CURRICULUM COMMITTEE
MINUTES OF THE MEETING

Meeting Date: October 5, 2017
Location: Boardroom
Time: 2:30 – 3:00 p.m.

(☒ Members Present)

NON-VOTING, EX OFFICIO MEMBERS: STUDENTS:
☒ Alison Stevens

ADMINISTRATION:
☒ Ann Garnsey-Harter (Co-Chair)
☐ Amy Kinsel

RESOURCE:
☒ Jenifer Aydelotte

RESOURCES:
☒ Tiffany Meier, Advising
☒ Leslie Potter-Henderson, Library
☐, Hum
☐ Jeff Junkinsmith, Hum – Davis Proxy
☒ Gail Dalton, HOPE

☐ Lori Stephens, HOPE
☒ Leoned Gines, Sci
☒ Dave Phippen, Sci
☒ Don Christensen, Soc Sci, (Co-Chair)
☐, Soc Sci

MEETING CHAIR: Don Christensen

APPROVAL OF MINUTES. Approval of minutes from June 8th deferred to next meeting.

FACULTY SENATE UPDATE: No updates

MCO COMPLETION STATUS: Jenifer shared that MCOs are at 69.2% completion including Special Topics and 79.06% completion without Special Topics.

SECOND READING
No items for Second Reading.

FIRST READING
No items for First Reading.
OTHER TOPICS

Welcome from Alison Stevens

Committee Chairs:
Don Christensen volunteered for another term as faculty co-chair. Consensus: Approved
Ann Garnsey-Harter volunteered for a term as administration co-chair. Consensus: Approved

New Meeting Schedule:
The new meeting schedule of the first- and third-Thursdays was introduced. This meeting schedule will allow committee members to attend other committees that in the past may have had some conflicting dates.

Committee Members:
It was noted that we are still awaiting new members from Humanities and Social Sciences to replace members who stepped down at the end of last year.

ABECE courses:
Information item. Jenifer Aydelotte informed the committee that CEO students taking ABE classes are coded and counted differently than non-CEO students. The ABECE courses are direct copies of the existing ABE courses, just coded for CEO students.

Catalog/Curriculum Management Software:
Jenifer Aydelotte informed the committee that three software offerings for Catalog/Curriculum management were evaluated over the summer, with one being a clear favorite. Funding for the project is being explored, as is whether this will be a single- or two-year implementation.

Deadlines:
Jenifer noted the deadlines documented on the second page of the agenda, and called specific attention to the October 26th submission deadline for a course to be included in the Spring 2018 schedule.

Style Guide
Don Christensen reminded the Committee of the Style Guide which was approved last year and requested they bring this to the attention of their divisions. It would be very helpful if the Division Planning Councils would check MCOs for style matters before submission to the Curriculum Committee. Jenifer will look for/correct (non-content) style errors before sending MCOs on to the committee.

Using OneDrive for Curriculum Committee Documents
Jenifer Aydelotte introduced the idea of using OneDrive for distribution of MCOs. Leslie Potter-Henderson noted that in the past she has had issues accessing OneDrive. Consensus: We will try using OneDrive and reevaluate if there are issues.

Next Meeting: October 19th in the Boardroom