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# CWU Curriculum Committee Minutes - 11/01/ 12

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Faculty Senate Curriculum Committee  
November 1, 2012  
3:10-5:00  
Minutes

Present: Jan Byers-Kirsch, Jeffrey Stinson, Liz Kerns, Suzanne Little, Kathy Temple, Ginny Blackson, Lori Braunstein, Rose Spodobalski-Brower

Absent: Keith Salyer and Gary Richardson

Guest(s): Rodney Bransdorfer, Scott Carlton and Sara Melton

Meeting was called to order at 3:10 p.m.

There was an initial discussion and some confusion about the World Studies program changes. These will be brought forward at the next meeting.

Approval of Agenda Jeff S moved to approve the agenda. Kathy seconded and motion was approved.

Approval of 10/18/12 Minutes - Kathy moved to approve the October 18, 2012 minutes as read. Jeff S seconded and minutes were approved.

Approve Curriculum Summary Log – There are currently two courses that are waiting for additional information: ANTH 398 and HIST 334. Liz moved to approve the summary log with those two holds. Suzanne seconded and motion was approved.

Curriculog Discussion - Liz indicated it looks like it would be more efficient. It would be nice to have a tracking system to everyone knows where the proposals are and their status. Scott expressed some concern about tying ourselves to Acalog. What might be other possibilities? Lori brought information on CourseLeaf which is another option for catalog/curriculum for the committee to review.

Catalog narrative deadlines (Held over from last meeting) - Rose is not sure whether these can be made as well as the catalog is frozen after a certain date. However, course information is updated as they are approved. Rose will see what she can find out.

Procedures manual template from Committee Charges (Held over from last meeting) – The committee gave some basic suggestions. Janet will put together the document for the committee's review at the next meeting.

Course place holders for \*91, \*96 and \*98 (Held over....) – The committee discussed adding these place holder courses automatically for all departments. This would

save departments a step later if they decide to use these courses by not having to request the place holder course before proposing the actual course. Kathy indicated she is not sure the committee would want to develop a global solution for a temporary problem. If we are looking at going electronic, this process would be solved and they can see what forms they would have to fill out.

Review Curriculum - Kathy moved to put COM 481 and 482 on the November 1<sup>st</sup> approved Curriculum Log and off the November 15<sup>th</sup> review summary log. Ginny seconded and motion was approved with 1 abstention. These courses were approved this summer and got lost in the shuffle.

Meeting was adjourned at 4:49 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