

Meeting Minutes from April 26, 2018

Curriculum Committee

Voting Members: Maula Allen, Rebecca Beal, Paul Cheney, Maria Coulson, Gina Cullen, Dave King, Karen Koenig, Bob McCoy, Sara McKinnon, Lisa Morse, Joanna Pinckney, A Joe Ritchie, Karen Robinson, Nancy Willet

Nonvoting Members: Sheldon Caroll

Guests: None

Chair: A Joe Ritchie

Agenda for April 26, 2018

- Motioned to approve: Karen Robinson
- Second the motion: Bob McCoy
- Approval status: Members in attendance voted to approve the Agenda

Minutes from April 19, 2018

- Motioned to approve: Karen Robinson
- Second the motion: Lisa Morse
- Approval status: Members in attendance voted to approve the minutes.
- Members voting no: None
- Members abstaining: Maula Allen, Paul Cheney, Joanna Pinckney

Reports:

1. Academic Senate Report (Karen Robinson)

- a. The Academic Senate approved the GE Committee's proposal for area H.
- b. Meg Pasquel reported that HR will not staff on hiring committees, there is less funding for PRAC than estimated, and the state may change the categorical funding process.
- c. Jeff Cady reported on the most recent facilities meeting.
- d. Arthur Lutz reported that UPM negotiations are close to completion.
- e. The Senate discussed the faculty awards.

2. UDWC Report (Rebecca Beal)

- a. No report

3. GEC Report (Dave King)

- a. Sara McKinnon and Dave King will serve as alternating co-chairs for the GEC.
- b. Committee meetings will be scheduled on an ad hoc basis.

4. eLumen Update (A Joe Ritchie)

- a. Next Friday, May 4th there will be training in AC 114 from 11:00am-1:00pm.

5. Curriculum Chair Update (A Joe Ritchie)

- a. There will be no meeting on Thursday, May 3rd.
- b. Gina Cullen is the only nominee for the Curriculum Committee chair position. Sara McKinnon made a motion that Gina Cullen be the shadow chair for 2018-2019 academic year and the chairperson beginning July 1st 2019. Paul Cheney seconded the motion. The vote will be held at the next meeting on May 10th.
- c. A Joe Ritchie and Lisa Morse will meet with World Languages faculty on the SPAN 101A and B proposal.

6. Process for new program/ course submission, flowchart

- a. The CC reviewed the latest version of the flowchart and made several suggestions. A Joe will update and share with the CC.

7. Wrap up discussion to Derek Wilson's questions

- *Will the COR deadline move back when ELumen is activated for COM CORs?*

It is not expected to change due to the volume of courses that need to be processed each year. However, the CC is hoping that when ELumen is implemented the entire process will be more efficient.

- *Has the length of time for articulation increased from CSU or UC or both?*

Yes, the length of time has been extended by one year because UCs and CSUs are no longer retroactively applying articulation. This means a course must have already been articulated in order for students to receive transfer credit. Also, the IGETC review process has been slower in recent years. Best practice is for submissions to be made by March 1st in the current year to be articulated for Fall in the year following.

- *Because there was not advanced notice, can a request for articulation be submitted?*

The submission date for IGETC? (I think CSU Breadth is later) Articulation has been August for some time now which makes the September 1 submission date too late for this. As a result the March 1 date was set a couple of years ago and

shared every year with the faculty at the CC meetings, Academic Senate, Department chairs, and in email to the entire faculty.

- *How will new courses be presented by faculty with a class conflict?*

Each semester the CC has scheduled additional Friday sessions to manage the workload when necessary. This would be the option offered to faculty who have conflicts with the Thursday CC meeting time. If a Friday session is not an option, the CC chair can work with faculty on the best way to present materials to the committee.

- *What is the process/timeline for submitting new degrees and/or certificates?*

Best practice is to submit both the course(s), Degree(s), and Certificates at the same time when possible. Submission by Sept 1st of the current year for approval the following fall.

8. Interesting Facts

- a. Bob McCoy recommended reading *Why We Sleep?* A good night's sleep will prove beneficial in many areas including helping to prevent Alzheimer's. Less sleep will also cause one to wake up with the munchies.
- b. Joanna Pinckney will be playing with the COM Symphony Orchestra Saturday April 28th at 7:30pm
- c. A Joe mentioned that Florida has 1350 miles of coastline. Sea Levels are continuing to rise. Plan to move inland wherever that may be.

Technical Review:

For the most recent information on the status of courses being reviewed, please refer to the Course Approval Schedule on the Curriculum Committee website or the attachment from the regular distribution of curriculum materials by the Chair.