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CWU Curriculum Committee Minutes - 10/04/ 12

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Faculty Senate Curriculum Committee
October 4, 2012
3:10-5:00
Minutes

Present: Jan Byers-Kirsch, Keith Salyer, Gary Richardson, Jeffrey Stinson, Liz Kerns, Jeff Dippmann, Suzanne Little, and Kathy Temple

Absent: None

Guest(s): Melody Madlem, Lori Braunstein and Sheryl Grunden

Meeting was called to order at 3:07 p.m.

Approval of Agenda – Jeff S moved to approve the agenda as presented. Suzanne seconded and motion was approved.

Introductions – Members and guests introduced themselves.

Chair Election - Liz nominated Jeff Dippmann as committee chair. Gary seconded the motion and motion was approved.

Approval of 5/31/12 Minutes - Suzanne moved to approve the May 31, 2012 minutes. Jeff S seconded and motion was approved.

Faculty Senate Chair – Melody Madlem – Melody thanked the committee for their service. She is here to help support the committee and has great respect for the committee's workload. The committee charges will be coming soon. One charge will be looking at an electronic system for the curriculum process. Melody is setting up a committee discussion group on the GoingOn site for Curriculum. There will be a public area where anyone who is subscribed can see the agenda, minutes and have broader discussion. There will also be a site strictly for committee members. Melody will be working with Lori to make sure the collaboration and communication flows between the committee, Lori, the Executive Committee and the Provost.

Director of Academic Planning – Lori Braunstein – Lori reported that the Provost's office has created four faculty positions. One of which is her $\frac{3}{4}$ time position as the Director of Academic Planning. Lori is also her department's interim chair during fall and winter quarter. Lori is a direct report to the Provost. She has been given three main charges for this year. One deals with curriculum, one with General Education reform and the third is the Quarter to Semester feasibility study. Lori has been looking at electronic curriculum programs. She has arranged a preliminary demonstration of CurricuLog,

which is an add-on to our current AccuLog system. This demonstration is scheduled for Monday, October 8th from 11:00-12:30 in Mitchell Hall conference room. Lori also talked to the committee regarding new programs and the changes with the Higher Education Coordinating Board, which no longer exists. Lori went through some changes to the catalog deadline memo. The committee had some changes to the memo.

Approve Curriculum Summary Log - October 4, 2012. This is the log for review and not approval.

Catalog effective dates - Kathy brought to the committee Todd Shiver's request from the Music Department to have the narrative language updated in the catalog. They need it changed for accreditation purposes. The committee needs to talk about effective dates now that we are using the online catalog exclusively. Rose indicated she would check to see if there were any specifics regarding adding information to the online catalog. The committee will discuss this at the next meeting.

Policies & procedures – Janet explained the need to separate procedure from the current policy manual and put in the University's procedure manual. The committee requested that Janet ask Sandy Colson to come to the next meeting to provide more clarification on this request.

Review Curriculum - Committee spent time reviewing current curriculum.

Meeting adjourned at 4:40 p.m.

Future Agenda Items:

Learner outcomes for minors/certificates
Syllabi for new courses
Number of lower division credits in a major
Draft Pre-Professional narratives
Teaching endorsement policy and/or procedures
Hold petition deadline