# CURRICULUM COMMITTEE MINUTES

October 12, 2017, 3:00-3:45 pm, Council Conference Room

**Members Present: Lynnette Hoerner (chair), Katherine Sykes, Ellie Camann, Michael Fulks, Janiece Kneppe-Walter, Kate Haddon, Jeremy Cox**

**Members Absent:** Angie Simmons, Kelly Circle, Erica Iverson

**Visitors: n/a**

Administrative: Kelly Jo Eldridge is leaving the committee, so we can look for a new member. This isn't required, since we are still within the parameters of our bylaws. We can also have more than one new faculty member.

A glossary of terms is in progress. Once we have this completed, Academic Standards will be linking to our page for this.

When people send us curriculum submissions, start by sending their dean an email to make sure it's approved by them. Kate suggests we try to use FormStack for this, so it will route directly to the deans first. We should probably check with the deans to see what they think about this idea before they start getting emails that they don't know anything about.

The editable submission form: we really need them to submit both forms to us. One form is from the state and should have the top part filled out; the editable version should have the major pieces that will need editing. Editing in the state's form (after copying and pasting into it) is limiting.

Does CTE need to be LLB? No. They can be LEC. There is also no specific number of competencies per credit hour. There should be enough to fill up the time.

HIS 253 has two more approvals, so that should be enough to pass it on.

Approved the updated bylaws and reviewed the membership list.

Can catalog course descriptions be linked directly to the courses in the course schedule?

CURRICULUM REVIEW

COM126 Communication in Healthcare

a) Revised course. Updated learning outcomes and topical outline. The CIP code needs fixing. Rewrite course description and check that box.

b) Sending back to faculty member. Invite Marlene to the next review with our committee if she's able.

WQM100 Introduction to Water Quality

a) Revised course. Updated the catalog description. We also modified the learning objectives. These also need modifications for sentence case and numbered lists.
b) Approved by members present with the recommended changes.

WQM119 Basic Water Quality Analysis

a) Revised course. Updated the catalog description, competencies, and topical outline. We modified the learning objectives. These also need modifications for sentence case and numbered lists.
b) Approved by members present with the recommended changes.


MEETING ADJOURNED.