Announcements/Informational Items From Chair: to be addressed at 9/7 CC Meeting

- a. Updates
- b. Status Reports
- c. Accreditation Preparation
- d. Other....

Next Curriculum Committee meeting Wednesday, September 7, 2016 at 1:30 p.m. in room 1246 Faculty Lounge