

CURRICULUM COMMITTEE MINUTES

January 25, 2018, 3:00-4:00 pm, Council Conference Room

Members Present: Lynnette Hoerner (chair, FT faculty – AST), Katherine Sykes (secretary, Advising rep, nonvoting), Ellie Camann (FT faculty – GEY), Kate Haddon (nonvoting), Kelly Circle (dean, nonvoting)

Members Absent: Michael Fulks (FT faculty – MGD), Jeremy Cox (CTE faculty –FIW), Janiece Knepp-Walter (FT faculty – ECE/EDU), Erica Iverson (PA program)

Visitors: n/a

Administrative:

ILT: Kelly Circle talked with the ILT about procedures. Linda Comeaux wants Kelly to work with her to put together a checklist and maybe a FormStack for adding or revising courses. FormStack should be completed after the faculty member talks with their dean, then probably to Kate to check CIP codes and other technical items, then to the Curriculum Committee, then to the VPIs, and then to everybody else (Advising, Catalog updates, and faculty).

Linda would also like a clear procedure for adding and revising programs. Photography and Fine Woodworking programs are going through revisions. Janiece, Jeremy, and Kelly might have good suggestions for the revision procedure.

SFCC: Katherine and Kate do not get those minutes but would like them. SFCC is also working on a handbook for Curriculum Committees.

Notes about the syllabus information from CCNS for GT courses: It's easier to work with if it's downloaded, saved as a Word document, made accessible in the Word document, then copied-and-pasted into the syllabus. Also, the syllabus insert links to the Student Handbook, but the Handbook is not accessible.

MEETING ADJOURNED.